

Fund Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2100 / 3600

	<u>FY2011 Current Budget</u>	<u>FY2011 Estimate</u>	<u>FY2012 Budget</u>
Beginning Fund Balance	4,196,327	4,196,327	2,911,539
Revenues	7,837,600	7,581,200	7,781,800
Expenditures	8,865,988	8,865,988	7,781,500
Revenues Over/(Under) Expenditures	<u>(1,028,388)</u>	<u>(1,284,788)</u>	<u>300</u>
Ending Fund Balance	<u><u>3,167,939</u></u>	<u><u>2,911,539</u></u>	<u><u>2,911,839</u></u>

Fund Balance Distribution:

Non-Spendable	0	0	0
Restricted	3,167,939	2,911,539	2,911,839
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

In 1981, City Council directed that revenues from revenue generating activities should be deposited in a "Parks Special Revenue Fund." These funds should be used for repairs, replacement, and renovation of parks revenue producing facilities, equipment, and for maintaining and operation of parks revenue producing facilities and activities.

Presently, revenue-generating activities include, but are not limited to:

- . Golf courses.
- . Tennis, fitness and garden center.
- . Community center and ball field rentals.
- . Adult sports league registrations.
- . Youth summer enrichment programs.
- . Park concessions.
- . Lake Houston Wilderness Park Entrance and Reservations.

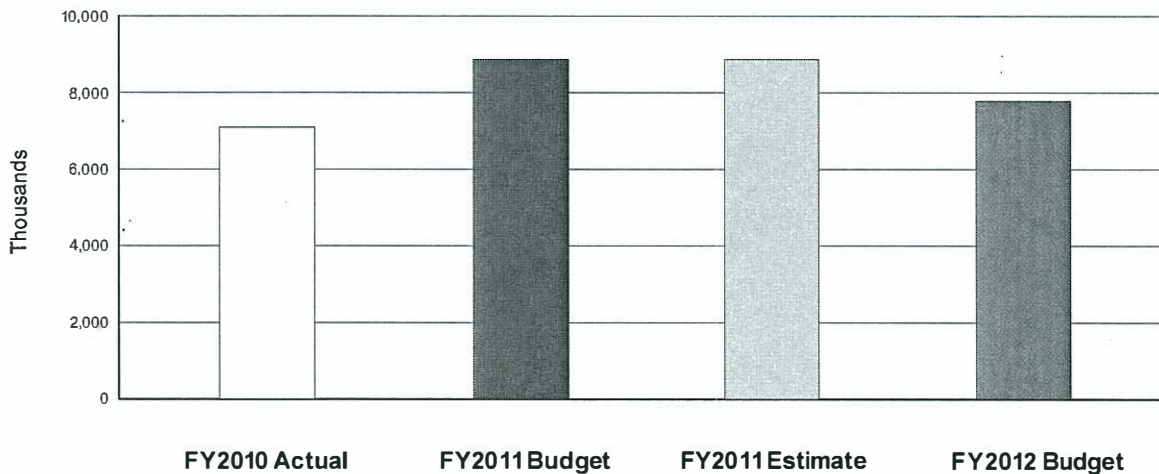
FISCAL YEAR 2012 BUDGET

Business Area Budget Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2100 / 3600

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	4,463,035	5,094,480	5,094,480	4,463,855
	Supplies	1,177,756	1,517,846	1,517,848	1,466,677
	Other Services and Charges	1,154,864	1,827,850	1,827,848	1,602,168
	Equipment	294,797	15,362	15,362	248,800
	Total M & O Expenditures	7,090,452	8,455,538	8,455,538	7,781,500
	Debt Service & Other Uses	0	410,450	410,450	0
	Total Expenditures	7,090,452	8,865,988	8,865,988	7,781,500
Revenues		6,942,712	7,837,600	7,581,200	7,781,800
Staffing	Full-Time Equivalents - Civilian	95.2	115.5	115.5	92.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	95.2	115.5	115.5	92.0
	Full-Time Equivalents - Overtime	3.9	6.8	6.8	4.4
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Continue to provide well-maintained, attractive and safe golf and tennis facilities. o Promote golf and tennis programs through the website, media, town hall meetings and citizens community base. o Supplement summer programs cost by purchasing t-shirts, sponsoring field trips and day camping nature trips, and making improvements to Memorial Tennis Center. o Continue to increase revenues for the department through golf course revenue, ball field rentals, concessionaire revenues, and Lake Houston Park rentals. o Enhance and strengthen existing public and private partnerships. 				

