



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: January 21, 1993

SUBJECT: Construction of Retaining Wall, at 2203 Island Wood Road
File # SP-93-0020DS

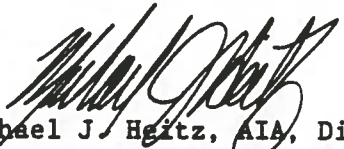
A request has been received from Cross/Recek Architects, on behalf of Eric Skrudland, to construct a reinforced concrete retaining wall, approximately 38' long at 2203 Island Wood Road.

Parks and Recreation Department staff have reviewed the project and the site plan meets the requirements of Article VI, Division 4, Part E (Requirements for the Construction Of Boat Docks) of the Land Development Code (including all amendments).

Recommendation

I recommend approval of the request to construct a reinforced concrete retaining wall, approximately 38' long, at 2203 Island Wood Road, in accordance with Site Plan # SP-93-0020DS.

If I can provide you with any additional information, please contact me.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MH:PM

REVIEW COMMENTS

TO: SITE PLAN PROCESSING

CASE MANAGER: Newman, Mike

FROM: FILE NUM: SP-93-0020DS

PROJECT NAME: SKRUDLAND RESIDENCE

LOCATION: 2203 ISLAND WOOD RD

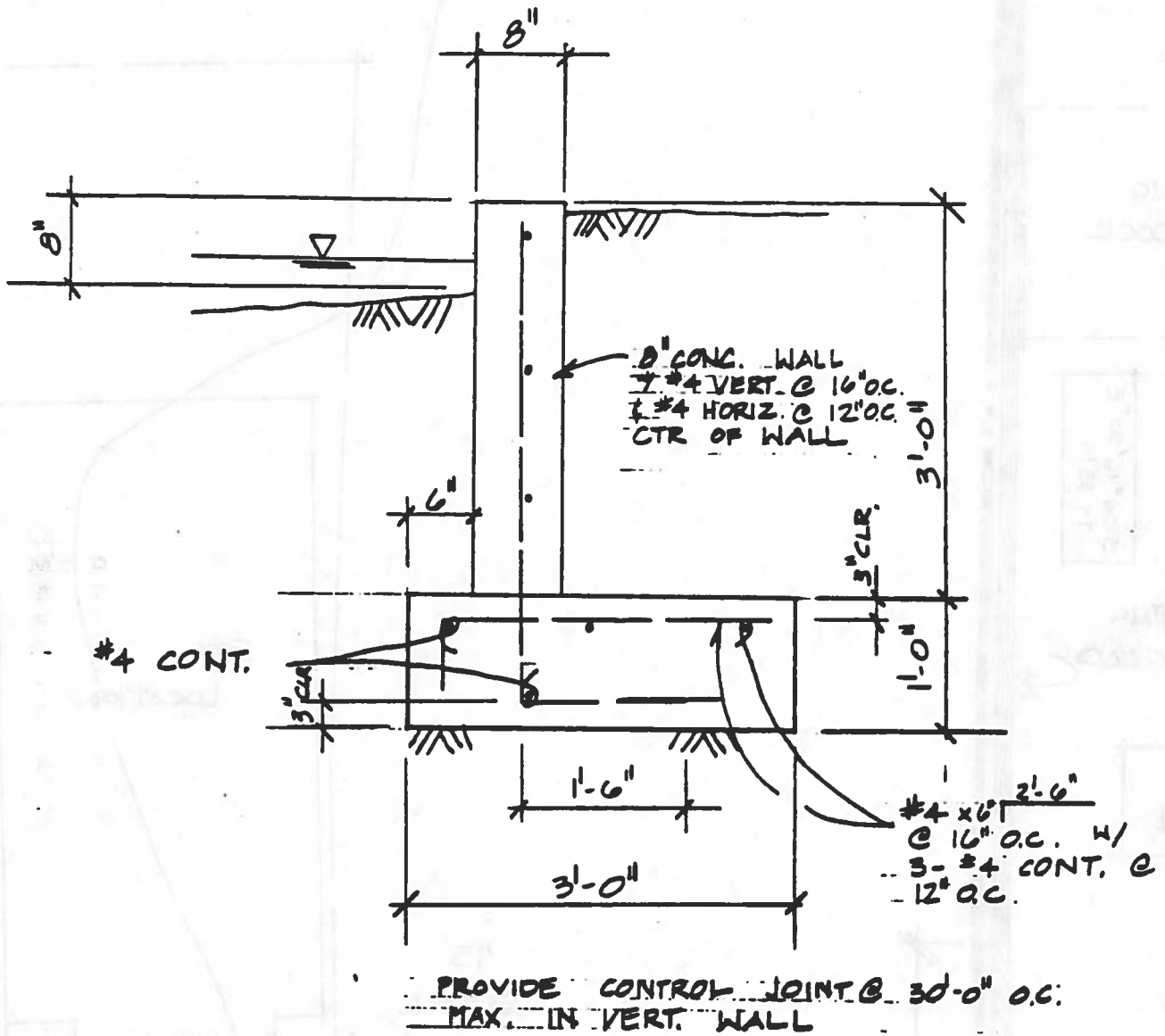
DUE DATE: 20-JAN-1993

REVIEWER: MARSH, PETER

DATE: 20-JAN-1993

PD 1. This request meets the requirements of the Land Development Code and will be considered for approval by the Parks and Recreation Board at the meeting to be held on January 26, 1993.





REVISED BULKHEAD DETAIL

2203 ISLAND WOOD ROAD



JASTER-QUINTANILLA & ASSOCIATES, INC.
 CONSULTING STRUCTURAL ENGINEERS

5

PROJECT SKRUDLAND RESIDENCE			
CLIENT			
REF	REV	DATE	SHEET



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: January 21, 1993

SUBJECT: Construction of Single-slip Boat Dock, at 2301 Big Horn Drive
File # SP-93-0024DS

A request has been received from Scott Bartell, to construct a single-slip boat dock, with deck over, at 2301 Big Horn Drive.

Parks and Recreation Department staff have reviewed the project and the site plan meets the requirements of Article VI, Division 4, Part E (Requirements for the Construction Of Boat Docks) of the Land Development Code (including all amendments).

Recommendation

I recommend approval of the request to construct a single-slip boat dock, with deck over, at 2301 Big Horn Drive, in accordance with Site Plan # SP-93-0024DS.

If I can provide you with any additional information, please contact me.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MH:PM

REVIEW COMMENTS

TO: SITE PLAN PROCESSING

CASE MANAGER: Hamilton, Shaw

FROM: FILE NUM: SP-93-0024DS

PROJECT NAME: BARTELL BOAT DOCK

LOCATION: 2301 BIG HORN DR

DUE DATE: 22-JAN-1993

REVIEWER: MARSH, PETER

DATE: 20-JAN-1993

PD 1. This request meets all the requirements of the Land Development Code and will be considered by the Parks Board at the meeting to be held on January 26, 1993.



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: January 21, 1993

SUBJECT: Construction of recessed boat slip, at 6702 Troll Haven
File # SP-93-0006DS

A request has been received from Innovative Construction, on behalf of David Goldman, to construct a recessed boat slip with deck over, at 6702 Troll Haven.

As members may recall, at the meeting held on July 24, 1991 the Board denied a request for approval of a temporary boat lift located at this address because it impeded the passage of other watercraft in the channel, and instructed that it be removed within within a six month period. The temporary boat lift has been removed and the owner is now submitting an application for a recessed boat dock.

The restricted space available within the property requires that the recessed slip be constructed adjacent to the side property line. It is therefore necessary for the Board to consider granting a waiver from the requirements of Section 13-2-795(2) of the Land Development Code. The request also includes a boat lift and deck, at second floor level, over the recessed dock that abuts the property line.

Recommendation

I recommend approval of the request to construct a 15' wide recessed boat-slip at 7602 Troll Haven, in accordance with Site Plan # SP-93-0006DS subject to the following:

1. Approval of a waiver from the requirements of Section 13-2-795(2) to permit construction within the 10' side property line setback.

D I S T R I B U T I O N M E M O R A N D U M 7-JAN-1993

TO: COMMENT DUE DATE: 14-JAN-1993
 FROM: SITE PLAN REVIEW DIVISION/PLANNING DEPT
 SUBJECT: DEVELOPMENT PERMIT ONLY SP-93-0006DS

PROJECT: DAVID GOLDMAN BOAT SLIP INSTALLATION

6702 TROLL HAVEN

CASE MANAGER: OSKOUIPOUR, JAVAD 499-2639

APPLICATION DATE: 6-JAN-1993

ZIP: 78746 FULL PURPOSE
 WATERSHED: Lake Austin RURAL WATER SUPPLY

OWNER: GOLDMAN, D. (512)328-4599
 6702 TROLLHAVEN AUSTIN, TX 78746

CONTACT: DAVID GOLDMAN
 AGENT: INNOVATIVE CONSTRUCTION (512)331-6132
 10805 EL SALIDO PARKWAY AUSTIN, TX 78750
 CONTACT: JOHN CHELINE

908 3602

SITE PLAN AREA: 0.175 ACRES (7627 SQ FT)
 UTILITY OR STORM SEWER LENGTH: 0 LINEAR FEET

EXISTING ZONING:
 EXISTING USE:

TRACT	ACRES/SQ FT	PROPOSED USE
0.000/ 0	DOCK	
0.000/ 0	RESIDENTIAL BOAT	

RELATED CASE NUMBERS (IF ANY):

OTHER PROVISIONS:
 QUALIFIES AS A SMALL PROJECT
 TIA IS NOT REQUIRED
 FEE RECEIPT #: 1182663

SUBD NAME: COUNTY OF TRAVIS



FULL SERVICE RESTORATION CONTRACTOR

December 28, 1992

SUMMARY LETTER

David Goldman Residence
6702 Trollhaven
Austin, Texas 78746

Proposed Boat dock

In accordance with the City of Austin Code Enforcement Operations, old boat dock was removed from the existing channel. The new proposed dock installed as indicated on drawing.

