



NOTICE IS HEREBY GIVEN PURSUANT TO V.T.C.A., GOVERNMENT CODE, CHAPTER 551, THAT THE ANGLETON BETTER LIVING CORPORATION WILL CONDUCT A MEETING, OPEN TO THE PUBLIC, 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

REGULAR AGENDA

1. Discussion and possible action to approve the minutes of the Angleton Better Living Corporation meeting of February 20, 2024.
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.
3. Discussion and possible action on Freedom Park Active Recreation Area redevelopment project.
4. Discussion and possible action on FY 2023-2024 mid-year budget reclassifications and budget adjustments.
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.

ADJOURNMENT

CERTIFICATION

I, Michelle Perez, City Secretary, do hereby certify that this Notice of a Meeting was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times and to the City’s website, www.angleton.tx.us, in compliance with Chapter 551, Texas Government Code. The said Notice was posted on the following date and time: Friday, April 12, 2024, by 5:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/S/	Michelle	Perez
Michelle	Perez,	TRMC
City Secretary		

Public participation is solicited without regard to race, color, religion, sex, age, national origin, disability, or family status. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (free of charge) should contact the City of Angleton ADA Coordinator, Colleen Martin, no later than seventy-two (72) hours prior to the meeting, at (979) 849-4364 ext. 2132, email: cmartin@angleton.tx.us.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 4/20/2024

PREPARED BY: Desiree Henson, Assistant City Secretary

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

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: NA **FUNDS REQUESTED:** NA

FUND: NA

EXECUTIVE SUMMARY:

Approve the minutes of the Angleton Better Living Corporation meeting of February 20, 2024.

RECOMMENDATION:

Staff recommends ABLC approve the minutes of the Angleton Better Living Corporation meeting of February 20, 2024.



CITY OF ANGLETON
ANGLETON BETTER LIVING CORPORATION MINUTES
120 S. CHENANGO STREET, ANGLETON, TEXAS 77515
TUESDAY, FEBRUARY 20, 2024 AT 5:30 PM

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 TUESDAY, FEBRUARY 20, 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
 Director Travis Townsend
 Director Johnny Voss
 Director Rachel Ritter

ABSENT

Director Blaine Smith
 Director Jaime Moreno
 Director William Jackson

REGULAR AGENDA

1. Discussion and possible action to approve the minutes of the Angleton Better Living Corporation meetings of November 13, 2023, December 4, 2023, January 2, 2024, January 9, 2024, and February 13, 2024.

Upon a motion by Director Voss and seconded by Director Ritter, Angleton Better Living Corporation approved the minutes of the Angleton Better Living Corporation meetings of November 13, 2023, December 4, 2023, January 2, 2024, January 9, 2024, and February 13, 2024. The motion passed on a 4-0 vote. Director Smith, Director Moreno, and Director Jackson were absent.

2. Discussion and possible action on park component priorities of the Active Recreation Area within the Freedom Park Master Plan.

Megan Mainer, Director of Parks and Recreation stated that on Monday, November 13 ABLC approved projects for a \$4M bond which included 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 and field grading/park drainage improvements in the amount of \$250,000, drainage improvements in flood-prone areas in the City limits, which are beyond the responsibility of the Angleton Drainage District in the amount of \$350,000, and land, buildings, equipment, facilities, and improvements to enhance the City of Angleton's public park facilities, suitable for amateur sports, entertainment, tourist, and public park purposes and events, including parks and park facilities, open space improvements, and related parking facilities, roads, water and sewer facilities, and other related improvements that enhance any of those items in an amount that is to be determined. She stated that enclosed in the agenda packet is a visual and original breakdown of amenities, the updated opinion of probable costs of core components like the 325-foot field, as well as the Freedom Park Master Plan. The amenities outlined are parking and parking lot lighting, 325-foot baseball field, covered batting cages, baseball core shade, concession updates, large pavilion, storage shed, sidewalks, small playground, granite plaza, trails, signage, furnishings, and landscape plantings. She stated that Angleton Little League representatives attended the Parks and Recreation Board meeting on Monday, February 12, 2024, to discuss park component priorities for the association. Robert Martin, Angleton Little League President, attended the meeting and identified the 325-foot baseball field, covered batting cages, concession and storage updates, and additional storage building as the top priorities.

Upon a motion by Director Townsend and seconded by Director Voss, Angleton Better Living Corporation approved to prioritize the four park components that are categorized as priorities for Angleton Little League. The motion passed on a 4-0 vote. Director Smith, Director Moreno, and Director Jackson were absent.

3. Discussion and possible action on drainage improvement priorities in flood-prone areas in the City limits, which are beyond the responsibility of the Angleton Drainage District.

Hector Renteria, Director of Public Works stated that historically, the Angleton Better Living Corporation has provided funding for improvements to the levy near the Angleton Wastewater Treatment Plant to aid in improved drainage for the city. He stated that stated that on Monday, November 13 ABLC approved projects for a \$4M bond which included 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 and field grading/park drainage improvements in the amount of \$250,000, drainage improvements in flood-prone areas in the City limits, which are beyond the responsibility of the Angleton Drainage District in the amount of \$350,000, and land, buildings, equipment, facilities, and improvements to enhance the City of Angleton's public park facilities, suitable for amateur sports, entertainment, tourist, and public park purposes and events, including parks and park facilities, open space improvements, and related parking facilities, roads, water and sewer facilities, and

other related improvements that enhance any of those items in an amount that is to be determined. He stated that staff has developed a list of drainage improvement priorities and has included other improvement drainage projects that include; 1. Texian Trail Drainage Improvements due to the existing corrugated high-density polyethylene Storm sewer pipe failing and restricting flow that is causing flooding in that area that is approaching homes and the pipe was installed outside of the recorded drainage easement on private property; 2. Meadowview Lane Drainage Improvements to repair an old concrete storm sewer outfall in Brushy Bayou that appears the movement in the ground has caused the joint to open and cause a sinkhole above the pipe from soil intrusion into the drainage system; 3. Laurie Lane Drainage Improvements to regrade and clean the culverts to increase the capacity in the existing ditch and to verify culvert elevations at SH288B and also at the railroad crossing to ensure that the existing ditch can be lowered; 4. Northview Drive Drainage Improvement due to the roadway's crown settling and causing water to spread outside of the gutter line onto the street, the existing drainage swale has silted in and requires regrading, two options have been provided with one being to remove and replace a portion of the existing roadway to reestablish the crown of the roadway and the other option being to use Uretek to slab jack the existing paving to reestablish the crow of the paving with ditch regrading occurring on both options; 5. Rayburn Ridge to include a new outfall beginning at Brushy Bayou to provide the required depth to extend a drainage system to the intersection of Rayburn and Richland that would include new culverts and inlets along with asphalt roadway point repairs and curb replacement installed in the existing ditch along Hospital Drive with the proposed storm sewer turning south on Rayburn ridge and continue to Richland Circle; 6. North Remington Drive to reduce normal maintenance of an existing ditch by installing slope paving. He stated that staff recommends proceeding with Texian Trail drainage improvements with funds allocated to drainage.

Upon a motion by Director Townsend and seconded by Director Ritter, Angleton Better Living Corporation approved to proceed with Texian Trail drainage improvements with funds allocated for the project. The motion passed on a 4-0 vote. Director Smith, Director Moreno, and Director Jackson were absent.

4. Discussion and possible action on the Angleton Better Living Corporation, Recreation division, and Angleton Recreation Center division YTD financial statements as of December 31, 2023.

Phillip Conner, Director of Finance 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 October 31, 2023 for the Angleton Better Living Corporation (ABLC), Recreation division, and Angleton Recreation Center division. ABLC has \$477,323.76 in total assets, \$477,323.76 in total liabilities & fund equity, and \$308,887.91 in revenue over expenditures. The Recreation division has \$73,378.57 in total assets, \$73,378.57 in total liabilities & fund equity, and \$53,302.10 in revenue under expenditures. The Angleton Recreation Center division has \$428,305.33 in total

assets, \$428,305.33 in total liabilities & fund equity, and \$185,228.99 in revenue under expenditures.

No action was taken.

ADJOURNMENT

The meeting was adjourned at 6:09 P.M.

These minutes were approved by Angleton Better Living Corporation on this the 15th day of April 2024.

CITY OF ANGLETON, TEXAS

John Wright
Chair

ATTEST:

Michelle Perez, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

MEETING DATE: 4/15/2024

PREPARED BY: Megan Mainer, Director of Parks & Recreation

AGENDA CONTENT: 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.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: \$0

FUNDS REQUESTED: \$11,900

FUND: 40-506-520

EXECUTIVE SUMMARY:

On January 17, 2023, Angleton Better Living Corporation held a public hearing regarding the designation of projects for the fiscal year 2022-2023. Angleton Better Living Corporation approved the funding for design and development services of the northern 40-acre property within Freedom Park in the amount of \$64,638. 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' span pre-engineered pedestrian bridge across Rancho Ditch.

On Monday, April 8, 2024, the city received a proposal for engineering services from Terracon which is enclosed for discussion and consideration.

RECOMMENDATION:

Staff recommends the Angleton Better Living Corporation approve funding for Terracon's proposal for professional services related to Freedom Park Passive Area design and authorize the City Manager to execute the agreement.

RECOMMENDED MOTION:

I move we approve funding for Terracon's proposal for professional services related to Freedom Park Passive Area design and authorize the City Manager to execute the agreement.



22535 N. Highway 288-B
Angleton, TX 77515
P (979) 202-1113
Terracon.com

Item 2.

April 8, 2024

City of Angleton
121 South Velasco
Angleton, Texas 77515

Attn: Mr. Chris Whittaker
P: (979) 849-4361

RE: Cost Estimate for Geotechnical Engineering Services
Freedom Park Pedestrian Bridge
3105 North Downing Street
Angleton, Texas
Terracon Cost Estimate No. PAS245024

Dear Mr. Whittaker:

We understand we have been selected based on qualifications to provide geotechnical engineering services for the above referenced publicly funded project. The following are exhibits to the attached Agreement for Services.

- | | |
|-----------|-----------------------------------|
| Exhibit A | Project Understanding |
| Exhibit B | Scope of Services |
| Exhibit C | Compensation and Project Schedule |
| Exhibit D | Site Location |
| Exhibit E | Anticipated Exploration Plan |

Our base fee to perform the Scope of Services described in this cost estimate is **\$11,900**. **Exhibit C** includes details of our fees as well as a general breakdown of our anticipated schedule.

Your authorization for Terracon to proceed in accordance with this cost estimate can be issued by signing and returning a copy of the attached Agreement for Services to our office.

Sincerely,
Terracon
(Texas Firm Registration No. F3272)

Graham J. Cluck
Graham J. Cluck, E.I.T.
Geotechnical Staff Engineer

For: *Bobbie Sue Hood*
Bobbie Sue Hood, P.E.
Principal | Sr. Engineering Consultant

AGREEMENT FOR SERVICES

This **AGREEMENT** is between City of Angleton TX (“Client”) and Terracon Consultants, Inc. (“Consultant”) for Services to be provided by Consultant for Client on the Freedom Park Pedestrian Bridge project (“Project”), as described in Consultant’s Proposal dated 04/08/2024 (“Proposal”), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant’s services is described in the Proposal, including but not limited to the Scope of Services section (“Services”), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors’ behalf. Consultant’s Services do not include the investigation or detection of, nor do recommendations in Consultant’s reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant’s findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client’s request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client’s review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant’s current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client’s sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant’s reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT’S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT’S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT’S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT’S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant’s Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant’s substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT’S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers’ compensation insurance in accordance with the laws of the states having jurisdiction over Consultant’s employees who are engaged in the Services, and employer’s liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single

limit); (iv) umbrella liability (\$5,000,000 occ / agg); and (v) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant: **Terracon Consultants, Inc.**
 By: *Rebecca C. Rice* Date: **4/8/2024**
 Name/Title: **Rebecca C. Rice, P.E. / Department Manager**
 Address: **11133 Interstate 45 S Ste T**
Conroe, TX 77302-5838
 Phone: **(936) 539-1384** Fax: **(936) 539-9622**
 Email: **Rebecca.Rice@terracon.com**

Client: **City of Angleton TX**
 By: _____ Date: _____
 Name/Title: **Chris Whittaker / City Manager**
 Address: **121 S Velasco St**
Angleton, TX 77515-6023
 Phone: _____ Fax: _____
 Email: **CWhittaker@angleton.tx.us**

Exhibit A – Project Understanding

Our Scope of Services is based on our understanding of the project as described by the City of Angleton and the expected subsurface conditions as described below. We have not visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are highlighted as shown below. We request the design team verify all information prior to our initiation of field exploration activities.