**Parks Special Revenue Fund
Parks and Recreation
Expenditure Summary**



FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : Parks Special Revenue Fund Business Area Name : Parks and Recreation Fund No./Bus Area No. : 2100 / 3600			
Name: Recreation and Wellness -- 360009			
Mission: To enhance the quality of life and wellness of Houstonians ensuring that their environment and programs remain engaging, to provide youth and adults affordable recreational sports and fitness programs and provide a safe place for participating patrons.			
Goal: To provide annualized recreational programs as well as Adult Sports functions and activities, including citywide leagues.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Teams registered	1,500	1,500	1,600
Total fees/revenue collected	350,000	360,000	370,000
Name: Golf & Tennis Center -- 360011			
Mission: To ensure the continued growth, use and development of the golf courses and tennis centers through leadership, stewardship of resources and maintaining high customer satisfaction by providing quality maintenance and sustainable fees for the citizens.			
Goal: To maintain golf courses at championship caliber levels. Provide competitively priced merchandise and amenities. Conduct golf, tennis tournaments and instructional programs. Monitor contract managed courses and improve revenue opportunities while maintaining the highest possible customer service level.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Golf revenue generated	2,280,626	2,591,100	2,691,000
Rounds of golf	101,806	102,006	105,801
Privatized golf courses annual inspections	6	6	6
Tennis court rentals	40,555	40,600	40,750
Name: Memorial Golf Course -- 360012			
Mission: To ensure the continued growth, use and development of the course through leadership, stewardship of resources and maintaining high customer satisfaction by providing championship level maintenance and sustainable fees for the citizens.			
Goal: To maintain golf course at championship caliber level and provide competitively priced merchandise and amenities. Conduct golf events, instructional programs, and improve revenue opportunities while maintaining the highest possible customer service levels.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Rounds of golf	58,281	60,500	61,100
Golf course revenue	2,736,040	3,053,100	3,103,400

FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : Parks Special Revenue Fund Business Area Name : Parks and Recreation Fund No./Bus Area No. : 2100 / 3600			
Name: Greenspace Management -- 360013			
Mission: To provide safe, well-maintained parks and to be good stewards of the environment in carrying out that mission.			
Goal: To adhere to qualitative standards for mowing and delimiting the City of Houston (COH) parks and facilities. Provide arts, science and the technology of managing trees, forests and natural resources in and around the city metro area for the health and well being of the communities.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Ball field prep cycle Lv 1	N/A	1.9	3
Name: PRD - Lake Houston -- 360014			
Mission: To provide a safe well-maintained park and affordable programs for the community.			
Goal: To ensure that the park is properly managed and maintained to provide a safe and enjoyable experience for park patrons. Provide quality outdoor recreational amenities, natural resource based programs and outdoor recreational programs (including camps). Manage the natural resources based on sound science to perpetuate the resources for the community now and for future generations.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Paid visitors	18,200	20,000	22,000
Revenue	74,210	77,000	81,000
Name: PRD - Community Center Operations -- 360015			
Mission: To enhance the quality of life and wellness of Houstonians by providing affordable programs at Houston Parks and Recreation Department (HPARD) Community Centers.			
Goal: To encourage citizens to utilize the centers and to promote natural resources and fitness programs. To promote the rental of the Garden Center and promote fitness center memberships to generate revenue for the Department.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Garden center rentals	10,780	11,500	12,500

