

ALLEN OWEN
Chair
DON SMITH
Vice-Chair
JERRY WYATT
Director
CHRIS PRESTON
Director
YOLANDA FORD
Director



ANTHONY G. MAROULIS
Director
FLOYD EMERY
Director
BILL EISEN
Interim Chief Administrative Officer
MICHAEL HIGGINS
Interim Treasurer
CAROLINE KELLEY
Secretary

MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION MEETING AGENDA

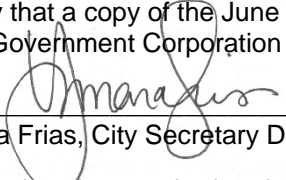
Notice is hereby given of a meeting of the Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation to be held on **Monday, June 1, 2015**, at **5:45 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. **ROLL CALL**
2. Consider approving the minutes of the meeting of March 2, 2015.
3. Presentation and discussion of the Fiscal Year 2016 proposed budget.
4. Consider a resolution appointing an interim Chief Administrative Officer.
5. Consider electing a secretary or delegating the duties of secretary.
6. **CLOSED EXECUTIVE SESSION**
The Board of Directors may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code.
7. **RECONVENE** into Regular Session and consider action, if any, on items discussed in Executive Session.
8. **ADJOURN**

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Missouri City Recreation and Leisure Local Government Corporation meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Maria Gonzalez, City Secretary, at 281.403.8686.

CERTIFICATION

I certify that a copy of the June 1, 2015, agenda of items to be considered by the Missouri City Recreation and Leisure Local Government Corporation was posted on the City Hall bulletin board on May 29, 2015, at 4:00 p.m.



Yomara Frias, City Secretary Department

I certify that the attached notice and agenda of items for consideration by the Missouri City Recreation and Leisure Local Government Corporation was removed by me from the City Hall bulletin board on the ____ day of _____, 2015.

Title:_____

ALLEN OWEN
Chair
ROBIN ELACKATT
Vice-Chair
JERRY WYATT
Director
CHRIS PRESTON
Director
YOLANDA FORD
Director



DON SMITH
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FLOYD EMERY
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CAROLINE KELLEY
Secretary

**MISSOURI CITY RECREATION AND LEISURE
LOCAL GOVERNMENT CORPORATION
MARCH 2, 2015 MEETING MINUTES**

The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation held a meeting on **Monday, March 2, 2015**, at **5:45 p.m.** at City Hall, Council Chambers, 2nd Floor, 1522 Texas Parkway, Missouri City, Texas, to consider the following:

1. ROLL CALL

Chair Owen called the meeting to order at 5:55 p.m.

Those also present: Directors Wyatt, Preston, Smith and Emery; Secretary Kelley, Interim Chief Administrative Officer Eisen, Assistant City Manager Elmer, Assistant City Manager Atkinson, City Secretary Gonzalez, Interim Treasurer Higgins, Director of Human Resources Williams, Assistant Director of Parks and Recreation Troxell, Assistant City Attorney Iyamu, and Media Specialist Stottlemeyer . Absent: Vice-Chair Elackatt and Director Ford.

2. Consider approval of the minutes of the meeting of February 16, 2015.

Director Smith moved to approve the minutes of the February 16, 2015 meeting. Director Emery seconded. **MOTION PASSED UNANIMOUSLY.**

3. ADJOURN

Chair Owen moved to adjourn the meeting at 5:56 p.m. Director Wyatt seconded. Motion passed unanimously. Meeting adjourned.

BY: _____
Allen Owen, Chair

ATTEST: _____
Caroline Kelley, Secretary



**Local Government Corporation Agenda Item Cover Memo
June 1, 2015**

To: LGC Board of Directors
Agenda Item: 3 Consider and discuss the FY2016 Budget for the Missouri City Recreation and Leisure Local Government Corporation
Submitted by: Tyson Stittleburg, PGA, General Manager

SYNOPSIS

The Missouri City Recreation and Leisure Local Government Corporation (LGC) strives to maintain a breakeven or better budget for each fiscal year. Based on recent trends and predicted future results, the LGC is proposing a budget for FY2016 with a net profit of \$805.00.

BACKGROUND

The LGC had shown significant improvement during FY2015. This is especially true with regards to the Food & Beverage Departments. These trends as well as an increased focus on marketing the golf course and customer service training should help the LGC to meet the stated budgetary goals for FY2016. The FY2016 budget also includes a new rate structure that more closely matches fees with demand than the current structure.

FISCAL ANALYSIS

The FY2016 Budget has revenues of \$3,668,647 and expenses of \$3,667,842 resulting in a net profit of \$805. These revenues are 5% higher than the projected final revenues for FY2015.