Planned Construction

Item	Description
Information Provided	An email request for cost estimate was provided by the City of Angleton on April 2, 2024. The request included: <ul style="list-style-type: none"> Freedom Park_RFP.docx Borings Map.pdf
Project Description	Installation of a 153-foot pre-engineered pedestrian bridge spanning across Rancho Ditch. We understand the bridge will be designed for regular mower maintenance and no vehicular use is anticipated.
Proposed Foundation System	Drilled and underreamed footings and/or drilled straight shafts
Maximum Loads	In the absence of information provided by the design team, we will use the following loads in estimating settlement based on our experience with similar projects. <ul style="list-style-type: none"> Columns: 150 kips

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located at 3105 North Downing Street in Angleton, Texas. (See Exhibit D)
Existing Improvements	Based on available aerial photographs and information provided by the client, we understand and existing park, apartment complex, elementary school and residential building are in the general vicinity of the project.
Current Ground Cover	Grass, weeds, and trees.

Cost Estimate for Geotechnical Engineering Services

Freedom Park Pedestrian Bridge | Angleton, Texas

April 8, 2024 | Terracon Cost Estimate No. PAS245024



Item 2.

Item	Description
Existing Topography	Relatively level
Site Access	We expect the site, and all exploration locations, are accessible with our ATV-mounted drilling equipment and support vehicles.

Exhibit B - Scope of Services

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

The field program consist of the following:

Number of Borings	Planned Boring Depth (feet) ¹	Planned Location ²
2	80	Bridge area

1. Below existing grade.
2. The planned boring locations are shown on the attached **Anticipated Exploration Plan**.

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-25 feet. Field measurements from existing site features may be utilized.

Subsurface Exploration Procedures: We will advance soil borings with an ATV mounted drill rig using dry and/or wash rotary drilling techniques. Samples will be obtained at intervals of 2 feet in the upper 20 feet and at intervals of 5 feet thereafter. Soil sampling will be performed using thin-walled tube and/or split-barrel sampling procedures. In the thin-walled tube sampling procedure, a thin-walled, seamless steel tube with a sharp cutting edge is pushed hydraulically into the soil to obtain a relatively undisturbed sample. In the split barrel sampling procedure, a standard 2-inch outer diameter split barrel sampling spoon is driven into the ground by a 140-pound automatic hammer falling a distance of 30 inches. The number of blows required to advance the sampling soon the last 12 inches of a normal 18-inch penetration is recorded as the Standard Penetration Test (SPT) resistance value. The SPT resistance values, also referred to as N-values, will be indicated on the boring logs at the test depths. The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a geotechnical engineer. In addition, we will observe and record groundwater readings during drilling and sampling.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials observed during drilling and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation and include modifications based on observations and laboratory tests.

Property Disturbance: Terracon will take reasonable efforts to reduce damage to the property. However, it should be understood that in the normal course of our work some disturbance could occur including rutting of the ground surface and damage to landscaping.

We will backfill borings with auger cuttings and close them at the top by pressing in a concrete cylinder after completion of drilling. Our services do not include repair of the site beyond backfilling our boreholes. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service or grout the boreholes for additional fees at your request.

Safety

Terracon is currently not aware of any environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our scope of services does not include any level of environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings into the subsurface, therefore Terracon complies with local regulations to request a utility location service through Texas 811. We consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

All private utilities should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities that are not made aware to us. If the owner/client is not able to accurately locate private utilities, Terracon can assist the owner/client by coordinating or subcontracting with a private utility locating services. The fee associated with this additional service is included as a line item in **Exhibit C**. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

Site Access: Terracon must be granted access to the site by the property owner. Without information to the contrary, we consider acceptance of this document as authorization to access the property for conducting field exploration in accordance with the Scope of Services. Our proposed fees do not include time to negotiate and coordinate access with landowners or tenants. Terracon will conduct field services during normal business hours

(Monday through Friday between 7:00am and 5:00pm). If our exploration must take place over a weekend or at night, please contact us so we can adjust our schedule and fee.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed:

- Water content
- Unit dry weight
- Atterberg limits
- Percent finer than No. 200 sieve
- Unconfined compressive strength
- Undrained unconfined triaxial compression

Our laboratory testing program includes examination of soil samples by an engineer. Based on the results of our field and laboratory programs, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil (and rock) classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Recommended foundation options and engineering design parameters
- Estimated settlement of foundations
- LPILE parameters
- Earthwork recommendations including site/subgrade preparation

In addition to an emailed report, your project will also be delivered using our **Compass Portal**. Upon initiation, we provide you and your design team the necessary link and

password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. We welcome the opportunity to have project kickoff conversations with the team to discuss key elements of the project and demonstrate features of the portal. The typical delivery process includes the following:

- Project Planning – Cost Estimate information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

When services are complete, we upload a printable version of our completed Geotechnical Engineering report, including the professional engineer’s seal and signature, which documents our services. Previous submittals, collaboration, and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

Exhibit C - Compensation and Project Schedule

Compensation

Based upon our understanding of the site, the project as summarized in **Exhibit A**, and our planned Scope of Services outlined in **Exhibit B**, our base fee is shown in the following table:

Task	Lump Sum Fee ¹
Subsurface Exploration, Laboratory Testing, Geotechnical Consulting and Reporting	\$11,900

1. Proposed fees noted above are effective for 90 days from the date of the cost estimate.

Additional Services not part of the base fee include the following:

Additional Services (see Exhibit B)	Lump Sum Fee ¹
Private Utility Locate Service ¹ – Per Day	\$1,500

Additional Services (see Exhibit B)	Lump Sum Fee ¹
-------------------------------------	---------------------------

1. If the owner/client is unable to accurately locate private utilities, we can subcontract a private utility locating firm and/or utilize geophysical equipment, if necessary. The detection of underground utilities is dependent upon the composition and construction of utility lines. Some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private locate service does not relieve the owner of their responsibilities in identifying private underground utilities.

Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this cost estimate. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental cost estimate stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, our schedule does not account for delays in field exploration beyond our control, such as weather conditions, delays resulting from utility clearance, permit delays, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

Delivery on Client Portal	Schedule ^{1, 2}
Project Planning	5 working days after notice to proceed (NTP)
Field Work Mobilization	8 to 10 working days after NTP
Site Characterization	8 working days after completion of field work
Geotechnical Engineering	15 working days after completion of field work

Delivery on Client Portal	Schedule ^{1, 2}
---------------------------	--------------------------

1. Upon receipt of your notice to proceed we will activate the schedule component on **Compass Portal** with specific, anticipated dates for the delivery points noted above as well as other pertinent events.
2. Standard workdays. We will maintain an activities calendar within on **Compass Portal**. The schedule will be updated to maintain a current awareness of our plans for delivery.

Exhibit D – Site Location



DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES MAP PROVIDED BY MICROSOFT BING MAPS

Exhibit E – Anticipated Exploration Plan



THIS PROJECT & THE IDEAS HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF THE ARCHITECT & IS NOT TO BE USED IN WHOLE OR IN PART, WITHOUT THE AUTHORIZATION OF BURDITT CONSULTANTS, L.L.C.

ISSUANCE:
60% CONSTRUCTION DOCUMENTS
 03/01/2024

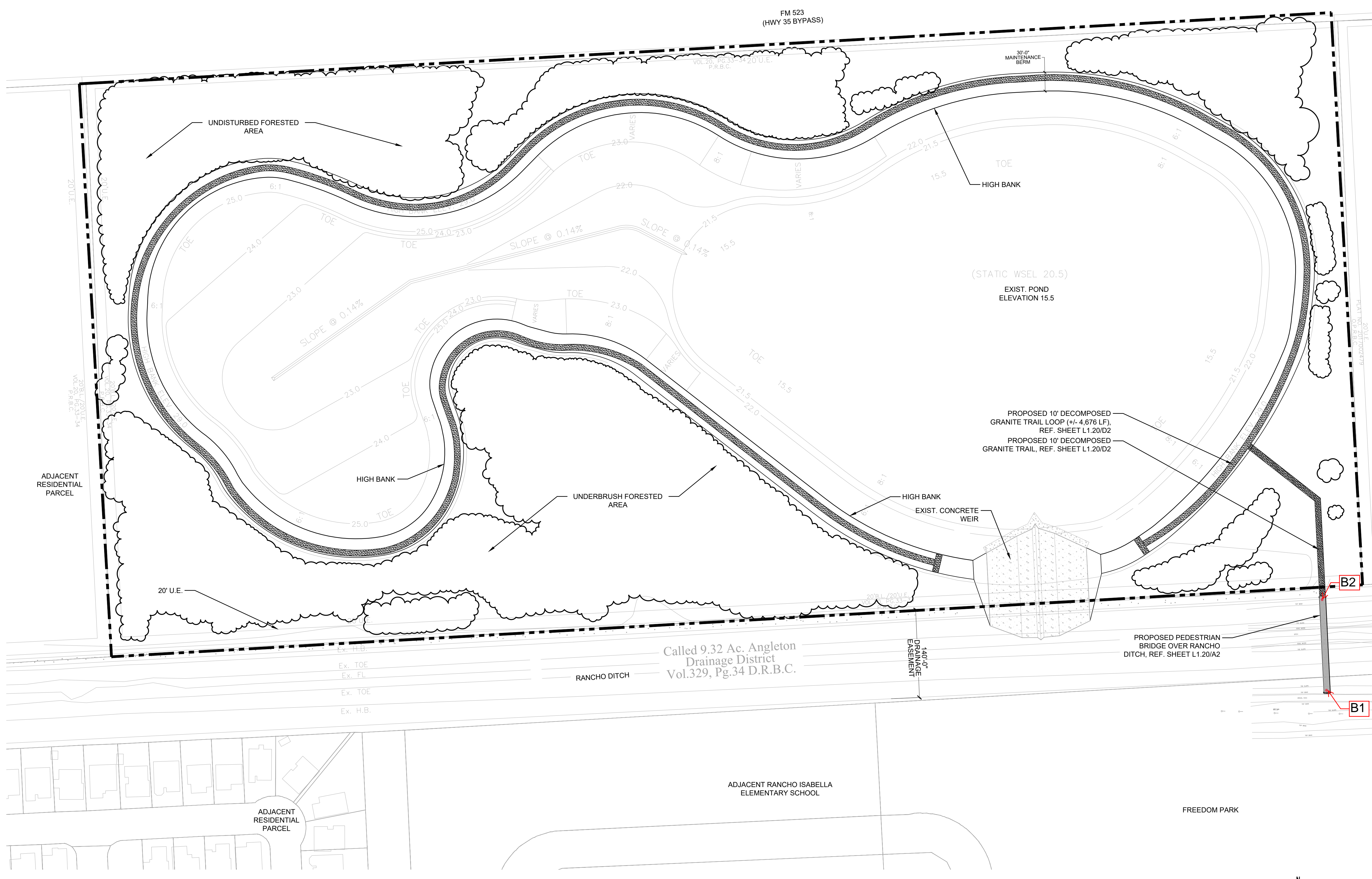
SEAL:
 THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW, AGENCY APPROVAL AND COMMENT UNDER THE AUTHORITY OF CLAUDIA T. WALKER, P.L.A. LANDSCAPE ARCHITECT No. 2887, ON 03/01/2024. THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.

