



## **Annual Internal Review**

**This report covers the time period of 1/1/2021 to 12/31/2021**

(Please note that this is to be completed by the Chair of the board, commission, or committee.)

### **Contracts and Concessions Committee of the Parks and Recreation Board**

**The Contracts and Concessions Committee mission statement** (per the City Code) **is:** to serve in an advisory capacity to the full board on issues related to contracts managed by the Parks and Recreation Department, not contracts managed by other departments that would ordinarily go to the City Council for approval because they exceed the dollar amount of the City Manager's authority or are interlocal agreements. The Committee shall serve in an advisory capacity to the full board with respect to agreements covered by §8-1-62 of the City Code. The Committee may serve in an advisory capacity to the board's representative under §8-1-74 of the City Code with respect to boating concessions.

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

#### **2021 Overview**

The Contracts and Concessions Committee (CCC) of the City of Austin Parks and Recreation Board met a total of four times in 2021. The committee met in April, August, October, and November.

#### **January 2021**

*CCC was cancelled due to lack of agenda items.*

#### **February 2021**

*CCC was cancelled due to lack of agenda items.*

#### **March 2021**

*CCC was cancelled due to lack of agenda items.*

#### **April 2021**

*Make a recommendation to the Parks and Recreation Board to recommend to the City Council the approval of a partnership agreement with Pease Park*

*Conservancy for the operations, maintenance, and programming for Kingsbury Commons within Pease District Park.*

**Action Taken: Committee Member Rinaldi made to motion to recommend to the full Parks and Recreation Board; Committee Member Di Carlo seconded the motion. The motion passed on a vote of 3-0 with Committee Members Farasat and Morgan absent.**

### **May 2021**

*CCC was cancelled due to conflict with special called City Council meeting.*

### **June 2021**

*CCC was cancelled due to lack of agenda items.*

### **July 2020**

*No CCC meeting traditionally scheduled during the month of July.*

### **August 2021**

*(Original August 10<sup>th</sup> meeting was cancelled, but then rescheduled as a special-called meeting held on Thursday, August 19, 2021 at 5:30pm)*

*Recommendation to the Parks and Recreation Board to recommend to City Council approval for the negotiation and execution of a partnership agreement with The Trail Foundation for the operations, maintenance and programming for the Ann and Roy Butler Hike-and-Bike Trail at Town Lake Metropolitan Park.*

**Action Taken: Committee Member Rinaldi made a motion to recommend to the full Parks and Recreation Board; Committee Member Di Carlo seconded the motion. The motion passed on a vote of 3-0 with two vacancies.**

*Discussion of draft scope of work for request for proposals for a boating concession on Lady Bird Lake.*

**Action Taken: Committee heard presentation and discussed; no action was taken on this item.**

### **September 2021**

*CCC was cancelled due to lack of agenda items.*

### **October 2021**

*Presentation, discussion and possible action regarding a recommendation to the Parks and Recreation Board to recommend to City Council approval of an ordinance waiving up to \$9,315 in Parks and Recreation Department Asian American Resource Center rental fees for Austin Community College; and authorize the negotiation and execution of an Interlocal Agreement with Austin Community College to provide classrooms at the Asian American Resource Center for English as a Second Language classes and potentially other adult education programs free of charge.*

**Action Taken: Committee Member Cottam Sajbel made a motion to recommend to the full Parks and Recreation Board; Committee Member Barnard seconded the motion. The motion passed on a vote of 4-0 with one vacancy.**

*Presentation, discussion, and possible action regarding a recommendation to the Parks and Recreation Board to recommend to City Council the negotiation and execution of an amendment to an existing contract with Interment Services, Inc. for continued interment services at city cemeteries and to extend the term by two years.*

**Action Taken: Committee Member Barnard made a motion to recommend to the full Parks and Recreation Board; Committee Member Cottam Sajbel seconded the motion. The motion passed on a vote of 4-0 with one vacancy.**

### **November 2021**

*Presentation, discussion and possible action regarding a recommendation to the Parks and Recreation Board to recommend to City Council to authorize the negotiation and execution of an agreement with the successful proposer, Ecosystem Design Group, LLC, for land management planning for Department natural areas.*

**Action Taken: Committee Member Rinaldi made a motion to recommend to the full Parks and Recreation Board; Committee Member Cottam Sajbel seconded the motion. The motion passed on a vote of 4-0 with one vacancy.**

*Presentation, discussion and possible action regarding a recommendation to the Parks and Recreation Board to recommend to City Council to authorize the negotiation and execution of an interlocal cooperation agreement with the Austin Independent School District for the use of athletic fields at Delores Duffie and Parque Zaragoza recreation centers.*

**Action Taken: Committee Chair Di Carlo made a motion to recommend to the full Parks and Recreation Board; Committee Member Barnard seconded the motion. The motion passed on a vote of 4-0 with one vacancy.**

*Presentation, discussion and possible action regarding a recommendation to the Parks and Recreation Board to recommend to City Council to authorize the negotiation and execution of an interlocal cooperation agreement with the Austin Independent School District for the Literacy First Program.*

**Action Taken: Committee Member Cottam Sajbel made a motion to recommend to the full Parks and Recreation Board; Committee Chair Di Carlo seconded the motion. The motion passed on a vote of 4-0 with one vacancy**

*Presentation, discussion and possible action regarding a recommendation to the Parks and Recreation Board regarding creation, continuation, termination or status of a concession including issuance of a Request for Proposal for a concession in Town Lake Metropolitan Park for inclusion in the joint report*

*between the Parks and Recreation Board and the Environmental Commission that is provided to the City Council annually.*

**Action Taken: Committee heard presentation and discussed. No action taken.**

*Discussion and possible action on the 2022 Committee meeting schedule. –*

**Action Taken: No action taken due to loss of quorum; item to be reconsidered at next meeting.**

**December 2021**

*No LFPC meeting traditionally scheduled during the month of December.*

**2. Determine if the board's actions throughout the year comply with the mission statement.**

All activities of the Committee were within the scope of the mission statement.

**3. List the board's goals and objectives for the new calendar year.**

In 2022, CCC will adhere to a regular meeting schedule to review, discuss and act on items within the scope of the mission of the Committee. The Committee will continue to provide advice and recommendations to the full Parks and Recreation Board concerning contracts and concessions managed by the Parks and Recreation Department.