



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, SEPTEMBER 16, 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, Director Ritter called the Angleton Better Living Corporation meeting to order at 5:30 P.M.

PRESENT

**Chair Wright
Director Travis Townsend
Director Blaine Smith
Director Gary Dickey
Director William Jackson
Director Rachel Ritter
Director Johnny Voss**

REGULAR AGENDA

- 1. Discussion and possible action to approve the minutes of the Angleton Better Living Corporation meeting of June 17, 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 June 17, 2024.

- 2. Discussion and possible action on the Angleton Better Living Corporation, Recreation division, and Angleton Recreation Center division YTD financial statements as of August 31, 2024.**

The presentation was provided by Phillip Conner, Director of Finance. Mr. Conner stated that the Angleton Better Living Corporation (ABLC) has committed to doing the following: the Angleton Recreation Center (ARC) has \$274,000 reserved for the Texas Parks and Wildlife Department (TPWD) matching grant and \$100,000 from fiscal year 2024 should remain in the ARC fund balance while anything in excess should revert to ABLC fund balance; the Recreation Division will transfer the amount to cover purchases for the movie screen (\$22,570), chairs (\$21,196), volleyball set up (\$5,263), nine square (\$901.55) and slide (\$2913.21) for a total amount of \$52,844.01; Angleton Better Living Corporation has allocated \$150,000 for a TPWD matching grant and \$116,000 for Techline

Sports Lighting material. Mr. Conner reported the total assets, total liabilities and fund equity, total revenue, and total revenues over/under expenditures year to date (YTD) financial statements as of August 31, 2024 for the ABLC, Recreation division, and ARC division. ABLC has \$479,227.31 in total assets, \$479,227.31 in total liabilities & fund equity, \$1,571,995.27 in total revenue, and \$216,544.76 in revenue under expenditures. The Recreation division has \$65,544.69 in total assets, \$65,544.69 in total liabilities & fund equity, \$1,047,918.14 in total revenue, and \$5,096.27 in revenue under expenditures. The Angleton Recreation Center division has \$674,265.57 in total assets, \$674,265.57 in total liabilities & fund equity, \$682,142.31 in total revenue, and \$370,781.06 in revenue over expenditures.

No action was taken.

3. Discussion and possible action on the Angleton Better Living Corporation budget including transfers to Parks and Rights of Way, Recreation, and Angleton Recreation Center for fiscal year 2024-2025.

The presentation was provided by Megan Mainer, Director of Parks and Recreation. Ms. Mainer stated that Staff have prepared a preliminary proposed budget for Parks and Right of Way (ROW), Angleton Recreation Center, Recreation, and Angleton Better Living Corporation divisions for fiscal year 2024-2025. She stated that City Council adopted a no new revenue rate for fiscal year 2024-2025 which has impacted several Parks and ROW division expense line items as well as the proposed transfer from Angleton Better Living Corporation (ABLC) to support Parks and ROW division personnel. Notable budgetary changes to Parks and ROW revenues include creating separate revenue accounts for ballfield rental fees and pavilion rental fees and an increase to park miscellaneous revenue due to banner repairs, installation, and removal being performed by Community Showcase Banners for an overall increase of nearly 50 percent from fiscal year 2022-2023. Notable budgetary changes to Parks and ROW expenses includes an increase in funding for longevity due to combining divisions, increase in health insurance because of a 20 percent increase from last year's locked-in rate, increase in cleaning supplies that were previously coming out of general supplies, increase in vehicle supply due to the three-year actual average being \$29,123 and having been historically cut in this line item, increase in small equipment for replacement of small equipment like a weed eater, blower, and chain saws, increase in chemicals that were previously coming out of general supplies, increase in building insurance because staff received direction from the City Manager to insure park amenities over \$10K in value, increase in employee appreciation - due to quarterly lunches for seventeen staff and holiday party giveaways, increase in building lease fees due to the modular buildings lease fees, decrease in phone reimbursement since all supervisors have city-issued phones, decrease in Worker's Compensation based on an average of the last three-year actuals, decrease in medical expense based on an average of the last three-year actuals, decrease in general supplies due to funds being reallocated to separate cleaning supplies and chemical line items for an overall increase of 11.8 percent from last year. A notable budgetary change to ABLC revenues is a projected sales tax increase of 7.72 percent in sales tax based on the average percent of change for fiscal year 2020-2021, fiscal year 2021-2022, fiscal year 2022-2023, and