SUPPORTING MATERIALS

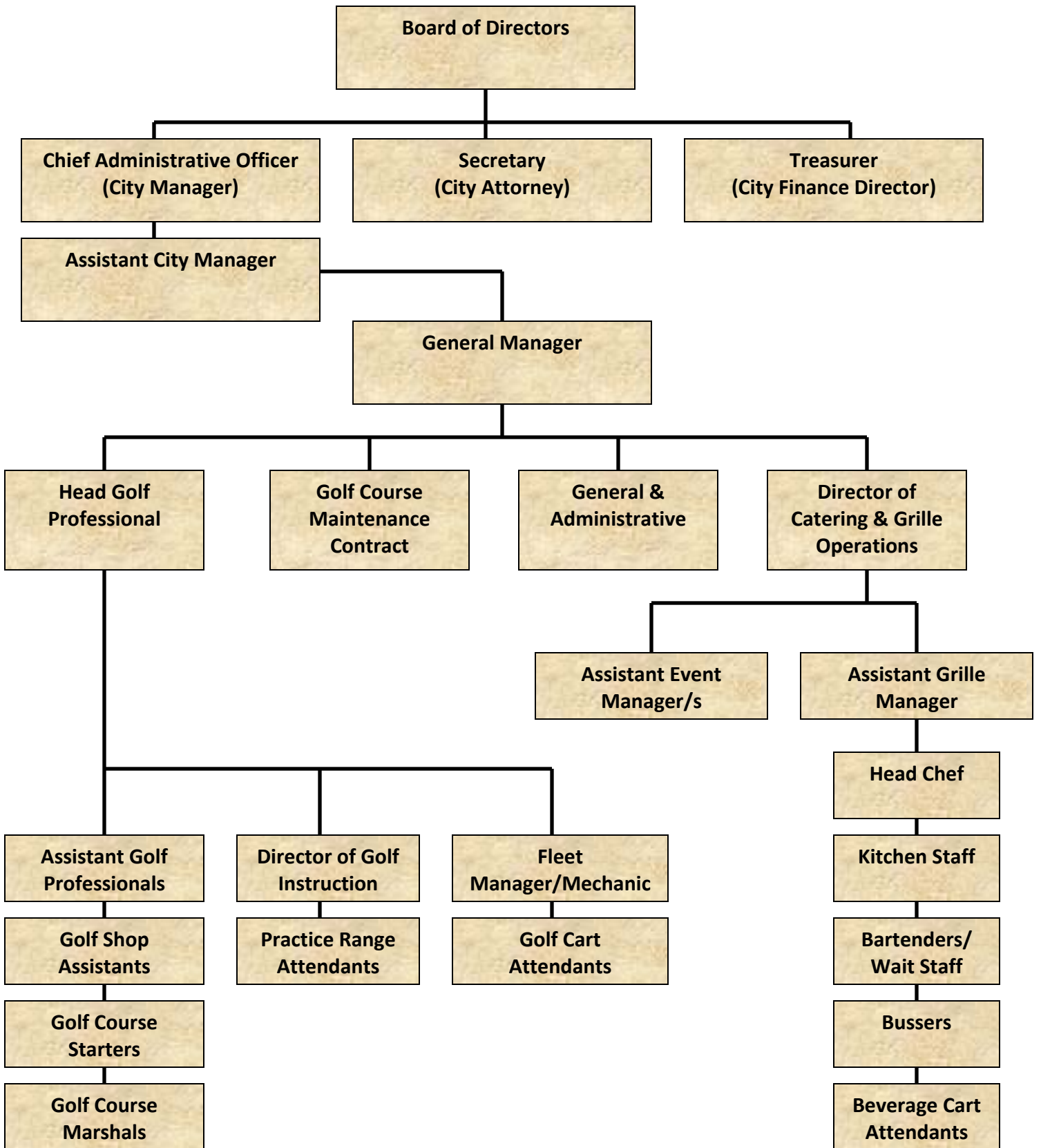
1. FY2016 Budget
2. Proposed 2016 Golf Rate Sheet

STAFF'S RECOMMENDATION

Staff recommends discussion and approval of the FY2016 Budget as proposed.

**Missouri City Recreation & Leisure LGC
Budget Narrative
FY2015**





Executive Summary

Moving into FY2016 the Missouri City LGC is cautiously optimistic about the coming year. While there have been great strides made in the Food & Beverage Department, specifically with regards to Banquets & Events, the golf industry as a whole is still seeing declining or stagnant rounds of golf played. In FY2015 the LGC placed a large focus on advertising towards increasing the Banquet & Event revenue. The LGC will continue to promote through the most successful channels, there will be a renewed focus on advertising for golf rounds in FY2016. Also, the staff of the LGC will be taking a directed approach to meeting the needs of the changing community around the golf course. There is an increasing shift toward younger, financially stable families utilizing the facility and now is the time to start to make the City Centre a focal point of their social activities. This will be done with more family oriented events, a renewed focus on junior golf as well as menu and facility improvements that will encourage families to utilize the City Centre and golf courses.

Golf Operations

The revenues for the Operations Department encompass daily green fees and annual green fees. This department is the largest revenue producer of all of the operational areas. The largest expenses for the Operations Department include a percentage golf shop employees and golf course starter wages, office supplies for the golf operations, golf course maintenance (including tree maintenance), bank and credit card fees for golf operations as well as a percentage of operational utilities. With a return to focus advertising efforts on rounds of golf, specifically daily fee rounds, there is an anticipation for an increase in rounds played.

The golf operations department revenues are largely driven by the number of rounds played and the corresponding fee being charged. A review of tee sheet utilization in FY2015 showed heavy usage in the early morning hours with decreased usage as the day progressed. To address this situation many facilities are implementing dynamic pricing controls that will adjust prices for golf based on current demand. This could mean that people playing one tee time apart could pay a different fee based on when they booked the time. While the long term success of this method is still being debated, the budget applies a tiered pricing structure that will lower the green fee charged based off of historical demand versus a strict time structure. This will result in one additional level of fee being charged, a "mid-day" fee, and moving the hours of twilight and super twilight earlier to encourage more rounds played.

Given these adjustments, budgeted revenues in the Operations Department are \$1,381,968 and budgeted expenses of \$1,474,068. This is a net operational loss of (\$92,100). Even though rounds of golf are projected to increase over the past two year history, there has also been a readjustment of the expected dollar per round. Budgeted rounds for FY16 are 55,075. This is taking into consideration approximately 25 days lost to rain, which is based on the last six year average of days closed. The operations department carries the load of the expenses with the course maintenance contract. Losses in this department are recouped through the various other golf departments.

Golf Cart Operations

Golf carts at a golf facility are traditionally one of the largest revenue generating areas of the operation. In addition the expenses are traditionally low enough to allow for a healthy profit from the operation.

In FY2015 the LGC took delivery of 76 new golf carts. This brought the fleet to 50 one year old carts and 76 new carts in keeping with operational plans to keep carts under manufacturer's warranty as much as possible. This age of the carts, coupled with the expertise of the fleet mechanic should help to bring maintenance/repair expenses down from previous years. This coupled with a nominal \$0.50 increase in cart rentals and a 10% increase in trail fees, will help to bolster revenues and net in the golf cart department.

Annualized revenues for the golf cart operation are \$633,009. Expenses for FY2016 are projected to be \$265,973 which covers a percentage of outside services wages, mechanic wages, golf cart leases, cart maintenance, and a percentage of facility utilities. This leaves a net positive for golf cart operations of \$367,036.