The size of the proposed dock is 15.5' X 23' with no excavation greater than 8'-0" in depth. All concrete to match pre-existing retaining wall system. The installation of the new boat dock will not interfere with any pre-existing structure or trees. The westerly edge of the dock will be within 1'-0" of the property line.

Completion of the boat dock within 10 days inclement weather excepted.

Construction Procedures:

1. Install silt fence
2. Excavate for installation of footings and retaining walls
3. Install footings and concrete walls
4. Backfill retaining walls
5. Install concrete walkways and walkdeck
6. Install upper walk deck to match existing
7. Seed or sod any damaged sod
8. Remove silt fence

DRAWING(Boat slip and sun deck part of the summary)

Sincerely.

John M. Cheline
John M. Cheline

INNOVATIVE CONSTRUCTION SERVICES

805 El Salido Pkwy.
Austin, Texas 78750

24 HR. EMERGENCY SERVICE
(512) 331-6132

15

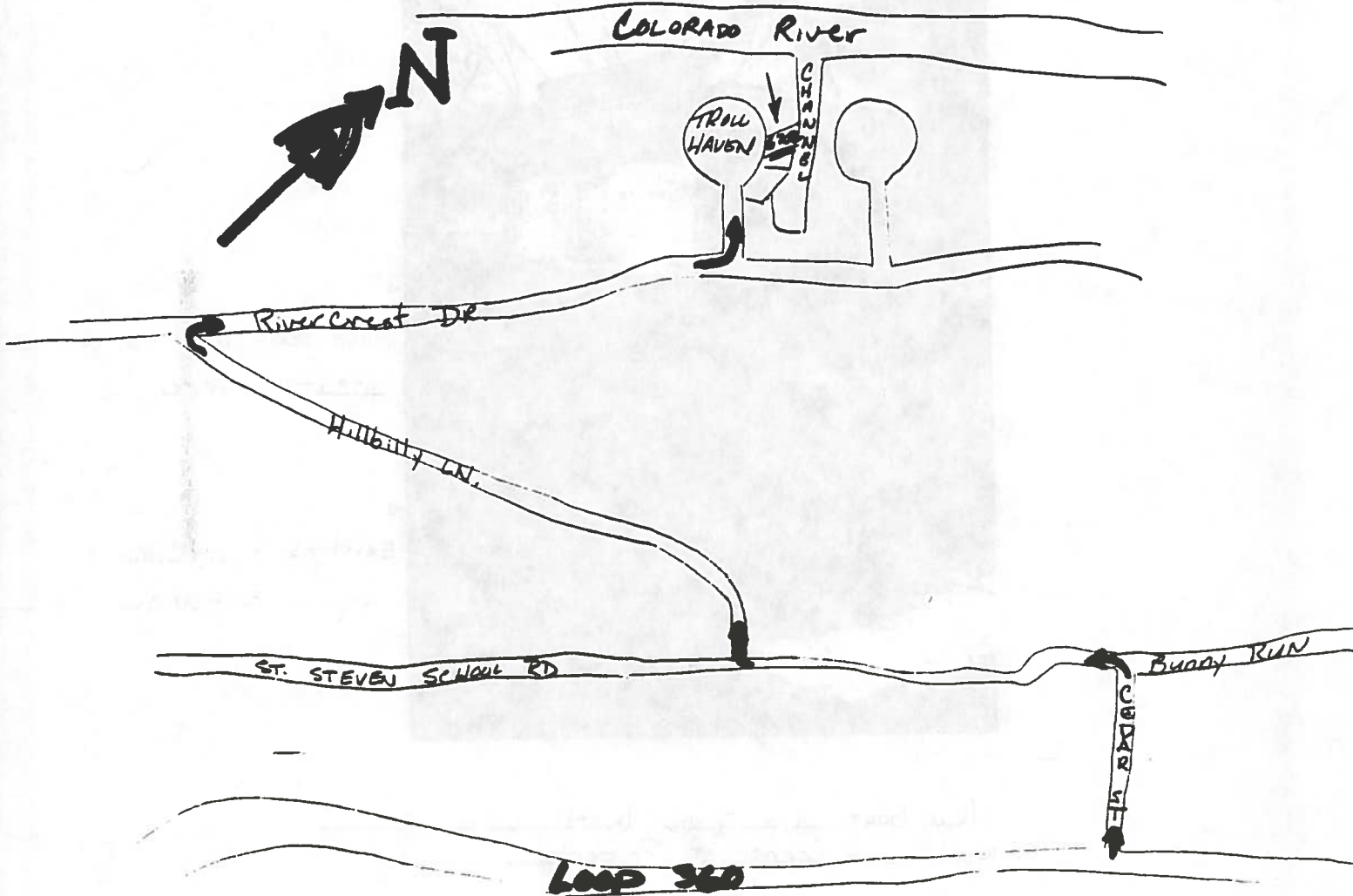


FULL SERVICE RESTORATION CONTRACTOR

DAVID GOLDMAN RESIDENCE
6702 TROLL HAVEN CR.
AUSTIN TX. 78746

DATE 12-28-92

LOCATION MAP



INNOVATIVE CONSTRUCTION SERVICES

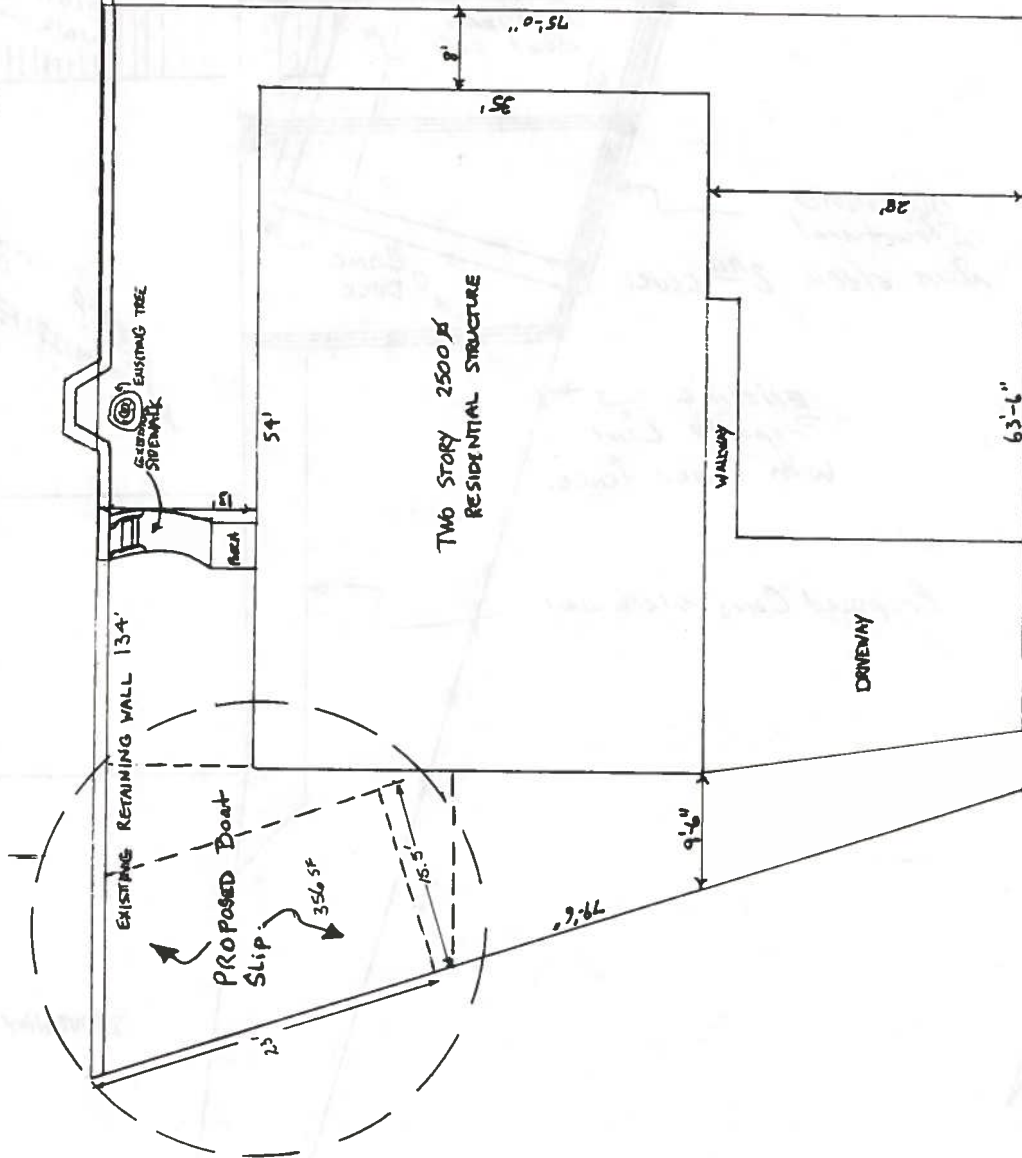
13403 WISTERWOOD STREET
AUSTIN, TEXAS 78729

24 HR EMERGENCY SERVICE
(512) 331-6132

17

SITE PLAN

BOAT CHANNEL CENTERLINE ↗



REVIEWED BY:

SCALE : 1" = 10'

