



**THE FOLLOWING REPRESENTS THE ACTIONS TAKEN BY THE ANGLETON BETTER LIVING CORPORATION IN THE ORDER THEY OCCURRED DURING THE MEETING. THE ANGLETON BETTER LIVING CORPORATION OF ANGLETON, TEXAS CONVENED IN A MEETING ON MONDAY, APRIL 15, 2024, AT 5:30 P.M., AT THE CITY OF ANGLETON COUNCIL CHAMBERS LOCATED AT 120 S. CHENANGO STREET ANGLETON, TEXAS 77515.**

**DECLARATION OF A QUORUM AND CALL TO ORDER**

**With a quorum present, Chair Wright called the Angleton Better Living Corporation meeting to order at 5:30 P.M.**

**PRESENT**

- Chair Wright (left at 6:05 P.M.)**
- Director Blaine Smith**
- Director Johnny Voss**
- Director Gary Dickey**
- Director William Jackson (arrived at 5:30 P.M.)**

**ABSENT**

- Director Rachel Ritter**
- Director Travis Townsend**

**REGULAR AGENDA**

1. Discussion and possible action to approve the minutes of the Angleton Better Living Corporation meeting of February 20, 2024.

**Upon a motion by Director Voss and seconded by Director Dickey, Angleton Better Living Corporation approved the minutes of the Angleton Better Living Corporation meeting of February 20, 2024. The motion passed on a 4-0 vote. Director Ritter, Director Townsend, and Director Jackson were absent.**

2. Discussion and possible action to fund a proposal from Terracon for professional services related to Freedom Park Passive Area design and authorize the City Manager to execute the agreement.

**Director Jackson arrived during this item at 5:30 P.M. Megan Mainer, Director of Parks and Recreation stated that on January 17, 2023, Angleton Better Living Corporation held a public hearing regarding the designation of projects for Fiscal Year 2022-2023; Angleton Better Living Corporation approved the funding for design and development**

services of the northern forty acre property within Freedom Park in the amount of \$63,638; Burditt Land | Place was the selected firm to complete the work; Burditt Land | Place notified parks and recreation staff that additional geotechnical field investigations, laboratory testing, soil borings, design recommendations, and geotechnical surveying are required to establish the soil and rock characteristics; this analysis resulting in a complete soils report and foundation recommendation will help identify design steps required for the installation of a 153 foot span pre-engineered pedestrian bridge across Ranch Ditch; on Monday, April 8, 2024, the city received a proposal for engineering services from Terracon for discussion and consideration.

Upon a motion by Director Dickey and seconded by Director Voss, Angleton Better Living Corporation approved to fund a proposal from Terracon for professional services related to Freedom Park Passive Area design and authorize the City Manager to execute the agreement. The motion passed on a 5-0 vote. Director Ritter and Townsend were absent.

3. Discussion and possible action on Freedom Park Active Recreation Area redevelopment project.

Megan Mainer, Director of Parks and Recreation stated that on April 3, 2024, funds were received for the recently approved ABLC bond in the amount of \$4M for the following projects: Abigail Arias Park development in the amount of \$2,000,000; Freedom Park improvements in the amount of \$900,000; Angleton Recreation Center (maintenance improvements and master plan) in the amount of \$500,000; BG Peck Soccer Complex lights (1<sup>st</sup> priority) and field grading/park drainage improvements (2<sup>nd</sup> priority) in the amount of \$250,000. And drainage improvements in flood-prone areas in the City limits, which are beyond the responsibility of the Angleton Drainage District (per ABLC bylaws – specific projects were not designated) in the amount of \$350,000. She stated that Burditt | Land was selected to develop the Freedom Park Master Plan and design services and presented the scope of services for the design and development of a new 325 foot baseball field, concessions/restrooms renovation, and storage building which were priorities identified by the Angleton Little League President and association. She stated that Burditt Land | Place understands the specific budget for the baseball field is the \$900,000 while the rest of the amenities are not yet funded for construction; the Park Master Plan Preliminary Opinion of Probable Cost (OPC) has been updated and amended to reflect the requested site improvements; as a result, the updated OPC is now at \$2,000,000 for the 325 foot baseball field with dugouts, spectator seating and field lighting, renovations of concession/restrooms, storage building, and ancillary hardscapes; Burditt Land | Place fee proposal is structured in such a way to address full design for these amenities based on a \$2,000,000 budget for which the Construction Administration fee can be adjusted to match the final approved and constructed amount.

