



Park Board of Trustees of the City of Galveston

6/22/2021 - 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.

Trustees Present: Will Wright, Dave Jacoby, David Collins, Steven Creitz, Marty Fluke, Jason Hardcastle, Maureen Patton and Jason Worthen.'

Trustee Absent: Spencer Priest.

III. Conflict Of Interest Declarations

No conflicts were declared.

IV. Requests To Address The Board

There were no requests to address the Board.

V. Employee Spotlight - Corinna Garcia (Susan Keeble, 5 Minutes)

Susan Keeble introduced Dellanera RV Park Attendant, Corinna Garcia to the Board and she shared the praises of Corinna's supervisor for her excellent customer service provided to the guests at the park.

VI. Recognition - Reuben Trevino (Will Wright, 5 Minutes)

Will Wright recognized Reuben Trevino, former Chief Operations Officer for the Park Board, and thanked him for all of his contributions to the many beach related projects on the island. He shared that Mr. Trevino had taken a job with the Galveston District of the U.S. Army Corps of Engineers in March 2020 and due to the pandemic the Board had not had a chance to thank him previously.

VII. Administration

A. Mid-Year 2020-2021 Business Plan Updates - Operations (Kimberly Danesi, 20 Minutes)

Kimberly Danesi presented the mid-year updates for the Operations department which includes the Parks, Projects and Coastal Zone Management. She shared several accomplishments for the division including all of the parks exceeding their projected revenue budgets as of March and that the RESTORE contracts for East End Lagoon and the Beach Nourishment projects have been executed.

Mrs. Danesi reported on the challenges currently being faced including staffing shortages in the parks and beach cleaning departments and gave an overview of works in progress such as the Stewart Beach Public Private Partnership project.

B. Update On Diversity, Equity And Inclusion Organization Efforts (Will Wright, 5 Minutes)

Will Wright reported that the Park Board formed a committee of 22 community members and staff in December 2020 to work on the DEI initiative. He shared several accomplishments already achieved such as the development and completion of both an employee and community stakeholder survey and the discussion of results from this survey. He also reported that the group has developed the DEI objectives and goals in marketing, workforce and leadership. Mr. Wright shared that the group has broken out into sub-groups to refine goals and define strategies as well as identify bench marks to measure progress.

C. Discuss And Consider Approval Of Fiscal Year 2021-2022 Hotel Occupancy Tax Value (Bryson Frazier, 15 Minutes)

Bryson Frazier reported that the projected value of the hotel occupancy tax (HOT) for fiscal year 2022 needs to be established for the budget development currently in process. He stated that the current year is coming in higher than originally projected and is expected to continue. He reviewed several scenarios to consider when determining the value that should be put in the budget. Mr. Frazier shared that this information was presented to both the Tourism Development Advisory Committee and the Finance and Operations Committee and both are recommending setting the value of the HOT penny at \$2.1 million for fiscal year 2022. Staff is in agreement.

Motion: Maureen Patton motioned to approve setting the fiscal year 2022 HOT penny at \$2.1 million.

Second: Dave Jacoby seconded.

Vote: Approved (8-0).

D. Discuss And Consider Approval Of Proposed Salary Ranges For Park Board Positions (Susan Keeble, 10 Minutes)

Susan Keeble reminded the Board that she had presented these ranges at the May meeting when requesting implementation for Beach Patrol to assist with recruitment and retention. She is now bringing these back for approval to implement for all staff for the fiscal year 2022 budget.

Motion: Jason Hardcastle motioned to approve the proposed salary ranges.

Second: Marty Fluke seconded.

Vote: Approved (7-0, Collins not present at time of vote).

E. Discuss And Consider Approval Of Merit Increases And Incentive Programs (Susan Keeble, 5 Minutes)

Susan Keeble gave an overview of the performance-based compensation program and the incentive program for the sales team and park managers. She shared that staff is recommending a 3% merit increase and the continuation of the incentive programs and that the Finance and Operations Committee approved this recommendation at their June meeting.

