



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

Tuesday, February 9, 2016 - 12:00 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 12:00 p.m.

Board Members in Attendance:

Michael Casias, Rick Cofer, Richard DePalma, Alesha Larkins

**B. APPROVAL OF MINUTES**

1. Committee Member, Rick Cofer, made a motion to approve the minutes of the Concessions and Contracts Committee meeting of January 12, 2016. Committee Member DePalma seconded the motion. The motion was approved unanimously.

**C. CITIZEN COMMUNICATION**

There were no requests for comments from Austin citizens at the February 9, 2016, Concessions and Contracts Committee.

**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).)

There were no new business items on the agenda.

**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).]

2. Cheryl Bolin, Aquatics Division Manager, provided a briefing regarding partnerships with the YMCA of Austin and the Austin Independent School District (AISD) to establish cooperative agreements that support Sports Physical Education classes at select AISD schools by providing swim lessons and lifeguard preparation programs. Highlights of the briefing include the following:
  - a. Purpose:
    - i. Formalize partnerships with YMCA and AISD
    - ii. Teach high school students swimming skills
    - iii. Provide opportunity for students to earn lifeguard certification
    - iv. Provide opportunity for students to gain eligibility for employment as a lifeguard
  - b. Current Status Swim ATX

- i. Pilot program at Reagan Early College High School and LBJ Early College High School
  - ii. Program offered during the 2015 spring and fall semesters
    - 1. Spring semester had 39 students from Reagan and 21 from LBJ
      - a. Of those, 13 obtained lifeguard certification
    - 2. Fall semester has 30 students from Reagan and 50 from LBJ
      - a. Of those, 26 obtained lifeguard certification
- c. Opportunities for Students
  - i. Earn PE credit
  - ii. Learn or improve swimming skills
  - iii. Earn a lifeguard certification
  - iv. Gain eligibility for employment as a lifeguard
- b. Goals and Objectives
  - i. To enhance the physical abilities of the students to a level where they can successfully complete the lifeguard training course and become eligible for employment with either the City of Austin or the YMCA
  - ii. To train and recruit a diverse workforce that is reflective of the Austin community
  - iii. To promote healthy activities that can be employed at any age
  - iv. To promote water safety awareness
- c. Contract Elements:
  - i. Two separate agreements:
    - 1. Partnership/Service Agreement with YMCA
    - 2. Interlocal with AISD
  - ii. Term:
    - 1. One-year initial term
    - 2. Three one-year options
    - 3. Possible four-year agreement
- d. Deliverables:
  - i. City of Austin, Aquatic Division:
    - 1. Provide use of facilities at no charge
    - 2. Provide staff to teach
    - 3. Provide lifeguards
    - 4. Provide scholarships to students-Red Cross Lifeguard Certification Course valued at \$250 per student
    - 5. Recruit (through PARD) students to participate
    - 6. Provide a single point of contact for both partners-Ashley Wells, Aquatics Supervisor
  - ii. YMCA:
    - 1. Provide facility usage at no charge
    - 2. Provide instructional staff
    - 3. Provide lifeguards and two water safety instructors
    - 4. Provide swimsuits and goggles at no charge
    - 5. Recruit students to participate
    - 6. Provide a single point of contact for both partners
  - iii. AISD:
    - 1. Provide up to 200 student participants
    - 2. Allow students to earn PE credit for class
    - 3. Establish mutually agreeable class times
    - 4. Provide final student rosters
    - 5. Provide a PE instructor to accompany students
    - 6. Transport students to and from class
    - 7. Provide completed written permission waivers

