



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

Tuesday, January 8, 2019 - 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 12:04 p.m.

Committee Members in Attendance:

Dawn Lewis—Chair; Romteen Farasat; Francoise Luca  
Jane Rivera—ex officio

Committee Members Absent:

Richard DePalma; Michael Casias;

**B. APPROVAL OF MINUTES**

- 1. Approve the minutes of the regular meeting of the Contracts and Concessions Committee of November 13, 2018.**

Committee Member Farasat made a motion to approve the minutes of the Contracts and Concessions Committee regular meeting of November 13, 2018. Committee Member Luca seconded the motion. The motion carried on a vote of 3-0 with Committee Member DePalma and Casias absent.

**C. CITIZEN COMMUNICATION**

None.

**D. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ITEMS**

- 2. Make a recommendation to the Parks and Recreation Board to recommend to City Council the award, negotiation, and execution of a contract with the selected offeror, Gustafson Guthrie Nichol LTD (GGN), to RFP 8600 GLB3000 to complete the John Trevino Jr. Metro Park Master Planning, for a total contract amount not to exceed \$430,150**

Charles Mabry, Park Development Coordinator, Parks and Recreation Department, delivered a presentation and answered Committee Members' questions.

Committee Member Farasat moved not take a vote on approval of this item, to ask to add information to the presentation as it becomes available, and to move the item to the full board without recommendation. Committee Member Luca seconded the motion. Motion carried on a vote of 3-0 with Committee Members DePalma and Casias absent.

### **3. Discussion and possible action regarding the Internal Annual Review of the Contracts and Concessions Committee**

Dawn Lewis, Committee Chair, presented her draft Internal Annual Review of the Contracts and Concessions Committee. Discussion was held regarding future items and proposal moving forward.

### **4. CONTRACT REPORT**

Contract Management staff delivered the Contract Report and answered Committee Members' questions.

### **5. FUTURE ITEMS**

Committee Member Rivera requested discussion of Committee Member Casias' recommendations for Committee.

### **6. ADJOURNMENT**

Chair Lewis adjourned the meeting at 1:07 p.m.