



Park Board of Trustees of the City of Galveston Finance and Operations Committee

9/21/2021 - 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: Dave Jacoby, Jason Hardcastle (1:45 p.m.), Maureen Patton and Will Wright.

III. Conflict Of Interest Declarations

There were no conflicts declared.

IV. Requests To Address The Committee

A comment was read submitted by C. Davis regarding agenda item VII.

V. Discuss And Consider Approval Of Meeting Minutes (Schel Heydenburg)

Motion: Will Wright motioned to approve the Finance and Operations Committee meeting minutes for July 20, 2021 and August 17, 2021.

Second: Maureen Patton seconded.

Vote: Approved (3-0, Hardcastle not present at time of vote).

VI. Discuss Impact Of Recent Compensation Increases (Susan Keeble, 10 Minutes)

Susan Keeble reported that with the salary increases recently implemented there have been several positive impacts related to hiring and retention. She shared that the number of open positions has been reduced along with the number of contracted labor staff. In addition she reported that the turnover rate has decreased compared to prior years and the first 6 months of 2021.

VII. Discuss And Consider Concessionaire Partner Program Financial Policies (Kimberly Danesi, 20 Minutes)

Kimberly Danesi reviewed the makeup of the current concessionaire partners and the inconsistency in their fees and terms. She reviewed the proposed policies to cover the fees which include defining a structure for administrative fees, % of gross sales, payments and late fees. Mrs. Danesi shared that the length of agreements is determined by the projected revenues for the concession and are defined in the Park Board of Trustees bylaws. She also reported that while one of the requirements is a point of sale system, it is not

meant to imply that the partners have to invest in an expensive or digital system but that they must have a method to track sales and be able to report this information to the Park Board.

Bryson Frazier shared that Marty Fluke would like to see the recommended policies also go through the Parks and Amenities Committee. Dave Jacoby asked if staff has gotten any feedback on these from the current concessionaires. Mrs. Danesi shared that staff is planning to hold group meetings with the concessionaires but have not done so at this time.

Motion: Will Wright motioned to approve the proposed policies.

Second: Maureen Patton seconded.

Vote: Approved (4-0).

VIII. Discuss And Consider Approval Of The Fiscal Year 2022 Budget And Fiscal Year 2022-2026 Five Year Capital Improvement Plan (Bryson Frazier And Sheryl Rozier, 20 Minutes)

Bryson Frazier reported that the Capital Improvement Plan has been submitted to the City for their comments as per the interlocal agreement. Sheryl Rozier reviewed the key park and beach projects and shared that one additional mobile amenity was added as requested at a previous committee meeting. Mr. Frazier reviewed the changes made to the proposed budget from the last meeting. These included several staffing adjustments as well as training and building and system repairs and or upgrades.

Motion: Jason Hardcastle motioned to approve the FY2022 Budget and Capital Improvement Plan as presented.

Second: Will Wright seconded.

Vote: Approved (4-0).

IX. Discuss And Review Fiscal Year 2021 Financial Projections (Bryson Frazier, 15 Minutes)

Bryson Frazier reviewed the financial projections for the Fiscal Year. Overall revenues are projected to be higher than budgeted.

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

Bryson Frazier reviewed the July 2021 Unaudited Financial Statements.

Motion: Dave Jacoby motioned to approve the July 2021 Unaudited Financial Statements.

Second: Will Wright seconded.

Vote: Approved (4-0).

XI. Future Agenda Items

- End of year financial reports
- Committee 21-22 Work Plan

XII. Announcements

No October committee meeting.

XIII. Adjournment

The meeting was adjourned at 2:46 p.m.