PROJECT

D GOLDMAN

6702 TROLLHAVEN CV.

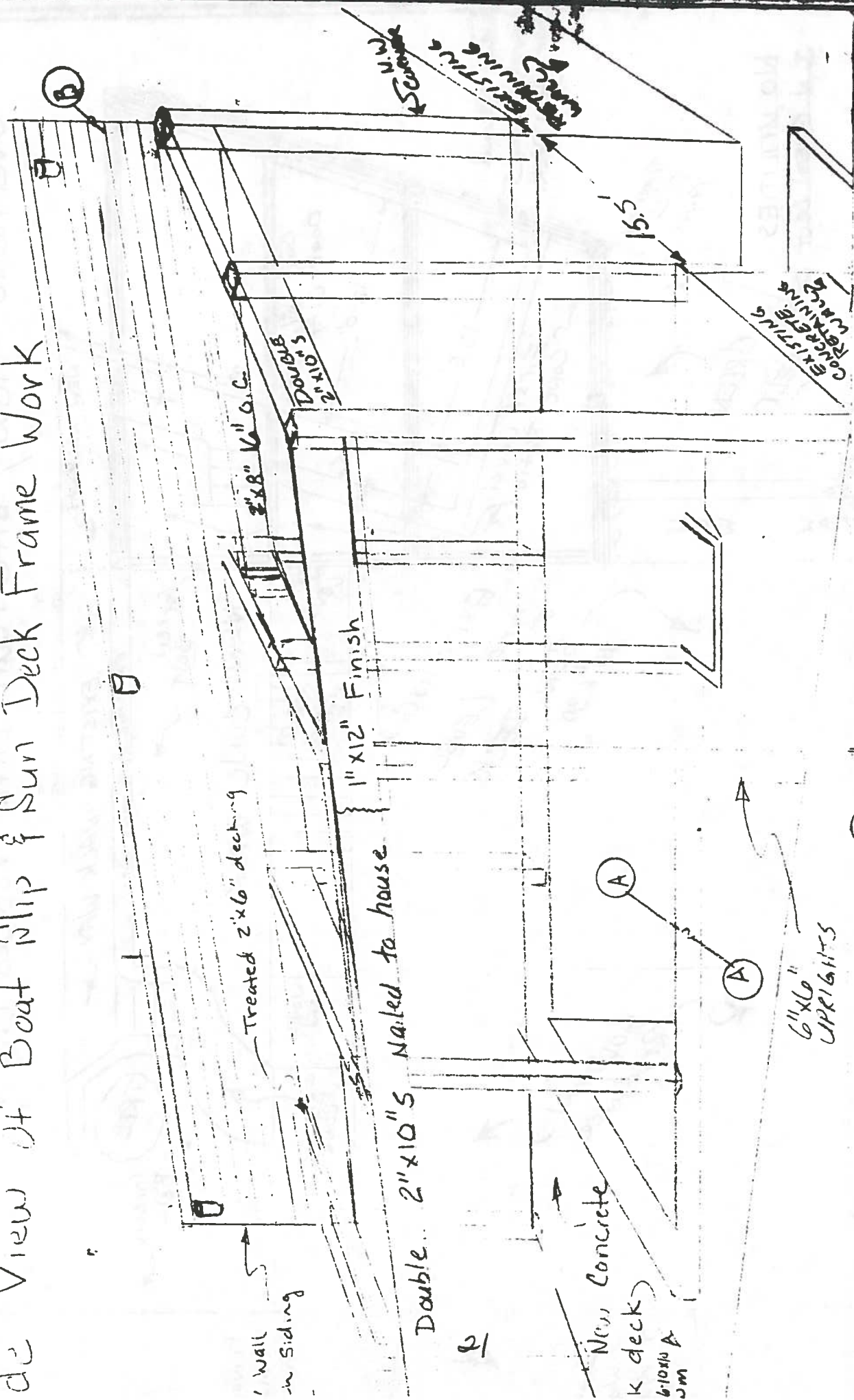
AUSTIN TX

DRAWN BY D BARNES
INNOVATIVE CONSTRUCTION SERVICES
19403 WISTERWOOD AUSTIN TX 78719
512.531-4112

ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE DESIGNER. IN APPROVING THESE PLANS, THE CITY OF AUSTIN MUST PRACTICALLY Rely ON THE ADEQUACY OF THE INFORMATION SUPPLIED BY THE DESIGNER.

Trollhaven Cv.

de View of Boat Slip & Sun Deck Frame Work



Steel detail

Privacy Wall Framing details

2" x 8" TRILL CAP W. 1 lb



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Agreement with South Austin Youth Soccer Association

I am attaching a copy of the proposed agreement with the South Austin Youth Soccer Association (SAYSA) concerning the use of the soccer fields at Slaughter Creek Metropolitan Park.

For several years, the Parks and Recreation Department (PARC) has worked closely with SAYSA. The soccer association has used the fields at Slaughter Creek Park under a previous agreement and has made improvements to the fields. SAYSA has also been responsible for the maintenance of the fields.

The soccer association has requested renewal of the agreement up to ten (10) years. The Programs Committee of the Parks and Recreation Board has reviewed the agreement and has recommended that the agreement be approved for a three (3) year period.

I have also attached a financial report submitted by SAYSA.

Recommendation: Staff and the Programs Committee recommend the approval of the agreement with the South Austin Youth Soccer Association for a three (3) year period.

Please let me know if you need additional information.

John M. Oliveira, for

Michael J. Heitz, AIA, Director
Parks and Recreation Department

Attachments

SOUTH AUSTIN YOUTH SOCCER ASSOCIATION

	ACTUAL FY 90-91	ACTUAL FY 91-92	FY 1992-93 BUDGET
REFEREE DEVELOPMENT	66	0	100
TELEPHONE	376	589	2,090
TOTAL GENERAL EXPENSE:	18,675	17,725	10,511
RECREATIONAL:			
BALLS	1,333	2,898	4,902
CAYSA FEES/FINES	6,402	8,410	8,419
REFEREE FEES	7,278	8,421	9,000
SPONSORS	0	662	2,500
TROPHY/PATCHES	2,478	3,130	3,588
UNIFORMS	16,585	18,776	19,827
TOTAL REC. EXPENSES:	34,075	42,297	48,236
SELECT:			
BALLS	576	331	630
CAYSA FEES/FINES	2,053	2,012	2,100
COACHES SHIRTS	(410)	0	0
REFEREE FEE	830	1,498	2,500
REFEREE SCHED. FEE	0	0	549
SPONSORS	0	599	1,500
SUMMER CAMP	0	919	0
TOURNAMENTS	5,890	0	0
USA T-SHIRTS	(610)	0	0
UNIFORMS	8,347	15,958	16,500
TOTAL SELECT EXPENSES:	16,675	21,316	23,779
WESTCREEK FIELDS:			
CONTRACT LABOR	0	3,076	3,750
ELECTRIC	69	228	180
EQUIPMENT RENTAL	607	0	0
FERTILIZER	1,902	2,195	2,000
FIELD EQUIPMENT	330	60	300
FIELD SUPPLIES	3,181	3,361	2,725
IMPROVEMENTS	10,740	2,227	1,250
LINE	535	0	0
MOWING	1,804	120	250
NETS	0	0	210
TOILETS	1,402	1,117	1,300
TRASH REMOVAL	384	670	600
WATER	6,215	2,748	4,000
TOTAL WESTCREEK EXPENSES:	27,170	15,802	16,565
CIRCLE C FIELDS:			
CONTRACT LABOR	0	3,076	3,750
EQUIPMENT RENTAL	360	660	720
FERTILIZER	1,509	1,715	2,000
FIELD EQUIPMENT	72	60	100

DRAFT 8/6/92

USE AND MAINTENANCE AGREEMENT
BETWEEN THE CITY OF AUSTIN AND
SOUTH AUSTIN YOUTH SOCCER ASSOCIATION
FOR SLAUGHTER CREEK METROPOLITAN PARK SOCCER COMPLEX

This Agreement, entered into this the _____ day of _____, 1992, is between the City of Austin Parks and Recreation Department ("City" or "PARC"), acting by and through its duly authorized representative, Michael J. Heitz, AIA, Acting Director, and South Austin Youth Soccer Association ("SAYSA"), acting by and through its duly authorized representative, Rosa Downs, President.

WHEREAS, due to mutual benefits, the City of Austin has a long-time policy of allowing non-profit youth sports organizations the term use of City lands, particularly parklands, for purposes of developing youth sports facilities and operating youth sports programs; and

WHEREAS, SAYSA has been allowed through a separate agreement with the City such use of the six soccer fields and their related parking lots in Slaughter Creek Metropolitan Park ("Fields" or "Complex") since they were constructed, and will be allowed use of the seventh soccer field when its construction is completed at the Complex, as shown on Exhibit "A"; and

WHEREAS, that agreement has expired, and both parties wish to enter into another for the same purposes; and

NOW, THEREFORE, the parties agree as follows:

SECTION I
TERM

The term of this Agreement shall be for a three (3) year period from the date of execution, renewable for one additional three year (3) period upon consent of the City.

SECTION II
RESPONSIBILITIES OF SAYSA

- A. The City agrees to permit SAYSA the use of the Complex for organized SAYSA youth league team play. The City also agrees to permit SAYSA to schedule other soccer league teams, both adult and youth, that request field play time, to the extent that the integrity and good quality of the Fields, as determined by the City, are not threatened. SAYSA shall give scheduling preference to youth over adult teams. Otherwise, SAYSA shall schedule other team requests on a first come, first served basis.

6. Performance of regular inspections to ensure that the fields are safe and suitable for play prior to all scheduled games. SAYSA shall keep a written record of such inspections. Any conditions which threaten the health or safety of users or the public shall be corrected immediately upon SAYSA's becoming aware of such conditions.
7. SAYSA shall use an integrated pest management system approved by PARD to ensure minimal impacts of herbicides and pesticides on the environment.
- F. SAYSA shall submit to PARD by February 1st of each year a complete financial statement, in a form provided or approved by PARD.
- G. SAYSA shall be responsible for all costs associated with the Complex, including utility payments.
- H. All parking shall be in designated areas approved by PARD. SAYSA shall continue to investigate and implement measures to address the parking problem during soccer games, such as car-pooling, off-site parking following drop-off, shuttle buses, and physical parking improvements.
- I. SAYSA shall be bound by all City ordinances pertaining to parks, including but not limited to the prohibition of glass containers and of the sale or consumption of alcoholic beverages, and respect for curfew.
- J. Naming of individual fields or of the Complex may be made official only by the City Council pursuant to the City's "Policy and Procedures for the Naming of Public Facilities."