GENERAL NOTES

BORING LOCATION (PROVIDE PROPOSED BORING DEPTH RECOMMENDATIONS)

LEGEND

- MATERIAL**
- 10' DECOMPOSED GRANITE TRAIL
 - PEDESTRIAN BRIDGE
 - EXISTING CONCRETE WEIR
- LINETYPE**
- LIMITS OF WORK
 - LIMITS OF DISTURBED AREA
 - PROPERTY LINE
 - EXIST. CANOPY



THE CITY OF ANGLETON
FREEDOM PARK EXPANSION
 PROJECT NO. 11514.001
 3105 N DOWNING ST.
 ANGLETON TX. 77515

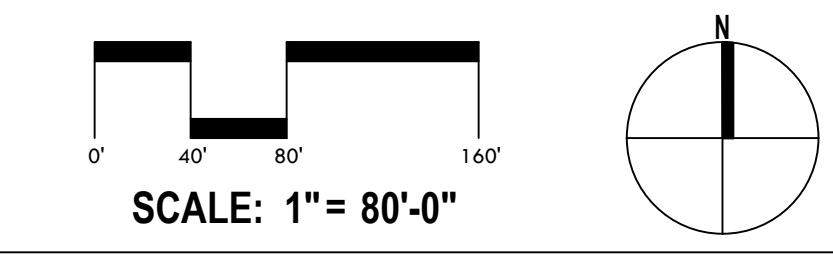
DESIGNER | CTW
 DRAWER | RP
 CHECKER | CTW

ISSUANCES & REVISIONS		
NO.	DESCRIPTION	DATE
01	100% SD	05/26/2023
02	30% CD	08/10/2023
03	60% CD	03/01/2024

IF THIS LINE DOES NOT MEASURE ONE INCH THIS DRAWING IS NOT TO SCALE AND SHOULD NOT BE SCALED FOR DIMENSIONAL INFORMATION.

SITE DEVELOPMENT PLAN

L0.00
 22





AGENDA ITEM SUMMARY FORM

MEETING DATE: 4/15/2024

PREPARED BY: Megan Mainer, Director of Parks & Recreation

AGENDA CONTENT: Discussion and possible action on Freedom Park Active Recreation Area redevelopment project.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: \$900,000.00 **FUNDS REQUESTED:** \$220,000.00

FUND: TBD

EXECUTIVE SUMMARY:

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 \$2M
- Freedom Park improvements \$900K
- Angleton Recreation Center (maintenance improvements and master plan) \$500K
- BG Peck Soccer Complex lights (1st priority) and field grading/park drainage improvements (2nd priority) \$250K
- 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) \$350K

Burditt Land | Place was selected to develop the Freedom Park Master Plan and design services. Enclosed in the agenda packet is a scope of services for the design and development of a new 325' baseball field, concessions/restrooms renovation, and storage building which were priorities identified by the Angleton Little League President and association.

Burditt Land | Place understands that the specific budget for the baseball field is \$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' baseball field with dugouts, spectator seating and field lighting, renovations of concessions/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 million budget for which the Construction Administration fee can be adjusted to match the final approved and constructed amount.

Additionally, the opinion of probable cost is in direct reference to the original Master Plan's material quantities. The allowance shown for the Concession/Restroom upgrades is a placeholder based on the existing square feet. Final costs will be highly dependent on the level of renovations and material qualities.

Also included in your packet is an element breakdown; this shows the total cost of each element. Whichever element(s) chosen for the design must include walkways to ensure an accessible route is present.

RECOMMENDATION:

Staff recommends the Angleton Better Living Corporation discuss and approve the proposal, or consider a revised scope of services for the design and development of a new 325' baseball field only for review and approval.

April 02, 2024

Megan Mainer
Parks & Recreation Director
City of Angleton
1601 N. Valderas Street
Angleton, TX 77515

Re: Freedom Park Active Recreation Redevelopment Project; Proposed Basic Services Scope of Work and Fee Proposal for Design

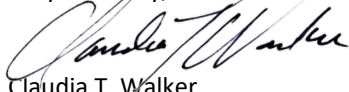
Dear Ms. Mainer,

Thank you for your request to provide a scope of services proposal for the above-mentioned project. It is our pleasure to provide scope of services for the design and development of a new 325' baseball field, concessions/restrooms renovation, and storage building.

Attached is our proposed Scope of Basic Services and Fee Proposal for your review. We have structured this proposal in response to our conversations. It is our understanding that the specific budget for the baseball field is \$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' baseball field with dugouts, spectator seating and field lighting, renovations of concessions/restrooms, storage building, and ancillary hardscapes. Our fee proposal is structured in such a way to address full design for these amenities based on a \$2 million budget for which the Construction Administration fee can be adjusted to match the final approved and constructed amount.

Our team is prepared to proceed upon execution of this proposal for services or a mutually approved Professional Services Agreement. Please advise of any revisions you see that improve upon the Scope of Work, Fee structure, or agreement document style and wording. Thank you again for the entrusting us in providing these services. We look forward to hearing from you.

Very Sincerely,



Claudia T. Walker

CB/ek

cc: Charles Burditt, President
J. Shane Howard, Sr. Vice President

Attachments: Exhibit "A" Basic Services - Scope of Work
Exhibit "B" Burditt Consultants - Hourly Rate Sheet 2024
Exhibit "C" Terms and Conditions

Conroe:
310 Longmire Road
Conroe, Texas 77304

Bryan:
105 N. Main, Ste. 123
Bryan, Texas 77803

www.burditt.com

Conroe 936.756.3041
Bryan 979.977.5846
Fax 936.539.3240

Statement of Jurisdiction:

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding a registrant’s professional practices. The Board may be contacted at:

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
P. O. BOX 12337
AUSTIN, TEXAS 78711-2337

Approval and Notice to Proceed:

_____ **Date** _____

By:

CITY OF ANGLETON

“EXHIBIT A”
SCOPE OF WORK & FEE PROPOSAL

PROJECT UNDERSTANDING

Services provided will proceed according to the tasks outlined below and as identified in a Burditt work plan to be developed upon commencement of the project.

The Project Construction Budget (including allowances and contingencies) is initially agreed to be \$2,000,000 and may be adjusted as required and authorized by the City as the project is finalized. It is the intention to provide full construction documents for the program elements listed below, with the understanding that not all elements will necessarily be part of the construction phase, unless additional construction funds become available.

The overall Project requirements and associated services are a detailed and iterative process; therefore, the following is not intended to be exhaustive. Rather, it serves to establish a basis of agreement on certain project parameters and an understanding of significant elements to be included in the Project Scope of Work.

Following are certain facts, understanding of City expectations, and initial *Project Requirements* as we understand them:

- New 325’ Baseball field with dugouts, spectator seating and lighting,
- Concession Upgrades
- Storage Shed
- Accessible Route Improvements

SCOPE OF BASIC SERVICES

I. PRELIMINARY DESIGN PHASE:

Revisit Master Plan Study of facilities, site structures, landscape, hardscape, and development of revised Opinion of Probable Cost (OPC).

A. SCHEMATIC DESIGN

1. Conduct initial Project Kickoff Meeting with City and Design Team. During this meeting, a recommended Project Schedule will be presented for consideration. Tasks will be addressed, and project goals and objectives reaffirmed.
2. During initial meetings with City, the Design Team will confirm previous design intentions and preliminary program needs, improvements, limits of work, and team member roles.
3. Review and affirm recommendations with City from the Freedom Park Master Plan and latest City-approved target budget (Opinion of Probable Cost - OPC) from which to initiate the project. Conduct new discussion of design intentions and City's desired program.
4. Review the preliminary site assessment of the subject property, including, confirming preliminary site attributes, such as topography, floodplain data, accessibility, Traffic Impact Analysis (TIA provided by City or as a Supplemental Service), drainage features, existing landscape features/vegetation, tree canopy requirements, and suitability for intended use.
5. Initiate a preliminary review of relevant and current regulatory Zoning Ordinances and Code requirements adopted by Authorities Having Jurisdiction (AHJ).
6. Review previous conceptual plans and program to further develop Schematic Design plans and renderings.
7. Receive feedback on goals and vision from City staff and City recommended stakeholders, if any.
8. Develop schematic exterior and selected interior views of proposed architecture elements.
9. Develop schematic designs of desired site improvements, including landscaping, architecture, and hardscape.
10. Update OPC in association with more fully developed Schematic Design of facilities, site structures, landscapes, and other drainage improvements.
11. Meet with City staff for review and comment of Schematic Designs, rendered illustrations, and updated OPC.
12. Upon staff's direction, present selected rendered illustrations of Schematic Designs to City's elected officials, Parks Board, ABLC, City boards or committees, and selected stakeholders.
13. Revise Schematic designs as directed by staff.
14. Upon request, prepare and present revised Schematic Designs to additional City-selected audience(s).
15. Upon approval of Schematic Design and OPC by City, proceed with Final Design Phase.

B. DESIGN DEVELOPMENT

1. Proceed with Design Development services (Architecture, Civil Engineering, Structural Engineering, MEP

Engineering, Landscape Architecture, and Irrigation) to further develop staff- approved Final Schematic Design to prepare Design Development Drawings.

2. Prepare Preliminary Civil Engineering, Structural Engineering, MEP Engineering, Architecture, Landscape Architecture Drawings, and Irrigation Design Development Drawings.
3. Facilitate a pre-development meeting with the City of Angleton to confirm relevant development, zoning, and code requirements, including fire lane access requirements, tree planting or preservation requirements, driveway access, etc.
4. Meet with key City staff to review Design Development drawings at regular intervals.
5. Revise drawings, details, and updated OPC as applicable.
6. Present Final Design Development Drawings, and updated OPC.
7. Upon approval of Design Development Phase and OPC by City, proceed with Construction Document Phase.

II. FINAL DESIGN PHASE:

Final Design is comprised of *Construction Documents* (i.e. drawings, schedules, specifications), and Permit Review

A. CONSTRUCTION DOCUMENTS

1. Revise and update Design Development drawings from Architect, Civil/Structural/MEP Engineers, Landscape Architect, Licensed Irrigation Designer, as required to prepare Construction Documents.
2. Review bidding requirements (front end documents) with staff/team.
3. Conduct initial assessment and preliminary accessibility review discussions with Burditt’s Architect and Registered Accessibility Specialist (RAS).
4. Review Construction Documents with the City at specific progress review milestones (30%, 60%, 90%, and 100%) as approved by appropriate City staff members with professional oversight.
5. Update OPC at each progress review.
6. Produce Final Sealed Engineering (Civil, Structural, MEP) Plans, Details and Specifications.
7. Produce Final Sealed Architecture Plan, Details and Specifications.
8. Produce Final Sealed Landscape Architecture Plans, Details and Specifications.
9. Produce Final Sealed Irrigation Plans, Details and Specifications.
10. Submit for TDLR (TAS 2012) Review to Registered Accessibility Specialist (RAS). Registration Fee shall be reimbursed to Burditt by the City as the registrant.
11. Submit construction documents to Authorities Having Jurisdiction (AHJ) for Permit Review and address any review comments.

B. BIDDING AND CONSTRUCTION PHASE SERVICES:

Project Manual (i.e., bidding requirements), Bidding/Contract Award Management Support, and Construction Contract Administration services.

1. Prepare Project Manual (bidding requirements and specifications) and assist staff with Bidding, Requests for Information (RFI), and Addendums as needed.
2. Prepare electronic copies of the bid package (sealed drawings and project manual) for distribution to potential bidders.
3. Participate with City staff in pre-bid meeting to review project scope, instructions to bidders, bidding dates, and probable construction timelines/deadlines.
4. Respond to Requests for Information (RFI), questions from bidding contractors in the form of Addenda.
5. Assist with bid evaluation and provide contract award recommendations to staff.
6. Coordinate (or in coordination with City) and Attend the Project Pre-Construction Conference.
7. Attend scheduled construction progress meetings at regular intervals.
8. Provide Construction Observation reviews appropriate to the stage of construction to:
 - a) Become generally familiar and remain so with, and keep City staff generally informed about, the progress and quality of the portion of the construction completed.
 - b) Make reasonable efforts to identify and document defects and deficiencies in the construction.
 - c) Determine generally whether the construction is being performed in a manner indicating that the project, when fully completed, will be in accordance with the plans and specifications.
 - d) Notify the City in writing of any observed substantial deviation from plans and specifications that may prevent facility from being occupied or utilized for its intended use.
9. Issue Observation Reports to Contractor and City staff following site visits.
10. Review Change Orders and provide recommendations to address changed or unforeseeable conditions that may arise during construction.
11. Issue Architect's Supplemental Instructions (ASI) to modify the contract documents as required due to unforeseen conditions or demonstrably insufficient information to complete the Work.
12. Perform up to two (2) General Contractor Submittal Reviews for conformance of information provided with the design intent of the Contract Documents, including shop drawings, product submittals, test results, and other submittals from vendors and contractors. Review of submittals shall not be for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility.
13. Perform Substantial Completion review of the project to prepare punch list items for completion.
14. Submit Substantial Completion Report to Contractor and City staff.
15. Review and certify construction progress Pay Applications as submitted by Contractor.
16. Communicate and direct contractor to prepare and deliver "As-Built" drawings, specifications, and other Close-out documents per General Requirements.
17. Review Contractor provided "As-Built" Record drawings and specifications and Close-out documents. Submit

final Close-out documents to City and Contractor.

