



MAYOR AND COUNCIL COMMUNICATION

DATE: 12/6/2016

CONSENT

ITEM #: 3

AGENDA ITEM: Authorization to Advertise and Hire Part-Time Warming House Attendants

SUBMITTED BY: Rob Weldon, Public Works Director

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

Each year during the winter months the Public Works Department hires part-time staff to operate and supervise the warming house and ice rink at Lions Park. Historically the warming house is staffed and operated 45 hours each week by part-time staff.

These positions will begin as soon as weather permits and end as temperatures increase and conditions to keep a solid ice surface are no longer favorable.

ISSUE BEFORE COUNCIL:

Should the City Council authorize hiring Timothy Strong (2016 Summer Seasonal) and advertise for up to two (2) other individuals to staff and operate the Lions Park Warming House?

PROPOSAL DETAILS/ANALYSIS:

Through the proposed advertising and hiring of part-time warming house attendants the city assures adequate staffing and services provided to ice rink and warming house users. Utilization of multiple employees allows the warming house to be open for more hours without the need to pay overtime while offering a flexible schedule over nights, weekends and holidays.

FISCAL IMPACT:

Funds for these positions are included in both 2016 & 2017 General Budgets. Hourly pay range would be \$10-11, depending on experience.

These positions are not eligible for benefits.

OPTIONS:

- Authorize hiring Timothy Strong along with advertising and hiring for up to two (2) additional part-time Warming House Attendants
- Hire Timothy Strong and *do not* advertise for additional Warming House Attendants
- Do not authorize advertisement and hiring Warming House Attendants

RECOMMENDATION:

If removed from the consent agenda:

Motion to hire Timothy Strong as a warming house attendant and authorize staff to advertise and hire for up to two more part time warming house attendants.