SECTION III RESPONSIBILITIES OF THE CITY

- A. The City agrees to limit soccer practice by organized league teams at the Complex.
- B. In the event that SAYSA, subsequent to PARD's approval, installs lighting, SAYSA shall be responsible for the associated utility costs, and the City shall be responsible for maintenance of such lighting.

- C. Should the City assume responsibility for the Complex, SAYSA shall not be liable for any claims, injuries, or losses resulting solely from the negligent acts or omissions of the City, its employees or agents as of the date of the 'Notice of Termination.'

SECTION VI
LIABILITY AND INDEMNIFICATION

SAYSA shall indemnify and hold harmless the City, its employees, and agents against any claims, causes of action, personal injuries, or damages, including, but not limited to, reasonable attorneys' fees from, or in connection with, the negligent acts or omissions of SAYSA, or SAYSA's agents, employees, contractors, or subcontractors in the execution of its duties set forth herein.

SECTION VII
ASSIGNMENT OF AGREEMENT

This Agreement shall not be assignable without the express written consent of the City.

The Agreement shall be effective upon execution by all parties.

CITY OF AUSTIN

By: _____
Michael J. Heitz, AIA, Acting Director
Parks and Recreation Department

SOUTH AUSTIN YOUTH SOCCER ASSOCIATION

By: _____
Rosa Downs, President

APPROVED AS TO FORM:

By: _____
Raul Calderon
Assistant City Attorney



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: January 6, 1993

SUBJECT: Concession Policy

The following is a summary of action taken and action needed regarding a concession policy for the Parks and Recreation Department.

On October 27, 1992 staff prepared and presented to you the annual Town Lake Concessions Report for 1991-92, in compliance with the Town Lake Comprehensive Plan Ordinance. As you're aware, Section 10-4-53 of the Ordinance requires that the following action by the combined Parks, Waterfront Planning and Environmental Board act within thirty (30) days of the receipt of the report to "make recommendations to the City Council regarding:

- . appropriate concessions in Town Lake Park,
- . the status of the existing concessions, and
- . and the advisability of issuing a request for proposal for concessions in Town Lake Park".

At the Parks Board meeting of January 28, 1992 the Board was advised that staff would assist the Concession Subcommittee in preparing a Concession Policy to City Council. On February 10, the Board included revising the Concession Policy as one of its goals for 1992. The draft policy was included with the packet presented to the Board in preparation for the February 25, 1992 meeting. Subsequently, the Board tabled action on the policy on the following dates:

- | | |
|---------------------|-----------------|
| . February 25, 1992 | . May 13, 1992 |
| . March 24, 1992 | . June 8, 1992 |
| . April 13, 1992 | . June 23, 1992 |

City of Austin
PARKS AND RECREATION DEPARTMENT POLICY/PROCEDURE

Title: Proposed Policy for Concessions on City Parkland

Reference:

Effective Date:

Dept. Approval: _____ Revised Date: _____

Purpose: To establish a policy for concessions on all City parkland.

Reference:

Policy: The Parks and Recreation Department has developed this policy regarding the limited private commercial use within the Town Lake corridor and on City parkland in the form of concessions, including permanent and temporary concessions. These policies are intended to maintain the aesthetic and environmental quality of the Town Lake corridor and to ensure a financial return to the City of Austin from such uses or to provide a public good to the citizens of Austin.

All proposals for concessions on Town Lake will be reviewed for compliance with Ordinance No. 890126 (Town Lake Comprehensive Plan) approved by Council on January 26, 1989. The definition of a concession as in the Town Lake Ordinance is as follows: "Concession means a privately operated business on parkland serving park users, authorized by the City in accordance with applicable ordinance requirements. Types of businesses operated as concessions may include without limitation, food and beverage stands, boat rentals, excursion boats, boating lessons, bicycle rentals, and pushcarts." This definition is expanded to include types of businesses which provide souvenirs and other goods and services to park users and which generally pay a portion of their revenue to the City or provide a public good to the citizens of Austin.

There are three categories of concessions; 1) new permanent concessions, 2) existing permanent concessions which have expired, and 3) unsolicited temporary concessions. The following policies will address the development of permanent concessions on parkland.

Temporary - Seasonal Concession Policy

A temporary or seasonal concession is defined as a concession which does not require a building or other type of permanent structure from which to operate and has a contract term limited to one year or less. Fees for temporary or seasonal contracts will be established by the City Council in the annual budget. The Director of Parks and Recreation is authorized to negotiate and enter into temporary or seasonal concession contracts based on predetermined criteria to include impact, location, service level, revenues to the City, and any other criteria which may be in the best interest of the City and the use of its parkland.

Report(s) Required: This policy is to be reviewed by the Parks Board every three years from the date of original approval with changes to be approved by Council. The Director of Parks and Recreation is authorized to develop guidelines and make changes thereto for the implementation of this policy.

DATE	ACTION
9/26/89	Voted to defer action on the concession policy and concessions annual report.
11/28/89	Requested to delay submission of the Town Lake Comprehensive Plan, Annual Report and Concession Policy, to Council, until February 15, 1990.
8/13/90	Motion passed to accept the agreement for reservation and use of Auditorium Shores, drafted by City staff, as a concept document from which to negotiate with Austin Auquafest.
8/28/90	Held public hearing on Concession Policy.
9/25/90	Adopted Concession Policy as a working policy for the fall of 1990, with a permanent policy being developed in 1991, plus modifications in Town Lake Ordinance be brought before Council in the Spring of 1991.
10/23/90	Annual Concessions Report accepted.
11/27/90	Voted to approve the license agreement with Austin Aquafest with modifications.
2/4/91	Approved the placement of signage at Barton Springs Food & Drink to notify the public of an upcoming public hearing on the renewal of the concession contract and the opportunity of proposals (for Barton Springs F&D).
2/11/91	Approved the placement of signage at Barton Springs Food & Drink to notify the public of an upcoming public hearing on the renewal of the concession contract and the opportunity of proposals (for Barton Springs F&D).
3/11/91	Public Hearing on Barton Springs Food & Drink. Staff made a presentation. No citizen comments.
3/26/91	Continuation of Public Hearing on Barton Springs Food & Drink. No citizen comments. Motion passed to hold a public hearing on May 28 regarding the Wooden Rowboat and Carousel Concessions.
5/28/91	Public Hearing on Wooden Rowboat and Carousel Concessions.
7/8/91	Approve five areas for potential concession areas for public hearing to be held on September 9, 1991.
7/23/91	Continuation of Public Hearing on Wooden Rowboat and Carousel concessions. Motions passed to issue request for proposals for both the Wooden Rowboat and Carousel concessions.
9/24/91	Public Hearing on concessions in Town Lake Corridor. Passed motion not to pursue food and drink concessions in the Town Lake area. Passed motion not to issue a request for proposals for an Organic Demonstration Garden in Zilker Park. Butler Pitch and Putt issues (errant golf balls) were tabled to the Concessions Subcommittee.

11/10/92	Public Hearing held on the proposed concession policy. Recommendation to Council on proposed concession policy postponed.
11/24/92	Recommendation to Council on proposed concession policy postponed. Recommendation to Council to approve award of food and drink concession in Zilker Park postponed. Recommendation to Council to approve award of Butler Pitch and Putt concession postponed. Recommendation to Council regarding Annual Concession Report postponed.
12/8/92	All concession related items pulled from agenda by staff.

TABLE OF CONTENTS

Page

I.	Information	1
II.	Current Concessions	2
	Current Concessions Table	2
III.	Concessions Schedule	3
IV.	Concessions Status	4
A.	Barton Springs Pool and Bath	5
	Graph 1: Sales & Revenue	6
	Graph 2: Sales by Month FY 1991-1992	7
	Table 1: Barton Springs Pool Sales	7
B.	Barton Springs Pool	8
	Graph 3: Sales & Revenue	9
	Graph 4: Sales by Month FY 1991-1992	10
	Table 2: Barton Springs Pool Sales	10
	Graph 5: Sales by Month FY 1991-1992	11
	Table 3: Barton Springs Pool Sales and Revenue (1991-1992)	11
	Table 4: Barton Springs Pool Sales and Revenue (1991-1992)	11
C.	Lowrey Riverfront	12
	Graph 6: Sales & Revenue	13
	Graph 7: Sales by Month FY 1991-1992	13
	Table 5: Lowrey Riverfront Sales	14

TOWN LAKE CONCESSIONS 1991-1992 ANNUAL REPORT

City of Austin
Parks and Recreation Department

	Table 6: Lonestar Revenues	14
D.	Texas Rowing	15
	Graph 10: Sales & Revenue	16
	Graph 11: Sales by Month FYs 1989-1992	16
	Graph 12: Sales by Month FYs 1991-1992	16
	Table 7: Texas Rowing Sales	17
	Table 8: Texas Rowing Revenues	17
E.	Town Lake Boat Rentals	18
F.	Zilker Canoe Rentals	19
	Graph 13: Sales & Revenue	20
	Graph 14: Sales by Month FYs 1989-1992	20
	Graph 15: Sales by Month FYs 1991-1992	20
	Table 9: Zilker Canoe Sales	21
	Table 10: Zilker Canoe Revenues	21
G.	Zilker Eagle Railroad	22
	Graph 16: Sales & Revenue	23
	Graph 17: Sales by Month FYs 1989-1992	23
	Graph 18: Sales by Month FYs 1991-1992	23
	Table 11: Zilker Eagle Sales and Revenues (Ticket Sales)	24
	Table 12: Zilker Eagle Sales and Revenues (Souvenirs)	24
H.	Austin Aqua Festival	25

Concessions	Gross Sales	Commission	Revenue to City	Expiration Date	Extension Options
1. Barton Springs F&D	\$170,309	35%	\$59,608	*	N/A
2. Butler Pitch & Putt (Merchandise Sales)	32,930 1,145	30% 30%	9,879 342	*	N/A
3. Lonestar River Boat	171,197	5%	8,560	Nov 9, '93	5 year
4. Texas Rowing	15,709	10%	1,571	Jun 8, '93	None
5. Town Lake Boat Rentals	0*	1000/yr +2%/mo	1,000	Nov 14, '93	None
6. Zilker Canoe Rentals	39,496	11%	4,377	Jun 8, '93	None
7. Zilker Eagle Railroad (Souvenir Sales)	178,300 7,302	10% 10%	17,830 729	Apr 30, '94	5 year
Total	\$616,388		\$103,896		

* Expired - Recommendations to award new contracts for these concessions will be sent to Council in late October 1992.