FISCAL YEAR 2012 BUDGET

Division Summary							
Fund Name : Parks Special Revenue Fund Business Area Name : Parks and Recreation Fund No./Bus Area No. : 2100 / 3600							
Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget		
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$	
Recreation and Wellness 360009 Administer the operations of citywide fee-based Adult Sports programs, pay sports officials and purchase recreational supplies for the Youth Enrichment Program.	0.0	432,290	0.0	546,011	0.0	552,800	
Golf & Tennis Center 360011 Administer the operations of 4 golf courses and 3 tennis centers, and work with Parks Contract Compliance to oversee operations of 3 city-owned golf courses under management contracts with private firms.	58.2	3,957,315	63.0	4,027,560	51.5	3,754,187	
Memorial Golf Course 360012 Manage the operation and maintenance of the City's premier golf course; including the pro shop, customer service staff, driving range, and practice facilities.	37.0	2,450,159	52.5	3,488,328	40.5	2,964,513	
Greenspace Management 360013 Provide routine ground maintenance to the COH parks, sports fields, trails, trees, libraries, multipurpose centers, and other natural resources. Control invasive plants species and provide emergency services during disasters.	0.0	205,875	0.0	666,400	0.0	376,600	
PRD - Lake Houston 360014 Provide routine grounds and facility maintenance, recreational and natural resource based programming at the approximately 5,000 acre Lake Houston Park. The natural reserve is utilized by the public for camping, outdoor recreation and natural resource based education.	0.0	25,000	0.0	40,000	0.0	125,000	

FISCAL YEAR 2012 BUDGET

Division Summary

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Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
PRD - Community Center Operations 360015 Community Center Operations includes Houston Garden Center and Memorial Park Fitness Center expenses. In FY2011, The Houston Garden Center was renovated at a cost of \$74,000.	0.0	19,813	0.0	97,689	0.0	8,400
Total	95.2	7,090,452	115.5	8,865,988	92.0	7,781,500

FISCAL YEAR 2012 BUDGET

Business Area Roster Summary

Fund Name : Parks Special Revenue Fund
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Fund No./Bus Area No. : 2100 / 3600

Job Description	Pay Grade	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ADMINISTRATIVE AIDE	10	0.5	0.5	
ADMINISTRATIVE ASSISTANT	17	2.0	1.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ASSISTANT SUPERINTENDENT	20	3.0	3.0	
ASSISTANT TENNIS CENTER MANAGER	17	2.0	2.0	
CREW LEADER	11	2.0	2.0	
CUSTODIAN	4	0.5	0.0	(0.5)
DIVISION MANAGER	29	1.0	1.0	
EQUIPMENT WORKER	13	10.0	7.0	(3.0)
FIELD SUPERVISOR	17	3.0	3.0	
GARDENER	8	1.0	1.0	
GROUNDSKEEPER	5	9.5	7.0	(2.5)
LABORER	4	12.0	9.0	(3.0)
MAINTENANCE MECHANIC I	8	0.5	0.0	(0.5)
MAINTENANCE MECHANIC III	14	3.0	3.0	
MAINTENANCE SUPERVISOR	16	1.0	1.0	
MANAGEMENT ANALYST III	21	0.0	1.0	1.0
MANAGEMENT ANALYST IV	25	1.0	0.0	(1.0)
OFFICE SUPERVISOR	17	2.0	2.0	
PARK MAINTENANCE AIDE	4	1.5	0.5	(1.0)
PARK MAINTENANCE SUPERVISOR	13	1.0	1.0	
RECREATION ASSISTANT	6	34.0	28.0	(6.0)
SECURITY OFFICER	8	2.0	1.0	(1.0)
SEMI-SKILLED LABORER	6	7.5	5.0	(2.5)
SENIOR CASHIER	10	6.5	6.0	(0.5)
SENIOR SUPERINTENDENT	27	2.0	2.0	
SUPERINTENDENT	24	2.0	2.0	
TENNIS CENTER MANAGER	21	3.0	1.0	(2.0)
Total FTEs		115.5	92.0	(23.5)
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		115.5	92.0	(23.5)