Practice Range

The practice range facility also continues to provide a consistent revenue stream for the facility. On average, for every person that tees off, there is a little over \$1 in range fees generated. In 2015 there was an increase in range revenues primarily due to the closure of two other local practice ranges. This increase in business has heightened wear on the practice facilities. Overtime, with increased traffic, improvements will be needed on the practice facility, but until that time, staff will work to keep the range in usable condition.

Revenues for the practice range department are budgeted for \$97,294 while expenses are expected to be \$65,237. Expenses include a percentage of outside services labor, range balls, picker lease and maintenance, teaching fees and a percentage of facility utilities. The difference is a net positive \$32,057.

Golf Shop Merchandise

In FY2015 a Head Golf Professional was hired to help oversee the Merchandise Department. Improvement have already been seen in inventory controls and order processing. With increased tournament business the LGC has seen increases in revenues from the Merchandise Department. Revenues for the merchandise department are budgeted for \$235,080. Expenses for merchandise include a percentage of golf shop employee wages, cost of goods (77%) and a percentage of facility utilities. Estimated expenses for merchandise are \$224,884. This is a net positive difference of \$10,195.

Food & Beverage – Grille Operations

As stated in the executive summary, significant improvements have been made in all Food & Beverage departments. The Grille Department has and always will be heavily tied to the golfers coming in for a before or after round snack. However, the Grille has found a niche with small groups coming in during the week to play games and eat in the Grille. Additionally, promotional nights like Music on the Patio, Friday Fish and Karaoke, have proven to be successful at bringing in additional revenue. FY2016 will see additional promotional nights with an increased relationship with local community groups who are planning events such as outdoor movie nights, crawfish boils and family bingo at the City Centre.

The success of the Grille is largely dependent on controlling expenses. Utilizing daily specials to move dated product, tightly controlling work schedules and making sure staff uses downtime efficiently have helped to improve the Grille operations. In addition, management plans to roll out a staff training program as part of the City wide 2029 City Council Strategic Plan Initiative, that is derived from information learned from customer service surveys and analysis. This should help to improve customer service and subsequently drive additional revenue.

Grille revenues are highly dependant on the number of golf rounds played. In FY2015 there was \$8.04 per round in Grille revenues. This figure is up \$0.33 compared to FY2014. For FY2015 projected revenues in the Grille Department are \$418,937 while expenses are \$408,797. This results in a net profit of \$10,141.

Food & Beverage - Banquets & Events

The Banquets & Events Department has shown great improvement over the last year. As word of mouth continues to spread and more events bring in new possible clients, we continue to see increased interest in groups hosting events at the City Centre. Since opening in FY2013, we have developed relationships with many local groups that have been the basis for many of our other events. Advertising of the City Centre has also been a factor in our success. Current advertising relationships with many local media partners have enabled us to cast a broad reach into our market.

The Banquet and Event department is also important to the overall financial goals of the facility as it provides a much leaner structure for cost controls versus the Bluebonnet Grille and provides a much lower cost of goods sold. Cost of goods for the event department is typically around 31% that is again lower than the average of the departments. Given that a higher percentage of our overall revenue comes from this department as compared to the Grille and Beverage Cart it is important to foster this as a great revenue stream for the Golf Course and City Centre. Other benefits of the event department are streamlined employee scheduling, efficient product purchasing and client volume leading to potential additional sales.

Revenues for the Banquet and Event Department are budgeted to be \$772,159 while expenses are budgeted for \$760,146. This provides for a net profit of \$12,013. One important note is that the salary for the Director of Catering has been split between the Banquets and Events department and the G&A Department. This is to better reflect the responsibilities of this individual which are heavily involved in the Events Department, but

they also extend greatly into managing the Bluebonnet Grille and Bev Cart departments as well as facility maintenance and operations.

Food & Beverage – Beverage Cart Operations

The beverage cart at a public golf course is very important. Not only is this a vital service provided to the golf clientele it is also a great source of additional income for the facility as a whole. Like the Banquets and Events Department, the Beverage Cart Department is able to control expenses due to the fact that it is primarily a service for the golf clientele. If there are no golfers on the course, we do not need a beverage cart either. This flexibility in scheduling provides an opportunity to cut wasted costs dramatically. Additionally, the Beverage Cart Department sees a cost of goods sold of nearly 31% which is lower than the average of the departments as a whole. This is primarily because the carts sell low cost items at a substantial mark up to golfers on the course.

For FY2015 the revenues for the Beverage Cart Department are budgeted to be \$130,199 versus expenses of \$110,058. This leaves a net profit of \$20,141. The management of the LGC plans to break out the expenses of the Bev Cart department event further during FY2016 to more accurately represent the actual costs associated with this department.

General & Administrative

The General & Administrative Department (G&A) covers all of the costs that are not easily allocated to individual departments. In FY2016 half of the salary of the Catering & Events Manger has been moved to the G&A Department to better reflect the responsibilities of this position.

Expenditures in the G&A department will closely follow those of FY2015. An exception to this is the addition of a computer hardware lease that will allow the facility to maintain newer hardware and replace outdated or broken items at a lower cost. Budgets for general repairs and service agreements remain higher as compared to the past to include the increasing needs of a building that is not new and is out of warranty and agreements with multiple vendors for necessary services such as employee screenings, inspections and public postings. There are no revenues to offset the expenses in the G&A department. The expenses for this department are budgeted at cost of (\$358,678).

Summary Overall Operation

As operations at the Quail Valley Golf Course and City Centre have stabilized, management is now able to concentrate on how to grow revenues and change with the developing community around it. This has been a difficult process in the past given the amount of change that has happened in a short period of time. Working off of a solid base and planning to grow into the future is very exciting. Capital expenditures are not included in this budget. All capital expenditures have been included to the City of Missouri City Capital Improvement Plan beginning in FY2016. Overall for FY2016, the LGC is budgeting for revenues of \$3,668,647 and expenditures of \$3,667,842. Net for FY2016 would be \$805. This is compared to the projected net loss for FY2015 of (\$67,604).

