

FISCAL YEAR 2004 BUDGET

Fund Summary

Fund Name : Parks Special Revenue
 Department Name : Parks & Recreation
 Fund/Department No. : 206 / 36

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Balance	2,401,000	2,401,000	2,557,252
Current Revenues	<u>8,302,100</u>	<u>5,716,708</u>	<u>6,405,600</u>
Total Available Resources	<u><u>10,703,100</u></u>	<u><u>8,117,708</u></u>	<u><u>8,962,852</u></u>
Maintenance and Operations	9,031,667	5,539,156	6,480,817
Transfer to Special Non-Recurring Projects	<u>0</u>	<u>21,300</u>	<u>0</u>
Total Expenditures	9,031,667	5,560,456	6,480,817
Planned Ending Fund Balance	<u>1,671,433</u>	<u>2,557,252</u>	<u>2,482,035</u>
Total Budget	<u><u>10,703,100</u></u>	<u><u>8,117,708</u></u>	<u><u>8,962,852</u></u>

The information above summarizes the FY2003 Budget, the FY2003 Estimate, and the FY2004 Budget for the Parks and Recreation Department (PAR) Special Revenue Fund.

The Houston Zoo was privatized on July 8, 2002 and the contract is now budgeted in General Government. PAR will continue to provide park amenities such as golf course, tennis centers, and fitness centers.

Highlights for FY2004 include:

- o Engage a consultant to evaluate the proper governance of all eight of PAR's golf courses. Consideration will be given to: private, for-profit operations of all golf courses by a concessionaire; private, not-for-profit operation of all golf courses; PAR operation of all golf courses; and a combination of these governance structures.
- o Obtain City Council approval to increase fees for certain activities;
- o Update Chapter 32 of the Code of Ordinances to allow the department to use a portion of the revenue generated at all golf courses to operate and make improvements to all golf courses.

FISCAL YEAR 2004 BUDGET

Department Budget Summary

Fund Name : Parks Special Revenue
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Fund/Department No. : 206 / 36

		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	6,138,130	6,468,967	3,282,956	3,638,846
	Supplies	737,563	993,000	654,600	1,022,400
	Other Services and Charges	693,992	869,000	1,486,800	1,639,000
	Equipment	246,678	700,700	114,800	180,571
	Total M & O Expenditures	<u>7,816,363</u>	<u>9,031,667</u>	<u>5,539,156</u>	<u>6,480,817</u>
	Debt Service & Other Uses	1,490,625	0	21,300	0
	Total Expenditures	<u>9,306,988</u>	<u>9,031,667</u>	<u>5,560,456</u>	<u>6,480,817</u>

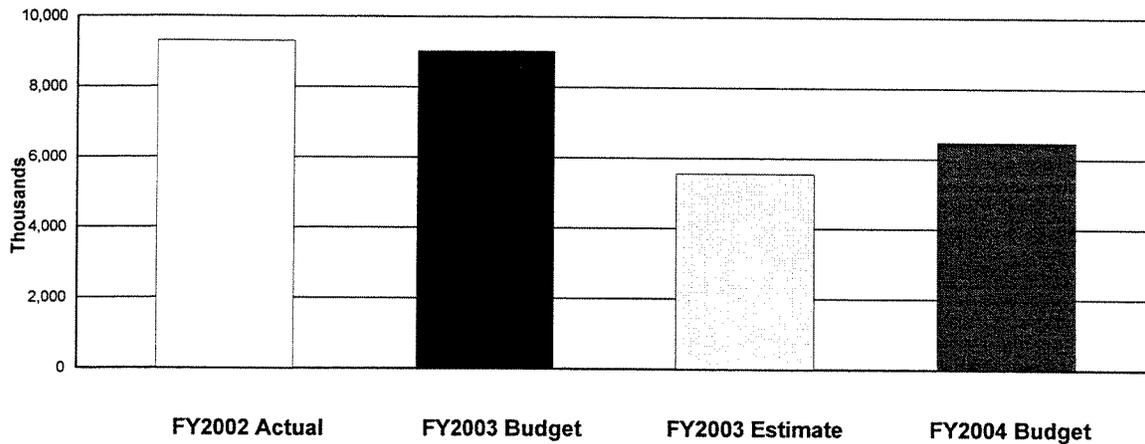
Revenue Summary	7,539,270	8,302,100	5,716,708	6,405,600
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Staffing Summary	Full-Time Equivalents - Civilian	178.9	191.4	97.0	104.7
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	<u>178.9</u>	<u>191.4</u>	<u>97.0</u>	<u>104.7</u>
	Full-Time Equivalents-Overtime	4.8	5.9	4.0	3.2

Budget Highlights

- o Continue to maintain current level of service.
- o Enhance revenue through the exploration of new opportunities.
- o Increase golf rounds played at Brock Golf Course to the level of play recorded in FY2000 (before irrigation system construction was undertaken).
- o The Houston Zoo was privatized in FY2003. The privatized contract is now budgeted in General Government.

