



CITY OF CONCORD

Report to Mayor and City Council

DATE: August 31, 2021
TO: Mayor and City Council
FROM: Brian G. LeBrun, Deputy City Manager - Finance
SUBJECT: FY 2022 Supplemental Appropriation for the Golf Fund

Recommendation

Approve the attached supplemental appropriation request in the amount of \$20,000 for the Golf Fund to support the addition of a Part Time Fiscal Tech II position.

Background

Beaver Meadow Golf Course has experienced a significant increase in business operations for daily golf play, golf outings, membership, leagues, pro shop sales and all aspects of golf operations. The addition of a part time administrative staff, Fiscal Tech II, will enable the Director of Operations to focus his time and energy on increased customer relations and developing golf business.

Discussion

Business at Beaver Meadow has steadily increased and while some leveling is likely to occur, it has become necessary to request the addition of some technical administrative staffing to process daily workload. Some of these responsibilities include reconciliation of previous day's cash receipts, assist with tournament operations, weekly events, pre-outing agreements, post tournament billing, promotion, preparation and follow-up.

This position will also assist the Director with other record keeping, work schedules and coordination of golf activities with the food and beverage concessionaire. Additionally, they will help with special orders, receiving, point of sale, pricing and display of merchandise, opening and closing procedures and any other duties as assigned by the Director of Operations.

While the current relationship with the Parks and Recreation administrative staff will continue, The Fiscal Tech II position will work closely with them on inventory control, invoice and payroll processing.

It is anticipated that this position will work approximately 20 hours per week and will free up the Director of Operations to focus energy on current and new customer development, outings, leagues, course conditions and all other aspects of overall course operations.