** Closed due the construction on the First Street bridge.

III. Concession Proposals

Concession proposals were received during the 1991-92 fiscal year for two new concessions, the carousel and wooden rowboat, and two existing concessions were bid, Barton Springs Food and Drink and Butler Park Pitch and Putt. The activities related to each is discussed below.

Carousel and Wooden Rowboat

During their March 26, 1991 meeting the Parks Board decided to consider two concession concepts, the Carousel and Wooden Rowboat, which had been proposed by private entrepreneurs. The concept for a traditional carousel with a Texas theme, was presented by Mr. Robert Simmons to the Parks Board in September of 1991. The other concession under consideration was a wooden rowboat concession proposed by Mr. John Gallagher. Mr. Gallagher's proposal was first presented in 1988 and recommended to Council by both the Parks Board and staff. During this time Council rejected all new concessions, including Mr. Gallagher's, pending completion of the Town Lake Comprehensive Plan and Ordinance.

A public hearing was held on July 23, 1991, concerning the rowboat and carousel concessions. After hearing from several citizens, the Board unanimously passed motions to issue RFPs for the rowboat and the concession. The RFPs for these two concessions were issued on May 4, 1992 with responses due on June 3, 1992. One response, from Mr. Gallagher, was received for the wooden rowboat. Two responses were received for

Barton Springs Food and Drink

Concessionaire

Mr. Willie Rodriguez
5000 Broken Arrow Bow
Austin, Texas 78745
(512) 444-5992
(512) 447-5872

Location

Zilker Park - near Barton Springs Pool

Hours of Operation

10:00 a.m. - 6:00 p.m., seven days a week

Sign Posted

Yes - menu

General Activities

Barton Springs Food and Drink is the City's oldest concession. Mr. Willie Rodriguez of Rodriguez Concession, Inc. has been managing the concession since May 1, 1950. The current contract has expired and RFPs for the concession were issued June 1, 1992 with proposals due July 8, 1992. One proposal was received from Mr. Rodriguez.

The closing of Barton Springs Pool from March 1992 through July 1992, has been very hard on business for this concession. According to Mr. Rodriguez, most of the business is from visitors to the pool and with the pool closing sales have fallen dramatically. This is evident on the graphs below. Graph 1 illustrates the annual sales and revenues for Barton Springs Food and Drink for the past three fiscal years. The decrease in this year's sales is most evident in Graph 2 which shows sales by month for each of the past three years. Sales by month for the past fiscal year are shown in Graph 3. On the page following the graphs, sales and revenue figures for the concession are given.

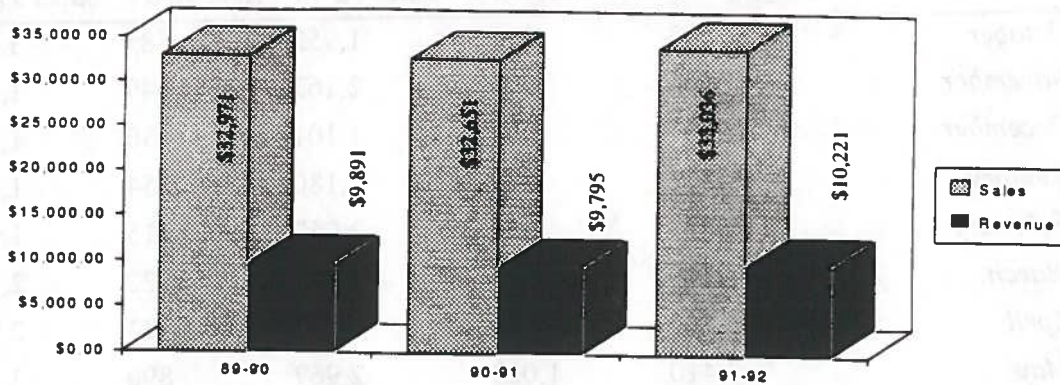
Table 1: Barton Springs Food and Drink Sales

	<i>Sales 89-90</i>	<i>Sales 90-91</i>	<i>Sales 91-92</i>
<i>October</i>	\$11,537	\$11,757	\$10,700
<i>November</i>	6,169	7,709	3,817
<i>December</i>	2,431	2,888	1,887
<i>January</i>	5,848	4,192	3,802
<i>February</i>	9,837	9,315	11,770
<i>March</i>	12,997	20,250	19,471
<i>April</i>	17,852	16,391	14,666
<i>May</i>	23,660	20,565	14,040
<i>June</i>	37,939	24,866	17,111
<i>July</i>	27,316	27,842	26,040
<i>August</i>	29,804	16,681	30,774
<i>September</i>	14,299	10,298	16,231
Total	\$199,689	\$172,754	\$170,309

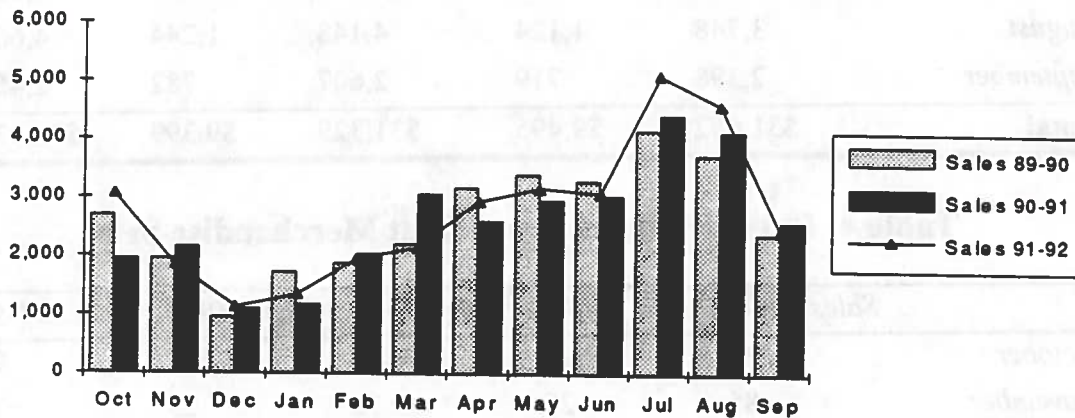
Table 2: Barton Springs Food and Drink Revenue to the City

	<i>Rev. 89-90</i>	<i>Rev. 90-91</i>	<i>Rev. 91-92</i>
<i>October</i>	4,038	4,115	3,745
<i>November</i>	2,159	2,698	1,336
<i>December</i>	851	1,011	661
<i>January</i>	2,047	1,467	1,331
<i>February</i>	3,443	3,260	4,119
<i>March</i>	4,549	7,087	6,815
<i>April</i>	6,248	5,737	5,133
<i>May</i>	8,281	7,198	4,914
<i>June</i>	13,279	8,703	5,989
<i>July</i>	9,561	9,745	9,114
<i>August</i>	10,432	5,838	10,771
<i>September</i>	5,005	3,604	5,681
Total	\$69,891	\$60,463	\$59,608

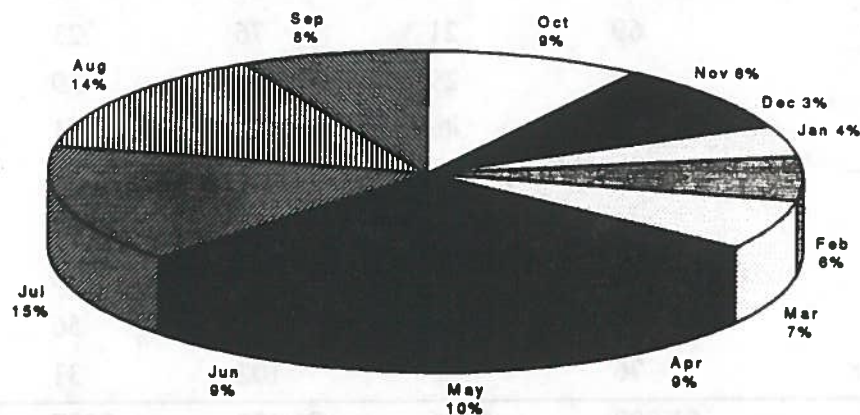
**Butler Pitch and Putt
Graph 4: Sales and Revenue**



Graph 5: Sales by Month FYs 1989 - 1992



Graph 6: Sales by Month for FY 1991 - 1992



Lone Star Riverboat

Concessionaire

Mr. Michael K. Pearce
P.O. Box 160608
Austin, Texas 78716
(512) 327-1388

Location

101 South First
(512) 327-1388

Hours of Operation

Public rides: Tuesday - Sunday 5:30; Friday Night 10:30
Private charters: on a reservation basis

Sign Posted

Yes

General Activities

Lone Star Riverboat is an old-fashioned style stern paddlewheel riverboat which has been providing rides on Town Lake since 1979. The current owner of the riverboat, Mr. Michael Pearce, purchased the boat from Mr. Jerry Snodgrass in June of 1987. The boat which holds eighty people, is equipped with both men and women's restrooms, and offers full catering and beverage service.

