



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

6/14/2022 - Minutes

I. Call Meeting To Order

The meeting was called to order at 1:31 p.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 declared.

Committee members present: Dave Jacoby, Marty Fluke, Jason Hardcastle and Will Wright (1:43 p.m.).

IV. Conflict Of Interest Declarations

There were no conflicts declared.

V. Requests To Address The Committee

There were no requests to address the committee.

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

Motion: Jason Hardcastle motioned to approve the April 12, 2022 Finance and Operations Committee meeting minutes.

Second: Marty Fluke seconded.

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

VII. Discuss And Consider Approval Of Asset Disposals Through GovDeals.Com (Corey Holcomb, 10 Minutes)

Corey Holcomb reviewed the list of assets that staff is requesting to dispose of through GovDeals.com.

Motion: Marty Fluke motioned to approve.

Second: Jason Hardcastle seconded.

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

VIII. Discuss And Consider Approval Of Bulkhead Railings Replacement At Seawolf Park (Corey Holcomb, 10 Minutes)

Corey Holcomb reviewed the proposed bulkhead railings replacement for Seawolf Park.

Motion: Dave Jacoby motioned to approve.

Second: Jason Hardcastle seconded.

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

IX. Discuss And Consider The Purchase Of A Bobcat S66 Skid Steer Loader For Coastal Zone Management (Larry Jackson, 10 Minutes)

Larry Jackson reviewed the purchase of the requested steer loader.

Motion: Jason Hardcastle motioned to approve.

Second: Dave Jacoby seconded.

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

X. Discuss And Consider The Purchase Of A Hyundai HL940A Wheel Loader For Coastal Zone Management (Larry Jackson, 10 Minutes)

Lary Jackson reviewed the requested purchase of the wheel loader.

Motion: Jason Hardcastle motioned to approve.

Second: Marty Fluke seconded.

Vote: Approved (4-0).

XI. Discuss And Consider Funding Of Heavy Equipment For Stewart Beach Maintenance (Larry Jackson, 10 Minutes)

Larry Jackson reviewed the purchase of requested equipment to maintain Stewart Beach drainage.

Motion: Jason Hardcastle motioned to approve.

Second: Marty Fluke seconded.

Vote: Approved (4-0).

XII. Discuss And Consider Approval Of Succession Planning Process (Susan Keeble, 15 Minutes)

Susan Keeble gave an overview of the purpose and steps involved for the succession planning. She reported that the executive management team identified key positions within the organization for the first round of this process. She stated that staff is seeking feedback and approval of the process and if approved, to validate it to the Board.

Marty Fluke stated that the discussions of succession planning for the positions that report to the Board, (CEO and CFO) should be directed by the Board officers and the remaining positions on the document should be handled internally amongst the staff. Dave Jacoby added the caveat that the Board could be involved in the other position planning if there was an extraordinary circumstance outside of normal course of business.

Motion: Marty Fluke motioned to not present this to the Board.

Second: Jason Hardcastle seconded.

Vote: Approved (4-0).

XIII. Discuss And Consider Approval Of Resolution And Application To Renew Membership In The Texas SmartBuy Purchasing Cooperative (Bryson Frazier, 5 Minutes)

Bryson Frazier reviewed the renewal for the purchasing cooperative program.

Motion: Marty Fluke motioned to approve.

Second: Will Wright seconded.

Vote: Approved (4-0).

XIV. Discuss And Consider Value Of Fiscal Year 2022-2023 Hotel Occupancy Tax (Bryson Frazier, 5 Minutes)

Bryson Frazier reviewed the performance of the Hotel Occupancy Tax, (HOT), value and shared that the Tourism Development Advisory Committee recommended setting the value at 2.5 million. He reported that the current year is tracking to come in at a value of 2.7 million, but that staff believes that a 2.5 million value can be sustained for the next few years.

Motion: Marty Fluke motioned to recommend to the Board a 2.7 million value for HOT.

Second: Will Wright seconded.

Vote: Approved (4-0).

- XV. Discuss And Consider Approval Of The Park Board Of Trustees Of The City Of Galveston Bank Reconciliation Policy, Procedures, And Controls Manual (Bryson Frazier, 5 Minutes)

Bryson Frazier shared how the policy and procedure manual was put together and reported that it would be part of the City Auditor's audit plan for the Park Board.

Motion: Jason Hardcastle motioned to approve.

Second: Will Wright seconded.

Vote: Approved (4-0).

- XVI. Discuss And Consider Approval Of Fiscal Year 2022 Second Quarter Unaudited Financial Statements (Bryson Frazier, 10 Minutes)

Bryson Frazier reviewed the Fiscal year 2022 second quarter unaudited financial statements.

Motion: Dave Jacoby motioned to approve.

Second: Jason Hardcastle seconded.

Vote: Approved (4-0).

- XVII. 2021-2022 Committee Work Plan

No changes to the plan.

- XVIII. Future Agenda Items

- Draft budgets
- Plans for interim Beach Patrol headquarters

- XIX. Announcements

The next meeting will be moved to Tuesday, July 19, 2022.

- XX. Adjournment

The meeting was adjourned at 2:41 p.m.