



# AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 6/17/2024

**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 nearly 50% increase from FY 22-23 actuals**

- **NOTE:** Changes from the last budget presentation on April 15, 2024, include creating separate revenue accounts for ballfield rental fees and pavilion rentals.
- Projected increase in parks miscellaneous revenue due to banner repairs, installation, and removal – contracted by CGI

### **Parks & Rights of Way Expenses – overall 11.80% increase from last year**

- **NOTE:** Account 221 Small Equipment line was reduced, 325 Parks R&M Other was reduced, 405 Telephone was increased to add a city phone for the Parks Superintendent, 460 Parks Annual Software increased to pay for field lighting, EcoLink, software at Bates Park, and 507 Building Insurance increased because staff was directed by the City Manager to insure park amenities over \$10K in value.
- 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.

### **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**

- **NOTE:** Account 520 Contingency – funds were added to account for additional funds for an ARC TPWD Indoor facility grant with a 50% matching up to \$1.5 ceiling (\$500K 2024 Debt Issuance in conjunction with ARC \$274K fund balance from FY23-24). Staff is requesting \$104,921 from ABLC fund balance in addition to the \$45,079 budgeted in contingency=Total \$150,000. Due to changes in the ARC and Recreation Division budgets, the transfer to Activity Center Op Fund and Transfer to Rec Op fund increased by \$5400

(Bilingual Pay \$600 and \$4800 TDI HVAC PM) and \$44010 (Enterprise Fleet lease \$41,288 and insurance for four vehicles \$2002) respectively.

- 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.

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

- **NOTE:** Staff was directed by the City Manager to budget for Enterprise Fleet leases vehicles used by the Recreation Division. Account 740 Transfers from ABLC increased due to changes in the Recreation Division budget for the Enterprise Fleet leases (\$41288), vehicle insurance for four vehicles (\$2002), and Verizon vehicles trackers for four vehicles (\$720).
- 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**

- **NOTE:** Account 220 Equipment Supplies increased due to version vehicle trackers for two Tahoes and two buses at \$15/month/vehicle. Account 506 Vehicle Insurance increased to cover four vehicles. Account 535 Lease Payments increased to Enterprise Fleet leases for four vehicles.
- 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**

- **NOTE:** Account 740 Transfers from ABLC increased due to changes in the Angleton Recreation Center Division budget for TDI HVAC PM (\$4800) and bilingual pay (\$600).
- 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**

- **NOTE:** Account 128 Special Job Pay increased due to bilingual pay for Gerson Moreno. Account 320 increased due to TDI HVAC PM. Account 520 Contingency increased due to staff budgeting for ARC fund balance from FY23-24 to be used in FY24-25.
- Notable increase in ARC division part-time
  - o 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.
  - o 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.

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.