Assumptions

- COGS for golf merchandise is 77%
- COGS for food and liquor is 35%
- Golf costs split per percentage of sales:
 - o Operations – 62%
 - o Golf Carts – 25%
 - o Practice Range – 4%
 - o Merchandise – 9%
- F&B costs split per percentage of sales:
 - o Grille - 31%
 - o Banquets & Events - 59%
 - o Beverage Cart - 10%
- Utilities cost split by department percentage of revenues
 - o Golf – 67%
 - o F&B – 33%

	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget
Ordinary Income/Expense				
Income				
Operations				
Green Fees - La Quinta	\$454,684	\$534,073	\$409,731	\$450,690
Green Fees - El Dorado	\$512,519	\$553,226	\$539,173	\$550,000
Annual Fees	\$348,218	\$367,990	\$348,905	\$371,768
Handicap Fees	\$10,292	\$9,510	\$9,661	\$9,510
	<u>\$1,325,713</u>	<u>\$1,464,799</u>	<u>\$1,307,469</u>	<u>\$1,381,968</u>
Range				
Annual Range Fee	\$17,272	\$18,038	\$16,448	\$18,425
Range Fees	\$64,261	\$53,079	\$66,663	\$66,869
Range Teaching Fees	\$21,090	\$12,000	\$21,646	\$12,000
	<u>\$102,623</u>	<u>\$83,116</u>	<u>\$104,757</u>	<u>\$97,294</u>
Pro Shop				
Pro Shop Sales	\$227,432	\$221,162	\$224,640	\$235,080
Donations - Parks	\$12,295	\$0	\$28,712	\$0
	<u>\$239,727</u>	<u>\$221,162</u>	<u>\$253,352</u>	<u>\$235,080</u>
Cart				
Cart Rental Fees	\$494,657	\$541,162	\$471,910	\$546,743
Trail Fees	\$78,777	\$62,645	\$78,033	\$86,267
	<u>\$573,434</u>	<u>\$603,807</u>	<u>\$549,943</u>	<u>\$633,009</u>
Total Golf Revenues	\$2,241,497	\$2,372,884	\$2,215,521	\$2,347,351
Food & Beverage				
F&B Grille	\$265,553	\$259,934	\$260,233	\$262,136
LBW - Grille	\$137,322	\$142,964	\$155,239	\$156,801
	<u>\$402,875</u>	<u>\$402,898</u>	<u>\$415,471</u>	<u>\$418,937</u>
F&B - Banquets/Events/Rentals	\$574,681	\$550,263	\$567,149	\$571,885
F&B - Service Fees/Gratuities	\$49,670	\$137,564	\$113,430	\$123,751
LBW - Banquets/Events	\$50,860	\$90,977	\$74,732	\$76,524
	<u>\$675,211</u>	<u>\$778,804</u>	<u>\$755,310</u>	<u>\$772,159</u>
F&B - Golf Shop	\$13,496	\$12,997	\$12,755	\$14,965

LBW - Golf Shop	\$7,663	\$12,997	\$9,007	\$9,910
F&B - Bev Cart	\$53,568	\$51,987	\$45,270	\$49,374
LBW - Bev Cart	\$55,011	\$51,987	\$54,818	\$55,951
	<hr/>	<hr/>	<hr/>	<hr/>
	\$129,738	\$129,967	\$121,850	\$130,199

Total F&B Revenues	\$1,207,824	\$1,311,669	\$1,292,632	\$1,321,296
Over/Short	-\$2,588			\$0
Gross Revenues	\$3,446,733	\$3,684,553	\$3,508,153	\$3,668,647

Expense

Operations

Salaries & Wages	\$60,267	\$0	\$23,391	\$40,000
Overtime		\$0	\$0	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$4,716	\$0	\$2,015	\$2,577
Workers Compensation	\$1,014	\$0	\$282	\$859
Benefits	\$3,243	\$0	\$743	\$4,020
Contingency Workers	\$108,170	\$121,826	\$83,644	\$94,500
Overtime	\$5,423	\$0	\$4,126	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$8,888	\$8,899	\$7,560	\$6,088
Workers Compensation	\$1,912	\$2,966	\$1,060	\$2,029
Benefits	\$6,112	\$5,880	\$2,788	\$5,628
Office Supplies	\$8,621	\$9,500	\$16,961	\$14,500
Wearing Apparel	\$514	\$3,000	\$775	\$1,500
Fuel, Oil & Lubricants		\$0	\$0	\$0
Minor Tools/Small Equip		\$0	\$0	\$0
Uniform & Laundry		\$0	\$0	\$0
Janitorial Supplies		\$0	\$0	\$0
Postage		\$0	\$0	\$0
Bldg Mat/Supplies/Repr		\$0	\$0	\$0
Copy Machine/Suppl/Repr		\$0	\$0	\$0
Golf Course Mater/Supply		\$0	\$0	\$0
Miscellaneous	\$405	\$1,200	\$0	\$600
Minor Equip Maintenance		\$0	\$0	\$0
Handicap Service	\$6,202	\$6,400	\$6,619	\$6,400

Contractor Hiring/Mowing	\$1,191,472	\$1,126,692	\$1,141,272	\$1,151,654
Contract Hiring/TreeTrim	\$11,188	\$15,000	\$3,957	\$9,000
Insurance		\$0	\$0	\$0
Special Services & Legal		\$0	\$0	\$0
Bank Fees	\$47,351	\$54,903	\$51,313	\$50,496
Service Agrmts/Contracts		\$3,400	\$3,684	\$4,500
Building Repairs		\$0	\$0	\$0
Printing & Publications		\$0	\$0	\$0
Dues & Subscriptions	\$1,447	\$2,225	\$5,821	\$2,225
Training & Travel		\$600	\$653	\$600
Golf Equipment Rental		\$0	\$0	\$0
Audit Services		\$0	\$0	\$0
Donations	\$15,130	\$0	\$24,791	\$0
Machinery & Equipment		\$0	\$0	\$0
Gas/Utilities	\$5,572	\$5,218	\$4,702	\$4,979
Electric Utilities	\$63,714	\$55,953	\$63,668	\$59,874
Water Utilities	\$14,537	\$14,069	\$10,926	\$12,038
	\$1,565,898	\$1,437,732	\$1,460,751	\$1,474,068

