Bismarck

City Commission Fact Finding Subcommittee

The City Commission Fact Finding Subcommittee is scheduled to meet in session on Thursday, February 16, 2024, at 8:30 AM in the 4th Floor Mayor's Conference Room, City/County Office Building, 221 North Fifth Street, Bismarck, North Dakota.

Call to Order

1. Consider approval of minutes

   Documents:

   February 8, 2024 - Minutes.pdf

2. Continued Discussion on Determination of Performance Issues and Recommendations for Event Center Operations

Adjourn

City Commission Fact Finding Subcommittee Minutes

2/8/2024 - Minutes

Call to Order

Commissioner Cleary called the meeting to order at 10:30 AM. Members present included Commissioner Cleary, Commissioner Connelly, and Gordy Smith. Also present was Leanne Schmidt with the City of Bismarck.

1. Approval of Minutes

   Commissioner Connelly motioned to approve the minutes as presented and Gordy Smith seconded. Upon a roll call vote, all voted aye. M/C.

2. Continued Discussion on Determination of Performance Issues and Recommendations for Event Center Operations

   Commissioner Cleary started the discussion by noting her efforts to work with Event Center staff to help them navigate the contract process and DocuSign software. The goal for every contract will be to have the contract processed through DocuSign prior to the event taking place. Event Center staff has remarked that they are having less contracts signed prior to events than they did before because of contracts being held up in DocuSign. The committee discussed the necessity of the process with having contracts reviewed and approved through DocuSign before events take place. Only one staff member had access to DocuSign prior to this week, but they now have more than one staff member able to enter and track contracts in DocuSign.

   Gordy Smith noted his progress with his investigation. One concern he has is with account write-offs. The Event Center currently has a practice to write-off expenses as bad debt rather than reducing the cost of the expenses. Mr. Smith reviewed the events that contained alcohol sales for a span of three years. Mr. Smith found an error in the sales for October 2023 of $106, 600, which impacts the financial statements for the year. Mr. Smith remarked about one instance in particular in which Event Center staff let $9,268 cash to walk out of the building unaccounted for because they did not calculate the number of cups sold correctly (1,750 cups * $8 per cup = $14,000 that they counted as $4,732). Mr. Smith noted that if staff had counted the cash after the event. they would know the actual total of drinks sold. Mr. Smith also remarked that reports are missing regarding alcohol sales for events for 2021 and part of 2022. Mr. Smith found there is over $10,000 that went to the vendor that shouldn't have due to three calculation errors. With current practices, there are no end of night sales reports to verify cash amounts. The committee discussed recommending the implementation of point of sales systems and technology moving forward as well as a post event analysis to be conducted after each event.

The committee also discussed that the hands off leadership type is not working as the committee has discovered several issues that have been unearthed through the committee's investigation. It was noted that no one is taking responsibility for their actions, and the director should be taking responsibility for problems that are arising. Committee members noted that the Event Center will continue to face challenges moving forward if changes are not made with leadership problems.

The next meeting will be held Friday, February, 16, 2024, at 8:30 AM.

Adjourn

There being no further business to discuss, the meeting adjourned at 11:40 AM.