

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>5,991,800</u>	<u>6,622,925</u>	<u>7,049,445</u>
Maintenance and Operations	<u>5,779,080</u>	<u>5,779,080</u>	<u>5,941,610</u>
Total Expenditures	<u>5,779,080</u>	<u>5,779,080</u>	<u>5,941,610</u>
Planned Ending Fund Balance	<u>212,720</u>	<u>843,845</u>	<u>1,107,835</u>
Total Budget	<u>5,991,800</u>	<u>6,622,925</u>	<u>7,049,445</u>
Fund Balance Distribution:			
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.

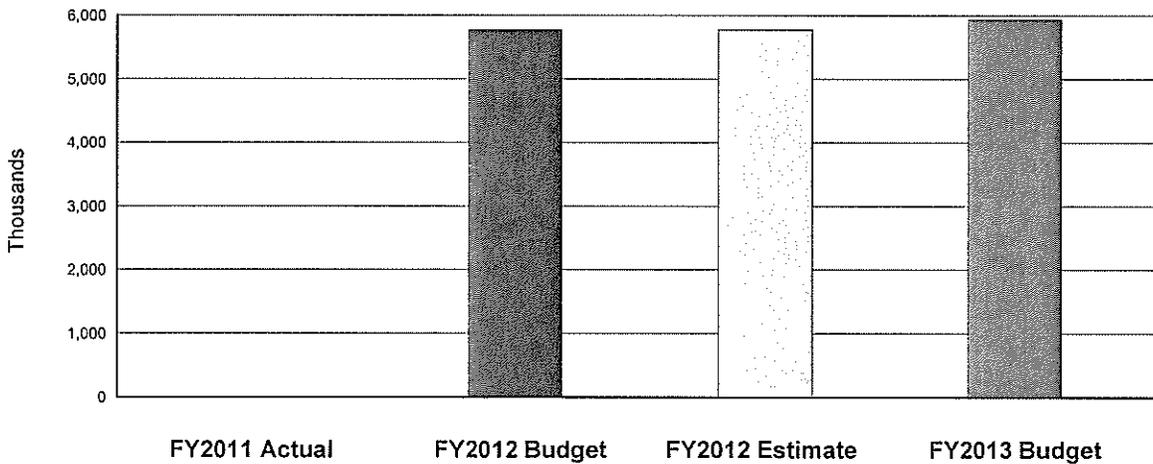
The Parks Golf Special Fund was created with a zero beginning fund balance to receive all City revenues derived from all city-owned golf facilities, whether operated by the City or Private entities, including all related concession fees, to be used exclusively for the maintenance, operation and improvements 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	<u>0</u>	<u>5,779,080</u>	<u>5,779,080</u>	<u>5,941,610</u>
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**



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
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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

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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