Cart

Contingency Workers (Mechanic)	\$27,300	\$31,200	\$27,926	\$27,300
Overtime		\$0	\$0	\$0
Taxes, Social Security	\$2,090	\$2,279	\$2,204	\$1,759
Worker's Compensation	\$414	\$760	\$302	\$586
Benefits		\$4,200	\$0	\$4,020
Contingency Workers (Attendants)	\$57,025	\$76,050	\$53,613	\$60,825
Overtime	\$1,212	\$0	\$993	\$0
Taxes, Social Security	\$4,458	\$5,555	\$4,310	\$3,919
Worker's Compensation	\$883	\$1,852	\$590	\$1,306
Benefits		\$0	\$0	\$0
Unemployment Benefits		\$0	\$4,089	\$1,200
Bldg Mat/Supplies/Repairs	\$41,356	\$2,400	\$18,914	\$13,800
Uniforms/Laundry		\$1,200	\$0	\$250
Minor Equip Maint/Rpr	\$26	\$7,200	\$0	\$1,200
Equipment/Cart Lease	\$106,982	\$121,560	\$124,197	\$113,897
Tournament Rentals	\$14,134	\$0	\$9,909	\$9,000
Gas/Utilities	\$2,090	\$1,826	\$1,881	\$1,743
Electric Utilities	\$23,893	\$19,584	\$25,401	\$20,956
Water Utilities	\$5,452	\$4,924	\$4,210	\$4,213
	\$287,315	\$280,590	\$278,538	\$265,973

Range

Contingency Workers	\$36,139	\$40,950	\$33,269	\$33,420
Overtime	\$437	\$0	\$405	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$2,808	\$2,991	\$2,656	\$2,153
Workers Compensation	\$556	\$997	\$364	\$718
Benefits		\$0	\$0	\$0
Range Ball Expense	\$7,717	\$12,000	\$6,191	\$8,500
Minor Tools & Equipment - Range	\$528	\$1,800	\$5,889	\$1,200
Instructor Fees	\$21,120	\$12,000	\$20,019	\$12,000
Minor Equip Maint/Rpr	\$1,905	\$1,200	\$2,546	\$1,200
Range Picker Lease Purchase	\$1,485	\$2,220	\$2,626	\$2,202
Gas/Utilities	\$348	\$261	\$302	\$249
Electric Utilities	\$3,982	\$2,798	\$3,974	\$2,994
Water Utilities	\$909	\$703	\$691	\$602
	\$77,934	\$77,921	\$78,933	\$65,237

Pro Shop

Contingency Workers	\$28,095	\$30,949	\$24,415	\$27,560
Overtime	\$2,074	\$0	\$1,854	\$0
Taxes, Social Security	\$2,455	\$2,261	\$2,451	\$1,776
Worker's Compensation	\$496	\$754	\$346	\$592
Benefits	\$2,692	\$2,520	\$1,484	\$2,412
Minor Tools & Equip	\$173	\$0	\$0	\$0
Bldg Mater/Supp/Repr		\$0	\$0	\$0
Purchases of Merchandise	\$218,368	\$168,083	\$187,606	\$181,011
Telephone - Pro Shop		\$0	\$0	\$0
Equipment/Cart Lease - Pro Shop		\$0	\$0	\$0
Gas/Utilities	\$697	\$783	\$672	\$747
Electric Utilities	\$7,964	\$8,393	\$9,048	\$8,981
Water Utilities	\$1,817	\$2,110	\$1,446	\$1,806
	\$264,831	\$215,853	\$229,322	\$224,884

6104 - Food & Beverage - Grille

Salaries & Wages	\$38,155	\$35,000	\$34,465	\$35,000
Overtime		\$0	\$0	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$3,288	\$2,596	\$2,854	\$2,274
Workers Compensation	\$553	\$865	\$386	\$758
Benefits	\$1,938	\$4,200	\$2,090	\$4,020

Contingency Workers	\$185,388	\$153,357	\$126,397	\$142,392
Overtime	\$16,494	\$0	\$4,034	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$17,400	\$11,375	\$10,801	\$9,250
Workers Compensation	\$2,926	\$3,792	\$1,460	\$3,083
Benefits	\$10,252	\$13,104	\$7,908	\$9,407
Unemployment Benefits	\$2,321	\$0	\$1,219	\$1,200
Meals/Drinks		\$0	\$0	\$0
Uniforms	\$1,738	\$1,016	\$0	\$750
Linens	\$11,886	\$8,058	\$5,238	\$5,865
Supplies	\$10,949	\$4,029	\$2,633	\$3,770
Dishes & Glassware	\$2,129	\$2,014	\$1,118	\$1,714
Paper/Disposables	\$6,898	\$6,043	\$3,962	\$4,380
Small Tools/Equip.	\$146	\$2,014	\$0	\$1,382
Kitchen Equip.	\$870	\$0	\$855	\$0
COGS F&B	\$171,721	\$111,772	\$111,783	\$91,748
COGS LBW	\$54,218	\$61,474	\$31,771	\$51,744
Miscellaneous	\$202	\$0	\$0	\$0
Service Agreements		\$1,209	\$0	\$1,257
Equipment Maintenance	\$3,638	\$4,029	\$3,838	\$4,189
Bank Fees	\$9,173	\$4,029	\$10,354	\$2,933
Beverage Taxes	\$17,539	\$6,043	\$13,498	\$5,865
Liquor Liability Insurance	\$1,087	\$825	\$0	\$825
Permit Services	\$2,128	\$0	\$282	\$0
Depreciation Expense	\$1,180	\$0	\$0	\$0
Utilities - Water	\$4,490	\$4,572	\$3,124	\$3,912
Utilities - Electricity	\$19,676	\$18,185	\$16,282	\$19,459
Utilities - Gas	\$1,721	\$1,696	\$1,190	\$1,618
	\$600,104	\$461,299	\$397,543	\$408,797