Motion: Marty Fluke motioned to approve the 3% merit increase and continuation of the incentive program.

Second: Steven Creitz seconded.

Vote: Approved (8-0).

- F. Review Of Strategic Plan, Board Development And Governance And Staff Alignment (Kelly De Schaun, 15 Minutes)

Kelly de Schaun shared with the Board that in addition to facilitating the strategic planning process, Tammy Canavan with Fired Up! Culture was also asked to look at the Board development and governance and provide feedback on how to improve. She shared that the documentation in the packet was comprised from Ms. Canavan's review of the current materials and discussions with staff and community members. She reviewed the recommendations. Marty Fluke suggested that since the meetings are governed by the Texas Open Meetings act that an alternative to Robert's Rules of Order might fall in-line better. Mrs. de Schaun took note and asked the trustees to review this and the strategic plan documents included in the packet and provide any other comments they may have before the July 27, 2021 meeting when the strategic plan is scheduled for a vote of approval.

- G. Presentation Of Draft Destination Sustainability Plan (Kelly De Schaun, 10 Minutes)

Kelly de Schaun stated that Jones, Lang and Lasalle (JLL) was contracted to assist with the development of a sustainability plan for Galveston. She shared that JLL would be presenting their report at the July meeting and that the Executive Summary was included for their review prior to the presentation. Mrs. de Schaun stated that the report has been shared with the City since many of the items fall under their responsibility. She reviewed the key areas that were focused on which included the maintenance and preservation of the island's natural assets, mobility plan, strategic product development, short term rentals, full service resort style accommodations and pedestrian connectivity.

VIII. Operations

- A. Discuss And Consider Approval Of Stewart Beach Pavilion Option And Variants (Kelly De Schaun/Bryson Frazier, 10 Minutes)

Bryson Frazier reported that as directed by the Board, this item was taken to the Finance and Operations committee for further review and discussion. The documentation presented is based on their recommendation to present to the City one option with two variants. Both call for the decommissioning of the building and finding alternative space for staff and the amenities before the demolition of the pavilion. The difference between the two is determining whether to lease or purchase space for staff and/or the amenities.

Motion: Dave Jacoby motioned to accept the proposed recommendation for presentation to the City.

Second: Maureen Patton seconded.

Vote: Approved (8-0).

IX. Consent

Motion: Maureen Patton motioned to approve the consent agenda items.

Second: Jason Hardcastle seconded.

Vote: Approved (7-0, Worthen not present at time of vote).

- A. Discuss And Consider Approval Of Meeting Minutes (Schel Heydenburg)
- B. Board Of Trustees Self-Assessment (Kelly De Schaun)

- C. Discuss And Consider Approval Of Compensation Policy Updates (Susan Keeble)
- D. Discuss And Consider Awarding Concessionaire Agreement To Allwise Ent (Ann Hobing)
- E. Discuss And Consider Approval Of Tourism Development Expenditures (Michael Woody)
- F. Discuss And Consider Approval To Purchase Hyundai HL940A Wheel Loader For Coastal Zone Management (Bryson Frazier)
- G. Discuss And Consider Approval Of General Fund Interfund Transfers Standard Operating Procedure (Bryson Frazier)
- H. Discuss And Consider Approval Of April 2021 Unaudited Financial Statements (Bryson Frazier)

X. Executive Session

The meeting entered executive session at 3:56 p.m.

- A. Pursuant To Texas Local Government Code Section 551.071 - Consultation With Attorney

XI. Action Item (S) Resulting From Executive Session

The open meeting resumed at 4:38 p.m.

- A. Discuss And Consider Action For Any Executive Session Item Listed On The Meeting Agenda

There was no action taken.

XII. Monthly Report

The Island Times monthly report is included in the briefing documents for review.

XIII. Future Agenda Items

- Approval of Strategic Plan
- Presentation of Sustainability Plan

XIV. Announcements

XV. Adjournment

The meeting was adjourned at 4:44 p.m.

Schel Heydenburg
Board Reporter

Dave Jacoby
Board Secretary