fiscal year 2023-2024. Notable budgetary changes to ABLC expenses include an increase to advertising due to RFQ/RFP/RFB publications for debt projects, increase in transfer to ARC Op Fund to cover the requested cost of ARC expenses related to decision packages one through four, increase in debt service due to ABLC 2024 debt, decrease to legal and professional due to historical average, and decrease in park project design due to bond projects and associated design will be expensed from separate designated bond account. Notable budgetary changes to the Recreation Division revenues include an increase in general programs due to an increase in youth league offerings, increase in youth camps due to the increase in youth camp offerings in the summer, projected increase in community events due to moving the Jingle Bell fun run to this account rather than health and wellness, increase in senior programs due to an increase in trips and use of an additional bus to serve seniors on the waiting list revenues for an overall projected 51 percent increase from fiscal year 2023-2024. Notable budgetary changes to the Recreation Division program include an increase in part-time salaries due to an increase in seasonal staff to support summer camps and programs, increase in certification due to anticipated certification pay for vacant position, increase in vehicle supplies (fuel) due to an increase in summer camps and senior program trips, increase in telephone since rather than a phone reimbursement, full-time recreation staff have a city-issued phone, increase in general programs due to youth basketball and youth volleyball league offerings, increase in youth camps due to an increase in the length of summer camp being extended to eight weeks, increase in senior programming with 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), increase in travel and training due to the National Recreation and Park Association conference dates falling in October 2024 and September 2025 but we expect it to go down for the next fiscal year, increase in contract labor due to bus drivers for additional senior programming and youth camps, increase in notary insurance 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 PAR division, decrease in health insurance due to an auto calculation being incorrect and plans to lower it significantly, decrease in phone reimbursement due to all full-time staff having city issued phones, decrease in tuition since staff are no longer seeking tuition reimbursement, and a decrease in lease payments since staff advertise electronically and no longer use the folding machine at City Hall for an overall projected decrease of one percent from last year. Notable budgetary revenues for the ARC include an increase in family memberships based on mid-year projections, increase in senior memberships based on mid-year projections, projected increase in daily entry 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 to cash over/short due to full-time staff oversight of financial transactions for an overall projected increase of 24 percent from last year. Notable budgetary expenses projected to be an increase of 15 percent from last year for the ARC include the following: an increase in part-time due to implementation of year two of the ARC staff retention plan, 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, in-service, and chemical testing, and proposing a notable increase in Lifeguard staff to address safety and risk management concerns related to water coverage and staffing of the waterslide; an increase in health insurance due to incorrect account of health insurance last fiscal year when positions were vacant; an increase in medical expense due to increase in drug testing for part-time staff; an increase in pool supplies due to inflation on supplies and increased usage/attendance at the facility resulting in higher use of supplies, an increase in small equipment due to ARC not being on a computer maintenance plan which has resulted in replacement items as computer components fail, staff will budget for repairs or replacements to ensure funding is available on an annual basis; an increase in telephone due to staff having city-issued phones; an increase in community events due to new member appreciation initiatives; an increase in dues and subscriptions due to an increase in fees for WhenToWork scheduling software for part-time staff; an increase in travel and training due to the National Recreation and Park Association conference dates falling in October 2024 and September 2025; an increase in contract cleaning because staff used part-time salaries for FY23- 24 to hire contract cleaning staff; an increase in employee appreciation due to quarterly lunch for staff, part-time appreciation events, and holiday party giveaways; a decrease in longevity due to vacancies; a decrease in certification due to excess certification pay allocated last fiscal year; decrease in insurance subsidy due to funds being budgeted and staff has zeroed out this account; decrease in phone reimbursement due to all full-time staff having city issued phones; decrease in office supplies due to buying more items in bulk; decrease in computer maintenance due to printer-less items marketing materials; decrease in contractor labor instructors due to a reduction in aerobics classes. Jason O'Mara, Assistant Director of Parks and Recreation stated that there are four decision packages included for City Council's consideration.

Upon a motion by Director Voss and seconded by Director Jackson, Angleton Better Living Corporation approved the Angleton Better Living Corporation budget including transfers to Parks and Rights of Way, Recreation, and Angleton Recreation Center for fiscal year 2024-205 with the contingency of assessing pool hours to save costs.

