

## Memorandum No. M18-004

**To:** Recreation Committee  
**From:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of A&F  
Michael R. Kies, Director of Recreation & Facilities  
**RE:** Independent Contractual Agreements  
**Date:** January 11, 2018

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### **Background**

As part of our policy contractual agreements with shared revenue payments that are expected to exceed the spending authority of the Executive Director (\$25,000), require Board approval. Attached are three agreements requiring approval:

1. Tumbling Times, Inc. providing instruction for gymnastics for children
2. Illinois Shotokan Karate, Inc. providing youth and adult karate classes
3. First Serve Management, Inc. providing tennis lessons, leagues, match play, tournaments, classes, camps, cardio tennis\*.

\*In the past, First Serve has also provided pickle ball services at PSSWC. These programs have now matured to a point that staff feels we can operate them on our own, thereby reducing our costs and providing greater savings to patrons and members. Therefore, the First Serve agreement no longer includes pickle ball services and as of March 1, 2018, this program will be run in-house.

All of these groups have worked with the Park District for over 10 years. The park district has been happy with the level of services provided by each group.

### **Implications**

Please see the attached agreements for the specifics as it relates to the terms and conditions for each group. Again it is important to note that each of these agreements is part of a shared revenue program based on the services each specific group provides. All of these agreements meet the requirements as stipulated by PDRMA as it relates to liability and overall insurance. Each of these agreements expires at the end of the year and will be reviewed on an annual basis and adjusted based on the needs of the park district.

### **Recommendation**

Staff recommends that the Recreation Committee recommend to the full Board the approval of the attached annual agreements with Tumbling Times, Inc., Illinois Shotokan Karate, Inc., and First Serve Management, Inc. as presented.