Upon a motion by Director Dickey and seconded by Director Voss, Angleton Better Living Corporation approved to prioritize the field including the covered dugouts and covered seating and the accessible walkways. The motion passed on a 5-0 vote. Director Ritter and Director Townsend were absent.

4. Discussion and possible action on FY 2023-2024 mid-year budget reclassifications and budget adjustments.

Megan Mainer, Director of Parks and Recreation presented Fiscal Year 2023-2024 mid-year budget reclassifications and budget adjustments listed in the chart below.

**Parks Reclassification**

| Item/PO/Ref#         | Amount     | Credit     | Debit      |
|----------------------|------------|------------|------------|
| RM Vehicle           | \$51.00    | 01-550-215 | 01-550-305 |
| Bilingual Pay 10/12  | \$46.16    | 01-550-126 | 01-550-128 |
| Bilingual Pay 10/26  | \$46.16    | 01-550-126 | 01-550-128 |
| Bilingual Pay 11/9   | \$46.16    | 01-550-126 | 01-550-128 |
| Bilingual Pay 11/22  | \$46.16    | 01-550-126 | 01-550-128 |
| Bilingual Pay 12/7   | \$46.16    | 01-550-126 | 01-550-128 |
| Bilingual Pay 12/21  | \$46.16    | 01-550-126 | 01-550-128 |
| October Diesel Fuel  | \$1289.45  | 01-550-216 | 01-558-216 |
| January Diesel Fuel  | \$1,287.85 | 01-550-216 | 01-558-216 |
| February Diesel Fuel | \$1115.33  | 01-550-216 | 01-558-216 |
| March Diesel Fuel    | \$1364.88  | 01-550-216 | 01-558-216 |
| RM Equipment         | \$681.24   | 01-550-310 | 01-550-315 |

**Parks Budget Adjustments**

| Account                  | Debit                   | Credit                 | Notes   |
|--------------------------|-------------------------|------------------------|---|
| Salaries<br>01-550-105   | \$32,406<br>TBD by ABLC | \$32,406<br>01-550-105 | HR & Finance did not budget for a FT employee Jared Solis |
| FICA<br>01-550-135       | \$2603<br>TBD by ABLC   | \$2603<br>01-550-135   | HR & Finance did not budget for a FT employee Jared Solis |
| Retirement<br>01-550-155 | \$4178<br>TBD by ABLC   | \$4178<br>01-550-155   | HR & Finance did not budget for a FT employee Jared Solis |

|                                      |                          |                          |  |
|--------------------------------------|--------------------------|--------------------------|--|
| RM Building                          | \$2,500.00<br>01-550-325 | \$2,500.00<br>01-550-320 | Over Budget due to repairs to irrigation on Loop 274 and City Hall.  |
| Irrigation Over Budget<br>01-550-456 | \$750.00<br>01-550-456   | \$750.00<br>01-550-325   | Dickey butterfly garden irrigation and controller replacement for median trees                               |
| Contract Labor<br>01-550-455         | \$3,100.00<br>01-550-455 | \$3,100.00<br>01-550-315 | Trees stump grinding at Dickey Park and hydroseed contractor for BG Peck Soccer Complex                      |
| Employee Appreciation<br>01-550-510  | \$1,000.00<br>01-550-510 | \$1,000.00<br>01-550-205 | Cost of quarterly outings for 17 FT employees and departmental holiday party door prizes                     |
| Phone Reimbursement/Phone Service    | \$1,440.00<br>01-550-143 | \$1,440.00<br>01-550-405 | Budgeted funds but they need to be transferred to account 01-550-405 since all staff have city issued phones |

