



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of August 21, 2018  
Action Item for the City Council Meeting of August 28, 2018

**DATE:** August 7, 2018  
**TO:** Keith Selman, Interim City Manager  
**FROM:** Jay Ellington, Director of Parks and Recreation  
jayell@cctexas.com  
(361) 826-3042

Service Agreement to Manage and Operate the HEB Tennis Center

### **CAPTION:**

Motion authorizing a service agreement with Sweet Spot Tennis, LLC for management and operations service for HEB Tennis Center.

### **PURPOSE:**

Staff is recommending a service agreement with Sweet Spot Tennis, LLC to manage and operate the HEB Tennis Center to reduce expenses and increase revenue for the Corpus Christi Park and Recreation Department.

### **BACKGROUND AND FINDINGS:**

The request for proposal (RFP) was advertised issued October 7, 2016 and a pre-proposal conference was held October 14, 2016. On March 21, 2017, staff made a recommendation to Council. That recommendation was rejected. A desk audit of the current agreement was conducted in November 2017. A second RFP was advertised on September 24, 2017 with a due date for all proposals of October 25, 2017. Purchasing requested a 120-day extension of the responsive Proposal Offer.

Staff recommends awarding a service contract agreement to Sweet Spot Tennis, LLC until December 31, 2018; the City will pay the Contractor \$4,138.00 per calendar month, Contractor will retain 95% of the Pro Revenue and 50% of the City Fee Revenue.

### **ALTERNATIVES:**

Self (City) Operation

### **OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Park & Recreation, Finance - Purchasing

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	<b>\$49,656</b>	<b>0</b>	<b>0</b>
Encumbered / Expended Amount	<b>\$41,380</b>	<b>0</b>	<b>0</b>
This item	<b>\$4,138</b>	<b>\$12,414</b>	<b>\$16,552</b>
BALANCE	<b>\$4,138</b>	<b>0</b>	<b>0</b>

Fund: General

**Comments:** The Parks & Recreation department will also request the Finance – Purchasing department to put another RFP out by October 1, 2018. This will be evaluated and brought to Council for consideration of award by December 1, 2018. This will be a 5-year operating agreement with proposed extensions.

**RECOMMENDATION:**

Park & Recreation staff recommends the approval of the service agreement.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement