



## PARKS AND RECREATION

**To:** Mayor and Town Council

**From:** Dan Baker, Director of Parks and Recreation

**Through:** Mario Canizares, Town Manager  
Robyn Battle, Executive Director

**Re:** Professional Services Agreement – Bowmen Sports

Town Council Meeting – May 28, 2024

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### Strategic Visioning Priority: 4. Provide Excellent Municipal Services

#### **Agenda Item:**

Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between the Town of Prosper and Bowmen Sports for recreation program instructor services for an estimated amount of \$27,090.

#### **Description of Agenda Item:**

As part of the programming objectives for the Recreation Division, different programs and classes are offered to the community throughout the year. For these programs to run successfully, Town staff hire instructors to teach the classes. Before entering into a contract with these professionals, different factors are taken into consideration. As part of the Professional Services Agreement, the instructor agrees to retain a portion of the revenue, and the remainder of the revenue is retained by the Town. There are varying percentages used, based on the type of program and supplies either provided by the Town or the instructor.

During the Summer the Recreation Division runs a variety of camps. Per this Professional Services Agreement, the Town agrees to retain 30 percent (30%) of the total revenue collected during the registration process. In FY 2022-2023, Bowmen Sports collected \$16,698 from the registrants for services provided, generating \$4,720 in net revenue for the Town. Due to the increased offerings and advertising, Town staff anticipates an increase this fiscal year.

#### **Budget Impact:**

Town staff estimates the amount of revenue collected from program registrants to equal \$38,700 in FY 2023-2024. Per the agreement with the Town, \$27,090 in contractor expenses would be collected by Bowmen Sports, leaving \$10,966 in net revenue for the Town. The \$27,090 will be funded from the Recreation Activities Account 100-5995-60-03.

#### **Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Professional Services Agreement

**Town Staff Recommendation:**

Town Staff recommends the Town Council authorize the Town Manager to execute a Professional Services Agreement between the Town of Prosper and Bowmen Sports for recreation program instructor services for an estimated amount of \$27,090.

**Proposed Motion:**

I move to authorize the Town Manager to execute a Professional Services Agreement between the Town of Prosper and Bowmen Sports for recreation program instructor services for an estimated amount of \$27,090.