#### ROW Reclassification

| Item/PO/Ref#    | Amount      | Credit     | Debit      |
|-----------------|-------------|------------|------------|
| Salaries        | \$41,245.23 | 01-563-205 | 01-550-105 |
| Overtime        | \$1,290.20  | 01-563-110 | 01-550-110 |
| Longevity       | \$3,000.00  | 01-563-115 | 01-550-115 |
| Certification   | \$107.88    | 01-563-126 | 01-550-126 |
| FICA            | \$3,464.32  | 01-563-135 | 01-550-135 |
| Health Ins.     | \$11,637.00 | 01-563-140 | 01-550-140 |
| Ins Subsidy     | \$1.16      | 01-563-141 | 01-550-141 |
| Retirement      | \$5,422.45  | 01-563-155 | 01-550-155 |
| Payroll Accrual | \$7,249.43  | 01-563-185 | 01-550-185 |
| Fuel Expense    | \$2,501.46  | 01-563-216 | 01-550-216 |

#### Recreation Division Budget Adjustments

| Account                        | Debit                 | Credit               | Notes  |
|--------------------------------|-----------------------|----------------------|--|
| General Programs<br>50-506-412 | \$2000<br>50-506-511  | \$2000<br>50-506-412 | Tuition Funds to Gen Programs for Youth Leagues  |
| Health Insurance<br>50-506-140 | \$44686<br>50-506-140 |                      | Health Ins. - Duplicate of insurance was added during MDSS personnel upload (Budgeted amount needs to be \$70,460 instead of \$115,146 - a reduction of \$44,868 needs to be made) |

|                                  |                      |                      |                            |
|----------------------------------|----------------------|----------------------|----------------------------|
| Part-Time Salaries<br>50-506-106 | \$4000<br>50-506-105 | \$4000<br>50-506-106 | Additional PT summer staff |
|----------------------------------|----------------------|----------------------|----------------------------|

**Angleton Recreation Center Budget Adjustment**

| Account                          | Debit                  | Credit                 | Notes  |
|----------------------------------|------------------------|------------------------|--|
| Contract Cleaning<br>60-506-456  | \$6240<br>60-506-457   | \$6240<br>60-506-456   | Custodial Services   |
| Contract Cleaning<br>60-506-456  | \$29,381<br>60-506-106 | \$29,381<br>60-506-456 | Custodial Services   |
| Part-time Salaries<br>60-506-106 | \$ 76500<br>60-506-106 |                        | Part-Time Salaries - An unexplained change in part-time salaries was made in MDSS on 9/18/2023. Part-time wage increases were included in the original budgeted amount (Budgeted amount needs to be \$217,800 instead of \$294,300 - a reduction of \$76,500 needs to be made) |
| Longevity<br>60-506-115          | \$670<br>60-506-115    |                        | Longevity - Duplicate of longevity was added during MDSS personnel upload (Budgeted amount needs to be \$540 instead of \$1210 - a reduction of \$670 needs to be made to the budgeted number)   |
| Small Equipment<br>60-506-221    | \$3075<br>60-506-316   | \$3075<br>60-506-221   | iPads, computer monitor and replacement NUC  |
| Chemical Supplies<br>60-506-206  | \$4000<br>60-506-315   | \$4000<br>60-506-206   | Chemtrol and chemicals increase  |

**Angleton Better Living Corporation Reclassification**

| Item/PO/Ref#                        | Amount    | Credit     | Debit      |
|-------------------------------------|-----------|------------|------------|
| Freedom Park<br>Passive Area Design | \$3393.49 | 40-506-520 | 40-506-625 |