4. Discussion on 2024 Angleton Better Living Corporation bond projects.

The presentation was provided by Megan Mainer, Director of Parks and Recreation. Ms. Mainer stated that City Council approved Burditt | Land Place as the consultant firm for Abigail Arias Park design, construction document development, bidding, and construction administration on June 25, 2024. Burditt | Land Place (Burditt) sent the agreement for review on July 31, 2024 and staff sent comments and revisions back on August 5, 2024. Burditt sent over a proposal for services and an American Institute of Architects (AIA) agreement on August 19, 2024 for the City to review and City Council to execute. The Director reviewed the Burditt scope of work and the AIA agreement and sent it to Randle Law Office (RLO) for approval. It is anticipated to be on a September City Council agenda. RLO sent revisions to the scope of work and AIA agreement on September 9, 2024 to be reviewed by the Director and Burditt. The next steps include the development of the corporate sponsorship package and sponsorship

video for public distribution, executing an agreement with Burditt for professional services, and meeting with the Landscape Architect firm to commence preliminary design. The Parks & Recreation Department submitted a Texas Parks & Wildlife (TPWD) Non-Urban Outdoor Grant for Angleton Recreation Center improvements. The Local Parks Non-Urban Outdoor Recreation program provides 50 percent matching grants on a reimbursement basis to eligible applicants with a grant ceiling of \$750,000. The 50 percent match must be readily available at the time of the application and the application deadline is August 1, 2024. Once funded, all grant-assisted sites must remain as parkland in perpetuity, no non-recreational uses may be introduced, boundaries can expand, but not contract, grant-funded construction must remain in place for 25 years, pools, splash pads, and indoor facilities must remain in place for 40 years, a permanent sign must remain in place, and parkland must remain well-maintained and open to the public. The timeline for the grant is as follows: the deadline to submit is August 1, 2024; TPWD reviews and scores the grant applications in Fall 2024; TPWD awards applicants and schedules site visits in January 2025; and TPWD and the applicant enters into an agreement and the project commences in Spring 2025. She stated that the BG Peck Soccer Complex LED Field Lighting project is complete. The BG Peck Soccer Complex Grading project is pending a status update from John Peterson, HDR Engineer. ABLC approved the proposal from Burditt for professional services to provide a preliminary design, final design, bidding, and construction administration for the Freedom Park Active Recreation Area redevelopment project on June 17, 2024. The Director reviewed Burditt's scope of work and sent it to RLO on June 18, 2024. The Director sent the AIA agreement to RLO for approval. The AIA is anticipated to be on a September City Council agenda. The next steps include executing the proposal, and meeting with the Landscape Architect firm to commence preliminary design. The Texian Trail Drainage project was approved by City Council for Design Construction Services from HDR on June 25, 2024. The initial survey work began on this project on July 19, 2024. HDR has begun engineering services. The Vortex agreement was approved on June 25, 2024 by City Council. On June 26, 2024, the City Secretary's Office submitted the executed contract to Vortex and asked that the contract be signed and sent back to the City Secretary's Office. On June 27, 2024, the Parks and Recreation department requested Vortex send a purchase order for materials. Manufacturing lead time is currently 20 to 24 weeks and is expected to be delivered this fall. Materials are scheduled to ship the first week of December. Staff was invoiced for 50 percent of the materials and processed the purchase order the week of August 26, 2024. The Parks & Recreation Department submitted a Texas Parks & Wildlife (TPWD) Non-Urban Indoor Grant for Angleton Recreation Center improvements. The Local Parks Non-Urban Indoor Recreation program provides 50 percent matching grants on a reimbursement basis to eligible applicants with a grant ceiling of \$1,500,000. The 50 percent match must be readily available at the time of the application and the application deadline is August 1, 2024. Once funded, all grant-assisted sites must remain as parkland in perpetuity, no non-recreational uses may be introduced, boundaries can expand, but not contract, grant-funded construction must remain in place for 25 years, pools, splash pads, and indoor facilities must remain in place for 40 years, a permanent sign must

remain in place, parkland must remain well-maintained and open to the public. Instead of using the \$500,000 allocated to Angleton Recreation Center improvements including natatorium component replacement, staff would like to reserve 2024 Angleton Better Living Corporation bond funds and other dedicated funds to the 50 percent match that must be readily available at the time of application. The timeline for the grant is as follows: the deadline to submit is August 1, 2024; TPWD reviews and scores the grant applications in Fall 2024; TPWD awards applicants and schedules site visits in January 2025; and TPWD and the applicant enters into an agreement and the project commences in Spring 2025.

No action was taken.

ADJOURNMENT

The meeting was adjourned at 6:55 P.M.

These minutes were approved by Angleton Better Living Corporation on this the 16th day of September 2024.

CITY OF ANGLETON, TEXAS

John Wright
Chair

ATTEST:

Michelle Perez, TRMC
City Secretary