



NOTICE OF REGULAR MEETING
Park Board of Trustees of the City of Galveston
Parks and Amenities Committee
Thursday, March 7th at 9:00 a.m.
Park Board Plaza, Board Room - First Floor
601 Tremont Street, Galveston, Texas 77550

- I. Call Meeting To Order
- II. Pledge Of Allegiance
- III. Roll Call And Declaration Of A Quorum
- IV. Conflict Of Interest Declarations
- V. Requests To Address The Committee
The public shall be allowed to address the Committee regarding one or more agenda or non-agenda items. All requests to address the Board must be submitted in writing to the Board Reporter the day of the Board meeting. Each person shall be limited to three (3) minutes regardless of the number of items addressed.
- VI. Discuss And Consider Approval Of Meeting Minutes

Documents:

[PAC MEETING MINUTES 02-07-2019.PDF](#)
- VII. Updates From Parks Superintendent (Dan Gundrum, 30 Minutes)

Documents:

[PARKS SUPERINTENDENT UPDATES.PDF](#)
[STANDARDS OF EXCELLENCE FOR CONCESSIONAIRES.PDF](#)
- VIII. Recommendations For Dates And Topics For Park Tours (Dan Gundrum, 5 Minutes)
- IX. Discuss And Consider Moving May 2nd PAC Meeting (Dan Gundrum, 5 Minutes)
- X. Presentation Of Vision Of East End Lagoon (Sheryl Rozier, 15 Minutes)
- XI. Future Agenda Items
- XII. Announcements
 - A. Reminder To Sign Up For CVB Tourism Summit May 2nd (Dan Gundrum, 5 Minutes)
- XIII. Adjournment

_____ via email _____

Jason Worthen
Chair, PAC
Director

_____ via email _____

Spencer Priest
Chair, Park Board of Trustees

_____ via email _____

Kelly de Schaun
Park Board Executive

Please Note Members of the City Council may be attending and participating in the discussion.

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding, contact the Park Board Administration

Office, 601 Tremont, Galveston Texas 77550 (409-797-5147)



**Park Board of Trustees of the City of Galveston
Â Parks and Amenities Advisory Committee
601 Tremont Street, Galveston, Texas 77550**

2/7/2019 - Minutes

- I. Call Meeting To Order
Meeting was called to order at 9:00 a.m.
- II. Pledge Of Allegiance
The pledge was recited by those present.
- III. Roll Call And Declaration Of A Quorum
Roll was called and a quorum was declared.

Committee Members Present: Jason Worthen, Steven Creitz, Marlo Landreth, Sam Malchar, Mario Rabago, Joe Zdunek, Kristen Vale, Mary Branum and Ross Garcia

Committee Members Absent: Wanda Buttner, Michael Guillot and Robert Callies

Staff in Attendance: Dan Gundrum, Reuben Trevino, Kelly de Schaun and Tony Pryor
- IV. Conflict Of Interest Declarations
There were no conflicts of interest declared.
- V. Requests To Address The Committee
There were no requests to address the committee.
- VI. Discuss And Consider Approval Of Meeting Minutes
Discussed the approval of the minutes.

Motion: Steven Creitz

Second: Mary Branum

Vote: Approved 8-0

Abstained: 0
- VII. Update On Policy Changes At Parks (Dan Gundrum, 40 Minutes)
Updated PAC Committee on policy changes at parks. Continued discussion for April PAC meeting to discuss further rules for drones on the beach.
- VIII. Update On Concessionaire Agreements (Dan Gundrum, 15 Minutes)
Updated PAC Committee on concessionaire agreements. Continued discussion for March PAC meeting to discuss further the standards of excellence and terms and conditions for concessionaires.
- IX. Update On Mystery Secret Shopper Program (Dan Gundrum, 10 Minutes)
Updated the PAC Committee on Secret Shopper program results and struggles. Continued discussion for March PAC

meeting to discuss further the secret shopper questionnaire and recruitment plans.

X. Future Agenda Items

Discuss Standard of excellence, terms and conditions for concessionaires, Update on secret shopper questionnaires and recruitment plans, Update on Vision for East End Lagoon, Update on Stewart Beach Pavilion, Update and schedule of pre-season park tours, update on CVB marketing plans for parks and discuss drone ordinances and rules at the parks.

XI. Announcements

May 2nd CVB Tourism Summit, June 8th Worlds Ocean Day and Executed contracts at Babes Beach.

XII. Adjournment

The meeting was adjourned at 10:35 a.m.



Parks Superintendent Updates

- A. Update on Standard of Excellence
- B. Update on Expansion of Secret Shopper Program and Recruitment of Secret Shopper
- C. Update on Quality Assurance Program

Standards of Excellence in Operations

Concessionaires

Hours of operation to begin on May 1 or the weekend closest to the first, then Memorial Day Weekend to up to and including Labor Day weekend although he couple of weekends through October 1 could as follows:

10-6 on Weekends beginning May 1 to Memorial Day Weekend*

10-7 Monday through Thursday and Friday through Sunday 10-7 beginning Memorial Day weekend through Labor Day Weekend. *

10 – 6 Weekends through October 1*

*The park manager or his appointee may reduce the closing hours at their sole discretion. If inclement weather the park manager may close the vending operation if it is in the best interest of all involved. Emergencies are treated as such in crisis management plan.

Variety of offerings – The vendor may provide additional items for if it includes seating or shade equipment. Vendor may offer other rental options if not already provided for in another vendors agreement. This is an exclusive privilege not a right.

Special events – At the park manager’s discretion, the concessionaire must offer his services if applicable to providing an outstanding event that requires the vendors presence and offerings.

Equipment – Vendor should supply substantial amount of equipment to handle the magnitude of the crowds. Likewise, there should be enough supply of equipment to adequately meet that demand from the start of the day to end. Equipment must be commercial in integrity and meet the health and state code requirements.

Non-compliance- In the event that the current concessionaire fails to perform up to the standard of the park board, the second most qualified vendor shall/may replace the current vendor even in mid – season. The current vendor will forfeit all privileges and relinquish all duties to the alternative vendor.

Signs – Vendor must clearly have signs designated as they are open for business. Other signs to carry out the process of delivering this service may also and should be used.