

FISCAL YEAR 2013 BUDGET

Fund Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2104 / 3600

| | <u>FY2012 Current Budget</u> | <u>FY2012 Estimate</u> | <u>FY2013 Budget</u> |
|--|----------------------------------|----------------------------|--------------------------|
| Beginning Fund Balance | 0 | 0 | 843,845 |
| Current Revenues | <u>5,991,800</u> | <u>6,622,925</u> | <u>6,205,600</u> |
| Total Available Resources | <u><u>5,991,800</u></u> | <u><u>6,622,925</u></u> | <u><u>7,049,445</u></u> |
| Maintenance and Operations | <u>5,779,080</u> | <u>5,779,080</u> | <u>5,941,610</u> |
| Total Expenditures | <u><u>5,779,080</u></u> | <u><u>5,779,080</u></u> | <u><u>5,941,610</u></u> |
| Planned Ending Fund Balance | <u>212,720</u> | <u>843,845</u> | <u>1,107,835</u> |
| Total Budget | <u><u>5,991,800</u></u> | <u><u>6,622,925</u></u> | <u><u>7,049,445</u></u> |
| <u>Fund Balance Distribution:</u> | | | |
| Non-Spendable | 0 | 0 | 0 |
| Restricted | 212,720 | 843,845 | 1,107,835 |
| 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 Golf Special Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

On June 22, 2011, City Council approved ordinance no. 2011-547, which allowed the separation of the golf courses activities from the existing Park Special Revenue Fund and to create a self-sustaining Parks Golf Special Fund.

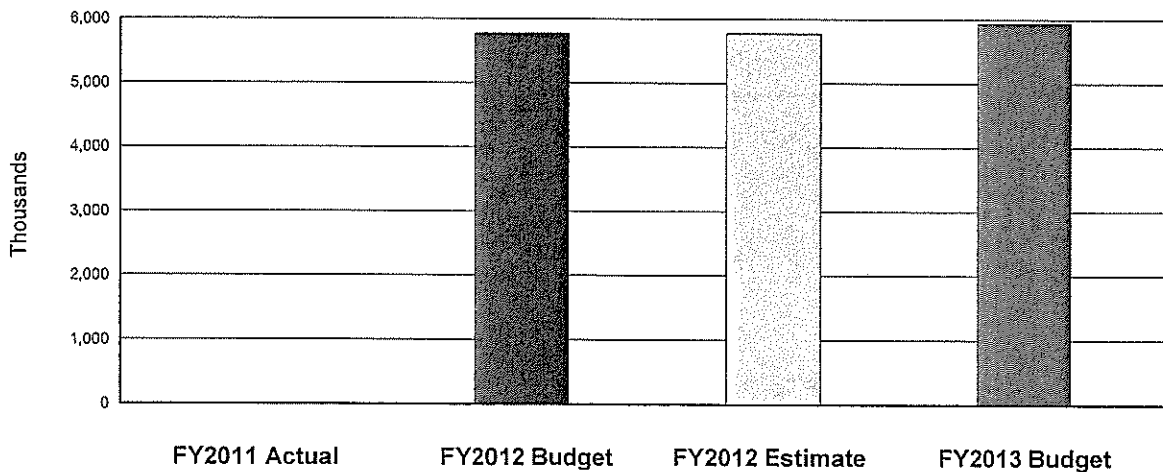
The Parks Golf Special Fund was created with a zero beginning fund balance to receive all City revenues derived from all city-owned golf facilities, whether operated by the City or Private entities, including all related concession fees, to be used exclusively for the maintenance, operation and improvements of any or all of such golf courses.

Business Area Budget Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2104 / 3600