During peak months of June, July, and August, public rides are offered at several times. Narrated tours of the lake, which last 1 1/2 hours, are available to the public Tuesday through Sunday at 5:30 p.m. A "Moonlight Cruise", which is not narrated, is offered on Friday nights at 10:30. Public rides are offered on Saturday and Sunday at 3:00 p.m. during off months. Prices for public rides are as follows: \$8.00 for adults, \$6.00 for seniors, and \$5.00 for children under twelve. Private charters occur on a reservation basis only and constitute approximately 75% of the concession's annual gross receipts. Catering is available on charters.

Vandalism problems of past years have been eliminated with the installation of a metal gate and fence which limit access to the boat during off hours. According to Mr. Pearce, vandalism was the biggest problem faced by the concession. With the gate, the only way to board the boat is from the water side so theft has been drastically reduced.

The current contract which expires November 9, 1993 states that the concessionaire will pay the City 5% of gross sales. Graph 7 shows the relationship between sales and revenue for the past three fiscal years. Graph 8 shows that sales follow a seasonal trend with the highest sales in the spring months. This is illustrated in detail in Graph 9 which shows sales by month for FY 1991-92. There were no sales in January or February or the first two weeks in March due to heavy rains. Following the graphs, monthly sales and revenue figures for the past three fiscal years can be seen.

Table 5: Lone Star Riverboat Sales

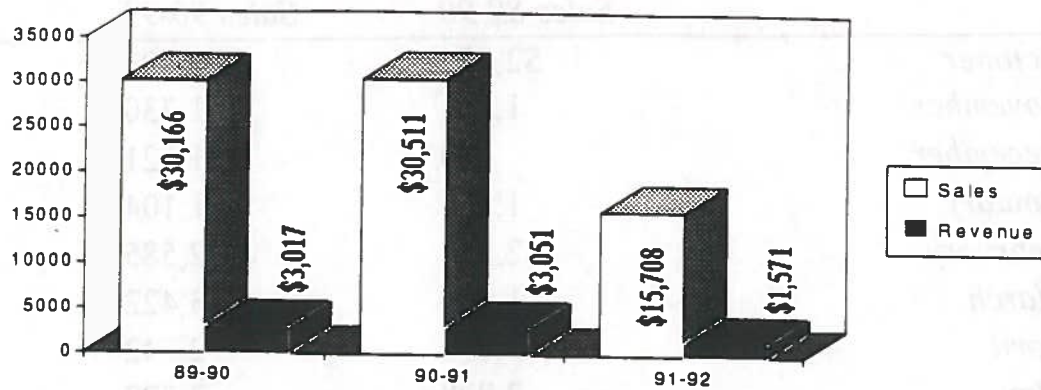
	<i>Sales 89-90</i>	<i>Sales 90-91</i>	<i>Sales 91-92</i>
<i>October</i>	16,618	19,733	21,546
<i>November</i>	9,601	14,624	6,286
<i>December</i>	265	4,862	8,859
<i>January</i>	819	476	0
<i>February</i>	722	512	0
<i>March</i>	9,062	6,734	1,999
<i>April</i>	14,298	19,563	15,260
<i>May</i>	23,899	24,599	28,437
<i>June</i>	26,915	25,056	22,632
<i>July</i>	17,582	28,818	23,183
<i>August</i>	22,334	25,613	22,262
<i>September</i>	19,979	16,119	20,733
Total	\$162,093	\$186,708	\$171,197

Table 6: Lone Star Riverboat Revenues to the City

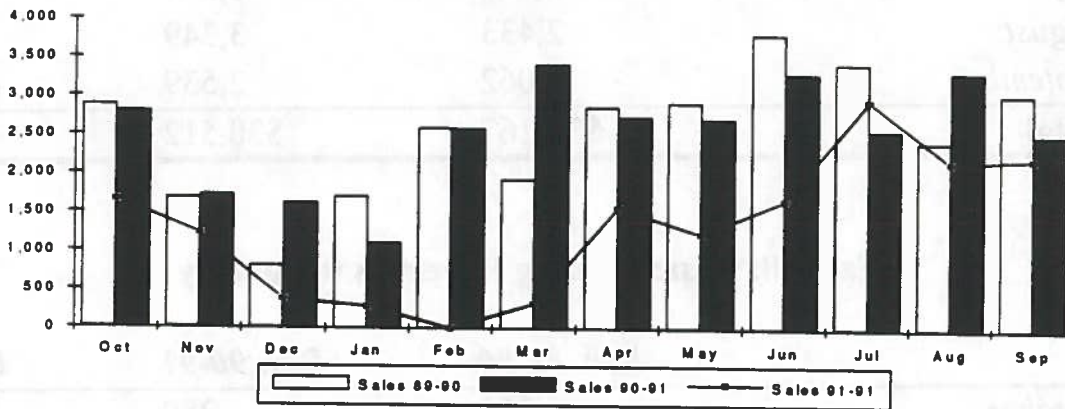
	<i>Revenue 89-90</i>	<i>Revenue 90-91</i>	<i>Rev. 91-92</i>
<i>October</i>	\$831	\$987	\$1,077
<i>November</i>	480	731	314
<i>December</i>	13	243	443
<i>January</i>	41	24	0
<i>February</i>	36	26	0
<i>March</i>	453	337	100
<i>April</i>	715	978	763
<i>May</i>	1,195	1,230	1,422
<i>June</i>	1,346	1,253	1,132
<i>July</i>	879	1,441	1,159
<i>August</i>	1,117	1,281	1,113
<i>September</i>	999	806	1,037
Total	\$8,105	\$9,337	\$8,560

Texas Rowing

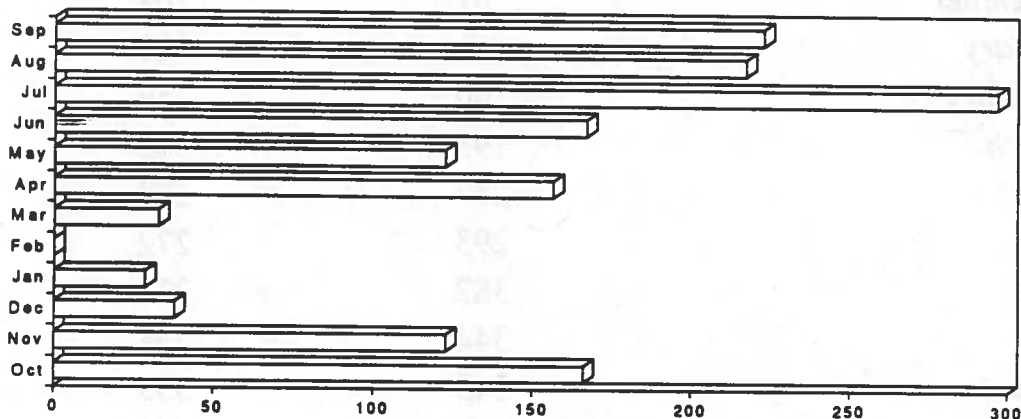
Graph 10: Sales and Revenue



Graph 11: Sales by Month FYs 1989-1992



Graph 12: Sales by Month for FY 1991-1992



Town Lake Boat Rentals

Concessionaire

Mr. Stuart Miller and Mr. Richard Holden
d.b.a. The Holden Company
P.O. Box 33213
Austin, Texas 78764
(512) 474-5440

Location

101 S. First Street

Hours of Operation

Weekdays: 12:00 p.m. - sunset
Weekends and Holidays: 10:00 a.m. - sunset

Sign Posted

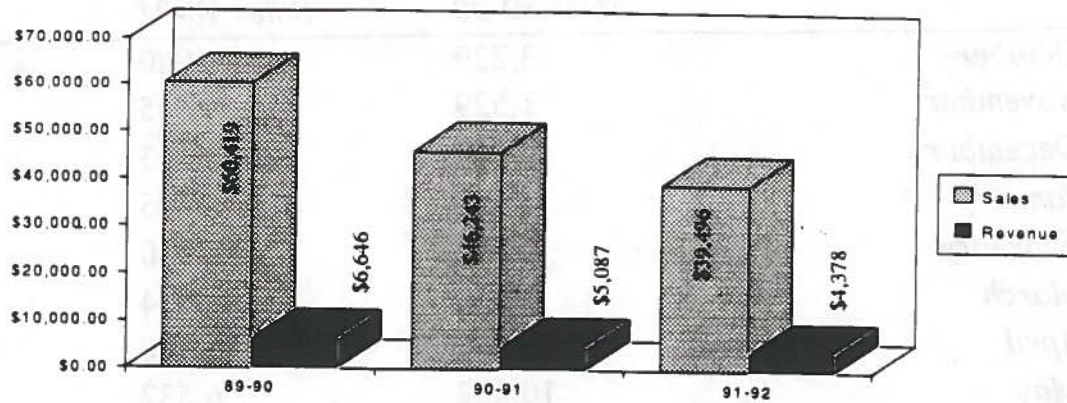
No

General Activities

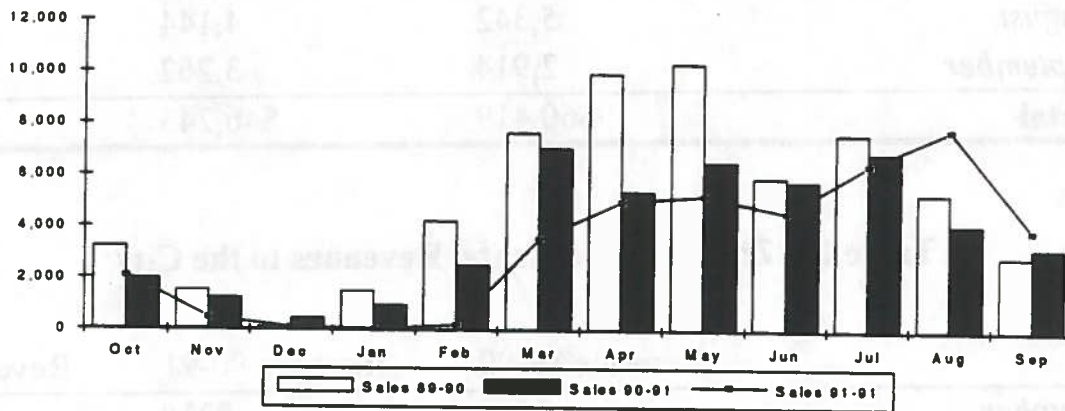
Town Lake Boat Rentals was forced to discontinue operations temporarily due to the South First Street bridge renovation beginning in the early Spring of 1991. Although a new site was agreed upon for interim operation near the mouth of West Bouldin Creek pending the bridge completion, the concession has not yet reopened for business and has reported no revenues since the end of FY 1989-90. The Town Lake Boat Rental contract, which expires November 14, 1992, stipulates 2% of monthly gross receipts plus \$1000 annually be paid to the City. Town Lake Boat Rentals did meet these requirements by paying \$1000 to the city in January of 1992. According to Mr. Miller, a lawsuit has been filed by the concessionaires against the State on the grounds of inverse condemnation, relating to expansion of the bridge.

