

FISCAL YEAR 2013 BUDGET

Fund Summary

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

	<u>FY2012 Current Budget</u>	<u>FY2012 Estimate</u>	<u>FY2013 Budget</u>
Beginning Fund Balance	4,739,618	4,739,618	4,560,498
Current Revenues	1,790,000	1,823,300	1,974,000
Total Available Resources	<u>6,529,618</u>	<u>6,562,918</u>	<u>6,534,498</u>
Maintenance and Operations	2,002,420	2,002,420	1,963,565
Transfer to Special Non-Recurring Projects	0	0	0
Total Expenditures	2,002,420	2,002,420	1,963,565
Planned Ending Fund Balance	4,527,198	4,560,498	4,570,933
Total Budget	<u>6,529,618</u>	<u>6,562,918</u>	<u>6,534,498</u>

Fund Balance Distribution:

Non-Spendable	0	0	0
Restricted	4,527,198	4,560,498	4,570,933
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Budget for the Parks Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

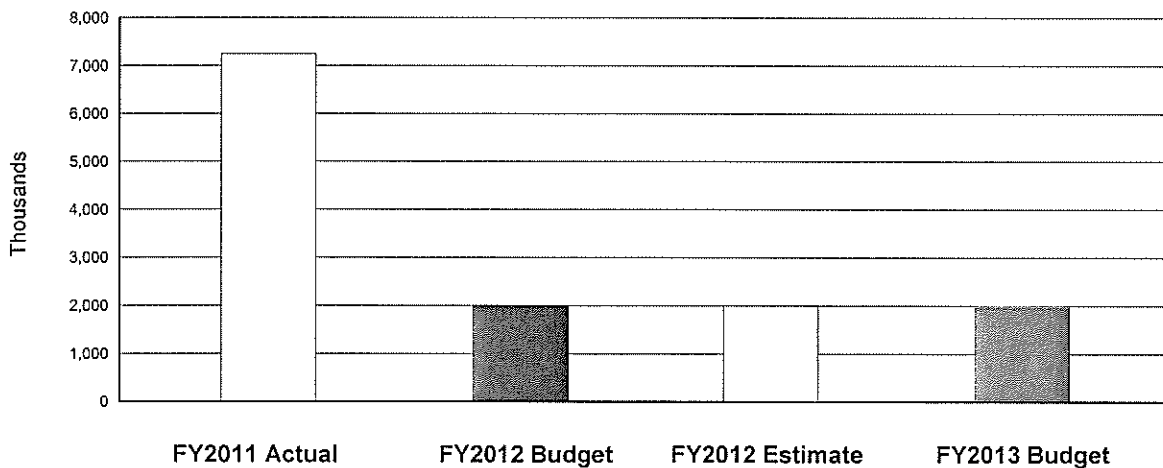
In 1981, City Council directed that revenues from revenue generating activities should be deposited in a "Parks Special Revenue Fund." These funds should be used for repairs, replacement, and renovation of parks revenue producing facilities, equipment, and for maintaining and operation of parks revenue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

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

- . 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.

Business Area Budget Summary					
Fund Name : Parks Special Revenue Fund					
Business Area Name : Parks and Recreation					
Fund No./Bus. Area No. : 2100 / 3600					
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	4,395,554	432,482	432,482	481,348
	Supplies	1,177,409	598,900	586,900	585,500
	Other Services and Charges	1,253,217	971,038	983,038	896,717
	Equipment	15,350	0	0	0
	Total M & O Expenditures	6,841,530	2,002,420	2,002,420	1,963,565
	Debt Service & Other Uses	410,450	0	0	0
	Total Expenditures	7,251,980	2,002,420	2,002,420	1,963,565
Revenues		7,794,182	1,790,000	1,823,300	1,974,000
Staffing	Full-Time Equivalents - Civilian	88.8	10.5	10.5	10.5
	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	88.8	10.5	10.5	10.5
	Full-Time Equivalents - Overtime	3.3	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$2,020) and pension contribution (\$8,388). o In FY2012, all golf activities were moved to the newly created Parks Golf Special Fund (2104) through Ordinance No. 2011-547. o Continue to provide well-maintained, attractive and safe tennis facilities. o Promote tennis programs through the website, media, town hall meetings and citizens community base. o Supplement Lake Houston Wilderness Park operational and maintenance costs through the utilization of revenues received from this location. o Supplement summer programs budgeted by purchasing t-shirts, sponsoring field trips and day camping nature trips, and making improvements to Memorial Tennis Center. o Enhance and strengthen existing public and private partnerships. 				