| | | FY2011 Actual | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|---|---|------------------|--------------------------|--------------------|------------------|
| Expenditures | Personnel Services | 0 | 4,026,473 | 4,026,473 | 4,119,486 |
| | Supplies | 0 | 856,177 | 856,177 | 857,129 |
| | Other Services and Charges | 0 | 896,430 | 896,430 | 964,995 |
| | Total M & O Expenditures | <u>0</u> | <u>5,779,080</u> | <u>5,779,080</u> | <u>5,941,610</u> |
| | Debt Service & Other Uses | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | Total Expenditures | 0 | 5,779,080 | 5,779,080 | 5,941,610 |
| Revenues | | 0 | 5,991,800 | 6,622,925 | 6,205,600 |
| Staffing | Full-Time Equivalents - Civilian | 0.0 | 76.0 | 76.0 | 80.0 |
| | 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 | <u>0.0</u> | <u>76.0</u> | <u>76.0</u> | <u>80.0</u> |
| | Full-Time Equivalents - Overtime | 0.0 | 4.4 | 4.4 | 4.4 |
| Significant Budget Changes and Highlights | <ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$98,847) and pension contribution (\$67,196). o The Parks Golf Special Revenue Fund 2104 was created in FY2012 to separate the golf courses activities from the existing Parks Special Revenue Fund 2100 and to create a self-sustaining Golf Fund. o Continue to provide well-maintained, attractive and safe golf courses in spite of drought. o A new Food and Beverage Concessionaire was conferred in FY2012 for City of Houston Municipal Golf Courses. The implementation of the new concessionaire at Brock, Gus Wortham and Sharpstown locations brings anticipation of increasing customer satisfaction and revenues for FY2013. | | | | |

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2104 / 3600

Name: PRD - Golf Courses -- 360011

Mission: The mission of the Golf Operation Division is to ensure the continued growth, use and development of the golf courses through leadership, stewardship of resources and maintaining high customer satisfaction by providing quality maintenance with sustainable fees that are enticing to patrons.

Goal: Maintain golf courses at championship caliber levels, provide competitively priced merchandise and amenities, conduct golf tournaments and instructional programs, monitor contract managed courses and improve revenue opportunities while maintaining the highest possible customer service level.

| Performance Measures | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
|--|---------------|-----------------|---------------|
| Golf revenue generated | N/A | \$2,695,700 | \$2,650,200 |
| Rounds of golf | N/A | 101,300 | 103,693 |
| Privatized golf courses - annual inspections | N/A | 6 | 6 |

Name: PRD - Memorial Golf Courses -- 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 | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
|----------------------|---------------|-----------------|---------------|
| Rounds of golf | N/A | 64,399 | 63,101 |
| Golf course revenue | N/A | \$3,662,200 | \$3,213,800 |

FISCAL YEAR 2013 BUDGET

| Division Summary | | | | | | |
|--|---------------|----------|-----------------|------------------|---------------|------------------|
| Fund Name : Parks Golf Special Fund Business Area Name : Parks and Recreation Fund No./Bus Area No. : 2104 / 3600 | | | | | | |
| Division Description | FY2011 Actual | | FY2012 Estimate | | FY2013 Budget | |
| | FTEs | Cost \$ | FTEs | Cost \$ | FTEs | Cost \$ |
| PRD - Golf Courses 360011 Administer the operations and maintenance of City operated and privatized golf courses to achieve the highest standard both in performance and customer service. COH operated Golf Courses in this group are; Sharptown, Brock and Gus Wortham whereas, privatized includes Glenbrook, Melrose and Hermann Park Golf Courses. | 0.0 | 0 | 38.0 | 2,995,305 | 40.0 | 3,065,272 |
| PRD - Memorial Golf Courses 360012 Manage the operation and maintenance of the City's premier Memorial golf course; including the pro shop, customer service staff, driving range, and practice facilities. | 0.0 | 0 | 38.0 | 2,783,775 | 40.0 | 2,876,338 |
| Total | 0.0 | 0 | 76.0 | 5,779,080 | 80.0 | 5,941,610 |

FISCAL YEAR 2013 BUDGET

Business Area Roster Summary

Fund Name : Parks Golf Special Fund
 Business Area Name : Parks and Recreation
 Fund No./Bus Area No. : 2104 / 3600

