



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

Tuesday, March 10, 2015 - 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 1:05 p.m.

Board Members in Attendance:

Jeff Francell, Chair; 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 February 10, 2015. Committee Member Roth seconded the motion. The motion carried on a vote of 2-0.

**C. CITIZEN COMMUNICATION**

There were no requests or comments from Austin citizens at the March 10, 2015, Concessions and Contracts Committee.

**D. NEW BUSINESS: DISCUSSION AND ACTION ITEMS**

2. Make a recommendation to the Board to recommend to the Austin City Council the negotiation and execution of a Interlocal Cooperation Agreement between the City of Austin and Austin Independent School District for the District's priority use of Garrison District Park Baseball Field and the Beverly S. Sheffield Northwest District Park Ball field for AISD's UIL boys' baseball teams.
  - a. Contract Compliance staff, Pat Rossett delivered a presentation to members that focused on the following:
    - i. AISD provided \$450 million in improvements to the fields as part of its capital improvements bond program.
    - ii. AISD students will use the facilities.
    - iii. AISD will pay for the utilities during its use period.
    - iv. The term of the agreement is 20 years.
  - b. Members had the following questions and comments:
    - i. Ms. Roth commented that the agreement was similar to the agreement with Lone Star Soccer and a good model wherein the third party took on similar responsibilities and incurred similar costs. The biggest difference is that the agreement is between two governmental entities as opposed to a non-profit and the City.
  - c. Committee members unanimously agreed to place the item on the PARB consent agenda.

**E. BRIEFINGS** (*Briefings are informational items only, no action was taken*)

3. Kirk Scanlon, Contract Compliance staff, provided a briefing regarding the process, status, and goals for the solicitation of a food and beverage vendor for the Zilker Café at Barton Springs.
  - a. Highlights of the briefing include the following:
    - i. The results of the Phase I public input process for the RFP;
    - ii. A draft task list and timeline;
  - b. Comments from the Committee include:
    - i. Food prices are going to be a major issue
    - ii. Gluten-free offerings may not be doable. Do include the gluten-free requirement if it will adversely affect affordability.
    - iii. Treats, such as ice cream and lemonade, are fine – do not eliminate them from the menu, but have a variety of offerings.
    - iv. Certain population groups may have certain needs and may have been under-represented in the survey responses.
    - v. Even though, Zilker Café pays the highest portion of gross revenues to the City of any concession:
      1. Do not put payment to the City as the highest criteria.
      2. Keep the percentage of gross revenue down to help with affordability.
4. Marty Stump, CIP Division Manager, provided a briefing regarding the process, status and goals for solicitation of an ADA Self-Assessment and System-wide Transition Plan.
  - a. Highlights of the briefing include the following:
    - i. PARD is hiring a consultant to conduct the ADA (American with Disabilities Act) assessment.
    - ii. The solicitation closes on the March 19, 2015.
    - iii. There are two bodies of law with purview of accessibility: A) ADA and TAS (Texas Accessibility Standards).
    - iv. Once a contractor is selected, staff will present the recommended vendor to the committee.
  - b. Comments by the committee include:
    - a. By conducting a full inventory does that put the City at greater legal risk?
      - i. No, it shows a good faith effort to address gaps and deficiencies.
    - b. How much is the study going to cost?
      - i. The cost will be between \$100,000 and \$150,000.
    - c. What are the biggest problems in meeting compliance standards?
      - i. The work requiring heavy construction, such as moving walls in the recreation center, work on historic buildings, and renovations to parking lots will be the most challenging. Parks are a little easier to bring into compliance.
      - ii. Work place accommodations will be in the report as well.

**F. COMMITTEE COORDINATOR REPORT**

Contract compliance staff, Pat Rossett, Idella Wilson and Kirk Scanlon briefed members on PARD contracts that are in development.

**G. FUTURE ITEMS FROM COMMITTEE MEMBERS**

The Committee asked staff complete the following actions and provide the requested information to the committee.

1. Provide the Committee with a briefing on the operation and programming of the Waller Creek Boathouse by Austin Rowing Club.
2. Set the start time for the March committee meeting for noon.

#### **H. ADJOURNMENT**

Committee Chair Francell adjourned the meeting at 2:04 p.m.

DRAFT