18. Coordinate Registered Accessibility Specialist (RAS) inspection for obtaining Certificate of Substantial Compliance (TAS 2012).
19. Conduct Final Completion Observation and Closeout; develop and deliver final report to City staff.
20. Walk through the project with Contractor and City staff to review relevant warranty issues within the contract scope to be corrected by the Contractor approximately 11 months after the date of Substantial Completion.

FEE FOR SERVICES

Basic Services includes the following technical and design disciplines and are included in the Basic Services Fee as depicted in the Fee section of this proposal:

1. Landscape Architectural Design
2. Architecture Design
3. Civil Engineering Design
4. Structural Engineering Design
5. MEP Engineering Design

Any services falling outside of those listed above or changes to the Scope of Services will be treated as Additional or Supplemental Services.

Additional Services include, but are not limited to, any changes due to revisions in the base data relating to this matter, additional design changes following approval by the City, and any other services requested by the City or previously not contemplated in the services defined under Basic Services. Additional services will be undertaken only with prior written authorization from City.

Substantive changes or increases to the Project Scope and Program beyond those identified in Project Understanding and Scope of Basic Services may be considered Additional Services and require mutually agreed upon fee adjustments.

Supplemental Services include certain project requirements necessary for the fulfillment of Basic Services but which are treated separately from Basic Services or will be provided by the City. Such requirements would be determined collaboratively between the City and Burditt. Any of these services which the City determines should be addressed as Supplemental Services by Burditt will be followed by formal proposals from subconsultants to be approved by the City with costs reimbursed to Burditt plus applicable administrative markup fees. For this project, the potential additional project requirements are anticipated to include:

1. Surveying by a licensed surveyor (topography, metes & bounds, easements, utilities, existing improvements, etc.)

Additional Services would include, but are not limited to, the following specialties as they are uniquely determined by individual project needs in highly specific circumstances and not contemplated in Basic Services Fees, including, but not limited to, the following:

1. Archaeological Studies or Services
2. Ecological/Environmental or Hazardous Assessment
3. Hazard remediation for Asbestos, Brownfield Sites, site contamination, and other hazardous elements
4. Tree Survey
5. Historic Preservation
6. Fast-Track Design Services
7. Re-design of key elements of project after prior receipt of Owner Approval
8. Off-site utility infrastructure Engineering/Design
9. Construction Materials Testing
10. Design of off-site utility infrastructure improvements
11. Design of ancillary, offsite drainage impact mitigation
12. As-Built Plans
13. Measured Drawings of Existing Facilities
14. Existing Facilities Survey/3D Scanning
15. Traffic Impact Analysis (TIA)

- 16. LEED Design or Application/Audit
- 17. Commissioning
- 18. Fire Hydrant Flow Test for Fire Suppression and/or Plumbing Design
- 19. USACE 404 Permitting or other Wetland and Endangered Species Mitigation

FEE PROPOSAL

Based on the proposed Exhibit “A” Scope of Basic Services and general program as currently understood, we propose the following lump sum fees:

I. BASIC SERVICES FEE:

A. Methodology - Basic Services Fees are based upon a total lump sum fee of ELEVEN PERCENT (11%) of the proposed budget of **Two Million Dollars (\$ 2,000,000 USD)**.

Adjustments to the project budget will be made throughout the project based upon the City’s most recently approved OPINION OF PROBABLE COST (OPC) as developed and approved at the conclusion of each Phase. Opinions of Probable Cost are required to be approved in writing by the City at the end of each Phase.

Fees for the subsequent phases will be adjusted commensurate with the agreed upon lump sum fee of Eleven Percent (11%) of the most recently approved OPC of Cost of Work and proportionally allocated to the individual phase fee increment shown in the fee schedule below.

B. Basic Services Fee Development -

Fixed Fee / Lump Sum amounts are billed according to the percentage of completion of each phase task as depicted in the Fee Schedule below. The following fee schedule is provided based upon the current program requirements and budget.

1. Preliminary Design Services:	
i. Schematic Design (20% of Fee).....	\$44,000.00
ii. Design Development (25% of Fee).....	\$55,000.00
2. Final Design Services:	
i. Construction Documents (35% of Fee).....	\$77,000.00
ii. Bidding and Construction Phase Services (20% of Fee).....	\$44,000.00
Total Basic Fee Schedule (100% of Fee).....	
	\$220,000.00

II. SUPPLEMENTAL SERVICES:

Any relevant Supplemental Services will be discussed with City and followed by a scope and cost proposal from the proposed subconsultant. This proposal will be submitted to the City for approval prior to engaging the subconsultant.

Supplemental Services Fees are invoiced to City at actual cost plus an administrative markup fee of 10% to account for tort and performance risk, coordination costs, and administrative costs. These costs will be invoiced to the City upon receipt of subconsultant invoices with copies of subconsultant invoices included for transparency.

The Supplemental Services and associated maximum budget required for this project are:

1. Surveying by a licensed surveyor (topography, metes & bounds, easements, utilities, existing improvements, etc.)
 - a. Budgeted amount - \$22,000.00

III. ADDITIONAL SERVICES:

No Additional Services are anticipated for this project.

IV. EXPENSES:

All anticipated expenses are included in the Basic Services Fees. Therefore, no anticipated expenses are included within the fees for the current project scope. Additional sub-consultants or services that may be requested by the City in addition to those currently required for the project shall be provided as an Additional Service and shall be invoiced as described in Item II, Additional Services & Supplemental Services above.

EXHIBIT "B"
BURDITT CONSULTANTS, LLC
2024 HOURLY RATES

DIVISION	CLASSIFICATION	RATE
DESIGN	Principal	\$225
	Program Manager	\$200
	Project Manager	\$175
	Project Architect	\$200
	Project Landscape Architect	\$200
	Licensed Irrigator	\$150
	Architect Associate	\$115
	Landscape Architect Associate	\$115
	CAD Design II	\$90
	CAD Design I	\$80
PLANNING	Senior Planner	\$160
	Planning Associate	\$150
	Geographic Information Systems (GIS) Planner	\$135
NATURAL RESOURCES	Natural Resource Planner/Forester	\$150
	Wetland Scientist	\$150
URBAN FORESTRY	Senior Urban Forester	\$160
ADMINISTRATION	Administrative Assistant II	\$70
	Administration Assistant I	\$55

EXHIBIT "C"
TERMS AND CONDITIONS

ADDITIONAL SERVICES

Additional assignments outside the scope of work will be invoiced at the Burditt established hourly rates or lump sum basis. Additional assignments include, but are not limited to, any changes due to revisions in the original scope of work, base data relating to this matter, any additional meetings or services and any such services requested by Client. Additional services will be provided, with prior written authorization from Client, and will be invoiced as additional services.

PAYMENT OF FEES

For the scope of services stated herein, Client agrees to pay Consultant the compensation stated in this agreement. Consultant agrees to submit invoices monthly for services rendered. Invoices shall be forwarded upon completion or, based upon the percentage of completion, or in the event projects is delayed beyond the control of Consultant, invoices will be forwarded based upon the percentage of completion. Invoices are due and payable, in Conroe, Texas, within 30 days of receipt. Any invoice payment due past 30 days will be subject to interest at the rate of the lesser of (i) one and one-half percent (1 1/2%) per month or (ii) the maximum rate allowed by law.

REIMBURSABLE EXPENSES

There will be no expenses for Basic Services. Necessary expenses, such as copies (CAD plots), blue or blackline prints, xerox enlargements, shipping, etc., are already calculated into the Basic Services Fees; Additional sub-consultants beyond those currently required for Basic Service that are requested and authorized by Client shall be paid at cost plus ten percent (10%) after prior approval by City Staff.

FORCE MAJEURE

Circumstances or events may occur that are outside the control of either party. Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

INDEMNIFICATION

Client and Consultant each agree, to the fullest extent permitted by law, to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.

RISK ALLOCATION

Burditt Consultants, LLC agrees to carry out and perform the services herein agreed to in a professional and competent manner. In recognition of the relative risks, rewards, and benefits of the project both to the Client and Burditt, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, Burditt's total liability to the Client, for any and all claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of Burditt's fee or other amount agreed upon when added under Special Conditions. Such causes include, but are not limited to, Burditt's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein. Consultant grants Client a license to use instruments of Consultant's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Consultant harmless from all claims, damages and expenses, including attorneys' fees, arising out of reuse by Client or by others acting through Client.

USE OF ELECTRONIC MEDIA

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic media format or text, data, graphic or other types that are furnished by Consultant to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, Consultant makes no representations to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Consultant at the beginning of this assignment.

HAZARDOUS ENVIRONMENTAL CONDITIONS

It is acknowledged by both parties that Consultant's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Consulting is performing professional services for Client and Consultant is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).

OPINIONS OF COST

When included in Consultant's scope of service, opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional general familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

TERMINATION OF CONTRACT

Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement for cause with seven days prior written notice to Client for cause. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Consultant has been paid in full all amounts due for services, expenses and other related charges.

CONSTRUCTION PHASE SERVICES

If this Agreement provides for any construction phase services by Consultant, it is understood that the Contractor, not Consultant, is responsible for the construction of the project, and that Consultant is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

INSURANCE

Consultant shall maintain in force insurance in the following amounts
 \$1,000,000 – General Liability
 \$1,000,000 – Professional Liability
 Commercial Automobile and Worker's Compensation in the amount required by state law.

TO BE PROVIDED BY CLIENT

Client shall provide the following information if needed:

1. Legal descriptions of property and available Plat(s)
2. Any available site plans, relevant documents impacting design, drainage maps, existing utilities or easements.
3. Site Survey – Sealed boundary survey from a RPLS
4. Existing Geotech Reports
5. Geotech Reports of new improvement areas.

OPINION OF PROBABLE COSTS (SCHEMATIC DESIGN)
ACTIVE RECREATION - BASEBALL FIELD & ARCHITECTURE

#	Item / Description	Qty	Unit	Range		
				-10% Low	Subtotal	+10% High
1	General Requirements			\$ 81,675	\$ 90,750	\$ 99,825
1.1	Mobilization, Demobilization & Maintenance	1	allow	\$ 29,700	\$ 33,000	\$ 36,300
1.2	Bonds & Insurance	1	allow	\$ 44,550	\$ 49,500	\$ 54,450
1.3	Traffic Control, Surveying, Safety Plan	1	allow	\$ 7,425	\$ 8,250	\$ 9,075
2	Demolition/Preservation			\$ 7,425	\$ 8,250	\$ 9,075
2.1	Demolition, Clearing & Tree Removal	1	allow	\$ 7,425	\$ 8,250	\$ 9,075
3	Grading Drainage & Utilities			\$ 7,425	\$ 8,250	\$ 9,075
3.1	Mass Grading, Site Work & Erosion Control	1	allow	\$ 7,425	\$ 8,250	\$ 9,075
4	Site Paving Infrastructure			\$ -	\$ -	\$ -
5	Site Lighting			\$ 267,300	\$ 297,000	\$ 326,700
5.1	Diamond Field Lighting	6	ea	\$ 267,300	\$ 297,000	\$ 326,700
6	Architecture			\$ 812,206	\$ 902,451	\$ 992,696
6.1	Covered Dugout	2	ea	\$ 117,810	\$ 130,900	\$ 143,990
6.2	Covered Spectator Seating	1	allow	\$ 134,937	\$ 149,930	\$ 164,923
6.3	Concession & Restroom Upgrades	1	allow	\$ 401,059	\$ 445,621	\$ 490,183
6.4	Storage Building	1	allow	\$ 158,400	\$ 176,000	\$ 193,600
7	Site Paving & Hardscapes			\$ 61,380	\$ 68,200	\$ 75,020
7.1	Concrete Pathways	10,000	sf	\$ 61,380	\$ 68,200	\$ 75,020
8	Sports Fields/Courts			\$ 353,439	\$ 392,710	\$ 431,981
8.1	Baseball Fields (325')	1	ea	\$ 353,439	\$ 392,710	\$ 431,981
9	Site Furnishings			\$ -	\$ -	\$ -
10	Playground Furnishings			\$ -	\$ -	\$ -
11	Softcapes			\$ 3,168	\$ 3,520	\$ 3,872
11.1	Hydroseed (1 acres)	1	allow	\$ 3,168	\$ 3,520	\$ 3,872
Subtotal				\$ 1,594,018	\$ 1,771,131	\$ 1,948,244
	<i>General Conditions</i>	1	allow	\$ 119,551	\$ 132,835	\$ 146,118
	<i>Design Contingency</i>	1	allow	\$ 85,678	\$ 95,198	\$ 104,718
Total Project Cost with Range				\$ 1,799,248	\$ 1,999,164	\$ 2,199,080
	Escalation	1	allow	\$ 80,966.14	\$ 89,962.38	\$ 98,958.62

Burditt Consultants has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Burditt Consultants cannot and does not guarantee that proposals, bids or actual construction will not vary from opinion of probable costs.

