

# AUSTIN PARKS & RECREATION DEPARTMENT

## Contracts & Concessions Committee Orientation

September 12, 2017



# PARKS AND RECREATION BOARD

## PURPOSE & DUTIES



The purpose of the Parks and Recreation Board (PARB) 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.

# COMMITTEE/WORKING GROUPS

## CONCESSIONS & CONTRACTS COMMITTEE



The Concessions and Contracts Committee (CCC) of the PARB is to serve in an advisory capacity to the full PARB on issues related to park and boating concessions, and department contract matters subject to action by the Austin City Council.

# COMMITTEE COMPOSITION

The CCC is composed of the following:

- Michael Casias, Chair
- Richard DePalma
- Romteen Farasat
- Dawn Lewis
- 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
  - Program Services



# 2016-17 COMMITTEE ACTION ITEMS

## ■ October 2016

- 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 (Purchasing Exemption)

## ■ February 2017

- Two-year extension of the Waller Creek Boathouse Management and Operation Agreement with the Austin Rowing Club

## ■ April 2017

- Two-year extension of the Food and Beverage Concession at Morris Williams Golf Course Agreement with Players Concessions Inc.

# **PARD PURCHASING & CONTRACTING OVERVIEW**

- **Contract Compliance Unit**
  - Beverly Mendez, Contract Management Supervisor II
  - Patricia Rossett, Contract Management Specialist IV
  - Idella Wilson, Contract Management Specialist IV
  - Vacant position, Contract Management Specialist IV
  - Michelle Walker, Contract Management Specialist I
  - Robert Morrison, Contract Management Specialist I
  - Natasha Jackson, Grants Coordinator
  
- **Corporate Purchasing Office**
  
- **Roles and Responsibilities**

# PARD PURCHASING & CONTRACTING

## OVERVIEW

The Contract Compliance Unit's Roles and Responsibilities are to work with PARD staff to:

- determine appropriate acquisition methods that comply with all City regulations;
- coordinate purchasing requests with Corporate Purchasing Office and the City Law Department;
- draft contracts;
- participate in or lead contract negotiations;
- conduct contract orientation with all parties;
- coordinate administrative actions (i.e., renewals, amendments and terminations);
- address compliance issues, discrepancies and disputes;
- interpret contracts; and
- monitor contracts.

**Exceptions: Technology, Fleet, Construction and Professional Services**  
(per Professional Services Act-LGC 2254)

# PROCESSES AND PROCEDURES FOR COMMITTEE MEMBERS

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

