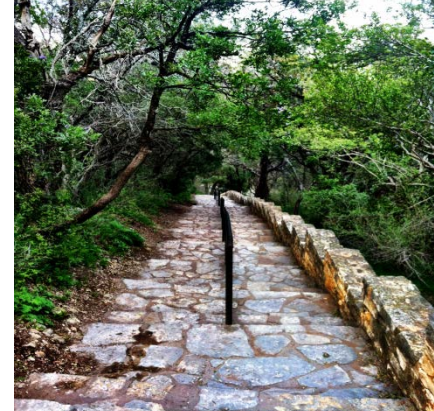


# CITY OF AUSTIN PARKS AND RECREATION DEPARTMENT

## Concessions and Contracts Committee Orientation

September 15, 2015



# MISSION STATEMENT

## PARKS AND RECREATION BOARD



- The purpose of the Board is to advise the City Council and the City Manager regarding:
  - The acquisition, development, improvement, equipment, and maintenance of city parks and public playgrounds;
  - The future development of city parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes; and
  - Improvement in the maintenance, operation, and general welfare of the city's parks, playgrounds, and recreational facilities and their use by the public.

# CONCESSIONS AND CONTRACTS COMMITTEE



- The Concessions and Contracts Committee of the Parks and Recreation Board serves 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.

# COMMITTEE COMPOSITION

The committee is composed of the following:

- Michael Casias, Chair
- Rick Cofer
- Richard DePalma
- Alesha Larkins
- Francoise Luca
- Jane Rivera – Ex Officio Member



# COMMITTEE SCOPE

- To serve in an advisory capacity on items subject to action by Austin City Council.
  - Permanent Concessions
    - New Development
    - Renewals
    - Terminations
  - PARD Agreements
    - Use
    - Partnership
    - Operations and Maintenance





# 2014-15 COMMITTEE ACTION ITEMS

- Walter E. Long Metropolitan Park Golf Course Contract with Decker Lake Golf
- Radisson Hotel Agreement
- Interlocal Agreement with AISD for Ace Tutoring Program
- Interlocal Agreement with AISD for Use of Butler Fields
- Interlocal Agreement with AISD for Use of Mexican-American Cultural Center
- Interlocal Agreement with AISD for Use of Baseball Fields at Northwest and Garrison Parks
- Walter E. Long Metropolitan Park/Travis County Expo Center – Market and Feasibility Study Contract
- Lady Bird Lake Excursion Boat Revenue Contract
- Amendment to WAYA (West Austin Youth Association) Agreement
- Management and Operation Agreement for the Caswell Tennis Center
- Lone Star Soccer Club Parkland Improvement and Use Agreement
- Texas Rowing Center Agreement Extension
- Old Bakery and Emporium Concession Agreement
- ADA Self-Assessment and System-Wide Transition Plan Contract
- Lamar Beach at Town Lake Metropolitan Park – Master Plan Contract
- Republic Square Master Plan Contract



# PARD PURCHASING AND CONTRACTING OVERVIEW

## ■ Contract Compliance Unit

- Contract Compliance Manager - Beverly Mendez
- Contract Administrator – Patricia Rossett
- Contract Administrator - Kirk Scanlon (Interim Cemetery Manager)
- Contract Administrator – Idella Wilson
- Contract Compliance Associate – Michelle Walker
- Buyer Associate – Vacant
- Grants Coordinator – Elizabeth Richard

## ■ Corporate Purchasing Office

- Terry Nicholson – Senior Buyer Specialist

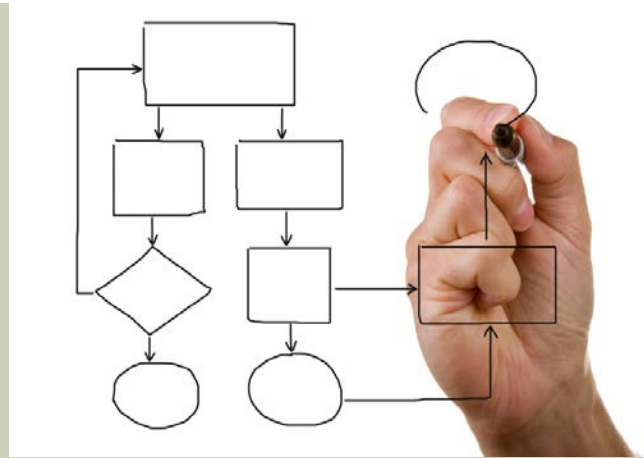
## ■ Roles and Responsibilities

# PARD PURCHASING AND CONTRACTING OVERVIEW

- **Contract Compliance Unit Roles and Responsibilities**
  - **Work with PARD staff:**
    - To determine appropriate acquisition methods that comply with all City regulations;
    - To coordinate purchasing requests with Purchasing Office and Law Department;
    - To draft contracts;
    - To participate in contract negotiation;
    - To conduct contract orientation;
    - To coordinate renewals and terminations;
    - To address compliance issues, discrepancies and disputes;
    - To interpret contracts; and
    - To monitor contracts.



# PROCESSES AND PROCEDURES FOR COMMITTEE MEMBERS



- Meeting Location
- Meeting Day and Time
- Protocol
- PARD Point of Contact
- Requests for Information

# QUESTIONS?



# THANK YOU!