



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

Tuesday, November 25, 2014 - 1:00 p.m.

**Parks and Recreation Department Main Office**

200 South Lamar Blvd.

Austin, Texas 78704

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**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 1:02 p.m.

Board Members in Attendance:

Jeff Francell, Chair; Dale Glover; Susan Roth

**B. APPROVAL OF MINUTES**

1. Committee Chair Francell made a motion to approve the minutes of the Concessions and Contracts Committee meeting of October 14, 2014. Committee Member Glover seconded the motion. The motion carried on a vote of 3-0.

**C. CITIZEN COMMUNICATION**

There were two requests and comments from Austin citizens at the November 25, 2014, Concessions and Contracts Committee.

Virginia Hoffman, ARC (Austin Rowing Club) board member, addressed the Committee regarding the Annual Concession Report, specifically the ARC and its service to approximately 1,000 Austin youth through its philanthropic partnerships with organizations, such as Austin Children's Shelter, Big Brothers Big Sisters of Austin, and Food in Tummies among others. Ms. Hoffman also used this opportunity to share her concern regarding the wellbeing of the swans (approximately three) that currently live on the lake and the impact of increased watercraft to these swans. She stressed the need for more signage and buoys to ensure the safety of the swans.

Alan Roddy, Austin citizen, asked that PARB members pass a resolution asking the City Council to delay its action on the Decker Lake Golf Course that is scheduled for December 11, 2014. He stated that the parkland is much too important for a bad project, like the golf course, to be rushed through the City Hall process. Mr. Roddy also expressed his concern regarding the short time line for the approval of the project and indicated that more time was needed to allow sufficient opportunity for Austin citizens to provide input. Mr. Roddy asked that members consider the use of the parkland as a birding center similar to the World Birding Center in the Rio Grande Valley. The property could serve as a destination nature park for local recreation, eco-tourism and natural science education and research.

**D. NEW BUSINESS: DISCUSSION AND ACTION ITEMS** (Copies of the reports can be found at [http://www.austintexas.gov/cityclerk/boards\\_commissions/meetings/39\\_1.htm](http://www.austintexas.gov/cityclerk/boards_commissions/meetings/39_1.htm).)

2. Make a recommendation to the Board to recommend to the Austin City Council the authorization to execute an agreement with the Austin Parks Foundation and the Downtown Austin Alliance for final design, construction, operation and management of Republic Square.
  - a. Contract Compliance staff and Division Manager, Marty Stump, provided members an overview of the Republic Square Master Plan, which included the following:
    - i. Evolution of the Republic Square Master Plan;
    - ii. Proposed Amenities;
    - iii. Partners and their roles;
    - iv. Estimated Park Construction Budget;
    - v. Long – Term Funding Strategy;
      1. Gross revenue will be used to operate and to maintain park.
      2. All funds will remain for use in Republic Square.
    - vi. Next Steps and Benefits.
  - b. Committee members unanimously agreed to place the item on the PARB consent agenda.
  
