



Agenda Item: Update on Concessionaire Partner Program Timeline

Background: The revision to ByLaw Article XVIII: Concessionaire Policy, removed the language “Each term may be renewed once. Thereafter, the concession area will be put out for public bidding.” Staff then executed the approved Right of First Refusal process for any concessionaire partner with an agreement expiring in 2021.

Most partners waived their Right of First Refusal. Three partners submitted proposals for a provisional agreement per the financial policies approved by the Trustees in November 2021.

The modifications to the concessionaire partner program shifted the originally proposed timeline for the 2022 Request for Proposal process. The below timeline is the current schedule:

Milestones Achieved to Date

- September 28, 2021 - Trustees voted to approve revision of ByLaw Article XVIII
- November 16, 2021 - Trustees vote to approve program Financial Policies
- December 2021 - Distribute Right of First Refusal Waivers and Terms to eligible partners
- January 2021 - Received responses to waivers and terms from partners
- February 8, 2022 - Request for Proposals published
- February 14, 2022 - Proposals due for provisional agreements
- February 15, 2022 - Agreements for current partners drafted
- February 18, 2022 - Review of proposals for provisional agreements
- February 22, 2022 - Responses to Requests for Proposals due

February 22, 2022 - Trustees presented agreements for current partners to approve on consent agenda

Future Dates for action to be completed by:

- February 23, 2022 - Distribute agreements for current partners to sign
- February 28, 2022 - Staff review team to assess submitted responses to Request for Proposals
- March 1, 2022 - Per Financial Policy, administrative fee payments due for current partners
- March 1, 2022 - Signed agreements due for current partners
- March 3, 2022 - Parks and Amenities Committee to be presented proposals of new business types for consideration
- March 15, 2022 - Agreements for any new concessionaire partners drafted
- March 22, 2022 - Trustees presented agreements for new partners for approval on consent agenda
- March 25, 2022 - Distribute agreements for new partners to sign
- April 1, 2022 – Signed agreements due for new partners
- April 1, 2022 – Administrative fee payments due for new partners
- April 30, 2022 - Onboarding of new partners

Note that these dates rely on timely submittal of all required applicable payments and documentation, including, but not limited to, agreements, certificates of insurance, watercraft safety plans, sales tax and use permits and food service permits.

Any partner, current or new, who does not submit documentation by the above dates may be subject to a delay of operation or revocation of the offer of an agreement.

Staff Recommendation:

Funding Source (if applicable): N/A