



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

4/21/2020 - Minutes

I. In Accordance With The Order Effective March 16, 2020 Issued By The Office Of The Texas Governor, The Finance And Operations Committee Will Conduct This Meeting Via Videoconference In Order To Maintain Social Distancing For The Reduction In Spread Of The Covid-19 Virus.

II. Call Meeting To Order

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

III. Roll Call And Declaration Of A Quorum

Roll was called and a quorum declared.

Committee members in attendance: Maureen Patton, Marty Fluke, Jan Collier, Dave Jacoby and Will Wright.

Staff Present: Michael Moser, Kelly de Schaun, Kimberly Danesi, Schel Heydenburg, Michael Woody, Peter Davis, Sheryl Rozier, Stuart Smith and Larry Jackson.

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

Motion: Jan Collier motioned to approve the February 18, 2020 Finance and Operations Committee meeting minutes.

Second: Dave Jacoby seconded.

Vote: Approved (4-0, Fluke abstained).

VII. Presentation Of 2020 Amended Budget Executive Summary (Kelly De Schaun/Michael Moser)

Note: This agenda item was moved to the end of the meeting as the last discussion item on the agenda per request so that the committee was able to receive all of the information before discussion of this item.

Michael Moser gave an overview of the Executive Summary report which also included budget reductions projected for each fund as well as the reserves and cash flow impact by these deductions. Marty Fluke thanked Mr. Moser and Stuart Smith for their work on these reports and asked for some clarification on how

the numbers presented were developed. Mr. Moser added that the State Hotel Occupancy Tax rebate should be received by the end of April and he is anticipating it to be approximately \$590,000. Maureen Patton asked Mr. Moser how it was possible that the Park Board would end the year with a profit after all of the reductions. She stated that this would need to be closely monitored and if this is accurate, then the requests from Beach Patrol and Tourism Development to adjust their reductions should be considered.

Kelly de Schaun recommended that the HOT projections be brought back to the next meeting as well as the summary sheets updated.

VIII. Department Budget Presentations (Department Heads)

Kelly de Schaun shared that the department heads would be presenting the changes made to the reduce expenses to meet the revised finance revenue projections for the remainder of the budget year.

Larry Jackson presented the amended Coastal Zone Management budget and shared that it has been reduced \$940,000. In order to get to this number, contract labor, some capital improvements and equipment purchases were removed.

Kimberly Danesi reported the budget reductions made to the Parks department in the amount of \$1,710,000. These reductions include the elimination of the incentive programs, contract labor, reductions in maintenance and repairs, elimination of equipment purchases and planned capital improvements. Mrs. Danesi shared that if possible, the parks would like to add back in \$10,000 to each facility for maintenance and repairs which would relieve some of the concerns the management team has with the projected cuts.

Peter Davis reviewed the expense reductions for Beach Patrol which totalled \$988,000. In order to achieve these reductions, he shared the list of services that would be eliminated which included rescue truck patrol west of 61st Street, reduction of guards and coverage of life guard towers. Chief Davis did request that Beach Patrol be allowed to use \$333,000 of reserves which will allow for the continuation of all life guard coverage he recommended cutting to meet the revised budget.

Michael Woody presented the reductions for the Tourism Development department which totalled \$1,721,000. To reach these reductions, some staffing was eliminated as well as special projects cancelled and media placements reduced.

IX. Discuss Capital Improvement Plan, Grants And Projects (Sheryl Rozier)

Sheryl Rozier presented on the projected reductions to the Capital Improvement Plans for the remainder of 2019-2020. The projects impacted include repairs at Stewart Beach Pavilion, FEMA projects at Seawolf Park, East End Lagoon RESTORE projects and nourished beach projects. Mrs. Rozier stated that the reduction of these projects is not intended to imply that these are cancelled.

X. Presentation Of Reserves And Cash Flow Impact (Michael Moser)

This information was included in the Executive Summary covered in agenda item VII.

XI. Discuss City Sponsored Activities (Kelly De Schaun)

Kelly de Schaun shared that she has been in communication with City Manager Brian Maxwell about the areas of financial support between the two entities. She stated that Mr. Maxwell indicated that if the Park Board could maintain the planned funding for the Waste Water Treatment Plan and the demolition of the pavilion at Seawolf Park, that City Council might be inclined to reduce or waive the revenue share for the current budget year.

Mrs. de Schaun also reported that she has spoken with the City Auditor about deferring the rd party HOT audits and to work together to conduct audits on non-paying short term rentals.

XII. Discuss And Consider Concessionaire Considerations (Schel Heydenburg)

Schel Heydenburg shared with the committee that staff has received inquiries from some of the

concessionaires regarding their payments due to the stay-at home orders issued. She reported that staff has deferred these payments for 30 days and are seeking guidance on how to proceed moving forward. The committee recommended waiving payments until June at this time and asked staff to bring back this item to the May meeting.

XIII. Future Agenda Items

- 2020-2021 Budget
- Details on Reserves

XIV. Announcements

XV. Adjournment

The meeting was adjourned at 3:33 p.m.