- e. Next steps:
  - i. Solicit feedback from partners on draft agreements
  - ii. Request recommendations and approval
    - 1. March 8, 2016 – Concessions and Contracts Committee
    - 2. March 22, 2016 – Parks and Recreation Board
    - 3. March 31, 2016 – City Council
- f. Members had the following questions and comments:
  - i. A member asked for examples of partnership and service agreements. *These agreements are generally value for value. The adult tricycle program was given as an example.*
  - ii. A member suggested using social media as a means of outreach.
  - iii. Another member asked what resources were needed to expand the program to Eastside Memorial High School. *One of the criteria is the proximity of facilities to schools. Time is a factor. This program occurs during the school day. Students have a limited amount of time available for the swim lessons before they must return to their regular classes at their schools.*
  - iv. Are there any facilities convenient to Eastside and Travis high schools? *Big Stacy Pool at 700 E. Live Oak Street is the closest facility, but it is very heavily used and is not heated.*
  - v. A member commented that the program will help the City alleviate its problem of finding sufficient lifeguards and recommended that the program be expanded. Another member noted that PARD should look for partners that seek grants. It was suggested that PARD approach the Parks Foundation as a means to get more money.
  - vi. A member asked if the pools are heated. *The pools used for the program are heated, but not all are indoor pools. There is a cost associated with heated pools. Dick Nichols was provided as an example. The heater at that pool is not working, and it is estimated that it would cost between \$15,000- \$20,000 to repair.*
  - vii. A member asked if the committee could see the draft contract. *The committee will be provided the contract when it is finalized.*
  - viii. A member asked about providing the program to students after school. *Currently, the program relies on AISD to provide the students with transportation, but if future resources become available, this may be a possibility.*
  - ix. A member requested that the contract be written to allow for expansion to other schools.
  - x. A member asked how many students from last year's program obtained jobs working at PARD as a lifeguard. *Thirteen received certification and four were employed as lifeguards. The City requires that all employees have a Social Security number, and some students did not have one. A discussion ensued about this policy, which is made at the City Council level, and the need for a consistent City policy.*
  - xi. Members reiterated the desire that other schools and times be added.

3. Jim Kotick, Athletics Program Manager, provided a briefing on the development of Facility Use and Maintenance Agreements for Downs Field with the Austin Metro Baseball League and Huston-Tillotson University. Highlights of the briefing include the following:

- a. Agreement purpose and status:
  - i. Mission/Purpose
    - a. Negotiate and execute agreement with Huston-Tillotson University (HT) for university programming
    - b. Negotiate and execute agreement with Austin Metro Baseball League (AMBL) to provide adult programs

- ii. Current status
  - a. Agreement with HT is in its second amendment, which expires 10/30/16
  - b. Agreement with AMBL is in its second amendment, which expires 10/30/16
  - c. Both partners are currently in good standing
- b. Background/History of field
  - i. 1914 – Field donated to Samuel Huston College (before the university became Huston - Tillotson); named for Rev. Karl Downs
  - ii. 1920's – Field became home to Austin's semi-professional Black baseball team, Austin Black Senators
  - iii. 1938 – Original site sold to Austin Public Schools and converted into a football stadium for Anderson High School
  - iv. 1949 – City built Downs Mabson baseball field at Springdale and 12<sup>th</sup> Street
  - v. 1954- City relocated Downs Mabson to current location
  - vi. 1988 – AMBL began playing at Downs Mabson
  - vii. 2015 – Field recorded as a Historic Texas Landmark
- c. Agreement goals and objectives:
  - i. City of Austin PARD seeks to continue its partnership with HT to provide HT with a field for its collegiate National Association of Intercollegiate Athletics Baseball team
  - ii. City of Austin PARD seeks to continue its partnership with AMBL to provide recreational baseball (hardball) to the citizens of Austin
  - iii. City of Austin PARD seeks to provide opportunities for the surrounding neighborhood and community to use Downs Mabson
- d. Agreement elements:
  - i. Initial three-year term with two 2-year extension options for a possible total of seven years with both partners
  - ii. HT and AMBL partner responsibilities:
    - 1. Operate and maintain facility
    - 2. Create practice and game schedules
    - 3. Manage programs
    - 4. Pay utilities
  - iii. Community access-Both partners will be required to set aside dates in their field-use schedules that allow for community members to use the facility for community activities
- e. Next steps:
  - i. Finalize agreements with both partners
  - ii. Present agreements to Concessions and Contracts Committee for recommendation in March 2016
  - iii. Present agreements to Parks and Recreation Board for recommendation in March 2016
  - iv. Present agreements to City Council for approval in April 2016
- f. Members had the following questions and comments:
  - i. A member asked if prior agreements required improvements. *No. This field has a historic designation, which requires careful oversight of any improvements. A member noted that any improvements made would probably be minimal.*
  - ii. What community activities will be held at the field? *Interest has been demonstrated from groups such as Six Square, Austin's African American Cultural Heritage District, and Forklift Danceworks. A series of concerts has been held at the field. The draft agreement calls for nine open dates for community activities. A member requested that it be open to more dates.*

