



2016 Annual Report

Concessions and Contracts Committee of the Parks and Recreation Board

Committee Charge

Per Article 8. Section (A). a. of the Parks and Recreation Board Bylaws, the Concessions and Contracts Committee serves in an advisory capacity of the full Parks and Recreation Board on issues and contracts that fall under management of the Parks and Recreation Department, including but not limited to boating concessions, general concessions, service contracts, Interlocal Agreements, Parkland Improvement, Maintenance, Management, and Operations Agreements.

The 2016 Concessions and Contracts consisted of the following Parks and Recreation Board members:

- January 2016 – December 2016 – Michael Casias (Chair), Rick Cofer, Richard DePalma, Alesha Larkins, Francoise Luca, Jane Rivera (ex-officio)

Part I - Annual Review (January 2016 - December 2016)

1. Provide a brief summary of the work of the committee during the past year including a list of its activities and achievements.

- **Eight (8) Committee Work Sessions**
 - New Contract and Concession Opportunities. During Seven (7) worksessions, the Committee identified and discussed existing facilities and green space that have potential for parkland improvement and concession opportunities. Throughout the year, the Committee worked with Staff as they moved forward with feasibility, preparation of solicitations and contract documents for the following new locations:
 - Improvements/Concessions at Plaza Saltillo
 - Improvements/Concessions at Auditorium Shores
 - Improvements/Concessions at Holly Shores
 - Improvements/Concessions at Dove Springs Recreation Center
 - Improvements/Concessions at Walnut Creek Metropolitan Park

- Improvements/Concessions at Givens Park
 - Improvements/Concessions at Seaholm Intake Facility
 - Improvements/Concessions at Zilker Botanical Gardens
- Annual Town Lake Concessions Report. The Committee worked with Staff to present the Annual Town Lake Concession Report to the Board.
- **One (1) Committee Training**
 - Beverly Mendez, Procurement, Contracts and Grants Manager, presented information regarding how the Parks and Recreation Department (PAR) approaches negotiating and executing contracts. Her presentation included identifying the different City and Department Units with contracting authority and what their roles are; types of PAR agreements; and the contracting process, including:
 - Purchasing Authority
 - City of Austin Purchasing Document Websites
 - Parks and Recreation Department Purchasing Mechanisms
 - Parks and Recreation Department Procurement and Contracting
 - In addition, members were advised on the information that will be provided when considering contract awards, negotiations and executions. The information will include costs, recommended vendor, funding source and the programmatic need in addition to the evaluation matrix.
- **Four (4) Briefing Items and Special Reports**
 - Public Private Partnerships. Chris Ewen, Park Advocate and Development Planner, made a presentation to the committee on potentially utilizing existing structures and green space to create concessions that would help meet needs of park patrons, by providing access to food, beverages and recreational activities.
 - Jimmy Clay and Roy Kizer Golf Courses. Kevin Gomillion, Division Manager of Golf Services, provided a briefing regarding the solicitation for a vendor to provide food concession services for Jimmy Clay and Roy Kizer Golf Courses.
 - YMCA of Austin and the Austin Independent School District (AISD) Partnerships. 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.
 - Working Group vs. Committees. Vera Labriola, Business Process Specialist, provided a briefing regarding the scope and authority of working groups versus committees.

- **(1) Special Called Meeting**
 - November 17, 2016 Special Called Meeting. Meeting to replace Regular Contracts and Concessions Meeting on November 8, 2016, Election Day.

- **Five (5) Master Plans and Feasibility Studies**
 - Update: Lamar Beach at Town Lake Metro Park Begin Date – July, 2014 - 90% Complete Currently Under Review by Austin Transportation Department.
 - Update: Walter E. Long Metro Park Requests for Proposal Anticipated Summer, 2016 High Potential for Expanding Concession Opportunities
 - Update: Walnut Creek Sports Complex Future Need for Master Planning Anticipated Future Partnership to Manage and Operate Sports Complex.
 - Update: ESB Mexican American Cultural Center Master Plan Update Process Underway including 64 Rainey St.
 - Bolm Road. Committee Recommended Future Need for Master Planning Anticipated High Opportunity for Future Concessions, Particularly Water Related Activities