Business Area Revenue Summary

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Commit Item	Description	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
3600020004	PRD-Financial Services			
421530	Special Event Permits	90,000	95,000	95,000
421540	Closed Use Permits	80,100	81,000	81,000
426170	Recreation Sports & Education Program	434,400	430,000	434,400
426420	Building Space Rental Fees	79,000	80,100	80,100
426440	Park Facility Use Fees	333,800	320,000	333,800
428080	Returned Check Charges	100	200	100
432010	Interest on Pooled Investments	130,000	100,000	100,000
434205	Sale of Scrap Metal	6,000	5,000	6,000
443010	Temporary park Concessions	45,000	38,400	45,000
443020	Terminal Concession Agreements	201,000	219,400	220,000
443160	Vending Machine Concessions	42,000	40,100	42,000
452030	Miscellaneous Revenue	500	0	500
Total	PRD-Financial Services	1,441,900	1,409,200	1,437,900
3600110001	PRD-Golf Admin.			
443030	Terminal Operation Agreement	182,800	193,800	197,400
3600110002	PRD-ShrptownGolfCrse			
426190	Golf Fees	894,700	950,800	977,400
426370	Training Services	700	1,400	1,500
442070	Other Rental Fees	395,000	335,500	348,300
443010	Temporary park Concessions	9,800	4,100	6,500
443040	Other Recreational Concessions	7,300	7,900	7,900
443190	Retail Concessions	58,700	54,800	54,500
452030	Miscellaneous Revenue	3,000	2,500	2,700
Total	PRD-ShrptownGolfCrse	1,369,200	1,357,000	1,398,800
3600110003	PRD-Brock Golf Course			
426190	Golf Fees	385,600	330,900	348,100
442070	Other Rental Fees	221,900	156,000	168,100
443010	Temporary park Concessions	4,100	1,100	3,100
443040	Other Recreational Concessions	6,200	6,500	6,600
443190	Retail Concessions	26,100	19,700	21,600
Total	PRD-Brock Golf Course	643,900	514,200	547,500
3600110004	PRD-Gus Wortham Golf Course			
426190	Golf Fees	430,300	457,500	467,300
442070	Other Rental Fees	231,500	199,400	210,600
443010	Temporary park Concessions	8,900	3,500	5,300
443040	Other Recreational Concessions	38,600	39,600	40,300
443190	Retail Concessions	24,300	19,900	21,200
Total	PRD-Gus Wortham Golf Course	733,600	719,900	744,700
3600110005	PRD-Homer Ford Tennis Ctr			
426180	Tennis Court Fees	21,000	19,300	21,000
426290	Other Service Charges	200	200	200
426370	Training Services	800	700	800
443190	Retail Concessions	2,000	1,400	2,000
Total	PRD-Homer Ford Tennis Ctr	24,000	21,600	24,000
3600110006	PRD-Memorial Tennis Ctr			
426180	Tennis Court Fees	80,700	80,700	81,000
426290	Other Service Charges	22,000	20,300	21,500
426370	Training Services	9,800	9,800	9,900
434340	Cashier Overages	100	0	100
443020	Terminal Concession Agreements	18,000	17,500	18,000
443190	Retail Concessions	8,500	6,800	7,600
Total	PRD-Memorial Tennis Ctr	139,100	135,100	138,100
3600110007	PRD-Lee LeClear Tennis Ctr			