Total

6104 - Food & Beverage - Banquets/Events

Salaries/Wages - Dir. Of Catering	\$32,214	\$51,840	\$52,178	\$27,420
Commissions	\$19,618	\$15,336	\$11,678	\$16,210
Overtime		\$0	\$0	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$4,308	\$4,983	\$5,263	\$4,616
Workers Compensation	\$883	\$1,661	\$713	\$1,539
Benefits	\$2,509	\$4,200	\$3,843	\$4,020

Contingency Workers - Ass. Sales Mgr.		\$26,500	\$38,221	\$37,000
Commissions		\$15,336	\$5,839	\$6,484
Overtime		\$0	\$0	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security		\$3,103	\$3,631	\$2,825
Workers Compensation		\$1,034	\$492	\$942
Benefits		\$4,200	\$2,652	\$4,020
Contingency Workers	\$199,964	\$239,867	\$211,977	\$222,716
Overtime	\$17,837	\$0	\$7,960	\$0
Salary Reserve		\$0	\$0	\$0
Taxes, Social Security	\$18,104	\$17,792	\$18,127	\$14,469
Workers Compensation	\$3,709	\$5,931	\$2,454	\$4,823
Benefits	\$10,545	\$20,496	\$13,236	\$14,713
Meals/Drinks		\$0	\$0	\$0
Uniforms	\$934	\$1,161	\$0	\$500
Linens	\$22,570	\$23,004	\$21,499	\$30,886
Supplies	\$12,749	\$7,668	\$5,443	\$6,177
Dishes & Glassware	\$2,433	\$3,834	\$1,783	\$2,316
Paper/Disposables	\$7,884	\$7,668	\$7,071	\$7,722
Small Tools/Equip.	\$167	\$3,834	\$0	\$2,548
Kitchen Equip.	\$994	\$0	\$1,163	\$0
COGS F&B	\$194,608	\$209,507	\$198,170	\$243,473
COGS LBW	\$60,650	\$28,203	\$50,901	\$25,253
Miscellaneous	\$27,941	\$15,336	\$14,167	\$15,443
Equipment Maintenance	\$3,951	\$5,751	\$6,463	\$7,722
Bank Fees	\$462	\$5,751	\$0	\$6,949
Beverage Taxes	\$1,565	\$7,668	\$0	\$9,266
Liquor Liability Insurance	\$1,242	\$1,650	\$0	\$1,650
Permit Services	\$2,431	\$0	\$32	\$0
Utilities - Water	\$5,131	\$7,034	\$4,320	\$6,019
Utilities - Electricity	\$22,487	\$27,977	\$28,728	\$29,937
Utilities - Gas	\$1,967	\$2,609	\$2,596	\$2,489
	\$679,857	\$770,934	\$720,599	\$760,146
Total				

6104 - Food & Beverage - Bev Cart

Contingency Workers	\$33,321	\$40,404	\$29,240	\$31,360
Overtime	\$37	\$0	\$59	\$0
Salary Reserve		\$0	\$0	\$0

Taxes, Social Security	\$2,772	\$2,997	\$2,797	\$2,037
Workers Compensation	\$540	\$999	\$338	\$679
Meals/Drinks		\$0	\$0	\$0
Uniforms	\$194	\$242	\$0	\$242
Linens	\$2,832	\$2,599	\$1,651	\$2,474
Supplies	\$2,746	\$1,300	\$919	\$1,302
Dishes & Glassware	\$507	\$650	\$322	\$521
Paper/Disposables	\$1,642	\$1,300	\$1,244	\$1,432
Small Tools/Equip.	\$235	\$650	\$260	\$391
Kitchen Equip.	\$207	\$0	\$225	\$260
COGS F&B	\$42,644	\$20,145	\$34,445	\$22,518
COGS LBW	\$12,651	\$20,145	\$9,195	\$21,734
Miscellaneous		\$0	\$0	\$0
Maintenance & Repairs	\$823	\$1,300	\$1,822	\$2,864
Bank Fees	\$96	\$1,300	\$0	\$1,172
Liquor Liability Insurance	\$259	\$275	\$0	\$275
Permit Services	\$507	\$580	\$67	\$580
Beverage Cart Rental	\$12,898	\$12,969	\$13,442	\$12,527
Utilities - Water	\$1,069	\$1,407	\$827	\$1,204
Utilities - Electricity	\$4,685	\$5,595	\$5,001	\$5,987
Utilities - Gas	\$410	\$522	\$448	\$498
	\$121,075	\$115,377	\$102,300	\$110,058

Total

Admin

Salaries & Wages		\$68,000	\$61,200	\$100,420
Taxes, Social Security		\$4,967	\$4,599	\$4,703
Workers Compensation		\$1,656	\$644	\$1,568
Benefits		\$4,200	\$3,251	\$4,020
Pest Control		\$600	\$0	\$600
Supplies	\$1,229	\$600	\$0	\$600
General Maint.	\$38,793	\$36,400	\$51,350	\$36,400
Security Monitoring	\$5,443	\$6,000	\$3,713	\$6,000
Cable Service	\$3,269	\$4,800	\$3,704	\$4,800
Fees		\$0	\$0	\$0
Postage	\$439	\$296	\$381	\$296
Telephone	\$15,590	\$13,200	\$16,653	\$13,200
Auto/Travel		\$0	\$495	\$0

Adv/Promo	\$43,612	\$41,500	\$28,865	\$41,500
Service Agreements	\$24,800	\$21,600	\$21,196	\$21,600
License/Permits	\$920	\$0	\$71	\$0
Employee Recognition	\$1,395	\$2,000	\$0	\$2,000
P/R Prep.		\$12,000	\$11,127	\$12,000
Trash/Waste Removal	\$10,678	\$9,600	\$8,291	\$9,600
Property Insurance	\$35,783	\$0	\$0	\$0
Liability Insurance		\$26,400	\$24,708	\$26,400
CH Maint. Contract	\$37,788	\$39,600	\$37,788	\$39,600
Facility /Capital Improvements	\$14,208	\$0	\$2,967	\$0
COMC Maintenance Technician/HVAC PM	\$22,249	\$21,996	\$21,834	\$21,996
IT Equipment Lease				\$5,376
Elevator Maintenance	\$5,413	\$6,000	\$4,933	\$6,000
Total	\$261,609	\$321,415	\$307,771	\$358,678

