



AGENDA ITEM SUMMARY FORM

MEETING DATE: 4/15/2024

PREPARED BY: Megan Mainer, Director of Parks & Recreation

AGENDA CONTENT: Discussion and possible action on budget priorities for Parks and Rights of Way, Recreation, Angleton Recreation Center, and Angleton Better Living Corporation division budgets for fiscal year 2024-2025.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: None

FUNDS REQUESTED: None

FUND: None

EXECUTIVE SUMMARY:

Staff have prepared a preliminary proposed budget for Parks and Rights of Way, Angleton Recreation Center, Recreation, and Angleton Better Living Corporation divisions for fiscal year 2024-2025.

Below is a listing of notable budgetary changes by division:

Parks & Rights of Way Revenues – overall 15% increase front FY 22-23 actuals

- Projected increase in parks miscellaneous revenue due to banner repairs, installation, and removal – contracted by CGI

Parks & Rights of Way Expenses – overall 8.50% increase from last year

- Notable increases in funding for Parks and Rights of Way longevity due to combining divisions.
- Notable increase in Parks and Rights of Way health insurance because of a 20% increase from last year's locked-in rate.
- Notable increase in Parks and Rights of Way cleaning supplies – cleaning supplies were coming out of general supplies, but we'd like costs to be separated so we can get a clear picture of what we're spending annually on park restroom cleaning.
- Notable increase in Parks and Right of Way vehicle supply – Three-year actual average is \$29,123 but we have been historically cut in this line item.
- Notable increase in Parks and Rights of Way small equipment – annual replacement of small equipment like a weed eater, blower, and chain saws.
- A notable increase in Parks and Rights of Way chemicals – chemicals were coming out of general supplies, but we'd like costs to be separated so we can get a clear picture of what we're spending annually on chemicals.

- Notable increase in Parks and Rights of Way repairs and maintenance vehicles – this is based on a historical average between the two divisions including vehicle supplies and damage to vehicles that insurance does not cover.
- Notable increase in Parks and Rights of Way travel and training – we would like to provide park and rights of way staff with more educational opportunities including a series with the Texas AgriLife Extension office and visits to other cities. Also, the increase in costs is due to NRPA conference dates falling in October 2024 and September 2025 excess costs have increased training this year but we expect it to go down for the next fiscal year.
- Notable increase in Parks and Rights of Way contract labor – we are addressing more tree stumps in Bates and Dickey Parks and would like to hire someone to grind the stumps annually.
- A notable increase in Parks and Rights of Way building insurance – staff received direction from CM to insure park amenities over \$10K in value so insurance costs have increased.
- Notable increase in Parks and Rights of Way employee appreciation – due to quarterly lunches for seventeen staff and holiday party giveaways.
- Notable increase in Parks and Rights of Way building lease fees - The past two years we have been informed the modular building lease fee should be coming out of a bond but the last two fiscal years the Parks department has been charged so we are budgeting for the expense this year.
- Notable decrease in Parks and Rights of Way phone reimbursement – all supervisors have city-issued phones.
- Notable decrease in Parks and Rights of Way Worker’s Comp – based on average of last three-year actuals.
- Notable decrease in Parks and Rights of Way medical expense – based on average of last three-year actuals.
- Notable decrease in Parks and Rights of Way general supplies – funds were reallocated to separate cleaning supplies and chemical line items.
- Notable decrease in Parks and Rights of Way tuition reimbursement – staff has not requested tuition reimbursement.

Recreation Division Revenues – overall about 51% increase from FY 23-24 budgeted projected revenue

- Projected increase in Recreation Division general programs – due to an increase in youth league offerings.
- Projected increase in Recreation Division youth camps – due to the increase in youth camp offerings in the summer.
- Projected increase in Recreation Division community events – due to moving the Jingle Bell fun run to this account rather than health and wellness.
- Projected increase in Recreation Division senior programs – due to an increase in trips and use of an additional bus to serve seniors on the waiting list.

Recreation Division Expenses – overall about a 1% decrease from last year

- Notable increase in Recreation Division part-time salaries – due to an increase in seasonal staff to support summer camps and programs.
- Notable increase in the Recreation Division certification – due to anticipated certification pay for vacant position.
- Notable increase in Recreation Division vehicle supplies (fuel) – due to an increase in summer camps and senior program trips.

- Notable increase in Recreation Division telephone – rather than a phone reimbursement, full-time recreation staff have a city-issued phone.
- Notable increase in Recreation Division general programs – due to youth basketball and youth volleyball league offerings.
- Notable increase in Recreation Division youth camps – due to an increase in summer camp to eight weeks.
- Notable increase in Recreation Division senior programming - there are two options available. One option is to keep it flat with similar services with only one bus for transportation; the other option is to expand trip offerings and increase the capacity to serve seniors on the waitlist.
- Notable increase in Recreation Division travel and training – due to the NRPA conference dates falling in October 2024 and September 2025 excess costs have increased training this year but we expect it to go down for the next fiscal year and due to NRPA Revenue School for the Recreation Superintendent.
- Notable increase in Recreation Division contract labor – due to bus drivers for additional senior programming and youth camps.
- Notable increase in Recreation Division notary insurance – due to Recreation Superintendent notary renewal.
- Notable increase in Recreation Division employee appreciation – due to volunteer thank you cards, quarterly lunch for staff, and holiday party giveaways.
- Notable decrease in Recreation Division longevity – due to an employee receiving a promotion in another PAR division.
- Notable decrease in Recreation Division health insurance – auto calculation from MDSS was incorrect and we plan to lower it significantly.
- Notable decrease in Recreation Division phone reimbursement – all full-time staff have city issued phones.
- Notable decrease in Recreation Division tuition – staff are no longer seeking tuition reimbursement.
- A notable decrease in Recreation Division lease payments – staff advertise electronically and no longer use the folding machine at City Hall.