| Job Description | Pay Grade | FY2012 Current Budget FTE | FY2013 Budget FTE | Change |
|--|-----------|---------------------------|-------------------|--------------|
| ADMINISTRATIVE ASSISTANT | 17 | 1.0 | 1.0 | |
| ADMINISTRATIVE SPECIALIST | 20 | 2.0 | 2.0 | |
| ASSISTANT SUPERINTENDENT | 20 | 3.0 | 3.0 | |
| CREW LEADER | 11 | 2.0 | 2.0 | |
| DIVISION MANAGER | 29 | 1.0 | 1.0 | |
| EQUIPMENT WORKER | 13 | 7.0 | 7.0 | |
| FIELD SUPERVISOR | 17 | 3.0 | 3.0 | |
| GARDENER | 8 | 1.0 | 1.0 | |
| GROUNDSKEEPER | 5 | 8.0 | 8.0 | |
| LABORER | 4 | 8.0 | 8.0 | |
| MAINTENANCE MECHANIC III | 14 | 3.0 | 3.0 | |
| MAINTENANCE SUPERVISOR | 16 | 1.0 | 1.0 | |
| MANAGEMENT ANALYST III | 21 | 1.0 | 1.0 | |
| OFFICE SUPERVISOR | 17 | 2.0 | 2.0 | |
| PARK MAINTENANCE AIDE | 4 | 0.5 | 0.5 | |
| RECREATION ASSISTANT | 6 | 21.5 | 21.5 | |
| SECURITY OFFICER | 8 | 1.0 | 1.0 | |
| SEMI-SKILLED LABORER | 6 | 5.0 | 5.0 | |
| SENIOR CASHIER | 10 | 5.0 | 5.0 | |
| SENIOR SUPERINTENDENT | 27 | 2.0 | 2.0 | |
| SUPERINTENDENT | 24 | 2.0 | 2.0 | |
| Total FTEs | | 80.0 | 80.0 | 0.0 |
| Less adjustment for Civilian Vacancy Factor | | 4.0 | 0.0 | (4.0) |
| Full-Time Equivalents | | 76.0 | 80.0 | 4.0 |

FISCAL YEAR 2013 BUDGET

Business Area Revenue Summary

Fund Name : Parks Golf Special Fund
 Business Area Name : Parks and Recreation
 Fund No./Bus Area No. : 2104 / 3600

| Commit Item | Description | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|-------------------|------------------------------------|-----------------------|------------------|------------------|
| 3600110001 | PRD-Golf Admin. | | | |
| 428080 | Returned Check Charges | 0 | 25 | 0 |
| 432010 | Interest on Pooled Investments | 0 | 4,000 | 5,000 |
| 443030 | Terminal Operation Agreement | 197,400 | 261,000 | 261,000 |
| Total | PRD-Golf Admin. | 197,400 | 265,025 | 266,000 |
| 3600110002 | PRD-ShrptownGolfCrse | | | |
| 426190 | Golf Fees | 977,400 | 918,700 | 954,700 |
| 426370 | Training Services | 1,500 | 1,400 | 1,800 |
| 434510 | Prior Year Revenue | 0 | 89,000 | 0 |
| 442070 | Other Rental Fees | 348,300 | 323,000 | 348,200 |
| 443010 | Temporary park Concessions | 6,500 | 600 | 3,700 |
| 443040 | Other Recreational Concessions | 7,900 | 7,900 | 8,300 |
| 443190 | Retail Concessions | 54,500 | 49,700 | 53,500 |
| 452030 | Miscellaneous Revenue | 2,700 | 3,400 | 4,100 |
| Total | PRD-ShrptownGolfCrse | 1,398,800 | 1,393,700 | 1,374,300 |
| 3600110003 | PRD-Brock Golf Course | | | |
| 426190 | Golf Fees | 348,100 | 322,400 | 348,100 |
| 434510 | Prior Year Revenue | 0 | 37,200 | 0 |
| 442070 | Other Rental Fees | 168,100 | 149,800 | 172,000 |
| 443010 | Temporary park Concessions | 3,100 | 600 | 1,400 |
| 443040 | Other Recreational Concessions | 6,600 | 7,000 | 7,400 |
| 443190 | Retail Concessions | 21,600 | 16,000 | 21,100 |
| Total | PRD-Brock Golf Course | 547,500 | 533,000 | 550,000 |
| 3600110004 | PRD-Gus Wortham Golf Course | | | |
| 426190 | Golf Fees | 467,300 | 460,500 | 470,100 |
| 426370 | Training Services | 0 | 900 | 1,000 |
| 434510 | Prior Year Revenue | 0 | 43,900 | 0 |
| 442070 | Other Rental Fees | 210,600 | 201,200 | 216,000 |
| 443010 | Temporary park Concessions | 5,300 | 1,100 | 1,900 |
| 443040 | Other Recreational Concessions | 40,300 | 40,200 | 44,100 |
| 443190 | Retail Concessions | 21,200 | 21,200 | 22,500 |
| Total | PRD-Gus Wortham Golf Course | 744,700 | 769,000 | 755,600 |
| 3600120001 | PRD-Memorial ProShop Admin. | | | |
| 426190 | Golf Fees | 1,722,400 | 1,822,500 | 1,823,000 |
| 426370 | Training Services | 28,000 | 35,700 | 36,200 |
| 434340 | Cashier Overages | 100 | 100 | 100 |
| 434510 | Prior Year Revenue | 0 | 403,700 | 0 |
| 442070 | Other Rental Fees | 404,500 | 425,000 | 425,000 |
| 443020 | Terminal Concession Agreements | 122,800 | 129,400 | 129,400 |
| 443040 | Other Recreational Concessions | 603,200 | 617,200 | 617,400 |
| 443190 | Retail Concessions | 222,400 | 228,600 | 228,600 |
| Total | PRD-Memorial ProShop Admin. | 3,103,400 | 3,662,200 | 3,259,700 |
| Total | Parks and Recreation | 5,991,800 | 6,622,925 | 6,205,600 |