Zilker Canoe Rentals

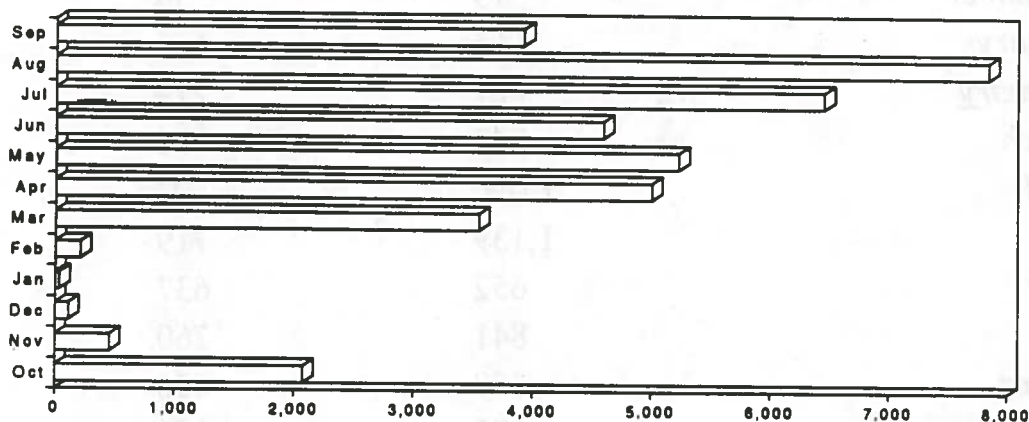
Graph 13: Sales and Revenue



Graph 14: Sales by Month FYs 1989-1992



Graph 15: Sales by Month for FY 1991-1992



Zilker Eagle Railroad

Concessionaire

Mr. Charles Beall
1301 Capitol of Texas Hwy, Suite B-125
Austin, Texas 78746
512-327-1000 Office
512-478-8167 Train Station

Hours of Operation

11am - Dusk, Daily

Location

Zilker Park
Train Station located next to playscape.

Sign Posted

Yes

General Activities:

Zilker Eagle Railroad provides rides around Zilker Park on a miniature train. The train station is located next to the playscape in Zilker Park. From the station, the train travels across Barton Springs Road around the soccer fields and doubles back to the station. The train is owned by Mr. Charles Beall who has owned the train since 1985. Free rides are provided to people from MHMR and Sunshine Camp.

Usually high sales in the summer provide a buffer to make it through the slow winter months although this summer has been slightly slower than in past summers. The decrease in ridership has been attributed the lengthy period of time when Barton Springs Pool was closed. During the last weeks of September, the train was closed so staff could make needed mechanical repairs.

Zilker Eagle Railroad's contract which expires on April 30, 1994, with a five year extension option, stipulates that 10% of sales are to be paid to the City. Graph 16 illustrates the sales and revenues over the last three fiscal years. The monthly sales are shown in Graph 17 and the monthly sales for the last fiscal year (91-92) is illustrated in Graph 18. The figures in the graphs are representative of combination of both ticket sales and souvenir sales.

Table 11: Zilker Eagle Railroad Ticket Sales

	<i>Sales 89-90</i>	<i>Rev. 89-90</i>	<i>Sales 90-91</i>	<i>Rev. 90-91</i>	<i>Sales 91-92</i>	<i>Rev. 91-92</i>
<i>October</i>	\$14,000	\$1,400	\$16,800	\$1,680	\$16,800	\$1,680
<i>November</i>	6,540	654	21,000	2,100	8,400	840
<i>December</i>	8,400	840	7,940	794	7,940	794
<i>January</i>	10,740	1,074	4,200	420	2,340	234
<i>February</i>	12,600	1,260	10,740	1,074	14,940	1,494
<i>March</i>	22,400	2,240	25,200	2,520	22,400	2,240
<i>April</i>	16,340	1,634	21,940	2,194	18,200	1,820
<i>May</i>	27,540	2,754	21,480	2,148	17,740	1,774
<i>June</i>	20,540	2,054	18,200	1,820	22,400	2,240
<i>July</i>	21,000	2,100	24,740	2,474	14,000	1,400
<i>August</i>	26,600	2,660	24,740	2,474	24,740	2,474
<i>September</i>	12,600	1,260	8,400	840	8,400	840
Total	\$199,300	\$19,930	\$205,380	\$20,538	\$178,300	\$17,830

Zilker Eagle Railroad Souvenir

	<i>Sales 89-90</i>	<i>Rev. 89-90</i>	<i>Sales 90-91</i>	<i>Rev. 90-91</i>	<i>Sales 91-91</i>	<i>Rev. 91-92</i>
<i>October</i>	\$953	\$95	\$1,091	\$109	\$583	\$58
<i>November</i>	883	88	810	81	274	27
<i>December</i>	422	42	501	50	205	20
<i>January</i>	728	73	309	31	238	24
<i>February</i>	998	100	734	73	463	46
<i>March</i>	1,004	100	1,528	153	1,095	109
<i>April</i>	1,913	191	1,173	117	789	79
<i>May</i>	1,825	183	1,133	113	811	81
<i>June</i>	2,040	204	1,206	121	730	73
<i>July</i>	1,889	189	1,424	142	976	98
<i>August</i>	1,574	157	979	98	807	81
<i>September</i>	979	98	490	49	331	33
Total	\$15,208	\$1520	\$11,378	\$1137	\$7,302	\$729



M E M O R A N D U M

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: November 19, 1992


SUBJECT: Food and Drink Concession at Barton Springs

The City of Austin issued an RFP for the Food and Beverage Concession at Barton Springs Pool, an existing concession, on June 1, 1992. Seventy-six notices were sent out. The only respondent was Rodriguez Concession, Inc., which has been operating the concession stand at Barton Springs Pool for the last 18 years.

The proposed contract is for five years with the option to extend for one additional five year period. The concessionaire will perform all normal duties associated with the operation of this type of concession, including but not limited to food preparation, food service, and cleaning of the interior and exterior of the concession area. The concessionaire will provide all personnel, equipment and products necessary to operate this concession. Non-alcoholic beverages and various types of fast food such as hamburgers, hot dogs, ice cream and sandwiches will be served. The recommended awardee is a certified MBE vendor with the City of Austin.

RECOMMENDATION:

The Parks and Recreation Department concurs with the recommended award.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:tpg



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: November 19, 1992

SUBJECT: Butler Pitch and Putt Concession Contract

The City of Austin issued an RFP for the management and operation of the Butler Pitch and Putt Golf Course, an existing concession, on June 15, 1992. Twenty-one notices were sent out, responses were originally received from 2 potential vendors. One respondent, W.M. Condra, withdrew his response from consideration in August. The other respondent was Mr. Albert Kinser, Sr. who has been operating the Butler concession for the last 43 years.

The proposed contract is for five years with the option to extend for one additional five year period. The Concessionaire will provide quality golf course management, grounds maintenance, merchandise sales and program golf lessons. Mr. Kinser will also provide all personnel, equipment, products and maintenance for the entire golf course to include turf irrigation, fertilization, mowing of greens, fairways, edging, trimming of trees and shrubs and litter pickup.

The concessionaire will pay the City a flat fee of \$1,000 per month. This is an increase of \$200 per month over the current contract. It is, however, recommended that the monthly payments be waived for the months of December 1992, January 1993, and February 1993, or the period which the course is closed due to the construction of the South Austin Outfall sewer lines.

RECOMMENDATION:

The Parks and Recreation Department concurs with the recommended award of this concession contract.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:tpg



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: January 20, 1993

SUBJECT: Balcones Canyonlands Conservation Plan

The Balcones Canyonlands Conservation Plan (BCCP) is an effort by local, state, and regional governments, as well as the business community and private citizens to comply with the federal Endangered Species Act. The plan proposes to create a system of preserves in western Travis County which would allow the U.S. Fish and Wildlife Service to issue a "10A" permit. The benefit of having such a permit is two-fold: first, it would help preserve 7 endangered species; secondly, it would unburden all areas outside the preserves from having to comply with the time consuming and costly procedures of the Endangered Species Act. Added benefits of the plan would be the preservation of open space, protection of water quality and increased recreational opportunities. The BCCP has the support of the citizens of Austin and the City Council as was demonstrated by the passage of a 22 million dollar bond proposition for the acquisition of preserve lands. The Parks and Recreation Department fully supports the BCCP and recommends approval of the plan.

The City recently acquired 5,279 acres of land from the Resolution Trust Corporation as a part of the preserve system. The plan calls for the management of the preserve system to be carried out by the Texas Parks and Wildlife Department. Until the plan is adopted and fully operational, the Parks and Recreation Department will serve as interim manager for the recently acquired lands. The Department was given \$104,500 for the securing of the properties and for limited management.

As the BCCP moves towards final approval and implementation, I will keep you up to date on the plan's progress.