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



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: Enhance the quality of life and wellness of Houstonians and ensuring that their environment and recreational programs remains engaging. Provide youth and adults affordable recreational sports, fitness and leisure programs and offer a safe place for participating patrons.			
Goal: Supply annualized recreational programs, as well as various adult sports functions and activities that meet the expectations of citywide leagues and participants.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Teams registered	2,378	1,300	1,500
Total fees/revenue collected	\$650,699	\$539,400	\$483,500
Name: Tennis Centers -- 360011			
Mission: To make certain the growth, use and development of the tennis centers through leadership, stewardship of resources and through retaining customer satisfaction. To offer quality maintenance and sustainable fees for the citizens throughout the three facilities, namely; Homer Ford, Memorial and Lee LeClear Tennis Centers.			
Goal: To maintain championship caliber Tennis Centers, competitively priced merchandise and amenities. Provide a place for instructional programs and tournaments through the Tennis Centers. Strive to maintain the highest customer satisfaction while improving revenue opportunities. Golf Courses that were a part of this fund were moved to Fund 2104 in FY2012.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Privatized golf courses -			
Annual inspection	6	N/A	N/A
Golf revenue generated	\$2,639,489	N/A	N/A
Rounds of golf	97,789	N/A	N/A
Tennis court rentals	41,225	41,750	39,495
Name: Memorial Golf Course -- 360012			
Mission: This function was moved to Fund 2104, the newly created Parks Golf Special Fund in FY2012 through Ordinance No. 2011-547.			
Goal: See Fund 2104 for the FY2013 Goals.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Rounds of golf	63,553	N/A	N/A
Golf course revenue	\$3,092,321	N/A	N/A

FISCAL YEAR 2013 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 make available safe, well-maintained and aesthetically pleasing parks, trails and other green spaces for the citizens and visitors who play and work in Houston. To be good stewards of the resources and facilities that enhances parks, gardens, trails, and other green spaces.			
Goal: To adhere and maintain qualitative standards for mowing and de-littering the City of Houston (COH) parks and facilities. To implement arts, science and technology for managing trees, forests and natural resources around the metropolitan area for the health and well-being of the citizens. Lake Houston Wilderness Park was merged to this Cost Center Group in FY2012.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Ball field prep cycle Level 1	N/A	6.97	7.00
Paid visitors-Lake Houston	N/A	N/A	25,000
Revenue- Lake Houston	N/A	N/A	\$105,000
Name: PRD - Lake Houston -- 360014			
Mission: Lake Houston was merged with Greenspace Division in FY2012.			
Goal: N/A			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Paid visitors	20,894	22,000	N/A
Revenue	\$98,602	\$92,000	N/A
Name: PRD - Community Center Operations -- 360015			
Mission: Encourage interest in all phases of gardening; promote better horticulture practices, civic beauty and conservation of natural resources. To enhance the quality of life and wellness of Houstonians by providing affordable facilities and enriching programs at Houston Parks and Community Centers.			
Goal: Increase the utilization of the Community Centers by 3% and promote leisure and fitness programs. Escalate the usage of the Houston Garden Center by hosting monthly meetings and horticulture educational activities. To improve the Memorial Fitness Center customer base by promoting memberships to build up revenue for the department.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Garden center rentals	11,972	11,700	12,900

