



**CONCESSIONS AND CONTRACTS COMMITTEE  
OF THE PARKS AND RECREATION BOARD**

Wednesday, August 20, 2014 - 12:00 p.m.

**Parks and Recreation Department Main Office**

200 South Lamar Blvd.

Austin, Texas 78704

---

## **MINUTES**

### **A. CALL TO ORDER**

The meeting was called to order at 12:17 p.m.

Board Members in Attendance:

Jane Rivera, ex-officio; Jeff Francell, Chair; Dale Glover; Susan Roth

### **B. CITIZEN COMMUNICATION**

Mark Gentle expressed interest in the use of the park systems, especially regarding special events and the associated contracts. He informed the committee that he had filed an open records request pertaining to the private use of public parks, and stated even though he had received a list of events, he had not received the associated executed contracts. He indicated that in order to fully understand the use of the parks by private entities, it is necessary to have all requested information. His goal is to gain an understanding of how public spaces are being utilized and to determine if there is an overutilization of public spaces by private entities. He also informed the committee that he requested a copy of the Aquatics Study and has yet to receive it.

### **C. NEW BUSINESS: DISCUSSION AND ACTION ITEMS**

#### **Non-Consent**

Committee members received an orientation, from Contract Compliance Manager, Beverly Mendez, on the following topics:

#### 1. Committee Purpose and Scope

- a. The purpose and scope of the Concessions and Contracts Committee is to serve in an advisory capacity of the full Parks and Recreation Board on issues related to park and boating concessions and department contract matters subject to action by the Austin City Council.
- b. However, the committee's scope does not extend to the following:
  - i. CMD (Contract Management Department) Contracts;
  - ii. Contracts administered by the Purchasing Office;
  - iii. Contracts that fall within the City Manager's authority; and

- iv. Contracts that fall under the PARD Director's authority.
  2. Overview of PARD Purchasing and Contracting
    - a. Beverly Mendez, Contract Compliance Manager, introduced the contract Compliance Unit staff and other PARD staff in attendance and explained the role and responsibility of each staff member.
    - b. She also took this opportunity to explain PARD's relationship to the Corporate Purchasing Unit.
  3. Committee Process, Procedures and Meeting Schedule
    - a. Committee members and staff discussed the following:
      - i. Meeting Location
        - Committee members agreed that the meetings would be held in the PARD Conference Room at 200 South Lamar.
      - ii. Meeting Day and Time
        - Committee members determined that the Concessions and Contracts meeting would be held on Tuesdays at noon two weeks prior to the Parks and Recreation Board meeting.
      - iii. Committee Leadership
        - Committee members unanimously agreed that Jeff Francell would serve as committee chair.
      - iv. Protocol
        - The process for committee protocol will be determined once a Contract Administrator is hired for the current vacancy, but in the meantime, Beverly Mendez, Pat Rossett and Kirk Scanlon will share the responsibilities.
      - v. PARD Point of Contact
        - The PARD point of contact will be determined once a Contract Administrator is hired for the current vacancy, but in the meantime, Beverly Mendez, Pat Rossett and Kirk Scanlon will share the responsibilities.
      - vi. Requests for Information
        - Requests for information will be submitted, via email, two weeks prior to the scheduled meeting to PARD point of contact.

#### **D. FUTURE ITEMS FROM COMMITTEE MEMBERS**

1. Current list of PARD contracting items that are out for bid.
2. Information on City of Austin policy regarding anti-lobbying.
3. Purchasing 101 member training.
4. Link to Corporate Purchasing website.
5. Development of Contracts and Concessions Committee Guiding Principles

#### **E. ADJOURNMENT**

Committee Chair Francell adjourned the meeting at 1:28 p.m.