

**INTERLOCAL AGREEMENT BETWEEN
AUSTIN COMMUNITY COLLEGE
AND THE CITY OF AUSTIN
FOR FACILITY USE AND ADULT EDUCATION AT THE
TURNER ROBERTS RECREATION CENTER**

Agreement Overview

Austin Community College (ACC) wishes to provide Heating Ventilation and Air Conditioning (HVAC) training course instruction at the City of Austin's Turner Roberts Recreation Center (TRRC). ACC wishes to hold HVAC classes and potentially other Adult Education Programs at the TRRC, and the City is able to provide space for such classes at mutually agreed upon dates and times.

ACC's other Adult Education Programming in addition to its HVAC training course include classes in English as a Second Language, literacy and civics, and GED preparation, which are currently being offered at the Asian American Resource Center. The purpose of the HVAC Program is to help Austin residents learn skills within the HVAC field in order to succeed. These are technical classes for students who want to learn the skills associated with this specific career field.

What is the Purpose of the Agreement?

This is an interlocal agreement between the City of Austin and Austin Community College to establish the roles and responsibilities of the parties:

What Programs Are Provided?

- ACC will offer Heating Ventilation and Air Conditioning (HVAC) training as a continuing education program and potentially other Adult Education Programs at TRRC.

What is the Term of the Agreement?

The initial term for this agreement is one year and will be renewed automatically on the anniversary date for five successive 12-month terms.

What Services and Deliverables Will ACC Provide?

- ACC will offer HVAC classes and potentially other Adult Education programs free of charge.
- ACC will manage student registrations and provide any necessary class materials and equipment.
- ACC will provide instruction, curriculum, equipment; instructional supplies and materials specific to training programs agreed to by the parties to this agreement;

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- ACC will secure qualified instructors, as well as any other personnel needed to safely conduct each class;
- ACC will register all students through Austin Community College;
- ACC will notify TRRC of any major program changes as they occur; and, appoint a project coordinator and appropriate administrative support to be responsible for regularly communicating with the Turner Roberts project coordinator.
- ACC will engage TRRC to share data on students enrolled in training programs;
- ACC will maintain student transcripts, including grades;
- ACC will assist in preparing facility for training purposes as agreed upon by the parties to this agreement.
- ACC will comply with all applicable federal, state and local laws and regulations in performing under this agreement.
- ACC will agree to the following rules and regulations provided from the TRRC facility and park event agreement as indicated below.
 - Glass, smoking and Styrofoam are prohibited in all parks.
 - The City reserves the right, at any time, to require ACC to remove from the property any participant, animals, furniture, fixtures, wiring, exhibits, or other things at its sole discretion.
 - The City prohibits the use of any alcohol on its premises or grounds.
 - Any modification to the facility structure to include, drilling, welding, painting, or any changes or damage to the facility structure is strongly prohibited
 - All damage must be immediately reported to the project coordinator and/or the appropriate administrative support.
 - Solicitation, admission or other charges, fundraising activities, and/or sales are not allowed without the approval of PARD management.

What Services and Deliverables Will the City Provide?

- The City will promote the classes at the TRRC.
- The City will provide access to the facility, classrooms and reasonable assistance with room set-up during facility operating hours.
- The City will provide space to store equipment based on available space designated by the site when necessary.
- The City will provide ACC with access to the facility or outside space during facility hours, for conducting the training program as agreed to in Exhibit A by the parties to this agreement and will provide reasonable assistance with room and space set-up. If, due to an emergency, the City cannot provide access to the facility on a particular day, the City Contract Manager shall notify ACC Contract Manager within 72 hours (except for Force Majeure circumstances).

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- City will provide outside space to store a 20' temporary storage container on Turner-Roberts property.
- At its own cost, City will maintain the TRRC facility in a clean and presentable manner, and City shall be responsible for providing heat, light, and ventilation services.
- City will comply with all applicable federal, state and local laws and regulations in performing under this Agreement.
- City will provide ACC instructors with a list of site information, which includes information about security, rules for use of classroom space, and any reports required from instructors. Assist in preparing facility for training purposes as agreed to in Exhibit A by the parties to this agreement.
- City will appoint a contract manager and appropriate administrative support to be responsible for regularly communicating with the designated ACC project coordinator.

What are the Next Steps?

- Request for City Council Action – February 23, 2023
- Negotiate and Execute Agreement with ACC

EXHIBIT A
CONTACT DETAILS

<p>Dates, Time, Location and Duration of Services</p>	<p>Dates: Jan 2023 – June 2023</p> <p>Time: 6:00PM-9:30PM</p> <p>Location: Turner-Roberts Recreation Center - 7201 Colony Loop Dr. Austin, TX 78724</p> <p>Duration: Jan 2023 – June 2023</p>
<p>First Party: Person designated to manage and coordinate these events/services:</p>	<p>Virginia Garza P: 512.223.7140 F: 512.223.7568 E: virginia.garza@austincc.edu</p> <p>Terra Garcia P: 512.223.7529 F: 512.223.7568 E: terra.garcia@austincc.edu</p>
<p>Second Party: Person designated to manage and coordinate these events/services:</p>	<p>Billy D. James P: 512-978-2690 or 512-978-2697 E: billy.james@austintexas.org</p>
<p>Contract Inquiries:</p>	<p>Nancy Moon P: 512.223.7775 F: 512.223.7868 E: nmoon@austincc.edu</p>
<p>Remittance Address:</p>	<p>ACC/HLC cashier office 6101 Highland Campus Dr. Rm 2335 Austin, TX 78752 ACC Tax ID: 74-1742036 Make credit card payments at: austincc.edu/marketplace ACC Invoice</p>

COURSE DETAILS

Classroom Instruction:

ACC shall provide instructors, textbooks, and other instructional materials as scheduled.

Meeting Space:

Turner-Roberts shall provide a suitable classroom or outside space as scheduled.

Class Limit Size:

Class limit size as listed below in Service Cost.

SERVICE COST

Service Cost:

Turner Roberts **will not** be responsible for the cost for the courses listed below.

Class Name	Total Duration	Class Size	Cost
Basic Electricity for HVAC	84 hours	Min 15 – 20 Max	N/A
Refrigeration Principles	64 hours	Min 15 – 20 Max	N/A
EPS Recovery Certification	32 hours	Min 15 – 20 Max	N/A

Additional courses maybe delivered as determined and agreed to in writing by the parties hereto.