



**CONTRACTS AND CONCESSIONS COMMITTEE
of the PARKS AND RECREATION BOARD**

Tuesday, July 10, 2018 - 12:00 p.m.

Britton, Durst, Howard and Spence Building
1183 Chestnut Ave.,
Austin, Texas

MINUTES

A. CALL TO ORDER

Chair Lewis called the meeting to order at 12:05 p.m.

Committee Members in Attendance:

Dawn Lewis—Chair; Richard DePalma; Francoise Luca
Jane Rivera—ex officio

Committee Members Absent:

Romteen Farasat
Michael Casias

B. APPROVAL OF MINUTES

1. Approve the minutes of the regular meeting of the Contracts and Concessions Committee of May 8, 2018.

Committee Member DePalma made a motion to approve the minutes of Contracts and Concessions Committee regular meeting of May 8, 2018. Committee Member Luca seconded the motion. The motion carried on a vote of 3-0 with Committee Member Casias and Farasat absent.

C. CITIZEN COMMUNICATION

None.

D. NEW BUSINESS: DISCUSSION AND ACTION ITEMS

2. Presentation, discussion, and possible action regarding Council Resolution No. 20180628-070 and the request for feedback on the appropriate process to use in a concession agreement extension with the Austin Rowing Club and potential contract terms

Ricardo Soliz, Acting Assistant Director, Idella Wilson, Contract Management Specialist, Lonnie Lyman, Senior Event Coordinator, and Samuel Hernandez, Contract Management Specialist, Parks and Recreation Department, introduced Council Resolution No. 20180628-070 and informed the Committee

Members of current terms of the contract with the Austin Rowing Club.

A discussion was held on current contract terms and ways to move forward with the expiring contract.

The preference of Committee is to use the solicitation process; however, since the Committee was directed by City Council to provide recommendations for extending contract to the current vendor, Committee members provided the following recommendations:

- Contract term: contract for 2 years with a 2 year extension option
- Revenue sharing: \$1,000 monthly fee, plus 1% of annual gross revenue less than \$80K, and 8% of gross revenue above \$80K which is an annual lump sum payment
- Expansion of existing footprint: no expansion
- Youth programming: \$40,000 per year (as recommended by staff)
- Financial assistance for rowing program memberships: no less than 10 and no more than 15% of the revenue share
- Relocation clause: remove relocation clause (as recommended by staff)
- New contract or amendment: new contract
- Maintenance: as recommended by staff
- Utilities: as recommended by staff
- Other deliverables: as recommended by staff

Committee also recommend that a briefing with the recommendation is brought to the full board in July.

Committee Member DePalma moved to approve the recommendations listed above. Committee Member Lewis seconded the motion. Committee Member Luca proposed and amended to post this item for the next Parks and Recreation Board meeting for discussion and possible action instead of the briefing. Motion carried as amended on a vote of 3-0 with Committee Members Casias and Farasat absent.

E. NEW BUSINESS: BRIEFING ITEMS

3. Briefing on Holly Shores Warehouse Buildings: Assessment of Existing Conditions and Possible Re-use

Jim Clark, Engineer, Parks and Recreation Department, delivered a briefing on the conditions and possible reuse of the Holly Shores Warehouse Building and answered Committee Members' questions.

Ex-officio Member Rivera departed at 1:30 p.m.

4. Briefing on Zilker Café Renovation

Christina Bies, Project Coordinator; Kim McKnight, Acting Division Manager, and George Maldonado, Project Manager, Parks and Recreation Department, delivered a briefing on the status of the Zilker Café renovation and answered Committee Members' questions.

F. CONTRACT REPORT

This item was tabled.

G. FUTURE ITEMS

None.

H. ADJOURNMENT

Committee Chair Lewis adjourned the meeting at 1:53 p.m.