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Parks Special Revenue Fund Business Area Name : Parks and Recreation Fund No./Bus Area No. : 2100 / 3600						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 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.	0.0	426,568	0.0	546,800	0.0	232,600
Tennis Centers 360011						
Oversee the operations of three tennis centers and to achieve the utmost performance and customer service. Golf Courses that were a part of this fund were moved to Fund 2104 in FY2012 by City Ordinance No. 2011-547.	52.1	3,549,876	10.5	690,582	10.5	651,665
Memorial Golf Course 360012						
Move to Fund 2104 in FY2012.	36.7	2,916,758	0.0	0	0.0	0
Greenspace Management 360013						
The division offers cyclical ground maintenance of COH parks, sports fields, trails, trees, libraries, multipurpose centers, esplanades and other natural resources. Control invasive plants species and make available emergency services during disasters. Enhance the customer satisfaction of patrons to Lake Houston which was merged with the Greenspace Group in FY2013.	0.0	258,290	0.0	625,400	0.0	760,900
PRD - Lake Houston 360014						
All financial activities merged with Greenspace in FY2012 whereas, all budgetary allocations and functions were merged in FY2013.	0.0	24,159	0.0	125,000	0.0	0

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Parks Special Revenue Fund Business Area Name : Parks and Recreation Fund No./Bus Area No. : 2100 / 3600						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 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, such as; t-shirts, recreational supplies, etc. The Summer Programs as well as transportation service expenses are included in this Division.	0.0	76,329	0.0	14,638	0.0	318,400
Total	88.8	7,251,980	10.5	2,002,420	10.5	1,963,565

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ASSISTANT TENNIS CENTER MANAGER	17	1.0	1.0	
LABORER	4	1.0	1.0	
RECREATION ASSISTANT	6	5.5	5.5	
RECREATION FACILITY MANAGER	20	2.0	2.0	
TENNIS CENTER MANAGER	21	1.0	1.0	
Total FTEs		<u>10.5</u>	<u>10.5</u>	<u>0.0</u>
Less adjustment for Civilian Vacancy Factor		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Full-Time Equivalents		10.5	10.5	0.0

FISCAL YEAR 2013 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3600020004	PRD-Financial Services			
421530	Special Event Permits	95,000	95,000	100,000
421540	Closed Use Permits	81,000	80,000	0
426170	Recreation Sports & Education Program	434,400	430,900	0
426420	Building Space Rental Fees	80,100	74,100	0
426440	Park Facility Use Fees	333,800	333,800	0
428080	Returned Check Charges	100	100	100
432010	Interest on Pooled Investments	100,000	70,000	90,000
434205	Sale of Scrap Metal	6,000	11,000	7,000
443010	Temporary park Concessions	45,000	45,000	0
443020	Terminal Concession Agreements	220,000	220,000	240,000
443160	Vending Machine Concessions	42,000	42,000	42,000
452030	Miscellaneous Revenue	500	5,500	500
Total	PRD-Financial Services	1,437,900	1,407,400	479,600
3600090002	PRD-Park Fac. Permit			
421540	Closed Use Permits	0	0	92,900
426170	Recreation Sports & Education Program	0	0	13,500
426440	Park Facility Use Fees	0	0	344,600
443010	Temporary park Concessions	0	0	46,500
Total	PRD-Park Fac. Permit	0	0	497,500
3600090003	PRD-AdultSportsPrgm			
426170	Recreation Sports & Education Program	0	0	370,600
3600090012	PRD-Adaptive Recreation			
426420	Building Space Rental Fees	0	15,000	16,600
3600110005	PRD-Homer Ford Tennis Ctr			
426180	Tennis Court Fees	21,000	21,100	21,500
426290	Other Service Charges	200	300	300
426370	Training Services	800	700	800
443190	Retail Concessions	2,000	2,000	2,000
Total	PRD-Homer Ford Tennis Ctr	24,000	24,100	24,600
3600110006	PRD-Memorial Tennis Ctr			
426180	Tennis Court Fees	81,000	89,600	89,600
426290	Other Service Charges	21,500	22,200	21,800
426370	Training Services	9,900	19,000	14,000
434340	Cashier Overages	100	100	100
443020	Terminal Concession Agreements	18,000	18,000	18,000
443190	Retail Concessions	7,600	8,400	8,400
Total	PRD-Memorial Tennis Ctr	138,100	157,300	151,900
3600110007	PRD-Lee LeClear Tennis Ctr			
426180	Tennis Court Fees	63,000	74,300	74,300
426290	Other Service Charges	500	600	600
426370	Training Services	2,000	2,100	2,300
443190	Retail Concessions	2,200	2,100	2,300
Total	PRD-Lee LeClear Tennis Ctr	67,700	79,100	79,500
3600120002	PRD-Memorial Course Maint.			
434215	Sale of Non-Capital Rolling Stock	500	500	500
3600130001	PRD-Ground Maint. Admin.			
452030	Miscellaneous Revenue	5,000	0	5,200
3600130021	PRD-Lake Houston			
426170	Recreation Sports & Education Program	0	0	5,000
426200	Admission and User Fees	0	0	34,000
426430	Facility Rental Fees	0	0	84,600
443040	Other Recreational Concessions	0	0	4,800
Total	PRD-Lake Houston	0	0	128,400
3600140001	PRD-Lake Houston			