OPINION OF PROBABLE COSTS (SCHEMATIC DESIGN)

ACTIVE RECREATION BREAKDOWN - BASEBALL FIELD & ARCHITECTURE

#	ITEM/DESCRIPTION	QTY	UNIT	UNIT RATE	TOTAL BUDGET RANGE		
1	BASEBALL FIELD (325') (complete with lighting, dugouts, fencing and spectator seating, includes mobilization, mark ups and ins/bond allowances)	1	each		\$ 1,054,895	\$ 1,172,105	\$ 1,289,316
2	CONCESSIONS/RESTROOM RENOVATION (complete with demo and renovations, includes mobilization, mark ups and ins/bond allowances)	4,500	sf	\$ 118.05	\$ 478,118	\$ 531,242	\$ 584,366
	STORAGE BUILDING (complete with installation, includes mobilization, mark ups and ins/bond allowances)	2,000	sf	\$ 106.39	\$ 191,505	\$ 212,783	\$ 234,062
	CONCRETE WALKS (ACCESSIBLE ROUTE) (complete with demo and installation, includes mobilization, mark ups and ins/bond allowances)	10,000	sf	\$ 8.30	\$ 74,730	\$ 83,034	\$ 91,337
PROJECT TOTAL					\$ 1,799,248	\$ 1,999,164	\$ 2,199,081



AGENDA ITEM SUMMARY FORM

MEETING DATE: 4/15/2024

PREPARED BY: Megan Mainer, Director of Parks & Recreation

AGENDA CONTENT: Discussion and possible action on FY 2023-2024 mid-year budget reclassifications and budget adjustments.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: NA **FUNDS REQUESTED:** NA

FUND: NA

EXECUTIVE SUMMARY:

Annually the Parks and Recreation Department submits budget reclassifications and budget adjustments to Finance to address with City Council in April. Below is a listing of budget reclassifications and budget adjustments staff has submitted:

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 01-550-105	\$32,406 TBD by ABLC	\$32,406 01-550-105	HR & Finance did not budget for a FT employee Jared Solis
FICA 01-550-135	\$2603 TBD by ABLC	\$2603 01-550-135	HR & Finance did not budget for a FT employee Jared Solis

Retirement 01-550-155	\$4178 TBD by ABLC	\$4178 01-550-155	HR & Finance did not budget for a FT employee Jared Solis
RM Building	\$2,500.00 01-550-325	\$2,500.00 01-550-320	Over Budget due to repairs to irrigation on Loop 274 and City Hall.
Irrigation Over Budget 01-550-456	\$750.00 01-550-456	\$750.00 01-550-325	Dickey butterfly garden irrigation and controller replacement for median trees
Contract Labor 01-550-455	\$3,100.00 01-550-455	0\$3,100.00 1-550-315	Trees stump grinding at Dickey Park and hydroseed contractor for BG Peck Soccer Complex
Employee Appreciation 01-550-510	\$1,000.00 01-550-510	\$1,000.00 01-550-205	Cost of quarterly outings for 17 FT employees and departmental holiday party door prizes
Phone Reimbursement/Phone Service	\$1,440.00 01-550-143	\$1,440.00 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 50-506-412	\$2000 50-506-511	\$2000 50-506-412	Tuition Funds to Gen Programs for Youth Leagues
Health Insurance 50-506-140	\$44686 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 50-506-106	\$4000 50-506-105	\$4000 50-506-106	Additional PT summer staff
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Angleton Recreation Center Budget Adjustment

Account	Debit	Credit	Notes
Contract Cleaning 60-506-456	\$6240 60-506-457	\$6240 60-506-456	Custodial Services
Contract Cleaning 60-506-456	\$29,381 60-506-106	\$29,381 60-506-456	Custodial Services
Part-time Salaries 60-506-106	\$ 76500 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 60-506-115	\$670 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 60-506-221	\$3075 60-506-316	\$3075 60-506-221	iPads, computer monitor and replacement NUC
Chemical Supplies 60-506-206	\$4000 60-506-315	\$4000 60-506-206	Chemtrol and chemicals increase

Angleton Better Living Corporation Reclassification

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

Angleton Better Living Corporation Budget Adjustments

Account	Debit	Credit	Notes
Advertising 40-506-446	\$1200 40-506-415	\$1200 40-506-446	ABLC CO Advertising
Park Design 40-506-625	\$9896 40-506-520	\$9896 40-506-625	Park Design - Freedom Park Passive Area
Debt Service 40-506-705	\$64,863.33 40-506-520	\$64,863.33 40-506-705	ABLC 2024 August Debt Payment

RECOMMENDATION:

Staff recommends ABLC approve all budget reclassifications and budget adjustments.

SUGGESTED MOTION:

I move we approve all budget reclassifications and budget adjustments.



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.

City of Angleton, Texas								
Parks & ROW								
1	300							
Detail of Revenues								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	% of Change
Parks & Recreation								
700	Registration Fees	0	0	0	0	0		0.00%
710	Ballfield Rental Fees	4580	7655	4775	8,000	5,000	Sport field and pavilion rentals	2.81%
715	Parks -Misc. Revenue	0	0	0	0	1000	Downtown banner installation	1000.00%
Parks & Recreation Subtotal		4580	7655	4775	8,000	6000		15.31%
Division Total		4,580	7,655	4,775	8,000	6,000		15.31%

City of Angleton, Texas								
Parks & ROW								
1 550								
Detail of Expenditure								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	
							% of Change	
Personnel Services:								
105	Regular Earnings	656,165	716,713	819,522	883,673	912,395	FY2024 Base; no COLA included. HR Director provided hourly rates to be used in FY 2024-2025 calculations. Increase due to combined divisions including last year's salary increases and rates provided by the HR Director. Wages include Parks & Rec Director, Assistant Parks & Rec Director, Parks Superintendent, (4) Crew Leaders, (2) Maintenance Technicians, (9) Crew Members, and (1) maintenance custodian	3.25%
108	Step Increase	0	0	0	0	0		0.00%
110	Overtime	3,783	1,269	18,015	27,000	24,000	FY 2024 Base: Base OT plus special event pay for 15 hourly employees.	-11.11%
115	Longevity	1,860	3,720	4,200	4,585	7,080		54.42%
120	Hurricane OT	0	0	0	0	0		0.00%
125	Auto Allowance	6,538	6,000	6,000	6,000	6,000	Car allowance for PAR Director	0.00%
126	Certification	4545	5,815	2,382	5,400	4,500		-16.67%
128	Special Job Pay	0	0	2,031	1200	1200	Epi bilingual pay	0.00%
135	FICA	50,423	59,467	64,822	70,648	73,071		3.43%
140	Health Insurance	171,141	174,915	189,187	209,648	277,795	(Original Request \$231,497 - 20% increase to ensure coverage=\$277,795)	32.51%
141	Insurance Subsidy	0	0	-929	7705	0		-100.00%
143	Phone Reimbursement	1,680	3,394	1,687	1440	0	Director, AD, Superintendent, and Crew Leaders have a city-issued phone and are not reimbursed.	-100.00%
145	Worker's Compensation	9,701	10,123	10,013	13,585	10,941	(Average of last three year actuals = \$9946 and increased by 10%= \$10,941)	-19.46%
150	Unemployment	0	0	0	711	0		-100.00%
155	Retirement	85,730	87,387	100,673	112,354	117,296		4.40%
165	Medical Expense	240	1,109	775	1550	750	(Average of last three year actuals with a small increase)Funding for random drug screening and new hire onboarding drug screening.	-51.61%
185	Payroll Accrual	-5,101	0	9,945	0	0		0.00%
Personnel Services Subtotal		986,705	1,069,912	1,228,323	1,345,499	1,435,028		6.65%
	INCODE				1,345,534			
Supplies:								
203	Apparel	8,919	8,149	7,227	11,500	11,500		0.00%
205	General Supplies	93,662	12,550	11,256	15,250	10,250	Funding for annual general supplies consisting of shop tools and supplies, signage, flags, water, safety supplies, and other miscellaneous supplies.	-32.79%
210	Office Supplies	37	47	145	500	500		0.00%
212	Cleaning Supplies	0	0	0	0	5,000	Toilet paper for parks, paper towels, trash bags, & cleaning supplies.	5000.00%
215	Parks Vehicle Supplies	3,527	784	1,201	2,050	1,840	Adequate funding for park and ROW annual state inspection fees.	-10.24%
216	Vehicle Supply (Gas)	19,464	34,064	33,842	21,650	25,000	FY 2024 Base: Staff was directed by the Finance Department to combine Parks and ROW divisions causing an increase of \$6300. Staff has seen an increase in fuel costs in both divisions so has requested an additional \$3850 combined to cover increased costs.	15.47%
220	Parks Equipment Supplies	8,467	9,566	17,282	17,150	15,000		-12.54%
221	Small Equipment	0	0	0	800	5,000	Replace retired weed eater and blower.	525.00%
225	Chemicals	0	0	0	0	1,800	Pesticide	1800.00%
Supplies Subtotal		134,076	65,161	70,953	68,900	75,890		10.15%
Repair & Maintenance:								

