



**Park Board of Trustees of the City of Galveston
Finance and Operations Committee Regular Meeting
601 Tremont, Galveston, Texas 77550**

4/20/2021 - Minutes

I. Call Meeting To Order

The meeting was called to order at 1:30 p.m.

II. Roll Call And Declaration Of A Quorum

Roll was called and a quorum declared.

Committee Members Present: Marty Fluke, Maureen Patton and Will Wright.

Committee Members Absent: Dave Jacoby

III. Conflict Of Interest Declarations

There were no conflicts declared.

IV. Requests To Address The Committee

There were no requests to address the committee.

V. Discuss And Consider Approval Of Meeting Minutes

Motion: Maureen Patton motioned to approve the Finance and Operations Committee March 22, 2021 meeting minutes.

Second: Will Wright seconded.

Vote: Approved (3-0).

VI. Discuss And Review Overview Of Concessionaire Partner Program And Timeline For 2021 Bids And Renewals (Ann Hobing 10 Minutes)

Ann Hobing gave an overview of the current concessionaire program and projected timeline for the 2021 bid and renewal process. Ms. Hobing shared that any areas not awarded bids during the initial timeline that were deemed essential for park operations would be actively solicited in November.

VII. Discuss And Consider Approval Of The Budget Adjustment Related To The Payroll Protection Program Loan (Bryson Frazier, 10 Minutes)

Bryson Frazier shared that the Payroll Protection Program loan application for the Tourism Development department was approved and the loan proceeds have been received. He reported that these proceeds would be used directly for the salaries of this department and that the fund previously allocated for this will be used for Tourism Development projects and training.

Motion: Will Wright motioned to approve the proposed budget adjustments for the Payroll Protection Program loan.

Second: Maureen Patton seconded.

Vote: Approved (3-0).

VIII. Discuss And Consider Approval To Purchase Two Yamaha Utility Side-By-Side Viking VI Vehicles (Bryson Frazier, 10 Minutes)

Bryson Frazier reported that the requested vehicles would be for park security and the financing would be done using the Moody Bank line of credit. He shared that the savings from the implementation of the fleet management system would cover the cost.

Motion: Maureen Patton motioned to approve the purchase of the utility side-by-side vehicles from Texas Yamaha Motorports in the amount of \$27,789.32.

Second: Marty Fluke seconded.

Vote: Approved (3-0).

IX. Discuss And Consider Approval Of The Park Board Of Trustees Of The City Of Galveston Purchasing Policies, Procedures, And Controls Manual (Bryson Frazier, 10 Minutes)

Bryson Frazier reported that the creation of this manual would help facilitate a more efficient procurement process. He shared that this was a joint effort between Park Board staff and the City auditor's office and that any future audits by the City would be matched against this policy to help find any deficiencies. He reported that once approval is received by the Board of Trustees, training will be implemented for staff.

Motion: Maureen Patton motioned to approve the purchasing policy, procedures and controls manual.

Second: Marty Fluke seconded.

Vote: Approved (3-0).

X. Discuss And Consider Approval Of Fiscal Year 2021 January And February Unaudited Financial Statements (Bryson Frazier, 20 Minutes)

Bryson Frazier presented the financial statements.

Motion: Maureen Patton motioned to approve the January and February 2021 Financial Statements.

Second: Will Wright seconded.

Vote: Approved (3-0).

XI. 2020-2021 Committee Work Plan

Marty Fluke reviewed the 2nd quarter work plan items.

XII. Future Agenda Items

- Creation of Grant Office
- Interfund Transfers
- Health Insurance Plan

XIII. Announcements

XIV. Adjournment

The meeting was adjourned at 2:14 p.m.