Angleton Recreation Center (ARC) Revenues – overall increase of about 24% from last year

- Projected increase in ARC Division family memberships – based on mid-year projections.
- Projected increase in ARC Division senior memberships – based on mid-year projections.
- Projected increase in ARC Division daily entry – based on mid-year projections.
- Projected increase in ARC Division other – based on water bottle sales.
- Projected increase in ARC Division miscellaneous programs – due to swim lessons hosted in-house rather than contracted out.
- Projected decrease in ARC Division cash over/short – due to full-time staff oversight of financial transactions.

Angleton Recreation Center Expenses - overall increase of about 15% from last year

- Notable increase in ARC division part-time
 - Implementation of year two of the ARC staff retention plan (e.g. \$.25/hour increase for part-time employees who have stayed over a year) and Facility Assistants moving from part-time to permanent part-time.
 - Adding water safety instructors permanently to teach in-house swimming lessons.

- o Requesting part-time Aquatic Assistant to assist with in-house swimming lesson program administration, in-service, and chemical testing.
 - o Proposing notable increase in Lifeguard staff to address safety and risk management concerns related to water coverage and staffing of the waterslide.
- Notable increases in ARC Division health insurance – due to incorrect account of health insurance last FY when positions were vacant.
- Notable increase in ARC Division medical expense – due to increase in drug testing for part-time staff.
- Notable increase in ARC Division pool supplies – due to increase due to inflation on supplies and increased usage/attendance at the facility resulting in higher use of supplies.
- Notable increase in ARC Division small equipment – ARC has not been on a computer maintenance plan which has resulted in replacement items as computer components fail. Staff will budget for repairs or replacement to ensure funding is available on an annual basis.
- Notable increase in ARC Division telephone – rather than a phone reimbursement, full-time recreation staff have a city-issued phone.
- Notable increase in ARC Division community events – due to new member appreciation initiatives.
- Notable increase in ARC Division dues and subscriptions – due to an increase in fees for WhenToWork scheduling software for part-time staff.
- Notable increase in ARC Division travel and training – due to the NRPA conference dates falling in October 2024 and September 2025 excess costs have increased training this year but we expect it to go down for the next fiscal year.
- Notable increase in ARC Division contract cleaning – staff used part-time salaries for FY23-24 to hire contract cleaning staff. This FY contract cleaning is budgeted in the appropriate account.
- A notable increase in ARC Division employee appreciation – due to quarterly lunch for staff, part-time appreciation events, and holiday party giveaways.
- Notable decrease in ARC Division longevity - due to vacancies.
- Notable decrease in ARC Division certification - due to excess certification pay allocated last FY.
- A notable decrease in ARC Division insurance subsidy - funds budgeted last year by Finance but have not historically been budgeted so ARC staff have zeroed out this account.
- Notable decrease in ARC Division phone reimbursement - all full-time staff have city issued phones.
- Notable decrease in ARC Division Office Supplies – due to buying more items in bulk.
- Notable decrease in ARC Division Computer Maintenance – due to printer less items marketing materials.
- Notable decrease in ARC Division contractor labor instructors - due to a reduction in aerobics classes. Class attendance will determine if classes remain or if staff remove them from the schedule.

ABLC Revenues

- Projected sales tax increase of 7.72% in sales tax based on average percent of change for actuals for FY20-21 to FY21-22, actuals for FY21-22 to FY22-23, and FY22-23 to FY23-24 estimate.

ABLC Expenses

- Notable increases in ABLC advertising - due to RFQ/RFP/RFB publications for debt projects.
- Notable increase in ABLC Transfer to ARC Op Fund to cover requested cost of ARC expenses
- Notable increase in ABLC transfer to debt service - due to ABLC 2024 debt.
- Notable decrease in ABLC legal & professional - due to historical average.
- Notable decrease in ABLC contingency - due to a transfer of contingency funds to the new debt service transfer.
- A notable decrease in ABLC park project design - bond projects and associated design will be expensed from a separate designated bond account.

Staff is seeking input from Angleton Better Living Corporation regarding the budget priorities for Parks and Rights of Way, Recreation, Angleton Recreation Center, and Angleton Better Living Corporation division budgets for fiscal year 2024-2025.

RECOMMENDATION:

Discuss budget changes to the budget priorities for Parks and Rights of Way, Recreation, Angleton Recreation Center, and Angleton Better Living Corporation division budgets for fiscal year 2024-2025.