City of Angleton, Texas								
Parks & ROW								
1	550							
Detail of Expenditure								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	% of Change
305	Parks R&M Vehicles	1,583	2,622	5,931	2,000	3,500	Historical average supplies for ROW and Parks vehicle supplies for oil changes and tires; if there is damage to vehicles that insurance doesn't cover, we need to have funds to support repairs.	75.00%
310	Parks R&M Equipment	11,171	19,421	13,964	19,500	20,000		2.56%
315	Parks Infrastructure	41,625	25,150	24,343	30,000	40,000	Funding for annual park infrastructure. Several items need to be addressed including picnic tables, playground equipment, playground border, as well as unforeseen damage not covered under insurance.	33.33%
320	Building	4,178	4,416	3,402	4,500	6,000	Basic maintenance and unforeseen repairs not covered under insurance.	33.33%
325	Parks R&M Other	18,790	7,671	10,379	14,000	15,000		7.14%
330	Parks-Vegetation Replacement	4,907	4,728	5,908	10,000	10,000		0.00%
Repair & Maintenance Subtotal		82,254	64,007	63,927	80,000	94,500		18.13%
	INCODE				80,000			
Services & Charges:								
405	Telephone	317	569	9,536	6,600	6,600	FY 2024 Base: \$50/month/device (11 - Director, AD, 4 Crew Leaders phones and 5 tablets with service).	0.00%
410	Utilities	76,194	76,266	65,419	80,000	80,000	Average of FY 22-23 Actual and FY 23-24 estimated with 5% increase	0.00%
420	Dues & Subscriptions	1712	3,922	2,250	2102	2237	Traps membership parks, row, and board members \$877, NRPA membership \$300, and GGCPARDA (Director, AD & Superintendent) \$210; Texas Women Leading Govt - Gulf Coast Chapter \$50; TCMA \$500; ICMA \$200; Parks Super.: Pesticide License \$100	6.42%
415	Parks - Legal/Professional	0	0	1,370	0	0	Bates & Dickey Parks Master Plan \$70,000; Strategic Park & Recreation Master Plan Update \$70,000 Packages	0.00%
425	Travel & Training	4,843	8,569	8,492	12,334	18,137	Annual funding for continuing education for parks, rights-of-way, and PARD administrative staff. Three administrative employees have nationally recognized certifications that require continuing education units to be maintained. Additionally, funding was reduced because the National Recreation and Parks Association conference was in Texas. These funds need to be increased so staff can maintain certifications. Travel and training expenses for Director and Parks Superintendent to attend conferences to attain CEUs to maintain CPRP and CPSI designation. The line item also funds the exam and renewal of an herbicide/pesticide license. TRAPS Annual Conference Director, AD and Parks. Supt. Registration \$1140 Hotel \$1950 (4 DAYS), Food \$832; NRPA 2024: Hotel \$1566(3 nights); NRPA 2025: Registration \$2085, Travel \$900 (Flight), Food \$888, Hotel \$2160; TRAPS East Region Workshop & Maintenance Rodeo for Director, AD, & Parks division:\$680, CPSI:\$650, and Pesticide License: \$100, Texas AgriLife Training for Parks & ROW:\$1680; TCMA: Hotel \$885, Food \$221.25, Registration \$400; Departmental Training & Development \$2000	47.05%
440	Parks - Rental Expenses	301	0	2,575	3,000	3,000		0.00%
446	Advertising	50	2,371	364	1000	1500	RFP and RFQ publication notices	50.00%
455	Parks - Contract Labor	0	231	0	0	1500		1500.00%

City of Angleton, Texas								
Parks & ROW								
1	550							
Detail of Expenditure								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	% of Change
456	Parks Irrigation	135	14,307	217	350	1000	Maintenance on irrigation systems installed at the sports complexes.	185.71%
457	Parks - Ball Field Maintenance	15,704	0	16,749	30,000	30,000	Field conditioner, sod cutter, clay, chalk, paint, windscreens, and herbicide and pesticide for BG Peck, Freedom and Bates.	0.00%
460	Parks - Annual Software	0	0	15,200	10,400	10,400	iWORQ-\$5400 Soofa-\$5000	0.00%
Services & Charges Subtotal		99,256	106,236	122,172	145,786	154,374		5.89%
Miscellaneous:								
505	Insurance	0	0	0	0	0		0.00%
506	Vehicle Insurance	8,462	444	5,556	10340	11,374	Vehicles insurance has either increased significantly or charges are not being coded to the correct departments. Three year trend varies drastically. Staff is budgeting a 10% increase based off FY23-24 budget.	10.00%
507	Building Insurance	0	0	0	0	5000	Staff was directed to insure park amenities over \$10K in value so insurance costs will increase. Staff does not have a current estimate from HR or TML. Lakeside, ball fields, concessions, etc.	5000.00%
510	Employee Appreciation	50	0	951	1000	2000		100.00%
511	Tuition Reimbursement	0	2,541	2,975	4165	0		-100.00%
538	Building Lease	0	1,540	7,105	0	18240	The past two years we've 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.	18240.00%
Miscellaneous Subtotal		8,512	4,524	16,587	15,505	36,614		136.14%
Capital Outlay:								
615	Parks - CE Infrastructure	148868	349,729	0	0	0	FY23-24 Transition Plan items \$85,700, FY 24-25 Transition Plan Items \$205,500; BG Peck Field Grading \$328,735	0.00%
625	Parks - CE Equipment	19,415	13,441	0	0	0		0.00%
626	Parks Small Eq CE	138,961	0	0	0	0	Mower \$11,998, Trailer \$6295 PACKAGES	0.00%
Capital Outlay Subtotal		168283	363,170	0	0	0		
Division Total		1,479,086	1,673,008	1,501,962	1,655,690	1,796,406		8.50%

City of Angleton, Texas											
ABLC											
40	300		FY20-21 to FY 21-22	FY 21-22 to FY 22-23	FY 22-23 to FY 23-24 estimate	AVERAGE					
Detail of Revenues			8.18%	7.26%	7.72%	7.72%					
			Actual	Actual	Actual	Budget	Estimated		Requested		
			2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	Notes - Revised Estimate	2024-2025	Notes - Departmental Request	% of Change
Miscellaneous:				-44.83%	107.16%	-10.14%	17.40%				
800	Interest		2,471	1,363	2,824	2,538	2,220		2,220	Average of last three years is 2220 but the percent in change of the last three year actuals is a 17.4% change, or \$3315 for FY	-12.53%
801	Sales Tax Portion		1,708,319	1,848,116	1,982,237	2,014,446	2,135,266	Estimate is based on average percent of change for FY 20-21 to FY 21-22 and FY21-22 to FY 22-23 which is 7.72%	2,300,109	Request is based on average percent of change for FY 20-21 to FY 21-22, FY 21-22 to FY 22-23, and FY22-23 to FY23-24 estimate which is 7.72% (7.72% X\$2,135,266/100=\$164,843 +\$2,135,266=\$2,300,109)	14.18%
899	Miscellaneous		0	10000	0	0	0		0		0.00%
Miscellaneous Subtotal			1,710,790	1,859,479	1,985,062	2,016,984	2,137,486		2,302,329		14.15%
Transfers:											
900	Transfer From Fund Balance		150000	0	0	0	0		0		0.00%
921	2018 Debt Issue		0	0	0	0	0		0		0.00%
Transfers Subtotal			150,000	0	0	0	0		0		
Division Total			1,860,790	1,859,479	1,985,062	2,016,984	2,137,486		2,302,329		14.15%

City of Angleton, Texas										
ABLC										
40	506									
Detail of Expenditure										
		Actual	Actual	Actual	Budget	Estimated	Notes - Revised Estimate	Requested	Notes - Departmental Request	% of Change
		2020-2021	2021-2022	2022-2023	2023-2024	2023-2024		2024-2025		
Services:										
415	ABLC -Legal & Professional	1,234	1,059	3,745	2,650	1450	Transferred money to advertising for ABLC debt issuance advertisements	\$2,100		-20.75%
425	Travel & Training	0	0	0	0	0		\$0		0.00%
446	Advertising	0	0	0	0	1200	ABLC debt issuance advertisements	\$1,500		1500.00%
498	Transfer to Fund Balance	0	0	0	0	0		\$0		0.00%
Services Subtotal		1,234	1,059	3,745	2,650	2,650		3,600		35.85%
Miscellaneous:										
520	ABLC - Contingency	35,998	1,536	131,792	261,296	0	Funds moved to Park Project Design to expense Freedom Park Passive Area design and construction documents which was approved by ABLC last year; funds will be required for 2024 debt payments		ARC, Park, and Drainage CIP projects funds	-100.00%
599	Miscellaneous Expense	0	0	0	0	0		0		0.00%
Miscellaneous Subtotal		35,998	1,536	131,792	261,296	0		0		-100.00%
Capital Expenditures:										
605	Land Acquisition	0	89816	0	0	0		0		0.00%
615	ABLC Infrastructure	0	0	0	0	0		0		0.00%
625	Park Project Design	0	0	0	20000	29896	Staff was not awarded the TxDOT Non-Infrastructure Grant which required a 20% match of \$20,000; \$20,000 will be used for the remainder of Freedom Park passive area design which began last FY for a total of \$64638, only \$29896 remains to be expensed for FY 23-24.	0		-100.00%
625.01	Other Park Projects	0	354900	0	0	0		0		0.00%
Capital Outlay Subtotal		0	444716	0	20000	0		0		-100.00%
Other:										
700	Transfer to Fund Balance	0	0	0	0	\$0		0		0.00%
701	Transfer to General Fund	378,414	767,268	275,727	340,033	340,033		358,757	25% of Parks & ROW Personnel was \$358,757 without a COLA	5.51%
705	Transfer to Debt Service	625,478	557,069	373,422	428,848	493,711	Original debt payment and new 2024 debt issuance payment which began 8/15/24 \$64,862.33	714,575	Debt issuance including 2024, 2020, 2018, 2016	66.63%
719	Transfer - Lakeside Park Capital	0	0	39000	0	0		0		0.00%
743	Transfer to Park Fund	0	0	0	0	0		0		0.00%
751	Transfer to Rec Center Infrastructure	0	0	0	0	0		0		0.00%
752	Transfer to Rec-Mo Capital	778,464	0	0	0	0		0		0.00%
760	Transfer to Activity Center Op Fund	0	820,505	461,723	581,279	581,279		727,939	ARC Subsidy without a COLA	25.23%
761	Transfer to Rec Op Fund	0	0	372703	382,878	382,878		402,969	Rec Ops Subsidy without a COLA	5.25%
762	Transfer to Freedom Park	0	0	0	0	0		0		0.00%
Other Subtotal		1,782,356	2,144,841	1,522,575	1,733,038	1,797,901		2,204,240		27.19%
Division Total		1,819,588	2,592,151	1,658,112	2,016,984	1,800,551		2,207,840		9.46%

City of Angleton, Texas								
Recreation								
50 300								
Detail of Revenues								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	% of Change
Parks & Recreation								
740	Transfers from ABLC	0	0		382,878	402,969		5.25%
Parks & Recreation Subtotal		0	0	0	382,878	402,969		5.25%
Miscellaneous:								
805	Donations	0	0		0	0		0.00%
811	General Programs	400	444		5,200	10,500	Mini Athletes- Cheer: \$155 Kickers - \$150 Ballers: 150 Youth Volleyball: 5000 Youth Basketball: 5000	101.92%
813	Youth Camps	6,782	4,342		24,861	\$34,100	Summer Camps: 30000 Road Warriors: 2500 Spring Break Camp: 1600	37.16%
814	Community Special Events	425	1,070		2,750	4,900	Jingle Bell Fun Run: \$3000 Community Garage Sale: 600 The Great Race: 1000 PUzzle Palooza! = 300	78.18%
815	Father Daughter Dance/Mother Son Dance	3,180	4,913		4,165	4,000	Father Daughter Dance	-3.96%
816	Health & Wellness	2,812	80		0	0	Moved Jingle Bell Run to Community events	0.00%
817	Senior Programs	7,000	6,799		8,100	15,000	Senior Day Trips: \$3,500 Senior Overnight Trips: \$4000 OPTION #1: 7500 or OPTION #2: \$15,000 total	85.19%
818	Miscellaneous Programs	1,810	1,126		350	0		-100.00%
820	Cash over/short	0	0		0	0		0.00%
899	Miscellaneous	2,643	2,601		0	0		0.00%
Miscellaneous Subtotal		25,052	21,375	0	45,426	68,500		50.79%
Division Total		25,052	21,375	0	428,304	471,469		10.08%