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Business Area Revenue Summary

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Fund No./Bus Area No. : 2100 / 3600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
426170	Recreation Sports & Education Program	1,500	5,000	0
426200	Admission and User Fees	34,000	34,000	0
426430	Facility Rental Fees	45,500	50,100	0
452030	Miscellaneous Revenue	0	15,000	0
Total	PRD-Lake Houston	81,000	104,100	0
3600150001	PRD-Community Center Administration			
426170	Recreation Sports & Education Program	0	0	100,000
426420	Building Space Rental Fees	0	0	82,800
Total	PRD-Community Center Administration	0	0	182,800
3600150040	PRD-Houston Garden Center			
421540	Closed Use Permits	1,100	2,100	1,100
426420	Building Space Rental Fees	12,500	11,500	12,900
452030	Miscellaneous Revenue	4,000	4,000	4,100
Total	PRD-Houston Garden Center	17,600	17,600	18,100
3600150041	PRD-Memorial Fitness			
426200	Admission and User Fees	17,000	17,000	17,500
426290	Other Service Charges	1,200	1,200	1,200
Total	PRD-Memorial Fitness	18,200	18,200	18,700
Total	Parks and Recreation	1,790,000	1,823,300	1,974,000

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,483,359	266,612	266,612	263,455
500030	Salary Part Time - Civilian	354,384	32,136	32,136	70,798
500060	Overtime - Civilian	149,421	300	300	300
500090	Premium Pay - Civilian	28,908	1,704	1,704	1,704
500110	Bilingual Pay - Civilian	2,711	904	904	904
501070	Pension - Civilian	389,161	47,990	47,990	56,378
501120	Termination Pay - Civilian	99,150	0	0	0
502010	FICA - Civilian	224,173	23,079	23,079	25,794
503010	Health Ins-Act Civilian	509,572	49,280	49,280	51,300
503015	Basic Life Insurance - Active Civilian	1,447	156	156	154
503050	Health/Life Insurance - Retiree Civilian	118,626	4,744	5,844	5,744
503060	Long Term Disability-Civilian	0	765	765	680
503090	Workers Compensation-Civilian-Admin	20,917	2,127	2,127	2,557
503100	Workers Compensation-Civilian-Claim	13,665	2,300	1,200	1,300
504030	Unemployment Claims - Administration	60	385	385	280
Total	Personnel Services	4,395,554	432,482	432,482	481,348
511010	Chemical Gases & Special Fluids	237,230	115,200	115,300	115,300
511015	Cleaning & Sanitary Supplies	39,835	20,700	20,700	22,600
511020	Construction Materials	57,434	60,300	54,100	52,000
511025	Electrical Hardware & Parts	8,329	5,900	6,900	4,600
511030	Mechanical Hardware & Parts	8,258	600	700	1,000
511035	Meters Hydrants & Plumbing Supplies	56,544	15,500	15,500	15,400
511040	Audiovisual Supplies	44	0	0	0
511045	Computer Supplies	28,070	300	300	300
511050	Paper & Printing Supplies	661	300	300	300
511070	Miscellaneous Office Supplies	8,282	1,500	1,000	800
511080	General Laboratory Supplies	571	0	0	0
511085	Drugs & Medical Chemicals	501	0	0	0
511090	Medical & Surgical Supplies	24,347	200	200	200
511095	Small Technical & Scientific Equipment	28,336	0	0	0