**Parks Special Revenue
Parks & Recreation
Expenditure Summary**



FISCAL YEAR 2004 BUDGET

Department Group Summary	
Fund Name : Parks Special Revenue Department Name : Parks & Recreation Fund/Department No. : 206 / 36	
Group Description	Group Objectives
1111 Revenue Operations Administration Monitor the revenue activities in Parks General Fund, for City and privately operated golf courses, tennis centers and fitness centers.	Ensure that revenues are posted to the City's financial system in a timely manner. Monitor revenues and adjust year-end projections.
1420 Zoological Gardens Houston Zoo was privatized in FY2003. The privatized contract is now budgeted in General Government.	NA
1771 Houston Garden Center Houston Garden Center (HGC)	The Houston Garden Center provides a venue for area Garden Clubs and Plant Societies to hold monthly meetings and horticulture educational activities. Additionally, the center hosts rentals for Anniversaries, weddings, graduations, memorial services, and baby showers.
1800 Golf Course & Tennis Center Operations Administer the operations of 2 golf courses and 3 tennis centers, and oversee the management contracts of 4 City owned golf courses operated by private firms.	Monitor contract managed golf courses; provide highest quality customer services, tournament scheduling, lessons, club repair, etc.; maintain courses at championship levels; increase tennis court and golf course usage following capital improvement completion.
1850 Memorial Golf Course Manage Memorial Golf Course (including a 32 station driving range)	Provide excellent customer services such as tee times, golf cart rentals, lessons, club repairs, tournament scheduling and merchandise.

FISCAL YEAR 2004 BUDGET

Department Group Summary									
Fund Name : Parks Special Revenue									
Department Name : Parks & Recreation									
Fund/Department No. : 206 / 36									
Group Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$
Adult Sport Team Rentals	NA			NA			1,117		
Private Youth Team Rentals	NA			NA			900		
		0.0	14,202		0.0	0		0.0	750,000
Zoo privatized in FY2003	NA			NA			NA		
		78.4	2,875,881		0.0	730,000		0.0	0
HGC Gift Shop Sales	NA			5,000			5,000		
Building Space Rental Fees	28,632			21,000			23,500		
			0			0			10,000
Inspection of privately managed golf courses	8			8			8		
Rounds of Golf	66,268			75,000			93,000		
Tennis Cntr Court Rentals	25,020			25,600			26,431		
Golf revenue generated	1,475,625			1,791,450			2,165,500		
		56.8	2,859,291		55.8	2,668,500		56.6	2,973,695
Rounds of golf	64,108			62,250			64,000		
Golf Course revenue	2,461,830			2,451,300			2,565,800		
		43.7	3,527,975		40.9	2,128,600		48.1	2,672,122

FISCAL YEAR 2004 BUDGET

Department Group Summary	
Fund Name : Parks Special Revenue Department Name : Parks & Recreation Fund/Department No. : 206 / 36	
Group Description	Group Objectives
1870 Recreation Operations Provide community violence and crime prevention programs through training, partnerships and community empowerment.	Operate the tattoo removal program and attend community meetings to discuss ways to prevent gang activities. In FY2004 this activity is budgeted in the General Fund.
1911 Grounds Maintenance This division plants trees in esplanades and right-of-ways and replaces trees damaged by motorists in vehicle accidents.	To improve the urban forestry enviroment by planting and nuturing trees and seedling.

FISCAL YEAR 2004 BUDGET

Department Group Summary									
Fund Name : Parks Special Revenue									
Department Name : Parks & Recreation									
Fund/Department No. : 206 / 36									
Group Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$
Prevention/interv.prgms	12			10			NA		
Youth tattoo removals	604			600			NA		
Safety Rodeos	523			500			NA		
		0.0	29,639		0.3	8,156		0.0	0
Trees planted annually	NA			NA			2,200		
		0.0	0		0.0	25,200		0.0	75,000
Total	<u>178.9</u>	<u>9,306,988</u>		<u>97.0</u>	<u>5,560,456</u>		<u>104.7</u>	<u>6,480,817</u>	