Michael J. Heitz, AIA Director
Parks and Recreation Department

20 January 1993

Ms. Helen Niesner, City Auditor
P.O. Box 1088
Austin, Texas 78767

Dear Ms. Niesner,

Attached are the remaining pages of the Parks and Recreation Board audit response report. Exhibit "A" has been revised to reflect the adoption date.

Thank You



Rev. Sterling Lands, II
Chairman of the Parks and Recreation Board

/sa

either accomplished or revised.

RECOMMENDATION 36:

To provide a more achievable number of initiatives, Parks and Recreation Board Chairperson should direct the Board to limit the number of initiatives which they will be held accountable for accomplishing in any given year.

BOARD COMMENTS: Concur Underway - 1.12.93 Completed - 4.1.93

The Board agrees that in its annual work plan, the number of initiatives for any given year should be limited.

It must be remembered that the role of the Board is normally to react to proposals, rather than initiate them. The Board is comprised exclusively of volunteers. The board has no staff of its own. The Board normally meets only two times per month, each meeting averaging four hours.

Under these circumstances, it is unrealistic to expect the Board to initiate many projects, or develop in detail many plans or policies in any given year.

It must also be remembered that most of the items appearing on the Board's agenda are generated by Staff, Council, user groups or other entities. The annual work plan is simply not the genesis of most of the Board's business.

RECOMMENDATION 38:

Council should consider ordinance revisions to eliminate duplications between PARD duties and those of other City boards and departments.

- A. Review and approve/disapprove permits for fill in Lake Austin, Town Lake, and Decker Lake.
- B. Approve/disapprove boat dock site plans
- C. Grant variance for piers, wharves, or similar structures that fail to meet the 20% of shoreline requirement.

BOARD COMMENTS:

DISAGREE: Fill and dredging, boat dock construction, and other shoreline development activities are congruent with the concept of recreation and leisure activities, especially in the area of safety.

DISAGREE: Reviews by more than one board are not necessarily bad. Different boards have different perspectives on issues which is probably more important than the amount of time that would be saved.

DISAGREE: The Public Works department no longer reviews boat docks and shoreline development.

DISAGREE: Granting variances is an important issue which should not be left to staff. In addition to the 20% rule mentioned in the report, the Board also reviews and approves/disapproves variance extending more than 30 feet into the water, for structures erected nearer than 10 feet to any side property, and approves/disapproves plans which allows the clustering of docks on one or more lots in subdivision.

Exhibit A
BOARD PROCEDURES
Adopted 8 June 1992

1. Establish "Consent Agenda." Include all items likely to be non-controversial. Any one member may remove an item from Consent Agenda.
2. Establish "First Reading/Initial Consideration Agenda."
Provide staff presentation. Board then decides:
 - a. Decide at that time.
 - b. Defer pending:
 - 1) Committee review;
 - 2) Tour;
 - 3) Deliberation; or
 - 4) Public hearing.
3. In advance of any public hearing:
 - a. Post signs in affected area;
 - b. Send written notice to interested/affected groups;
 - c. Send news release to media.
4. At any public hearing:
 - a. Repeat staff presentation;
 - b. Limit speakers to three (3) minutes unless questions from the Board;
 - c. Debate and decide, if possible, that night;
 - d. Permit alternative proposals from Board before public hearing; but hold Board Questions and general debate until after public hearing.
5. Attempt to resolve all issues in no more than two meetings and no more than 60 days.
6. Move informational and internal items to end of meeting.
7. Written communications: Distribute copies rather than read aloud in most cases (except in public hearings).
8. Encourage specific written proposals/motions on all issues. Require Secretary to reduce to writing any proposals not previously presented as a written motion.

The Board agrees that staff should be used efficiently, and the Board does not oppose Recommendation 37, nor Recommendations 39 and 40 which also deal with staff assistance to the Board.

But the Board strongly recommends that there be no reduction in staff support. The recommendations which the Board can make will only be as good as the amount and quality of information it receives. And the clarity of its recommendations to Council will only be as good as the breadth and accuracy of its Minutes, Resolutions and other reports. Adequate staff support is absolutely essential to sound functioning of the Board.

The Board strongly concurs with the Auditor's conclusion that there is a need to improve communication between Board and Council.

RECOMMENDATION 42

To ensure that City staff comply with ordinance requirements without unduly restricting the park development and design process, in its review of the Parks Board enabling ordinance, Council should either restate the ordinance language to clearly define the type of "plan" that cannot be changed, or remove the restraints on deviation.

BOARD COMMENTS:

Redefining the word "plan" in the enabling ordinance may not have any significant impact on the process. An understanding of the nature of various types of plans, e.g. conceptual, program, schematic design, design development, and construction plans by the board, the staff, the council, and the public may be more helpful. Confusion as to the nature of these plans may be the source of dissatisfaction by the various parties concerned.

Conceptual plans provide only a broad framework for further development. These concepts can be modified through further review before proceeding to the program phase of a particular project. The purpose of the program phase is to determine the existing conditions and the requirements to be met by a proposed project and to record them in a written document. The purpose of the schematic design phase is to assist the client in understanding the program, to illustrate possible solutions and to assist in determining the feasibility of any project. Plan options are developed and the option which best meets the needs of the client is determined. The purpose of the design development phase is to fix and describe the size and character of the entire project and such other essentials as may be appropriate. Often these plan details are critical to the appearance and safety of the final construction. The purpose of the construction phase is to set forth in detail the requirements for construction of the entire project.

Therefore, there are many levels of "plans" and many opportunities to influence the final outcome of any project. The new project review process gives opportunity for public input through the design development stage. Construction drawings are legal documents to protect the health, safety, and welfare of the public and should only be done by licensed landscape architects, architects, and engineers.

On the other hand, an addendum to the Town Lake Comprehensive Plan may prove helpful in modifying certain portions of the plan to reflect current public sentiment.

public opinion on the nature of the Town Lake Corridor and the Comprehensive Plan.

It is important to note that the Town Lake Comprehensive Plan is conceptual document. Therefore, individual parts of the plan could be further modified through an addendum without negating the overall concept of the corridor.

6. "Some Parks Board customers do not see the board as adding value—for a variety of Reasons."

Comment:

The comment that "Council has received some inconsistent messages from the Parks Board" reflects the fact that this Board is a volunteer board, and also the fact that the issues confronting the Board are often complex. Many projects which appear to be beneficial in concept, often have flaws in detail, and broad opposition when made public. As an advisory board, the Parks and Recreation Board should be able to change its mind when new information becomes available through further detailed study, or through input from public hearings. This allows the City Council to have the best of both worlds, in that the issue gets studied by volunteers, and is publicly debated in a earlier forum with all aspects having been brought publicly forward.

7. "The Board's methods for obtaining citizen input may be skewing its perspective on public views".

Comment:

The Parks and Recreation Board follows several methods of gaining citizen input, along similar lines as the City Council. We have Citizen Communication, Citizen Input on Agenda Items, and, when appropriate, Public Hearings. Also our board members, as park-using citizens, visit the park areas of concern in person, discuss the park issues one-on-one with fellow park users, neighborhood representatives, civic organization leaders, and Council Members. We reaffirm our commitment to openness to ideas from any source, individual citizens, experts, staff, and council. The majority of citizens who speak are concerned park users; concerned enough to come and spend an evening participating in our democratic form of city government.

8. "It is the belief of the Board that in the past the requirements of the Texas Open Meetings Act have been followed. The Director or other senior management were present at all times and gave advice when there was a question.

APPENDIX D

PERFORMANCE EVALUATION PROCEDURE RECOMMENDATIONS FOR CITY OF AUSTIN BOARDS & COMMISSIONS 10/8/92

I. Context

Performance evaluations of boards and commissions as required by ordinance are recommended to include the following parameters:

1. A performance evaluation should be administered as required by ordinance, not an "audit". An "audit" connotes financial review which does not apply in this case.
2. The entity to review a particular board or commission's functions could be a peer review panel composed board and commission members with assistance from city staff. While it is appropriate for city staff to audit its own departments as peer reviewers, it is questionable for city staff to review a volunteer board or commission. However, assistance from staff would be invaluable and necessary in providing an established format of review. (See Rec.33)
3. The purpose of the performance evaluation would be to highlight areas of excellent work by a volunteer board or commission and to make helpful recommendations for areas that need improvement. Timeliness for correcting these areas are valuable and appropriate.
4. A performance evaluation of the board or commission under evaluation should be formed to assist the peer review panel with information about the boards functions and activities. Draft findings could come to this committee for feedback and public response.
5. The "functions" of a board or commission need to be well-defined for review. The actual tasks that a board or commission perform may or may not be specifically defined in their enabling ordinances. For example, regular meetings to review agenda items and receive public input, committee meetings with staff, fundraising activities to assist respective departments in providing services, etc.
6. If a city department and a board or commission are under simultaneous review, then the final documents covering both entities should be made public at the same time. It is important to note that sometimes it can be difficult to separate the effectiveness of a board or commission from the department it serves. An effective city staff can assist a board to effectively perform its functions and vice versa.



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: January 21, 1993

SUBJECT: National Park Service Ranger Training For Park Police

The Parks and Recreation Department is currently sending eight of its park police officers to a National Park Service (NPS) Ranger training class at the San Antonio Law Enforcement Training Center in San Antonio, Texas. This is to respond to an increased interest in training our officers on park interpretation.

This class is being conducted from January 11th through February 8th and will consist of 80 classroom hours of training. The basic purpose of this class is 1) to familiarize law enforcement officers on NPS law enforcement policies and guidelines; 2) to review the philosophy and objectives of NPS law enforcement; and 3) to train the officers on both the interpretive and the law enforcement aspects of being a park ranger, and stressing the need for both.

Providing this educational opportunity to as many of our park police officers as possible represents another of PARD's on-going efforts to broaden and up-grade the training of PARD's police officers. The NPS law enforcement training will also provide these officers with basic training in how to effectively interpret the park environment, its history and special features to our park patrons.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:LS