

**City of Menahga  
Action Memorandum 17-007**

**Subject:** Authorize Advertisement of Lifeguard and Seasonal Mowing Positions

**Agenda of: February 13, 2017**

**Council action:** Authorized

---

**Summary statement:** Action Memorandum 17-007 authorizes advertisement of the 2017 lifeguard and seasonal mowing positions.

**Opening, closing, and council approval dates:**

- The application period opens – February 21, 2017;
- The application closing date – March 20, 2017;
- Council approval of new employees – April 10, city council meeting.

**Lifeguard positions:**

Three lifeguard positions are budgeted. However, if additional qualified candidates apply, a request will be made to the council to hire additional lifeguards.

One lifeguard is required to be 18 and must be on duty with any lifeguard under the age of 18.

In 2016, it became apparent additional lifeguards were needed to cover the hours swimmers use the lake. Adequate coverage is also needed when lifeguards take breaks and perform other required duties which takes their attention away from the water. Those duties include cleaning the restrooms, pavilions and beach.

It is increasingly difficult to find qualified lifeguards. To assist with finding new lifeguards, administration recommends offering an incentive. The incentive reimburses the fee to obtain certification. To qualify for reimbursement, the interested person (or persons) must successfully complete the course, be hired by the City, and work for the City for a minimum of 40 hours. Funds are budgeted for the reimbursement.

**Seasonal mowing position:**

One position is budgeted in the 2017 budget. The position will be advertised as a full-time, temporary position, with the start date of May 1, 2017.

In 2016, it was difficult to find someone available to work full-time. After the season ended, discussion led to the idea of hiring two part-time employees. The application process will be monitored closely and if it becomes apparent that we are unable to hire a full-time person, a recommendation will be made to the council to hire two part-time employees.

**Fiscal information:**

Total amount of funds listed in this legislation: \$ 17,500

This legislation (✓):

Has no fiscal impact     Creates a positive impact in the amount of: \$ \_\_\_\_\_  
 Creates a negative impact in the amount of: \$ 17,500

Funds are (✓):

Budgeted                      Line item(s): 101-45120-103 and 101-45200-103  
 Not budgeted                    Affected line item(s): \_\_\_\_\_