Gross Expenses	\$3,858,623	\$3,681,121	\$3,575,757	\$3,667,842
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Other Income

Other Income - Operations	\$16,571			
Other Income - Range				
Other Income - Pro Shop	\$2,249			
Other Income - Food & Beverage				
Total Other Income	\$18,820	\$0	\$0	\$0

Net Income (Loss)

-\$393,070	\$3,433	-\$67,604	\$805
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Management Fee

Total by Department

Operations

Income	\$1,325,713	\$1,464,799	\$1,307,469	\$1,381,968
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Expenses	\$1,565,898	\$1,437,732	\$1,460,751	\$1,474,068
Net Income (Loss)	<u>-\$240,185</u>	<u>\$27,067</u>	<u>-\$153,282</u>	<u>-\$92,100</u>
Cart				
Income	\$573,434	\$603,807	\$549,943	\$633,009
Expenses	\$287,315	\$280,590	\$278,538	\$265,973
Net Income (Loss)	<u>\$286,119</u>	<u>\$323,217</u>	<u>\$271,405</u>	<u>\$367,036</u>
Range				
Income	\$102,623	\$83,116	\$104,757	\$97,294
Expenses	\$77,934	\$77,921	\$78,933	\$65,237
Net Income (Loss)	<u>\$24,689</u>	<u>\$5,196</u>	<u>\$25,824</u>	<u>\$32,057</u>
Pro Shop				
Income	\$239,727	\$221,162	\$253,352	\$235,080
Expenses	\$264,831	\$215,853	\$229,322	\$224,884
Net Income (Loss)	<u>-\$25,104</u>	<u>\$5,309</u>	<u>\$24,030</u>	<u>\$10,195</u>
Food & Beverage (Grille)				
Income	\$402,875	\$402,898	\$415,471	\$418,937
Expenses	\$600,104	\$461,299	\$397,543	\$408,797
Net Income (Loss)	<u>-\$197,229</u>	<u>-\$58,401</u>	<u>\$17,928</u>	<u>\$10,141</u>
Food & Beverage (Banquets/Events)				
Income	\$675,211	\$778,804	\$755,310	\$772,159
Expenses	\$679,857	\$770,934	\$720,599	\$760,146
Net Income (Loss)	<u>-\$4,646</u>	<u>\$7,870</u>	<u>\$34,711</u>	<u>\$12,013</u>
Food & Beverage (Bev Cart)				
Income	\$129,738	\$129,967	\$121,850	\$130,199
Expenses	\$121,075	\$115,377	\$102,300	\$110,058
Net Income (Loss)	<u>\$8,663</u>	<u>\$14,590</u>	<u>\$19,550</u>	<u>\$20,141</u>
General & Administrative				
Income	\$0	\$1	\$2	\$3
Expenses	\$261,609	\$321,415	\$307,771	\$358,678
Net Income (Loss)	<u>-\$261,609</u>	<u>-\$321,414</u>	<u>-\$307,769</u>	<u>-\$358,675</u>
Total				
Income	\$3,465,553	\$3,684,553	\$3,508,153	\$3,668,647
Expenses	\$3,858,623	\$3,681,121	\$3,575,757	\$3,667,842
Net Income (Loss)	<u>-\$393,070</u>	<u>\$3,433</u>	<u>-\$67,604</u>	<u>\$805</u>



Play With Friends

Men's Golf Association

The Men's Golf Association (MGA) holds one event per month. Events can be individual, pick your own team, or random draw. The \$60 per season fee includes:

- Eligibility to play in all MGA events
- U.S. Golf Association (USGA) handicap

Ladies Golf Association

The Ladies Golf Association (LGA) has play days on Wednesday mornings and Saturday afternoons. The LGA plays a wide variety of formats that promote friendly competition and socialization. The \$60 per season fee includes:

- Eligibility to play in all LGA events
- USGA handicap

Senior Men's Golf Association

The Senior Men's Golf Association (SMGA) plays the first and third Thursday of every month. Occasionally they will play the fifth Thursday of every month, if one is available. There is no up front membership fee for SMGA.

Who We Are

About Us

Spread across 400 acres and 36 holes is Quail Valley Golf Course, located in Missouri City, Texas. Our course ranks among the finest in Houston golf, a short drive southwest of the city. Designers intended Quail Valley to be a country club before Missouri City acquired it, enabling the course to offer Houston golf enthusiasts an exclusive feel at an accessible price.

But don't play and leave. Stick around and enjoy our redesigned Bluebonnet Grille at the 37th Hole, serving our famous seafood and sandwich plates. Unwind with your favorite drink from our bar as you enjoy the Quail Valley atmosphere with your friends. We'd love to show you our amenities at our affordable prices.

Contact Us

Phone: 281-403-5900
Web: golfquailvalley.com



**QUAIL VALLEY
GOLF COURSE**
2880 La Quinta Dr
Missouri City, TX 77459



**QUAIL VALLEY
GOLF COURSE**

Golf Information & Fees



Green Fees

La Quinta El Dorado

Weekday

Daily Fee	\$29.00	\$39.00
Resident	\$21.00	\$32.00
Mid-Day	\$22.50	\$33.50
Twilight	\$16.00	\$27.00
Super Twilight	\$13.00	\$21.00
Senior*	\$13.00	\$25.00
Junior	\$7.00	\$15.00

Weekend

Daily Fee	\$40.00	\$39.00
Resident	\$30.00	\$32.00
Mid-Day	\$32.50	\$33.50
Twilight	\$26.00	\$27.00
Super Twilight	\$17.00	\$21.00
Junior**	\$7.00	\$15.00

* Senior is age 65+

** Junior rate only available after 12:00 pm on weekends

Annual Passes

Adult Annual Pass

	<u>Mon-Fri</u>	<u>Mon-Sun</u>
Resident Ind.	\$1,798	\$2,539
Resident Fam	\$2,584	\$3,655
Non Resident Ind	\$2,247	\$3,168
Non Resident Fam	\$3,371	\$4,760