Summary of Contracts Reviewed by Concessions and Contracts Committee -FY16

- **Seven (7) New Contracts and Concessions**
 - South Austin Tennis Center. Committee. Recommended to the Parks and Recreation Board: Authorization to negotiate and to execute an agreement with the successful proposer, Rippner Tennis, Inc., for the management and operation of the South Austin Tennis Center. (Annual Expense - \$36,000; savings of \$60,000 over PARD management.)
 - Asian American Resource Center. Recommended to the Parks and Recreation Board: Authorization to negotiate and execute an agreement with the successful proposer to manage and operate the senior meal program at the Asian American Resource Center.
 - Downs Field. Recommended to the Parks and Recreation Board: Authorization to negotiate agreements with Huston-Tillotson University and the Austin Metro Baseball League for the maintenance and use of Downs Field (\$50,000 savings).
 - Zilker Botanical Gardens. Recommended to the Parks and Recreation Board: Authorization to negotiate and execute a Building Use Agreement with the Austin Area Garden Council and to recommend the waiver of associated fees (\$0 Revenue).
 - Jimmy Clay/Roy Kizer Municipal Golf Complex. Recommended to the Parks and Recreation Board to recommend to the City Council the

authorization of the negotiation and execution of an agreement with Ryan Sanders Sports Services, LLC to renovate, operate, maintain, and manage the food and beverage concession at the Jimmy Clay/Roy Kizer Municipal Golf Complex.

- Emma S. Barrientos Mexican American Cultural Center. Recommended to the Parks and Recreation Board to recommend to the City Council the authorization of the negotiation and execution of a professional services agreement with Jaime Beaman AIA, INC./ Casabella Architects to provide design and planning services for the Emma S. Barrientos Mexican American Cultural Center (Expense - \$360,000).
 - Auditorium Shores. Recommendation to the Parks and Recreation Board to issue a Request for Applications for a temporary concession
- **Four (4) Amendments or Terminations of Existing Contracts or Concessions**
- Zilker Food and Beverage solicitation. Cancelled due to restricted public access during the Watershed Protection Department's upcoming construction project at Eliza Springs and building renovation costs for Zilker Café. Later in the year, Staff issued a new solicitation. Updated in New Contracts and Concessions above.
 - Zilker Zephyr. Recommended contract with the current vendor to be extended by amendment (No Change to terms).
 - ACE Reading Tutoring Intervention Program. Recommended to the Parks and Recreation Board: Authorization to negotiate and execute the second amendment to the Interlocal Cooperation Agreement between the City of Austin and the Austin Independent School District to Support the ACE Reading Tutoring Intervention Program (Expense - \$100,000)
 - Saltillo Plaza. Jason Maurer, Sales and Events Manager, Parks and Recreation Department, provided an update on concession opportunities at Plaza Saltillo to expand the contract with HOPE Farmer's Market for evening market events. Recommended.

- **(2) Citizen Communication**
 - Tommy Ramsey spoke about his mobile catering business and his want to be a part of future concession opportunities with the Parks and Recreation Department.
 - September 13, 2016. Community Outreach Meeting @Dove Springs Recreation Center with stakeholders. Received input from community stakeholders regarding needs and potential concessions at the Center.

Part II – Annual Evaluation

1. Evaluate committee actions throughout the year to determine compliance with the mission statement.

The Committee has supported the Parks and Recreation Board's purpose and duties by reviewing items brought before it and advising the Board regarding its findings.

In addition, the Committee has provided guidance to Staff concerning opportunities to improve the parks system by means of modifying existing and identifying potential contracts and concessions.

2. Summarize input from staff and citizens assessing committee's success in complying with their mission statement.

The Committee has received comments from the citizens of Austin regarding the items brought before it for review and has given those comments due consideration when making suggestions to the Board for action. Staff has been supportive in assisting the Committee with complying with its purpose and duties.

3. Recommendations:

The committee should continue operations.

The Parks and Recreation Board Concessions and Contracts Committee has determined that it should 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.

4. Recommendations from the Committee to the Parks Board for Discussion and Action

- Initiate Concessions at the following locations:
 - Auditorium Shores
- Initiate Parkland Improvement and/or License Agreements for the following locations:
 - Holly Shores Master Planning Area
 - Plaza Saltillo
- Explore additional opportunities for innovative concessions to increase revenue and decrease expenses.
- Explore additional opportunities for innovative partnerships to improve parkland throughout the City.
- Continue the Committee's review of various types of parks department contracts.