511110	Fuel	58,597	0	0	0
511115	Vehicle Repair & Maintenance Supplies	75,998	0	300	300
511120	Clothing	10,472	57,600	57,200	57,300
511125	Food Supplies	21,023	0	0	0
511135	Recreational Supplies	127,586	97,400	91,400	91,200
511140	Landscaping & Gardening Supplies	121,355	200,000	200,000	200,000
511145	Small Tools & Minor Equipment	36,581	9,200	5,700	5,700
511150	Miscellaneous Parts & Supplies	34,495	5,700	8,800	9,900
511155	Inventory Sales	192,703	8,500	8,500	8,600
511165	Fire Fighting Equipment	157	0	0	0
Total	Supplies	1,177,409	598,900	586,900	585,500
520101	Janitorial Services	24,150	28,964	29,464	33,900
520102	Security Services	116,857	3,000	3,000	2,700
520106	Architectural Services	0	26,180	26,180	0
520108	Information Resource Services	0	0	0	6,800
520110	Management Consulting Services	0	0	238	0
520112	Banking Services	866	0	100	100
520114	Miscellaneous Support Services	7,622	52,200	52,200	35,200
520118	Refuse Disposal	16,350	4,500	4,500	5,100
520119	Computer Equipment/Software Maintenance	24,885	0	0	0
520121	IT Application Svcs	1,901	0	0	0
520123	Vehicle & Motor Equipment Services	732	0	0	0

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520124	Other Equipment Services	22,078	400	400	400
520126	Construction Site Work Services	0	213,370	213,370	250,000
520128	Other Construction Work Services	48,487	13,000	13,000	8,000
520146	Contract Instructor Sports	201,897	200,000	200,000	200,000
520510	Mail/Delivery Services	22,400	9,200	9,200	9,500
520515	Print Shop Services	76	0	0	0
520520	Printing & Reproduction Services	4,857	100	100	200
520605	Advertising Services	11,420	0	0	0
520705	Insurance Fees	12,339	2,519	2,281	2,523
520755	Contingency	0	9,250	9,250	9,300
520765	Membership & Professional Fees	15,202	8,600	20,600	20,500
520805	Education & Training	299	0	0	0
520905	Travel - Training Related	804	0	0	0
520910	Travel - Non-Training Related	6	300	300	300
521405	Building Maintenance Services	119,063	147,800	182,900	97,400
521410	Sewer Services	59,044	0	0	0
521415	Land and Grounds Maintenance	1,223	0	0	0
521435	Water Services	3,466	0	0	0
521605	Data Services	548	0	0	0
521610	Voice Services	9,549	2,118	2,118	2,058
521630	GIS Revolving Fund Services	3,792	0	0	0
521705	Vehicle/Equipment Rental/Lease	477,102	165,700	166,000	165,100
521715	Office Equipment Rental	8,032	300	300	200
521725	Other Rental	21,886	4,800	4,800	5,600
522305	Freight Charges	5,392	0	0	0
522410	Cashier Shortages	4,345	0	0	0
522430	Miscellaneous Other Services & Charges	6,547	70,500	34,500	34,500
522721	Interfund HR Client Services	0	8,201	8,201	7,300
522722	KRONOS Service Chargeback	0	36	36	36
Total	Other Services and Charges	1,253,217	971,038	983,038	896,717
560220	Vehicles	15,350	0	0	0
Total	Equipment	15,350	0	0	0
532035	Transf-Spec Nonrecr	410,450	0	0	0
Total	Debt Service and Other Uses	410,450	0	0	0
Grand Total Expenditures		7,251,980	2,002,420	2,002,420	1,963,565