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Parks Golf Special Fund
 Business Area Name : Parks and Recreation
 Fund No./Bus. Area No. : 2104 / 3600

| Commit Item | Description | FY2011 Actual | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|--------------|--|---------------|-----------------------|------------------|------------------|
| 500010 | Salary Base Pay - Civilian | 0 | 2,156,779 | 2,156,779 | 2,128,117 |
| 500030 | Salary Part Time - Civilian | 0 | 378,170 | 378,170 | 366,457 |
| 500060 | Overtime - Civilian | 0 | 187,600 | 187,600 | 187,600 |
| 500090 | Premium Pay - Civilian | 0 | 15,660 | 15,660 | 15,660 |
| 500110 | Bilingual Pay - Civilian | 0 | 1,808 | 1,808 | 1,808 |
| 501070 | Pension - Civilian | 0 | 388,219 | 388,219 | 455,415 |
| 501120 | Termination Pay - Civilian | 0 | 31,455 | 31,455 | 0 |
| 502010 | FICA - Civilian | 0 | 209,628 | 209,628 | 206,541 |
| 503010 | Health Ins-Act Civilian | 0 | 497,162 | 497,162 | 596,009 |
| 503015 | Basic Life Insurance - Active Civilian | 0 | 1,268 | 1,268 | 1,252 |
| 503050 | Health/Life Insurance - Retiree Civilian | 0 | 115,834 | 115,834 | 115,834 |
| 503060 | Long Term Disability-Civilian | 0 | 5,440 | 5,440 | 5,355 |
| 503090 | Workers Compensation-Civilian-Admin | 0 | 16,615 | 16,615 | 19,443 |
| 503100 | Workers Compensation-Civilian-Claim | 0 | 17,930 | 17,930 | 17,930 |
| 504030 | Unemployment Claims - Administration | 0 | 2,905 | 2,905 | 2,065 |
| Total | Personnel Services | 0 | 4,026,473 | 4,026,473 | 4,119,486 |
| 511010 | Chemical Gases & Special Fluids | 0 | 161,500 | 161,500 | 164,200 |
| 511015 | Cleaning & Sanitary Supplies | 0 | 16,500 | 16,500 | 19,600 |
| 511020 | Construction Materials | 0 | 57,000 | 57,000 | 56,300 |
| 511025 | Electrical Hardware & Parts | 0 | 5,300 | 5,300 | 4,600 |
| 511030 | Mechanical Hardware & Parts | 0 | 2,600 | 1,100 | 2,300 |
| 511035 | Meters Hydrants & Plumbing Supplies | 0 | 28,000 | 28,000 | 27,500 |
| 511040 | Audiovisual Supplies | 0 | 400 | 100 | 300 |
| 511045 | Computer Supplies | 0 | 800 | 400 | 800 |
| 511050 | Paper & Printing Supplies | 0 | 1,600 | 1,600 | 1,300 |
| 511055 | Publications & Printed Materials | 0 | 4,200 | 4,200 | 3,500 |
| 511060 | Postage | 0 | 200 | 200 | 200 |
| 511070 | Miscellaneous Office Supplies | 0 | 5,100 | 5,100 | 4,800 |
| 511080 | General Laboratory Supplies | 0 | 400 | 0 | 300 |
| 511085 | Drugs & Medical Chemicals | 0 | 100 | 100 | 0 |
| 511090 | Medical & Surgical Supplies | 0 | 500 | 500 | 500 |
| 511095 | Small Technical & Scientific Equipment | 0 | 1,500 | 200 | 1,000 |
| 511110 | Fuel | 0 | 63,577 | 63,577 | 61,629 |
| 511115 | Vehicle Repair & Maintenance Supplies | 0 | 57,900 | 57,200 | 55,700 |
| 511120 | Clothing | 0 | 13,700 | 13,100 | 13,200 |
| 511125 | Food Supplies | 0 | 100 | 700 | 0 |
| 511135 | Recreational Supplies | 0 | 42,600 | 42,600 | 39,800 |
| 511140 | Landscaping & Gardening Supplies | 0 | 44,500 | 44,500 | 43,100 |
| 511145 | Small Tools & Minor Equipment | 0 | 12,700 | 12,700 | 11,500 |
| 511150 | Miscellaneous Parts & Supplies | 0 | 54,100 | 58,700 | 51,800 |
| 511155 | Inventory Sales | 0 | 281,300 | 281,300 | 293,200 |
| Total | Supplies | 0 | 856,177 | 856,177 | 857,129 |
| 520102 | Security Services | 0 | 114,500 | 114,500 | 116,600 |
| 520104 | Claims Payment Services | 0 | 5,000 | 5,000 | 5,000 |
| 520107 | Computer Info/Contr | 0 | 1,400 | 1,400 | 1,200 |
| 520112 | Banking Services | 0 | 0 | 0 | 47,900 |
| 520118 | Refuse Disposal | 0 | 28,700 | 28,700 | 27,800 |
| 520119 | Computer Equipment/Software Maintenance | 0 | 24,900 | 24,900 | 24,900 |
| 520121 | IT Application Svcs | 0 | 1,701 | 1,701 | 3,284 |
| 520122 | Office Equipment Services | 0 | 100 | 100 | 100 |
| 520123 | Vehicle & Motor Equipment Services | 0 | 15,400 | 15,400 | 13,400 |
| 520124 | Other Equipment Services | 0 | 10,200 | 10,200 | 8,300 |

