



AGENDA ITEM SUMMARY FORM

MEETING DATE: 3/11/2025

PREPARED BY: Jason O'Mara, Assistant Director of Parks & Recreation

AGENDA CONTENT: Discussion and possible action on the hiring freeze for Front Desk, Facility Assistant, Water Safety Instructors, and Seasonal Program staff.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: Fund 50, Fund 60

FUNDS REQUESTED: NA

FUND: Fund 50, Fund 60

EXECUTIVE SUMMARY:

On January 8, 2025, the City Manager implemented a hiring freeze for all departments except Finance and Police, halting new hires and restricting overtime. While the Angleton Better Living Corporation (ABLC) and City Council approved an exemption for lifeguards, additional critical part-time positions remain frozen, directly impacting daily operations and revenue-generating programs at the Angleton Recreation Center (ARC) and Recreation Division.

Impact on the Angleton Recreation Center

The Angleton Recreation Center facility operates nearly year-round and relies on part-time staff for front desk operations, facility supervision, and program facilitation. Without adequate staffing:

- **Front Desk Clerks** are responsible for handling customer service, processing memberships, registering participants for programs, and managing facility access. Insufficient staffing could lead to longer waiting times, decreased customer satisfaction, and a decline in membership renewals.
- **Facility Assistants** serve as the primary supervisors during evenings, weekends, and holidays when full-time staff are unavailable. Without them, the facility would have reduced supervision, potential safety risks, and possible early closures, disrupting member access and scheduled rentals.

Impact on Parks & Recreation Programs

The Parks & Recreation Department provides structured programming that enhances the community's quality of life. The hiring freeze directly affects several programs:

- **Water Safety Instructors** are needed to conduct swimming lessons, which serve as a critical drowning prevention measure for the community. Without these instructors, swimming lessons would be canceled, resulting in revenue loss and reduced water safety education.
- **Seasonal Program Assistants** support Summer Camp and Track Camp, which generate significant revenue and serve over 200 youth annually. These programs:
 - Provide safe, structured environments for children while parents work.
 - Encourage physical activity and skill development in a supervised setting.
 - If the hiring freeze remains, Summer Camp and Track Camp would likely be canceled, negatively impacting families and the city's financial sustainability.

Financial Considerations and Compliance Considerations

- The previous and proposed Cost Recovery Policy establishes approved tiers for programming, ensuring programs align with recommended funding levels. The expenses for these programs have already been accounted for and approved.
- The Texas Municipal Retirement System (TMRS) mandates that employees working 1,000+ hours annually must be enrolled in the retirement system. Maintaining proper staffing levels ensures part-time employees stay under this threshold, preventing unintended long-term financial obligations for the city.

Supporting Documents (provided in your packet)

The Angleton Recreation Center & Recreation Division Operations Overview provides insights into how part-time staff are structured to meet facility and program demands, ensuring efficient and effective service delivery. The Department Organizational Chart illustrates reporting structures and role responsibilities, clarifying how each position contributes to overall operations. Additionally, the Part-Time Salary Calculation Spreadsheets outline staffing needs based on facility hours, program schedules, and cost recovery projections, demonstrating the financial alignment of these roles with approved funding. Reviewing these materials will provide City Council with a clear picture of how staffing decisions directly impact operational sustainability, service availability, and financial responsibility.

RECOMMENDATION:

Staff recommends City Council consider lifting the hiring freeze for Front Desk Clerks, Facility Assistants, Water Safety Instructors, and Seasonal Program Assistants.