3. Make a recommendation to the Board regarding the performance issues created through the provision of recreational services by concessions in Town Lake Park.
  - a. Contract Compliance staff, Kirk Scanlon, provided the purpose for the report and report details which are:
    - i. § 8-1-73 of City Code states that a report shall be delivered to the Parks and Recreation Board and the Environmental Board by the PARD Director or designee.
    - ii. The report covers concessions granted, the concession’s performance, and any issues and environmental concerns generated or created by a concession in Town Lake Park.
    - iii. PARB and the Environmental Board are then required to make a recommendation to Council no later than 30 days after receipt of the report regarding:
      1. Creation, continuation, or termination of a concession;
      2. The status of each existing concession; and
      3. The issuance of a request for proposal for a concession under this division.
    - iv. Concessions in Town Lake Park include:
      1. Butler Pitch and Putt
      2. Barton Springs Food and Beverage
      3. Lone Star River Boat
      4. Texas Rowing Center
      5. Zilker Zephyr Railroad
      6. Zilker Park Boat Rental
      7. Austin Rowing Club
      8. EpicSUP (Stand-Up Paddleboat)
      9. Rowing Dock
    - v. Concession boat inventory ranges from 33 to 475, with EpicSUP having the lowest number of boats and Texas Rowing Center having the highest.
    - vi. Total FY 14 gross sales was \$6,636,173 with PARD receiving revenue commitments, per the contracts, totaling \$641,512.
    - vii. Environmental Concerns/Issues
      1. Aquatic Vegetation – the proliferation of Cabomba, an aquatic plant, within Lady Bird Lake
      2. Solicitation of Long-Term Contracts – Butler Pitch and Putt, Lady Bird Lake Excursion Boat and Zilker Café
      3. Butler Pitch and Putt Site Improvements
      4. Auditorium Shores Food Vendor
    - viii. Members made the following comments and requests regarding this presentation:

1. Does the report capture all vendor revenue? Staff responded that membership revenue is not included.
  2. Members requested a breakdown of concession revenue within the Austin Rowing Club.
  3. Staff asked that members provide their comments regarding the Concession Report via email.
4. Make a recommendation to the Board to accept the Concessions and Contracts Committee Annual Report for 2014.
- a. Contract Compliance staff, Pat Rossett, provided members a draft of the Concessions and Contracts Committee Annual Report for 2014. Highlights of the report included:
    - i. A brief summary of the work completed by the Committee since its inception in August 2014.
      1. One committee work session;
      2. One committee training;
      3. Two briefing items;
      4. Three interlocal agreements;
      5. One agreement regarding proposed golf course at Walter E. Long Metropolitan Park;
      6. Receipt of one citizen communication; and
      7. A recommendation that the committee continue to meet on an as-needed basis and provide recommendations to the full board on issues related to department contract matters subject to action by the City Council.
    - ii. Committee members accepted the report with the caveat that it be updated to include all committee work to date and be presented at a subsequent meeting for approval.
5. Approve draft Concession and Contract 2015 meeting schedule.
- a. Contract Compliance staff, Pat Rossett, provided members with a draft committee meeting schedule that included 11 meetings for 2015.
    - i. Members approved the schedule with the caveat that staff verify Spring Break dates and communicate its findings to the committee.

**E. BRIEFINGS** (*Briefings are informational items only, no action was taken*) [A copy of the briefing can be found at [http://www.austintexas.gov/cityclerk/boards\\_commissions/meetings/39\\_1.htm](http://www.austintexas.gov/cityclerk/boards_commissions/meetings/39_1.htm).]

6. Brain Block, PARD Development Administrator, provided a briefing regarding the award, negotiation, and execution of a contract to complete a market and feasibility study for the Walter E. Long Metropolitan Park and the Travis County Exposition Center. Highlights of the briefing include the following:
- a. Overview of implemented master plan components and pending components;
  - b. Current park status;
  - c. Travis County Expo Center lease details and facility make up;
  - d. Terms and conditions of Interlocal Agreement with Travis County to share the cost for a market and feasibility study;
  - e. Purpose of market and feasibility study,
  - f. Project schedule; and
  - g. Short- and long-term next steps.

#### **F. COMMITTEE COORDINATOR REPORT**

Contract compliance staff, Pat Rossett, briefed members on PARD contracts that are in development.

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

- Finalization Concessions and Contracts Committee Draft Annual Report
- Receipt and review of Member Comments on Concessions Report
- Amendment 1 of the Parkland Improvement and Use Agreement with the West Austin Youth Association Regarding Lamar Beach and Town Lake Metropolitan Park.
- Members requested a future briefing on the Construction of Improvements by the Radisson Hotel on Parkland.

## **H. ADJOURNMENT**

Committee Chair Francell adjourned the meeting at 1:08 p.m.

DRAFT