

MEMORANDUM

To: Mayor and City Council Members
Steve Parker, City Manager

From: Bruce Allen, Golf Course General Manager

Through: Rick Cortes, Deputy City Manager

Subject: Budget Amendment – Pay Increase Part-Time Temporary Positions in Golf Department

Date: 11/16/2021

Our city currently operates the Golf Department with different temporary part-time positions. Temporary part-time positions are not eligible for annual cost of living adjustment increases or annual merit increases.

As our city continues to grow, the recruitment and retention for all positions will become a challenge that we will need to continuously revisit. Therefore, this memo is solution on how we address pay rates for the temporary part-time positions in the Golf Department.

Recommendations for Temporary Part-Time Positions in the Golf Department are as followed:

- 1.) Increase the cost of beverages by \$.25, effective January 1, 2022. With this increase to the cost of beverages the Golf Department should see an increase in revenue by \$12,000.00 after sales tax. Our alcoholic and non-alcoholic beverages are currently priced at a lower rate when compared to our surrounding Golf Departments. This price increase should not impact the total number of beverages we sell or cause any disruption to our citizens who continue to buy beverages from the City of Seguin Golf Department.
- 2.) With this increase in revenue and if the funds allow, we are able to revisit our compensation for our temporary part-time positions. Effective the first full pay period, paycheck dated January 27, 2022, we increase the pay rates by \$1.00 to all the employees who are currently in a temporary part-time position in the Golf Department and permanently increase the starting pay rate for these positions by \$1.00.
- 3.) Establish a pay structure for these positions in the next FY budget process which allows the opportunity for these employees in these positions to receive higher compensation based upon performance and tenure. An option may be for employees who are in these positions are now eligible to receive a \$.25 annual increase until a ceiling is reached.

Staff requests your approval of the above recommendations. Susan will be presenting shortly regarding how this will be funded.

I would be glad to answer any questions you may have regarding these recommendations.