**Angleton Better Living Corporation Budget Adjustments**

| Account                   | Debit                | Credit               | Notes             |
|---------------------------|----------------------|----------------------|-------------------|
| Advertising<br>40-506-446 | \$1200<br>40-506-415 | \$1200<br>40-506-446 | ABLCO Advertising |

|                            |                           |                           |   |
|----------------------------|---------------------------|---------------------------|---|
| Park Design<br>40-506-625  | \$9896<br>40-506-520      | \$9896<br>40-506-625      | Park Design - Freedom Park Passive Area |
| Debt Service<br>40-506-705 | \$64,863.33<br>40-506-520 | \$64,863.33<br>40-506-705 | ABLC 2024 August Debt Payment           |

Ms. Mainer stated that the reclassifications and budget adjustments are moving funds from one account to another and not requesting more funds except for Jared Solis’s salary, Federal Insurance Contributions Act (FICA), and retirement. Ms. Mainer stated that Mr. Solis’s salary, FICA, and retirement were not budgeted for by Human Resources and Finance and requested Angleton Better Living Corporation to determine if the difference will be funded by the Angleton Better Living Corporation fund or the General fund.

Upon a motion by Director Voss and seconded by Director Dickey, Angleton Better Living Corporation approved to cover 25% of Jared Solis’s personnel costs that was not accounted for. The motion passed on a 5-0 vote. Director Ritter and Director Townsend were absent.

Chair Wright departed the meeting at 6:06 P.M. and asked Director Jackson to read the next item.

5. 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.

Megan Mainer, Director of Parks and Recreation, presented a preliminary budget for Parks and Rights of Way, Recreation Division, Angleton Recreation Center, and Angleton Better Living Corporation divisions for Fiscal Year 2024-2025. Ms. Mainer stated the notable budgetary changes which indicate a change increase or decrease of 15% or greater. Parks and Rights of Way revenues have an overall increase of 15% from Fiscal Year 2022-2023 due to increase in parks miscellaneous revenue line item for banner repairs, installation, and removal by contractor, CGI Digital. Parks and Right of Way expenses have an overall increase of 8.5% from last year due to increases and decreases in the following line items: increase in longevity for combining positions; increase in health insurance because of a 20% increase from last year’s locked-in rate; increase in cleaning supplies and chemicals because they are being separated from general supplies; increase in vehicle supply because this line item has historically been cut; increase in small equipment to replace equipment like weed eaters, blowers, and chain saws; increase in repairs and maintenance vehicles based on a historical average between the two divisions including vehicle supplies and damage to vehicles that insurance does not cover; increase in travel and training to provide parks and right of way staff with more educational opportunities including a series with the Texas AgriLife

Extension office and visits to other cities, as well as excess costs for the National Recreation and Park Association annual conference date change; increase in labor to hire someone to grind the tree stumps in Bates and Dickey Parks annually; increase in building insurance because of an increase in facilities insured; increase in employee appreciation for quarterly lunches for seventeen staff and holiday party giveaways; increase in building lease fees for modular building lease fees; decrease in phone reimbursement for city-issued phones; decrease in Worker's Compensation and medical expenses based on average of last three years; decrease in general supplies due to separation of cleaning and chemical supplies; and a decrease in tuition reimbursement because staff has not requested tuition reimbursement. Recreation Division revenues have an overall increase of 51% from Fiscal Year 2023-2024 due to the following line item increases: general programs for youth league offerings; youth camps for offering a summer program; community events because the Jingle Bell Fun Run will be moved to this account; and senior programs due to an increase in trips and use of an additional bus to serve seniors on the waiting list. Recreation Division expenses have an overall decrease of 1% from last year due to increases and decreases in the following line items: increase in salaries due to an increase in seasonal staff to support summer camps and programs; increase in certification due to an anticipated certification pay for a vacant position; increase in vehicle supplies due to increase in fuel for summer camps and senior program trips; increase in telephone and decrease in phone reimbursement since full-time staff have been issued a city phone instead; increase in general programs due to youth basketball and youth volleyball offerings; increase in youth camps due to increase in length of summer camp from four weeks to eight weeks; increase in senior programming; increase in travel and training due to the National Recreation and Park Association annual conference date change; increase in contract labor due to bus drivers for additional senior programming and youth increases; increase in notary renewal due to Recreation Superintendent notary renewal; increase in employee appreciation due to volunteer thank you cards, quarterly lunch for staff, and holiday party giveaways; decrease in longevity due to an employee receiving a promotion in another Parks and Recreation division; decrease in health insurance because the calculation from the material data safety sheet was incorrect and plan to lower it significantly; decrease in tuition since staff are no longer seeking tuition reimbursement; decrease in lease payments since staff advertise electronically and are no longer using the folding machine at City Hall. Angleton Recreation Center (ARC) revenues have an overall increase of 24% from last year due to increases and decreases in the following line items: increase in family, senior, and daily entry memberships based on mid-year projections; increase in other based on water bottle sales, increase in miscellaneous programs due to swim lessons hosted in-house rather than contracted out; and a decrease in cash over/short due to full-time staff oversight of financial transactions. Angleton Recreation Center expenses have an overall increase of 15% from last year due to increases and decreases in the following line items: increase in part-time due to implementation of year two of the ARC staff retention plan that includes a \$.25 increase for part-time employees who have stayed over a year and for Facility Assistants moving from part-time to permanent full-time, adding water safety