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Commit Item	Description	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
426180	Tennis Court Fees	63,000	60,500	63,000
426290	Other Service Charges	500	500	500
426370	Training Services	2,000	2,100	2,000
443190	Retail Concessions	2,800	1,800	2,200
Total PRD-Lee LeClear Tennis Ctr		68,300	64,900	67,700
3600120001 PRD-Memorial ProShop Admin.				
426190	Golf Fees	1,675,300	1,704,300	1,722,400
426370	Training Services	26,000	28,000	28,000
434340	Cashier Overages	100	100	100
442070	Other Rental Fees	431,600	396,900	404,500
443020	Terminal Concession Agreements	118,600	118,600	122,800
443040	Other Recreational Concessions	630,700	590,400	603,200
443190	Retail Concessions	228,700	214,800	222,400
Total PRD-Memorial ProShop Admin.		3,111,000	3,053,100	3,103,400
3600120002 PRD-Memorial Course Maint.				
434215	Sale of Non-Capital Rolling Stock	500	0	500
3600130001 PRD-Ground Maint. Admin.				
452030	Miscellaneous Revenue	6,000	1,700	5,000
3600140001 PRD-Lake Houston				
426170	Recreation Sports & Education Program	0	200	1,500
426200	Admission and User Fees	35,000	31,300	34,000
426430	Facility Rental Fees	45,500	45,500	45,500
Total PRD-Lake Houston		80,500	77,000	81,000
3600150040 PRD-Houston Garden Center				
421540	Closed Use Permits	1,100	1,100	1,100
426420	Building Space Rental Fees	14,500	11,500	12,500
452030	Miscellaneous Revenue	3,000	3,400	4,000
Total PRD-Houston Garden Center		18,600	16,000	17,600
3600150041 PRD-Memorial Fitness				
426200	Admission and User Fees	17,000	16,500	17,000
426290	Other Service Charges	1,200	1,200	1,200
Total PRD-Memorial Fitness		18,200	17,700	18,200
Total Parks and Recreation		7,837,600	7,581,200	7,781,800

FISCAL YEAR 2012 BUDGET

Business Area Expenditure Summary

Fund Name : Parks Special Revenue Fund
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Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	2,546,115	2,813,329	2,813,329	2,423,391
500030	Salary Part Time - Civilian	346,780	598,299	598,299	410,306
500060	Overtime - Civilian	181,299	187,700	187,700	187,900
500090	Premium Pay - Civilian	31,023	26,179	26,179	17,364
500110	Bilingual Pay - Civilian	2,712	2,722	2,722	2,712
501070	Pension - Civilian	377,272	403,384	403,384	436,209
501120	Termination Pay - Civilian	33,985	29,455	29,455	31,455
502010	FICA - Civilian	228,548	277,778	277,778	232,707
503010	Health Ins-Act Civilian	517,718	572,872	572,872	546,442
503015	Basic Life Insurance - Active Civilian	1,515	1,636	1,636	1,424
503050	Health/Life Insurance - Retiree Civilian	137,398	125,478	125,478	125,478
503060	Long Term Disability-Civilian	6,622	7,395	7,395	6,205
503090	Workers Compensation-Civilian-Admin	21,509	24,768	24,768	18,742
503100	Workers Compensation-Civilian-Claim	30,548	20,230	20,230	20,230
504030	Unemployment Claims - Administration	(9)	3,255	3,255	3,290
Total	Personnel Services	4,463,035	5,094,480	5,094,480	4,463,855
511010	Chemical Gases & Special Fluids	241,473	283,740	283,740	278,700
511015	Cleaning & Sanitary Supplies	74,458	41,007	41,007	37,700
511020	Construction Materials	38,149	102,366	102,367	117,300
511025	Electrical Hardware & Parts	2,060	11,922	11,922	11,200
511030	Mechanical Hardware & Parts	4,274	2,600	2,600	3,200
511035	Meters Hydrants & Plumbing Supplies	16,081	46,400	46,400	43,500
511040	Audiovisual Supplies	376	747	747	400
511045	Computer Supplies	5,511	7,750	7,750	1,100
511050	Paper & Printing Supplies	2,685	2,667	2,667	1,900
511055	Publications & Printed Materials	2,710	5,000	5,000	4,200
511060	Postage	1,504	400	400	200
511070	Miscellaneous Office Supplies	6,713	6,960	6,961	7,400
511080	General Laboratory Supplies	0	400	400	400
511085	Drugs & Medical Chemicals	46	100	100	100
511090	Medical & Surgical Supplies	944	19,878	19,878	700
511095	Small Technical & Scientific Equipment	1,435	1,500	1,500	1,500
511110	Fuel	49,725	75,700	75,700	63,577
511115	Vehicle Repair & Maintenance Supplies	62,941	56,291	56,291	57,900
511120	Clothing	47,605	79,647	79,647	81,600
511125	Food Supplies	700	100	100	100
511135	Recreational Supplies	159,916	152,122	152,122	141,500
511140	Landscaping & Gardening Supplies	127,844	245,200	245,200	244,500
511145	Small Tools & Minor Equipment	25,124	23,161	23,161	18,400
511150	Miscellaneous Parts & Supplies	87,875	67,113	67,113	59,800
511155	Inventory Sales	217,585	285,075	285,075	289,800
511165	Fire Fighting Equipment	22	0	0	0
Total	Supplies	1,177,756	1,517,846	1,517,848	1,466,677
520101	Janitorial Services	24,577	30,500	30,500	29,000
520102	Security Services	111,700	122,500	122,500	117,500
520104	Claims Payment Services	0	5,000	5,000	5,000
520106	Architectural Services	0	26,180	26,180	0
520107	Computer Info/Contr	3,600	1,400	1,400	1,400
520110	Management Consulting Services	25,124	0	0	0
520114	Miscellaneous Support Services	1,118	3,000	3,000	52,200
520118	Refuse Disposal	18,354	33,400	33,400	33,200
520119	Computer Equipment/Software Maintenance	24,885	24,900	24,900	24,900

