



Memorandum

Date: April 10, 2024

To: Honorable Mayor and Councilmembers

From: Kathie Brooks
Interim City Manager

Department: Erin Sullivan
Parks & Recreation Director

Subject: **Pickleball Tournament- “Help for Venezuela Foundation”
waiving of rental fees- Department Vetting Memo**

Introduction

The Parks & Recreation Department has reviewed the memo submitted from Councilwoman Porras requesting to waive the tennis court rental fees for the Pickleball tournament hosted by “Help for Venezuela Foundation” on May 4, 2024 at Doral Legacy Park from 9:00am-6:00pm.

Background

Councilwoman Porras submitted council agenda item for the April 10, 2024 meeting, requesting Council to approve waiving the court rental fees for the “Help for Venezuela foundation” to host a pickleball tournament on May 4, 2024 from 9:00am-6:00pm for approximately 100 participants. In conversations with the Councilwoman, they’re requesting 3 tennis courts for this tournament.

Staff have confirmed that three (3) tennis courts can be made available on this date and time at Doral Legacy Park.

Additionally, the memo notes that vendors and sponsors will be onsite at the tournament as well. Logistical information will be needed for the vendors/sponsors (where will they be located, power needs, selling items, etc.) to ensure they can be accommodated. Tournament organizers should also provide a Certificate of Insurance (COI) with the City listed as additional insured for the tournament date.

Fiscal Impact:

The total cost for the rental of the three (3) tennis courts from 9:00am-6:00pm is \$270.00 and \$18.90 (sales tax)= \$288.90. The organization is a Non-Profit organization therefore the Non-Profit rental fee was applied (\$10/hour/court).

Strategic Plan Alignment

This item ties into the Parks & Recreation Strategic Plan Initiative, fostering a sense of community building and healthy active lifestyle.

Recommendation

The City Manager's Office and staff have reviewed the request and provided the corresponding rental fees for the use of three (3) tennis courts at Doral Legacy Park for the tournament taking place on May 4, 2024 from 9:00am-6:00pm. Logistical information will be needed for the vendors/sponsors (where will they be located, power needs, selling items, etc.) for staff to ensure they can be accommodated. It is recommended that tournament organizers also provide a Certificate of Insurance (COI) with the City listed as additional insured for the tournament date.