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Parks Golf Special Fund
 Business Area Name : Parks and Recreation
 Fund No./Bus. Area No. : 2104 / 3600

| Commit Item | Description | FY2011 Actual | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|---------------------------------|--|---------------|-----------------------|------------------|------------------|
| 520127 | Structural Construction Work Services | 0 | 1,200 | 1,200 | 900 |
| 520128 | Other Construction Work Services | 0 | 3,500 | 3,500 | 2,900 |
| 520510 | Mail/Delivery Services | 0 | 13,500 | 13,500 | 13,800 |
| 520515 | Print Shop Services | 0 | 100 | 100 | 100 |
| 520520 | Printing & Reproduction Services | 0 | 16,200 | 16,200 | 16,300 |
| 520605 | Advertising Services | 0 | 18,100 | 20,052 | 17,700 |
| 520705 | Insurance Fees | 0 | 13,052 | 11,100 | 12,631 |
| 520765 | Membership & Professional Fees | 0 | 4,400 | 4,400 | 3,900 |
| 520805 | Education & Training | 0 | 200 | 200 | 200 |
| 520905 | Travel - Training Related | 0 | 9,000 | 9,000 | 7,100 |
| 520910 | Travel - Non-Training Related | 0 | 900 | 900 | 700 |
| 521405 | Building Maintenance Services | 0 | 11,000 | 11,000 | 6,200 |
| 521410 | Sewer Services | 0 | 59,200 | 59,200 | 61,200 |
| 521415 | Land and Grounds Maintenance | 0 | 6,500 | 6,500 | 4,700 |
| 521435 | Water Services | 0 | 3,500 | 3,500 | 3,400 |
| 521605 | Data Services | 0 | 1,920 | 1,920 | 2,715 |
| 521610 | Voice Services | 0 | 7,646 | 7,646 | 8,824 |
| 521620 | Voice Equipment | 0 | 63 | 63 | 98 |
| 521625 | Voice Labor | 0 | 17 | 17 | 37 |
| 521630 | GIS Revolving Fund Services | 0 | 4,545 | 4,545 | 3,649 |
| 521705 | Vehicle/Equipment Rental/Lease | 0 | 414,600 | 414,600 | 434,900 |
| 521715 | Office Equipment Rental | 0 | 5,300 | 5,300 | 5,300 |
| 521725 | Other Rental | 0 | 23,600 | 23,600 | 22,300 |
| 522305 | Freight Charges | 0 | 9,000 | 9,000 | 9,000 |
| 522430 | Miscellaneous Other Services & Charges | 0 | 12,036 | 12,036 | 10,800 |
| 522721 | Interfund HR Client Services | 0 | 55,450 | 55,450 | 67,157 |
| Total | Other Services and Charges | 0 | 896,430 | 896,430 | 964,995 |
| Grand Total Expenditures | | 0 | 5,779,080 | 5,779,080 | 5,941,610 |