



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 – Gray Event Management

Town Council Meeting – February 27, 2024

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 Gray Event Management for recreation program instructor services.

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.

Per the Town's joint use agreement with Prosper ISD, instructional tennis classes are hosted at the Reynolds Middle School tennis courts, at no cost to the Town. This agreement also granted the Town the right to charge third parties a reasonable fee for participation in the recreational activities. The Town offers a tennis program for ages 5 through 14 and adults. These programs are run throughout the calendar year during the evening and Saturday mornings. Per this Professional Services Agreement, the Town will retain 30 percent (30%) of the total revenue collected during the registration process. In FY 2022-2023, total program revenue brought in was \$99,381. The Town paid Gray Event Management \$69,567 (70%) and retained the remaining \$29,814 (30%).

This item was presented to the Parks and Recreation Board during their February 8, 2024, meeting. The Board recommended moving forward with the agreement.

Budget Impact:

Town staff estimates the amount of revenue to be collected from program registrants to equal \$94,000 in FY 2023-2024. Per the proposed agreement, \$65,000 (70%) will be paid to Gray Event

Management, leaving \$29,000 (30%) in net revenue for the Town. The \$65,000 will be funded from the Recreation Activities Account 100-5995-60-03. The \$29,000 in revenue will be applied to the Park Program Fees Account 100-4058-60-00.

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 approval to authorize the Town Manager to execute a Professional Services Agreement between the Town of Prosper and Gray Event Management for recreation program instructor services.

Proposed Motion:

I move to approve authorizing the Town Manager to execute a Professional Services Agreement between the Town of Prosper and Gray Event Management for recreation program instructor services.