City of Angleton, Texas								
Recreation								
50	506							
Detail of Expenditure								
		Actual	Actual	Actual	Budget	Requested	Notes - Departmental Request	% of Change
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
Personnel Services:								
105	Regular Earnings	0	0	159,353	199,534	202,708	Recreation Superintendent, 3 Recreation Specialists not including a COLA	1.59%
106	Part Time Earnings	0	0	11,261	17,756	\$20,483	Summer Track Camp 6 Week 1 Head Coach & 2 Asst. Coaches: \$3050 Summer Camp 8 Weeks 4 Staff Members: \$16224 Part Time Staff Program Help: 1209	15.36%
108	Step Increase	0	0	0	0	0		0.00%
109	Stipend	0	0	0	0	0		0.00%
110	Overtime	0	0	1,964	4,500	4,500	Overtime for 3 FT employees	0.00%
115	Longevity	0	0	0	1,540	1,020	13 yrs RS, 2 yr RS, 3 yr RS Longevity pay at the rate of \$60 for each year of service	-33.77%
120	Hurricane OT	0	0	0	0	0		0.00%
121	Hurricane	0	0	0	0	0		0.00%
126	Certification	0	0	1,573	3,600	4,200		16.67%
135	FICA	0	0	13,201	15,309	17,074	May need to be adjusted if staff receives a COLA	11.53%
140	Health Insurance	0	0	26,661	115,146	64,054	Finance auto calculation in MDSS (Original Request \$53,378 - 20% increase to ensure coverage=\$64,054)	-44.37%
141	Insurance Subsidy	0	0	0	0	0		0.00%
142	Insurance Commission	0	0	0	0	0		0.00%
143	Phone reimbursement	0	0	660	720	0		-100.00%
145	Worker's Compensation	0	0	4,219	4,641	4,868	Base \$4425; Increase by 10% per Hr recommendation for \$4868	4.89%
150	Unemployment	0	0	0	0	0		0.00%
155	Retirement	0	0	19,267	24,334	26,315		8.14%
165	Medical Expense	0	0	430	750	600	Drug testing and physical exams	-20.00%
185	Payroll Accrual	0	0	-6,407	0	0		0.00%
Personnel Services Subtotal		0	0	232,182	387,830	345,822		-10.83%
Supplies:								
203	Apparel	0	0	327	850	922	\$100 per FT employee 1 superintendent, 3 rec specialists, 3 track coaches \$130, 4 summer staff basic polo \$240, 1 camp shirts each \$52, Hype Crew shirts \$100	8.47%
205	General Supplies	0	0	504	1,000	1,000	General supplies for Recreation Division: including hardware, first aid kits, programming/event supplies for staff	0.00%
206	Chemical Supplies	0	0	0	0	0		0.00%
210	Office Supplies	0	0	1,542	2,085	2,175	Paper needs: \$225 Laminating Sleeves-\$150, Business Cards-\$350, Office Furniture -\$500, Misc Office Supplies- \$650, Postage - \$300	4.32%
212	Cleaning Supplies	0	0	0	0	0		0.00%
215	Pool Supplies	0	0	0	0	0		0.00%
216	Vehicle Supply (Gas)			2,898	3,000	4,000	Fuel for two recreational vehicles and two recreational buses TRAPS Institute Allen, Spring Break Camp, Summer Camp, Senior Trips & Lunches, Staff Park Tours	33.33%
220	Equipment Supplies	0	0	0	0	0		0.00%
Supplies Subtotal		0	0	5,271	6,935	8,097		16.76%
Repair & Maintenance:								
310	Equipment	0	0	0	0	0		0.00%
316	Computer Maintenance	0	0	0	0	0		0.00%
317	Vehicle Repairs	0	0	3,718	3,933	3,000	Covers potential vehicle repairs for 2 Tahoes and 2 buses	-23.72%
Repair & Maintenance Subtotal		0	0	3,718	3,933	3,000		-23.72%

Services & Charges:									
405	Telephone	0	0	0	200	2400	FY 2025 Base: \$50/month/device (4 - Rec Superintendent, (3) Recreation Specialists	1100.00%	
412	General Programs	0	0	119	2,160	10,000	Mini Athletes: 150 Little Explorers' Nature Club: 100 Volleyball League: 4500 Basketball League: 4500 Fall break field trip: 500 Creative kids: 150 Sew Cute: 100	362.96%	
413	Youth Camps	0	0	2,018	7,320	18,700	Spring Break Camp: 1300 Road Warriors: 1400 Summer Camp: 16000 (offering 8 weeks of all day camp M-F, this would allow for 2 fields trips a week along with camp activities.	155.46%	
414	Community Events	0	0	1,504	5,575	5,915	Doggy Egg Hunt: 500 Parks & Rec Month: 600, Jingle Bell Fun Run & 5K: 3100, The Great Race: 1100 Community Garage Sale: 200 Bunny Pictures: 115 Puzzle Palooza: 300	6.10%	
415	Father Daughter Dance/Community Dances	0	0	2,573	3,000	\$3,000	Father Daughter Dance: Decor: \$650, Candy \$450 Supplies \$200 Catered meal \$1500 Giveaway \$200	0.00%	
416	Health and Wellness	0	0	2,318	0	\$0		0.00%	
417	Senior Programs	0	0	10,829	18,963	\$33,131	Christmas Party \$2,000 (100 ppl)) Valentines Social \$425 (50 ppl), Thanksgiving \$300, We are frying 4 turkeys so we have oil plus propane expenses, paper products plus minimal decorations (75 ppl) , Potluck \$240 (20% infl) Summer Party \$1600 (100 ppl), Crafts Classes \$216 I will change this over to games and keep \$200.00 (20% infl) Bingo \$1100.00 for the year with attendance increasing. Day Trips \$6000.00 for 12 trips or \$12,000 for 24 trips. Overnight Trip \$6,000 (2 trips or 12,000 for 4 trips. Bunco \$125.00. General Program Supplies \$1500.00 with attendance increasing. additional holiday socials \$1625.00 for Halloween themed Bingo, St Patrick's themed Bingo, Easter Themed Bingo, 4th of July themed Bingo, Grandparents Day themed Bingo OPTION #1 21313 or OPTION #2 \$33,131	74.71%	
418	Miscellaneous/General Programs	0	0	1,753	1,000	1,000	new programs 1,000	0.00%	
420	Dues & Subscriptions	0	0	2,051	2,217	\$2,313	Affiliate memberships and annual subscriptions: TRAPS Agency Membership: \$237, NRPA 1/3 of Premier Membership: \$300 Rec Spec, GGCPARDA: \$70 Canva: \$156, Sesac Music License \$600, MPLC \$750, TAAF for Summer Track \$200	4.33%	
425	Travel & Training	0	0	5,766	6,930	\$11,948	Staff CPR: \$200 TRAPS Allen (3 employees): Registration \$1140, Hotel \$1950, Food \$832 NRPA Atlanta 2024 (2 employees): Hotel \$1044 NRPA (2 employees) Orlando, FL 2025: Registration: \$1150, Travel \$600, Food \$592, Hotel \$1440 Revenue School NRPA for Rec Supt: \$3000	72.41%	

446	Advertising	0	0	9,616	16,982	14,074	3 Digital Playbooks to be created: \$650 each time = Total: 1950 3 Mailout postcards printed and posted: \$2311.38 each time Total: 6934.14 Spanish Translation of Digital Playbook: 300 X 4 Total: 1440 12 monthly senior newsletters: Total: 1,500 Signage for Community Events: \$500 Facebook ads for events and programs: \$400 Promo Items: \$1200 Job posting ad for TRAPS = 150	-17.12%	
456	Contract Labor Cleaning	0	0	0	0	0		0.00%	
457	Contract Labor Instructors	0	0	0	1,865	\$1,620	Walk with Ease 6 week program x 3 per week x \$30Hr=\$540 x 3 sessions = \$1620	-13.14%	
458	Contract Labor	0	0	0	0	5,276	Bus driver for seniors for option 2 \$3008 and bus driver for camp for 8 weeks \$2268	5276.00%	
460	Rec-Bus Services	0	0	0	0	0		0.00%	
476	Bank Credit Card Charges	0	0	0	0	0		0.00%	
477	Scholarship Fund	0	0	0	3,000	3,000		0.00%	
485	Contract Leagues - Escrow	0	0	334	0	0		0.00%	
Services & Charges Subtotal		0	0	9,950	18,847	112,377		62.37%	
Miscellaneous:									
503	Surety & Notary Insurance	0	0	0	0	100	Fees for Rec Supt. renewal in Jan 2025	100.00%	
505	Insurance	0	0	0	0	0		0.00%	
506	Vehicle Insurance	0	0	1300	1,430	1,573	insurance for two Tahoes plus 10% increase	10.00%	
507	Building Insurance	0	0	0	0	0		0.00%	
508	Insurance Commission	0	0	0	0	0		0.00%	
510	Employee Appreciation	0	0	419	280	500	Appreciation Cards, Summer Employee PT & FT Luncheon, Basket for Employee Event	78.57%	
511	Tuition Reimbursement	0	0	4000	2,000	0		-100.00%	
520	Contingency	0	0	0	0	0		0.00%	
525	Rec Center Refunds	0	0	0	0	0		0.00%	
535	Lease Payments	0	0	1941	1950	0	Transitioned away from water bill insert	-100.00%	
599	Rec-Miscellaneous	0	0	0	0	0		#DIV/0!	
Miscellaneous Subtotal		0	0	7,660	5,660	2,173		-61.61%	
Capital Outlay:									
626	CE-Equipment	0	0	0	0	0		0.00%	
627	Capital Project	0	0	0	0	0		0.00%	
628	M&O Capital	0	0	0	0	0		0.00%	
629	Energy Savings Electrical	0	0	0	0	0		0.00%	
630	Capital Project	0	0	0	0	0		0.00%	
Capital Outlay Subtotal		0	0	0	0	0		0.00%	
Other:									
700	Transfer to Fund Balance	0	0	0	0	0		0.00%	
701	Transfer to GF for Cardio Eq	0	0	0	0	0		0.00%	
702	Transfer to Capt Lease Payment	0	0	0	0	0		0.00%	
714	Transfer to SF Cap Rep Fund	0	0	0	0	0		0.00%	
719	Trans to Cap Rev Loan	0	0	0	0	0		0.00%	
741	Trans to Unemployment Fund	0	0	0	0	0		0.00%	
Other Subtotal		0	0	0	0	0			
Division Total		0	0	248,831	473,570	471,469		-0.44%	

City of Angleton, Texas								
ARC								
60	300							
Detail of Revenues								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	% of Change
Parks & Recreation								
711	Family Membership	51,914	78,302	185,888	125,975	174,336	Average of original budget and mid-year projections from FY 22-23 multiplied by 5% increase	38.39%
712	Individual Membership	30,850	36,017	82,660	74,718	85,044	Average of original budget and mid-year projections from FY 22-23 multiplied by 5% increase	13.82%
713	Senior Membership	39,600	45,483	16,312	13,860	17,526	Average of original budget and mid-year projections from FY 22-23 multiplied by 5% increase	26.45%
715	Room Rental Fees	26,726	55,031	43,297	48,705	47,500	Three year average 2021-2023 (taking into account pool closure Oct-Nov 2024)	-2.47%
716	Daily Entry Fee	131,256	160,102	190,085	149,432	179,692	Average of original budget and mid-year projections from FY 22-23 multiplied by 5% increase (pool close Oct-Nov, potential gymnasium closure)	20.25%
717	Other	591	1,050	456	792	1,000	Three year average 2012-2023 , plus increase to include selling water at front desk	26.26%
718	Membership Youth	2,435	1,420	0	0	0		0.00%
719	Military Membership	4,185	4,274	150	0	0		0.00%
740	Transfers from ABLC	778,464	820,505	461,723	581,279	727,939	Updated by finance due to personnel calculations (Original Request \$574,182)	25.23%
741	Transfer from ABL-Mo Capital	105032	0	0	0	0		0.00%
750	Loan Proceeds	0	0	0	0	0		0.00%
751	Transfer from ABLC Infrastructure	0	0	0	0	0		0.00%
Parks & Recreation Subtotal		1,171,053	1,202,184	980,571	994,761	1,233,037		23.95%
Miscellaneous:								
800	Interest	141	824	4080	814	800		-1.72%
818	Miscellaneous Programs	1,810	1,126	0	11,250	21,500	Group Swim lessons \$20,000 Lifeguard: \$1,500 (2 classes)	91.11%
820	Cash over/short	0	0	64	200	100		-50.00%
Miscellaneous Subtotal		141	824	4,080	12,264	22,400		82.65%
Transfers:								
900	Transfer From Fund Balance	217127	0	0	0	0		0.00%
903	Transfer From Water	0	0	0	0	0		0.00%
Transfers Subtotal		217127	0	0	0	0		
Division Total		1,221,161	1,203,009	984,651	1,007,025	1,255,437		24.67%

