



## 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 – Soccer Sparks LLC**

**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 Soccer Sparks, LLC, 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 hires 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.

The Town offers a soccer program for ages 2 through 9. These programs are run throughout the calendar year during the afternoon and evening at Folsom Elementary. 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 \$41,671. The Town paid Soccer Sparks, LLC, \$29,170 (70%) and retained the remaining \$12,501 (30%).

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

#### **Budget Impact:**

Town staff estimates the amount of revenue to be collected from program registrants to equal \$42,000 in FY 2023-2024. Per the proposed agreement, \$29,400 (70%) will be paid to Soccer Sparks, LLC, leaving \$12,600 (30%) in net revenue for the Town. The \$29,400 will be funded from the Recreation Activities Account 100-5995-60-03. The \$12,600 in revenue will be applied to the Park Programs Fee 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 Soccer Sparks, LLC, 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 Soccer Sparks, LLC, for recreation program instructor services.