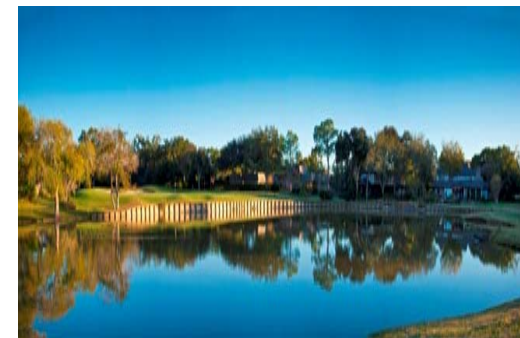
Senior Annual Pass

	<u>Mon-Fri</u>	<u>Mon-Sun</u>
Resident Ind.	\$1,618	\$2,285
Resident Fam	\$2,326	\$3,290
Non Resident Ind	\$2,022	\$2,852
Non Resident Fam	\$3,033	\$4,314

*Annual Passes paid in full receive a 5% discount

Cart & Misc. Fees

½ Cart Rental	\$13.86 +tax
½ Cart "Super TW"	\$9.24 +tax
Rental Clubs	\$18.48 +tax
Range Bag	\$5.00



Annual Cart

& Trail Fees

	<u>Mon-Fri</u>	<u>Mon-Sun</u>
½ Cart Ind	\$1014 +tax	\$1,300 +tax
½ Cart Fam	\$1,270 +tax	\$1,560 +tax
Trail Fee Ind	\$536	\$686
Trail Fee Fam	\$649	\$832

Annual Range Fees

Resident Ind "Add On"	\$360
Resident Ind	\$480
Non Resident Ind "Add On"	\$420
Non Resident Ind	\$600
Resident Fam "Add On"	\$420
Resident Fam	\$600
Non Resident Fam "Add On"	\$620
Non Resident Fam	\$800



**Local Government Corporation Agenda Item Cover Memo
June 1, 2015**

To: Board of Directors of Missouri City Recreation and Leisure Local Government Corporation
Agenda Item: 4 Appointment of an Interim Chief Administrative Officer
Submitted by: E. Joyce Iyamu, City Attorney

SYNOPSIS

This agenda item provides for the appointment of Charles William Atkinson, Jr. to the position of Interim Chief Administrative Officer of the Missouri City Recreation and Leisure Local Government Corporation (LGC).

BACKGROUND

On June 15, 2009, the Board of Directors of the LGC created the officer position of Chief Administrative Officer pursuant to Section 4.2 of the Bylaws of the LGC. William Eisen was appointed as the Interim Chief Administrative Officer of the LGC in February 2015 after his appointment as the Interim City Manager. Given the recent resignation of William Eisen as Interim City Manager for the City of Missouri City (the "City"), it is recommended that the Board replace the position of Interim Chief Administrative Officer. For continuity and ease of transition, it is recommended that the Board of Directors appoint Charles William Atkinson, Jr., Interim City Manager, to serve as the Interim Chief Administrative Officer of the LGC.

SUPPORTING MATERIALS

1. Resolution

STAFF'S RECOMMENDATION

Adopt the resolution appointing Charles William Atkinson, Jr. as Interim Chief Administrative Officer of the LGC.

**MISSOURI CITY RECREATION AND LEISURE
LOCAL GOVERNMENT CORPORATION**

RESOLUTION NO. R-15-__ LGC

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MISSOURI CITY RECREATION AND LEISURE LOCAL
GOVERNMENT APPOINTING CHARLES WILLIAM
ATIKINSON, JR. TO THE POSITION OF INTERIM CHIEF
ADMINISTRATIVE OFFICER AND PROVIDING AN
EFFECTIVE DATE.**

* * * * *

WHEREAS, the Missouri City Recreation and Leisure Local Government Corporation is created and organized as a Local Government Corporation pursuant to Subchapter D of Chapter 431 of the Texas Transportation Code, and as further regulated by Chapter 394 of the Texas Local Government Code, and Chapter 9 of Title 32 of the Texas Civil Statutes, to perform governmental functions on behalf of the City of Missouri City, Texas; and

WHEREAS, Section 4.2 of the Bylaws of Missouri City Recreation and Leisure Local Government Corporation provides the Board of Directors may from time to time designate Corporate Officers as it deems necessary and appropriate; and

WHEREAS, pursuant to Resolution R-09-01 of the Missouri City Recreation and Leisure Local Government Corporation, the Board of Directors created the position of Chief Administrative Officer; and

WHEREAS, the Board of Directors desires to appoint Charles William Atkinson, Jr., Interim City Manager to such position to serve in an interim capacity; now therefore,

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MISSOURI CITY
RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION:**

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation appoints Missouri City Interim City Manager Charles William Atkinson, Jr. to serve as the Interim Chief Administrative Officer.

Section 3. Effective Date. This Resolution shall become effective the 1st day of June, 2015.

PASSED, APPROVED and ADOPTED this 1st day of June, 2015.

Allen Owen, Chair

ATTEST:

Secretary



**Local Government Corporation Agenda Item Cover Memo
June 1, 2015**

To: Board of Directors of Missouri City Recreation and Leisure Local Government Corporation
Agenda Item: 5 Election of a Secretary or delegation of secretarial duties
Submitted by: E. Joyce Iyamu, City Attorney

SYNOPSIS

This agenda item provides for the election of a Secretary or the delegation of the duties of the Secretary for the Missouri City Recreation and Leisure Local Government Corporation (LGC).

BACKGROUND

The LGC Bylaws provide that the Board of Directors may elect the LGC's Secretary from the Directors of the Board itself. Alternatively, the Board may delegate the duties of the Secretary to persons not on the Board. If the latter is chosen, the person holding the office is deemed an officer of the LGC. On May 18, 2009, the Board of Directors delegated the duties of the Secretary of the LGC to City Attorney Caroline Kelley. Given the recent resignation of Caroline Kelley, it is recommended that the Board of Directors replace the position.

STAFF'S RECOMMENDATION

Elect a Secretary from the Board of Directors if desired. If it is preferred to delegate such duties to a non-Board member, staff recommends the assignment of the duties of Secretary to E. Joyce Iyamu.