FISCAL YEAR 2004 BUDGET

Fund Name : : Parks Special Revenue
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NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	3-1-1 TELECOMMUNICATOR	6435	14
1	ADMINISTRATIVE AIDE	3011	10
2	ADMINISTRATIVE ASSISTANT	3022	17
2	ADMINISTRATIVE SPECIALIST	3025	20
3	ASSISTANT SUPERINTENDENT	5762	20
2	ASSISTANT TENNIS CENTER MANAGER	9773	17
3	CREW LEADER	5760	11
1	DIVISION MANAGER	3030	29
6	EQUIPMENT OPERATOR I	5311	08
7	EQUIPMENT OPERATOR II	5312	10
3	FIELD SUPERVISOR	5147	17
3	GARDENER	5131	08
10	GROUNDSKEEPER	5132	05
8	LABORER	5133	04
3	MAINTENANCE MECHANIC III	5273	14
1	MANAGEMENT ANALYST III	3084	21
1	OFFICE SUPERVISOR	5021	17
4	PARK MAINTENANCE AIDE	5119	02
46	RECREATION ASSISTANT	9761	06
1	RECREATION SUPERVISOR	9767	16
5	SEMI-SKILLED LABORER	5134	06
12	SENIOR CASHIER	4873	10
1	SENIOR RECREATION SPECIALIST	9765	14
2	SENIOR SUPERINTENDENT	5764	27
2	SUPERINTENDENT	5763	24
3	TENNIS CENTER MANAGER	9774	21
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133.0	Total Positions		
28.3	Less adjustment for Vacancies and Part-Time Employees		
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104.7	Full-Time Equivalent		

FISCAL YEAR 2004 BUDGET

Department Revenue Summary						
Fund Name : Parks Special Revenue						
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Fund/Department No. : 206 / 36						
Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
6805	Special Event Permits	1111	Revenue Administration	47,500	47,500	47,500
6810	Closed Use Permits	1111	Revenue Administration	70,000	64,700	65,000
7540	Rec,Sports, & Educatn Prog	1111	Revenue Administration	190,200	183,600	462,200
7555	Admission And User Fees	1111	Revenue Administration	10,000	9,000	10,000
7700	Temporary Park Concessions	1111	Revenue Administration	72,600	41,300	41,300
7710	Term Concession Agreements	1111	Revenue Administration	10,800	241,500	247,500
7750	Special Events Concessions	1111	Revenue Administration	15,000	15,000	15,000
7785	Vending Machine Concessions	1111	Revenue Administration	32,100	32,500	35,000
7787	Concession Penalty & Interest	1111	Revenue Administration	3,500	3,500	600
8000	Building Space Rental Fees	1111	Revenue Administration	82,500	35,500	42,400
8050	Park Facility Use Fees	1111	Revenue Administration	185,000	202,300	324,500
8055	Park Equipment Rental Fees	1111	Revenue Administration	2,300	1,200	1,300
8235	Misc Fines & Forfeits	1111	Revenue Administration	100	100	100
8300	Interest On Pooled Investments	1111	Revenue Administration	188,500	105,000	105,000
8824	Subrogations	1111	Revenue Administration	16,000	5,300	0
8825	Recoveries & Refunds	1111	Revenue Administration	15,600	4,200	4,200
8835	Prior Year Revenue	1111	Revenue Administration	7,700	500	500
8855	Miscellaneous Revenue	1111	Revenue Administration	6,700	600	700
7540	Rec,Sports, & Educatn Prog	1424	Support Services	95,000	0	0
7555	Admission And User Fees	1424	Support Services	1,875,000	50,794	0
7710	Term Concession Agreements	1424	Support Services	276,200	25,754	0
8000	Building Space Rental Fees	1424	Support Services	7,000	0	0
8845	Cashier Overages	1424	Support Services	1,200	0	0
8855	Miscellaneous Revenue	1424	Support Services	11,500	0	0
8000	Building Space Rental Fees	1771	Houston Garden Center	0	21,000	23,200
8855	Miscellaneous Revenue	1771	Houston Garden Center	0	5,000	5,000
7550	Golf Fees	1820	Sharpstown Golf Course	799,000	645,000	815,700
7700	Temporary Park Concessions	1820	Sharpstown Golf Course	12,300	10,000	14,000
7725	Other Recreational Concessions	1820	Sharpstown Golf Course	6,100	4,000	6,900
7730	Retail Concessions	1820	Sharpstown Golf Course	54,400	43,500	57,300
8060	Other Rental Fees	1820	Sharpstown Golf Course	325,000	250,000	321,300
8515	Sale Of Obsolete City Vehicles	1820	Sharpstown Golf Course	1,000	0	0
8855	Miscellaneous Revenue	1820	Sharpstown Golf Course	100	600	1,200
7550	Golf Fees	1830	Brock Golf Course	397,600	301,250	362,400
7700	Temporary Park Concessions	1830	Brock Golf Course	9,100	7,500	12,000
7725	Other Recreational Concessions	1830	Brock Golf Course	12,300	8,800	11,700
7730	Retail Concessions	1830	Brock Golf Course	28,000	21,300	27,000
8060	Other Rental Fees	1830	Brock Golf Course	231,000	173,800	209,700
8515	Sale Of Obsolete City Vehicles	1830	Brock Golf Course	3,300	1,000	1,000
8845	Cashier Overages	1830	Brock Golf Course	0	100	100
7720	Term Operation Agreement	1840	Privatized Golf Courses	312,600	324,600	325,200
7550	Golf Fees	1851	Memorial GC Administration	1,443,000	1,372,000	1,414,400
7680	Training Services	1851	Memorial GC Administration	16,800	16,400	16,400
7710	Term Concession Agreements	1851	Memorial GC Administration	84,500	90,000	90,000
7725	Other Recreational Concessions	1851	Memorial GC Administration	525,700	450,000	500,000
7730	Retail Concessions	1851	Memorial GC Administration	211,300	191,100	202,000
8060	Other Rental Fees	1851	Memorial GC Administration	360,000	328,100	339,200
8845	Cashier Overages	1851	Memorial GC Administration	400	200	300
8515	Sale Of Obsolete City Vehicles	1852	Memorial Course Pro Shop Oper	7,000	3,500	3,500
7555	Admission And User Fees	1854	Memorial Fitness Center	28,500	21,000	23,200
7625	Other Service Charges	1854	Memorial Fitness Center	1,500	1,200	1,400
7545	Tennis Court Fees	1860	Tennis Center Operations	121,800	122,800	126,200
7625	Other Service Charges	1860	Tennis Center Operations	36,800	32,400	34,600
7680	Training Services	1860	Tennis Center Operations	13,700	10,180	10,600
7710	Term Concession Agreements	1860	Tennis Center Operations	18,900	18,900	18,900
7730	Retail Concessions	1860	Tennis Center Operations	18,400	17,800	18,200
8855	Miscellaneous Revenue	1911	Grounds Maintenance	0	153,830	10,200
Total Parks & Recreation				8,302,100	5,716,708	6,405,600

