

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: November 20, 2012

SUBJECT: Golf Clubhouse Operations Supervisor – Parks Division

On October 30, 2012, the Common Council was presented an operational plan for in sourcing the clubhouse operations at City of Madison Golf Courses. As a part of this clubhouse operations plan, the City would employ a Golf Professional to oversee the operations of the clubhouses. The presentation and report entitled, “Golf Madison Parks 2013: Financially, Environmentally and Socially Sustainable - Presentation by Parks Division Staff” discussed in detail the desire to create the Golf Professional as a permanent position within the City and subsequently extend more opportunity for the City to retain much of the golf related revenue.

Legislative File #28142, has the staff report attached, which in relevant part states:

“New to the City will be a management level professional with a proposed title of Clubhouse Operations Supervisor. This position will require a PGA Class A certification as well as demonstrated successful experience operating in the golf business.” (page 9).

The report was the basis for the Operating Budget amendment presented to the Common Council at the November Budget hearings. This amendment was passed by the Council and will be included in the Adopted Golf Enterprise Budget. The amendment included relevant budgetary account adjustments, including the additional permanent salaries and wages needed to create a permanent Clubhouse Operations Supervisor position. The Golf Enterprise Adopted Budget highlights will include language that describes the operational plan for in housing the Clubhouse Operations, including the creation of a permanent Clubhouse Operations Supervisor (Golf Professional) position.

This operational change will allow Madison Parks to transition from contracting with four (4) Golf Professionals to hiring one Golf Professional who would be a permanent City employee. The new position will be responsible for directing and coordinating all clubhouse operations for the four (4) City golf courses: Glenway, Monona, Yahara Hills, and Odana Hills. This role incorporates oversight of all clubhouse functions including pro shop operations, merchandising, food and beverage services, golf cart fleet operations, driving range, tournament coordination, programming, and golf lessons/instruction (see attached class specification and position description). The intent for the position is that it would be a contracted position with the opportunity to earn incentives on lessons, programs and group outings, similar to the Monona Terrace Sales Associate and Metro Transit Advertising Sales Associate. Due to the contract arrangement, this position would not be a civil service position, and it is appropriately placed in CG 19, with other non-civil service positions, but it would still be a City employee with similar benefits. Because the new Parks position is similar in nature to the aforementioned positions at Monona Terrace and Metro, in CG19, Range 07, I recommend a new classification of Golf Clubhouse Operations Supervisor be created in CG19, Range 7, and the position referenced in the Clubhouse Operations Plan (see Legislative File # 28142) and that included funding in the

Golf Operating Budget amendment, be classified in the Golf Enterprise Operating Budget as Golf Clubhouse Operations Supervisor.

The necessary ordinance and resolution to implement this recommendation has been drafted.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)*	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
19/07	\$42,447	\$48,039	\$53,803

\*Listed salaries are effective December 9, 2012.

cc: Kevin Briski – Parks Superintendent  
Eric Knepp – Assistant Parks Superintendent  
Charlie Romines – Parks Operations Manager  
Ray Shane – Golf Program Supervisor