City of Angleton, Texas								
ARC								
60	506							
Detail of Expenditure								
		Actual	Actual	Actual	Budget	Requested		
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Notes - Departmental Request	% of Change
Personnel Services:								
105	Regular Earnings	340,945	294,037	212,385	189,904	193,496	Full Time Angleton Recreation Center employees; Facility Operations Superintendent, Aquatics Manager, (2) Member Services Assistants not including a COLA	1.89%
106	Part Time Earnings	216,317	177,165	149,373	294,300	\$384,377	Front Desk \$45,070, Facility Assistant \$38,915, Lifeguard \$266,640, Aquatic Assistant \$24,371, Water Safety Instructors \$9,381	30.61%
108	Step Increase	0	0	0	0	0		0.00%
109	Stipend	0	0	0	0	0		0.00%
110	Overtime	4,410	5,337	5,313	4,500	5,000	Overtime and special event pay for Aquatics Manager \$2000. 2 Member Service Assistants: \$1500/employee	11.11%
115	Longevity	1,020	1,050	1,530	1,210	780	(Original Request \$780 - from hire date to 2025: Facility Ops Sup. 3 yr, Aquatics Manager 8 yrs, (2) Member Service Assistants 1 yr each) - Finance auto calculation in MDSS	-35.54%
120	Hurricane OT	0	0	0	0	0	NA	0.00%
121	Hurricane	0	0	0	0	0	NA	0.00%
126	Certification	5,265	4,605	1,300	3600	1,800	(Original Request \$1800 - CPRP for Facility Ops Superintendent and Aquatics Manager)Finance auto calculation in MDSS	-50.00%
135	FICA	44,229	33,345	28,045	37,148	44,207	Finance auto calculation in MDSS (Original Request \$40102)	19.00%
140	Health Insurance	75,530	65,548	37,901	44,686	64,054	Finance auto calculation in MDSS (Original Request \$53,378 - 20% increase to ensure coverage=\$64,054)	43.34%
141	Insurance Subsidy	0	0	0	10,327	0	Finance auto calculation in MDSS - family insurance coverage (Original Request \$0)	-100.00%
142	Insurance Commission	0	0	0	0	0		0.00%
143	Phone reimbursement	300	1,047	0	1440	0		-100.00%
145	Worker's Compensation	4,214	3,568	4,219	4,641	4,868	Base \$4425; Increase by 10% per Hr recommendation for \$4868	4.89%
150	Unemployment	1,788	0	77	0	0		0.00%
155	Retirement	42,250	37,695	22,326	23,261	27,889	Full-time staff and Facility Attendants	19.90%
165	Medical Expense	2,075	1,640	1,540	1,322	1,750	Average of last three year actuals	32.38%
185	Payroll Accrual	-1,964	0	-1,718	0	0		0.00%
Personnel Services Subtotal		736,379	625,037	462,291	616,339	728,221		18.15%
Supplies:								
203	Apparel	2330	1528	1991	3,420	3,250	\$550 Full Time (1 superintendent, 1 aquatics manager, 2 FT Member Service Assist.), \$1000 PT Staff(15 PT-FD, 3 PT-FA) (32 @ \$32 per shirt), \$1700 Lifeguards (Shirts \$300, Shorts \$800, femal suits \$600)	-4.97%
205	General Supplies	3,317	4,052	3,686	4,050	4,050	General supplies for Recreation Center including: Wristbands (\$150) Lanyards (\$500) Building Supplies (\$900) Swim Diapers (\$200) Water (\$100) Front Desk Equip. (Basketballs, Pickleball, etc.) (\$1000) Member Key Tags (\$1200)	0.00%
206	Chemical Supplies	21,299	23,201	24,221	26,804	27,800	CO2 Tank Rental-\$5000 Chemtrol Lease-\$5000 Chlorine Tabs- \$8000 CO2 Refill- \$6000 Misc Chemicals(Test Reagents, LaMotte testing kit, Pulsar, Acid, Shock,etc) \$3800 *counting for increases on CO2 cost and chlorine tabs/adding cost of test reagents from pool supplies	3.72%

210	Office Supplies	5,102	5,472	1,778	3,000	2,500	Business Cards (\$250) Office Furniture (\$1000) Copy paper (\$400) Gen. Supplies (Pens, Paper clips, etc.) (\$800)	-16.67%	
212	Cleaning Supplies	8,742	10,146	10,335	15,410	14,000	Paper Towels, Toilet Paper, Hand Soap, Hand Sanitizer, Cleaning Chemicals, Trash Bags, Gloves	-9.15%	
215	Pool Supplies	1,316	2,567	4,979	3,134	5,120	Rescue Equipment (Rescue Tubes, Backboards, Hip Packs, Whistles, AED Pads/Batteries, Etc)- \$2770 Practice rescue equipment (CPR Manikin & AED Trainer, full body manikin etc) - \$950 First Aid (Band Aids, Gauze pads, Roller Bandage, Gloves, Etc)- \$500 Misc. pool supplies (Pool Vacuum, Water Weights, Signage, Lap Lanes, Benches, \$1000 *Increase due to inflation on supplies and increased usage/attendance at the facility resulting in higher use of supplies	63.37%	
216	Vehicle Supply (Gas)	970	2,335	0	0	0		0.00%	
220	Equipment Supplies	3,573	2,439	2,270	5,175	5,175	Upholstery \$750, Equipment Repairs \$2,500, Misc. Equipment (attachments, rollers, dumbbells, mats, etc) \$1,925	0.00%	
221	Small Equipment	0	0	170	0	2,575	\$600 Monitors, \$200 Keyboard, \$100 Mouse, \$1300 NUC	2575.00%	
Supplies Subtotal		46,649	1,251,601	926,573	60,993	64,470		5.70%	
Repair & Maintenance:									
309	R&M Equipment	0	953	0	0	0		0.00%	
310	Equipment	0	20673	39983	30,000	35,000	Replacement of 3 treadmills, 2 Ellipticals	16.67%	
315	Pool Maintenance	8,196	21,452	14,987	25,500	24,500	Pumps-\$7,000, Pool motors \$6,000, Pool Heaters-\$2,000, General maintenance (chemical hoses, drain covers, grates, railings, etc) \$7,000. Preventative Maintenance-\$2,500	-3.92%	
316	Computer Maintenance	14,828	17,245	1,366	6,000	5,000	\$1,000 print charges, \$1,000 Misc. computer repairs, \$3,000 facility cameras	-16.67%	
317	Vehicle Repairs	3,639	2,389	0	0	0		0.00%	
320	Building	36,777	36,606	30,510	52,846	52,000	\$25,000 HVAC Repairs, \$5,000 Electrical/Lighting, \$10,000 Plumbing, \$5,000 Misc. Maintenance, \$7,000 Annual Inspections/Preventative Maintenance	-1.60%	
Repair & Maintenance Subtotal		63,440	99,317	86,846	114,346	116,500		1.88%	
Services & Charges:									
405	Telephone	840	0	0	0	2400	FY 2025 Base: \$50/month/device (4 - Facility Ops, Aquatics Manager, (2) Member Services with service).	2400.00%	
410	Utilities	76,617	94,139	96,536	99,546	102,943	Average of FY 22-23 Actual and FY 23-24 estimated with 5% increase	3.41%	
412	General Programs	2576	0	82	450	450	Shallow Water Certification - Card Fee, 10 at \$45 each	0.00%	
413	Youth Camps	11,987	4,112	0	0	0	Moved to Rec Division	0.00%	
414	Community Events	2,463	2,059	0	1,000	1,750	Member Services Appreciation Summer (\$750), Remodel Re-opening (\$750), Misc. Member Services, (\$250)	75.00%	
415	Father Daughter Dance/Community Dances	0	8,136	0	0	0		0.00%	
416	Health and Wellness	920	1,203	0	0	0		0.00%	
417	Senior Programs	4,950	10,442	0	0	0		0.00%	
418	Miscellaneous/General Programs	446	2,262	0	0	0		0.00%	
420	Dues & Subscriptions	4,247	4,202	3,535	3,691	4,520	Sparklight \$2,700, WhentoWork Scheduling Software \$1150, TRAPS Membership 250, NRPA Agency Membership \$300, GGCPARDA Membership \$70, TPPC for Aquatics Manager \$50 *increase in WhentoWork software	22.46%	

425	Travel & Training	4,727	11,507	4,487	6,042	\$9,201	Staff Lifeguard, WSI, CPR Cards \$750 TPPC Conference(1 employee) Registration: \$300, Food \$260, Hotel \$450 TRAPS Allen (2 employees): Registration \$760, Hotel \$1300, Food \$555 NRPA Atlanta 2024 (2 employees): Hotel \$1044 NRPA (2 employees) Orlando, FL 2025: Registration: \$1150, Travel \$600, Food \$592, Hotel \$1440	52.28%
446	Advertising	9,389	11,528	75	750	750	Updating building signage, member appreciation advertising/signage (\$750)	0.00%
456	Contract Labor Cleaning	0	6,580	11,724	0	42400	Day Porter-\$36,400 (\$20 per hour, 35 hours/week, 52 weeks), Night Porter-\$6,000 (\$20 per hour, 20 hour/week, 15 weeks(peak))	42400.00%
457	Contract Labor Instructors	32,755	35,610	32,310	49,120	\$34,320	22 classes per week x \$30Hr=\$660 x 52 weeks = \$34,320	-30.13%
458	Contract Labor - Misc	2,602	1,500	1,765	1,300	\$1,300	Preventative Service Agreement for Fitness Equipment May 2025-May 2026	0.00%
460	Rec-Bus Services	0	0	0	0	\$0		0.00%
461	Rec Center-Annual Software Fee	0	4,080	7,940	10,212	10,212	Annual Civic Rec Renewal Fee \$7500, Connect2 software fee \$2712	0.00%
476	Bank Credit Card Charges	6,854	8,021	10,975	15,000	15,000	Fees paid to accept credit cards at the rec center	0.00%
477	Scholarship Fund	0	407	0	1,000	1,000	Membership scholarships	0.00%
485	contract Leagues - Escrow	0	805	0	0	0		0.00%
Services & Charges Subtotal		161,373	206,593	169,429	188,111	226,246		20.27%
Miscellaneous:								
503	Surety & Notary Insurance	0	0	200	0	0		0.00%
505	Insurance	3,839	3,847	0	5,160	5,500	based on 10% increase	6.59%
506	Vehicle Insurance	1,700	1,923	0	0	0		0.00%
507	Building Insurance	43,091	60,492	81,275	98,153	107,000	Projecting 10% increase on TML, Wind/Hail, and Flood	9.01%
508	Insurance Commission	0	0	0	0	0		0.00%
510	Employee Appreciation	210	474.6	433	1000	2,000	\$250 staff appreciation (Bulletin board, employee of the month, recognition awards) \$250 In service meals(bi - monthly), \$750 Holiday party (Christmas, Summer); funds were transferred from other accounts for \$250 but an additional 500 is being requested for departmental appreciation	100.00%
511	Tuition Reimbursement	3000	3000	0	0	0		0.00%
520	Contingency	247,851	0	0	0	0		0.00%
525	Rec Center Refunds	1,252	1,446	600	1,000	1,000	Rental refunds for cash/check or cancelled CC.	0.00%
535	Lease Payments	0	0	4095	4468	4500	Copy machine lease for ARC	0.72%
599	Rec-Miscellaneous	40	0	0	0	0		0.00%
Miscellaneous Subtotal		300,983	71,183	86,603	109,781	120,000		9.31%
Capital Outlay:								
626	CE-Equipment	0	0	0	0	0		0.00%
627	Capital Project	0	90284	0	0	0		0.00%
628	M&O Capital	0	0	0	0	0	\$200,000 annually for renovations for 5 years based on CIP	0.00%
629	Energy Savings Electrical	0	0	0	0	0		0.00%
630	Capital Project	0	0	0	0	0		0.00%
Capital Outlay Subtotal		0	90,284	0	0	0		0.00%
Other:								
700	Transfer to Fund Balance	0	0	0	0	0		0.00%
701	Transfer to GF for Cardio Eq	0	0	0	0	0		0.00%
702	Transfer to Capt Lease Payment	0	0	0	0	0		0.00%
714	Transfer to SF Cap Rep Fund	0	0	0	0	0		0.00%
719	Trans to Cap Rev Loan	0	0	0	0	0		0.00%
741	Trans to Unemployment Fund	0	0	0	0	0		0.00%
Other Subtotal		0	0	0	0	0		
Division Total		1,308,824	2,344,015	1,731,742	1,089,570	1,255,437		15.22%