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	4,209,527	4,340,146	2,087,456	2,224,361
1105	Salary-Part Time-Civilian	173,206	226,386	203,900	246,032
1110	Premium Pay-Civilian	6,833	8,100	6,900	6,900
1113	Bilingual Pay-Civilian	5,346	1,800	4,500	4,500
1120	Overtime-Civilian	132,057	162,943	108,200	137,500
1130	Termination Pay-Civilian	63,988	56,500	0	16,200
1135	Pension-Civilian	426,629	430,331	198,000	222,435
1140	Social Security-Civilian	345,300	362,206	182,700	199,861
1145	Health/Life Ins Active Civilian	588,907	700,255	396,500	501,857
1146	Health/Life Ins Retiree Civilian	58,625	48,100	64,500	49,100
1405	Workers Compensation-Civilian	107,815	121,400	20,400	20,400
1415	Unemployment Claims	9,440	8,000	3,200	3,200
1420	Long Term Disability	10,457	2,800	6,700	6,500
Total Personnel Services		6,138,130	6,468,967	3,282,956	3,638,846
2130	Chem, Gases & Spec Fluids	180,539	182,700	153,700	247,300
2135	Cleaning and Sanitary Supplies	19,341	22,400	15,100	23,600
2200	Construction Materials	62,773	97,500	49,100	104,500
2205	Electrical Hardware & Parts	777	3,800	9,700	9,700
2210	Mechanical Hardware & Parts	1,019	8,400	1,300	7,200
2211	Meters, Hydrants & Plumb Supplies	4,435	20,900	5,800	23,500
2300	Audio-Visual Supplies	673	1,200	500	1,300
2305	Computer Supplies	2,417	2,000	500	1,900
2306	Paper & Printing Supplies	1,372	2,300	1,500	3,400
2315	Publications & Printed Materials	75	700	0	600
2323	Postage	6	1,200	200	1,200
2325	Miscellaneous Office Supplies	10,113	5,600	11,400	5,400
2400	General Laboratory Supplies	144	500	700	800
2412	Medical & Surgical Supplies	0	1,900	0	1,700
2415	Small Tech & Scientific Equip	70	600	100	1,300
2600	Fuel	20,830	18,000	17,800	20,100
2605	Vehicle Repair & Maint Suppl	57,724	97,000	46,600	84,400
2701	Clothing	7,114	13,900	10,000	12,000
2702	Food Supplies	104	0	0	0
2704	Recreational Supplies	41,180	53,000	30,100	55,800
2708	Landscapeing & Garden Supplies	95,813	140,000	92,000	95,100
2709	Small Tools & Minor Equipment	7,093	19,600	11,100	20,000
2738	Miscellaneous Parts & Supplies	49,926	11,800	51,900	28,100
2739	Inventory Sales	174,025	288,000	145,500	273,500
Total Supplies		737,563	993,000	654,600	1,022,400
3100	Janitorial Services	35,885	51,500	38,900	187,000
3105	Security Services	151,439	122,700	135,100	134,300
3107	Temporary Personnel Services	714	1,000	0	0
3200	Claims Payment Services	0	150,000	0	150,000
3205	Insurance Fees	24,019	0	1,500	1,100
3300	Accounting & Auditing Services	0	0	0	3,800
3305	Advertising Services	5,513	9,700	3,500	8,000