- iii. A member asked why PARD was not paying for the utilities for this field as it does under the agreement with the West Austin Youth Association (WAYA). *There are differences between the two agreements. There is much less public access available at Downs Mabson Field.* A member asked what the utility costs are. *The costs are estimated between \$7,000 to \$12,000 a year depending on the weather. AMBL pays \$8,000 a year in rent under the current agreement. Each partner pays for the time they use the field. HT rarely has a need to use lights for its games.* A member noted that this could be considered an equity issue with regards to the agreement with WAYA.
- iv. A member asked if entities like Six Square pay rent or utilities to use the field. *They are not charged.* A member noted that Six Square is an example of a group that raises money for improvements.
- v. A member asked who pays for capital improvements. *AMBL and HT are responsible for the mowing and maintenance of the field. Capital improvements fall under PARD's CIP division. The African American Cultural Heritage District is in a development stage. Lisa Byrd is the community contact. She participated in the discussions relating to the draft agreements with AMBL and HT.*
- vi. Chairman Casias disclosed that he is working with the real estate side of the development of the African American Cultural Heritage District.
- vii. A discussion ensued regarding inequities relating to maintenance and improvement of parks.
- viii. A member asked if the partners would have concession rights. *This will be included either as revenue sharing or investment in park improvements.*

## **F. COMMITTEE COORDINATOR REPORT**

- 5. Contract compliance staff, Pat Rossett and Idella Wilson, briefed members on PARD contracts that are in development.
  - i. Staff has reached out to division managers for the forecast information requested by the committee.
  - ii. A discussion ensued regarding the committee's interest in developing a Request for Interest relating to innovative ideas for the park system. At this time the discussion was suspended for continuation during the next section of the agenda, future items.
  - iii. A member asked where the Seaholm project stood. *This project was placed on hold by City Council.* A member commented that it was his understanding that the design was not feasible because of historic issues. *Staff stated that a link to the Council transcript on this issue would be provided to members.*
  - iv. A couple of members indicated they were having difficulties with PARB emails. *Staff will forward these concerns to April Thedford.*
  - v. A member requested that the coordinator report chart include future contracts. Another member wanted to increase vendor participation and to make clear that incumbency did not guarantee selection.
  - vi. A member asked who was managing the Holly Shores working group. *Charles Mabry with Planning and Development is working with this group.*

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

- 6. Members returned to the discussion on how to solicit ideas and opportunities for the park system.
  - i. The following was suggested:
    - a. A brainstorming session for future projects
    - b. A period of time, perhaps several hours, set aside for a work session

- c. A review of RFP's from other jurisdictions
- d. A meeting that is similar to a retreat
- e. Involvement of the Purchasing Office as to how to move forward
- f. Identifying physical aspects and the types of contracts available
- g. Determining how to advertise for ideas
- ii. Staff will send members the current policy for contracts.
- iii. This item will remain on the committee's agenda under "Future Items" for continued discussions.

## **H. ADJOURNMENT**

Michael Casias adjourned the meeting at 1:17 p.m.

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