instructors permanently to teach in-house swimming lessons, requesting part-time Aquatic Assistant to assist with in-house swimming lesson program administration, and proposing increase in Lifeguard staff to address safety and risk management concerns related to water coverage and staffing of the waterslide; increase in health insurance due to incorrect account of health insurance last fiscal year when position were vacant; increase in medical expense due to drug testing for part-time staff; increase in pool supplies due to inflation and increased usage/attendance at the facility; increase to small equipment for annual replacement of computer components; increase in telephone and decrease in phone reimbursement since full-time staff have been issued a City phone instead; increase in community events due to new member initiatives; increase in dues and subscriptions due to an increase in fees for WhenToWork scheduling software for part-time staff; increase in travel and training due to the National Recreation and Park Association annual conference date change; increase in contract cleaning due to staff using part-time salaries for fiscal year 2023-2024 to hire contract cleaning staff and moving the charge to the appropriate budget account; increase in employee appreciation due to quarterly lunch for staff, part-time appreciation events, and holiday party giveaways; decrease in longevity due to vacancies; decrease in certification due to excess certification pay allocated last fiscal year; decrease in insurance subsidy due to funds being budgeted last year by Finance that have not historically been budgeted so ARC staff have zeroed out this account; decrease in office supplies due to buying more items in bulk; decrease in computer maintenance due to printing less marketing materials; and decrease in labor instructors due to a reduction in aerobics classes attendance. Angleton Better Living Corporation revenues have a projected overall increase of 7.72% in sales tax based on average percent of change for actuals for FY2020-2021 to FY2021-2022, actuals for FY2021-2022 to FY 2022-2023 and estimate for FY 2022-2023 to FY 2023-2024. Angleton Better Living Corporation expenses include increases and decreases in the following line items: increase in advertising due to increase in Bids/Request for Qualifications (RFQ)/Request for Proposals (RFP) publications for debt projects; increase in ABLC transfer to ARC Operation Fund to cover requested cost of ARC expenses; increase in debt service due to ABLC 2024 debt; decrease in legal and professional due to historical average; decrease in contingency due to a transfer of contingency funds to the new debt service transfer; and decrease in park project design since bond projects and associated design will be expensed from a separate designated bond account.

No action was taken.

## ADJOURNMENT

The meeting was adjourned at 6:36 P.M.

These minutes were approved by Angleton Better Living Corporation on this the 17<sup>th</sup> day of June 2024.

CITY OF ANGLETON, TEXAS



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John Wright  
Chair

ATTEST:

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Michelle Perez, TRMC  
City Secretary