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3307	Architectural Services	(828)	0	0	0
3321	Computer Info/Contracting Svc	2,888	10,000	10,000	2,800
3325	Medical, Dental & Lab Services	6,000	12,000	0	0
3335	Management Consulting Services	1,000	0	83,100	0
3344	Photographic Services	6	200	0	200
3405	Vehicle/Equipment Rental/Lease	235,697	242,000	228,900	274,800
3409	Office Equipment Rental	1,658	2,400	6,100	3,000
3420	Other Rental	16,589	18,100	14,400	18,300
3510	Telephone	17,535	23,100	17,200	22,200
3515	Communication Lines	244	1,500	5,100	15,000
3519	Radio Communications	0	700	0	500
3525	Refuse Disposal	15,562	17,100	13,400	17,900
3530	Water	1,997	2,600	4,200	3,700
3539	Sewer	32,384	20,900	38,800	26,900
3600	Building Maintenance Services	9,992	35,600	21,900	430,900
3605	Land and Grounds Maintenance	2,367	0	1,700	65,000
3610	Infrastructure Maintenance Svc	1,540	25,000	17,200	25,300
3615	Computer Eq/Software Maint Svc	0	1,500	0	2,400
3616	Communications Equip Services	0	1,000	2,800	3,200
3625	Office Equipment Services	0	700	0	400
3626	Vehicle & Motor Equip Services	16,266	19,800	12,100	16,400
3635	Other Equipment Services	3,409	6,200	3,000	7,900
3794	Print Shop Services	0	700	100	1,200
3799	Mail/Delivery Services	13,201	13,100	11,600	9,600
3805	Printing & Reproduction Svcs	4,515	10,100	4,800	9,400
3812	Structural Construction Work Services	94,334	48,000	72,300	28,000
3823	Contracts/Sponsorships	0	0	730,000	0
3895	Misc Other Services & Charges	(3,942)	2,100	4,900	2,900
3900	Education & Training	858	2,300	100	1,900
3903	Contract Instructor Sports	0	0	0	150,000
3905	Membership & Professional Fees	1,810	6,600	1,800	6,800
3910	Travel-Training Related	1,228	9,200	2,100	7,300
3950	Travel-Non-training Related	91	1,000	200	300
3970	Freight Charges	21	600	0	600
Total Other Services and Charges		693,992	869,000	1,486,800	1,639,000
4200	Permanent Buildings	9,667	0	0	0
4307	Athletic and Recr Structures	3,870	0	0	0
4326	Other Capital Improvements	108,900	525,000	0	0
4430	Microcomputer Equipment	0	5,300	3,900	0
4446	Audio, Video & TV Equipment	0	2,500	0	0
4467	Furniture & Fixtures	0	0	7,100	0
4494	Other Equipment	50,721	44,000	47,500	0
4525	Trucks - General Purpose	0	22,000	0	23,343
4545	Motorized Maintenance Equip	73,520	77,000	44,000	142,228
4560	Vehicle Attachments	0	4,900	3,500	0
4570	Other Vehicles	0	20,000	8,800	15,000

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
	Total Equipment	246,678	700,700	114,800	180,571
5641	Transfers to Special non-reoccur Prj.	1,490,625	0	21,300	0
	Total Debt Service and Other Uses	1,490,625	0	21,300	0
	Grand Total Expenditures	9,306,988	9,031,667	5,560,456	6,480,817