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Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
520121	IT Application Svcs	1,100	1,999	1,999	1,701
520122	Office Equipment Services	0	100	100	100
520123	Vehicle & Motor Equipment Services	1,707	16,900	16,900	15,400
520124	Other Equipment Services	32,490	11,300	11,300	10,600
520126	Construction Site Work Services	0	273,820	273,820	0
520127	Structural Construction Work Services	0	1,200	1,200	1,200
520128	Other Construction Work Services	0	62,489	62,489	13,500
520146	Contract Instructor Sports	192,217	200,000	200,000	200,000
520510	Mail/Delivery Services	20,241	23,000	23,000	19,700
520515	Print Shop Services	13	100	100	100
520520	Printing & Reproduction Services	6,248	16,500	16,500	16,300
520605	Advertising Services	19,072	18,700	18,700	18,100
520705	Insurance Fees	13,132	13,821	13,539	15,571
520765	Membership & Professional Fees	6,218	6,400	6,400	6,200
520805	Education & Training	266	200	200	200
520905	Travel - Training Related	2,200	11,300	11,300	9,000
520910	Travel - Non-Training Related	377	1,400	1,400	1,200
521405	Building Maintenance Services	29,899	182,887	182,886	151,800
521410	Sewer Services	48,410	67,600	67,600	59,200
521415	Land and Grounds Maintenance	25,363	6,788	7,069	6,500
521435	Water Services	2,565	2,000	2,000	3,500
521605	Data Services	837	792	792	1,920
521610	Voice Services	7,516	5,534	5,534	9,764
521620	Voice Equipment	0	8	8	63
521625	Voice Labor	0	0	0	17
521630	GIS Revolving Fund Services	0	4,580	4,580	4,545
521705	Vehicle/Equipment Rental/Lease	500,212	592,000	592,000	586,600
521715	Office Equipment Rental	4,611	5,700	5,700	5,600
521725	Other Rental	13,794	27,448	27,448	25,400
522305	Freight Charges	8,931	7,700	7,700	9,000
522410	Cashier Shortages	0	4,345	0	0
522420	Petty Cash/Change Special Fund	0	0	4,345	0
522430	Miscellaneous Other Services & Charges	8,087	14,359	14,359	82,500
522721	Interfund HR Client Services	0	0	0	63,651
522722	KRONOS Service Chargeback	0	0	0	36
Total	Other Services and Charges	1,154,864	1,827,850	1,827,848	1,602,168
560220	Vehicles	294,797	15,362	15,362	248,800
Total	Equipment	294,797	15,362	15,362	248,800
532035	Transf-Spec Nonrecr	0	410,450	410,450	0
Total	Debt Service and Other Uses	0	410,450	410,450	0
Grand Total Expenditures		7,090,452	8,865,988	8,865,988	7,781,500