

2K. Consideration of approving an updated 2022 schedule of Monticello Community Center facility hours

Prepared by: Parks, Arts & Recreation Director	Meeting Date: 8/8/2022	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: N/A	Approved by: City Administrator	

ACTION REQUESTED

Motion to approve an updated facility hours schedule for the Monticello Community Center.

PREVIOUS COUNCIL ACTION

December 13, 2021: City Council approved city facility hours for 2022.

REFERENCE AND BACKGROUND

Every December City Council approves city facility business hours for the upcoming year. The approval includes standard, summer, and holiday hours for City locations. Generally, any modifications to the schedule require City Council approval.

Community center staff recommends opening the facility an extra twelve hours each week from the original schedule approved in late 2021. The proposed changes to facility business hours are due to having the custodial/guest service team adequately staffed, membership feedback and lost opportunities for building rentals. The new hours are based on current staffing availability and peak usage times of the facility.

2022 Current hours:

Monday-Friday 5:00 a.m. to 8:00 p.m.
 Saturday/Sunday 7:00 a.m. to 4:30 p.m.
 Summer hours Closed on Sundays, Memorial Day-Labor Day

2022- 2023 Proposed hours: Starting September 6, 2022

Monday-Friday 5:00 a.m. to 9:00 p.m.
 Saturday 7:00 a.m. to 8:00 p.m.
 Sunday 7:00 a.m. to 6:00 p.m.
 Summer hours Closed on Sundays, Memorial Day-Labor Day

- I. **Budget Impact:** It costs \$300 an hour to have the facility open. Adding 12 hours would cost approximately \$3,600. The cost can potentially be offset by facility rentals and additional memberships; however, those costs are fixed.

II. Staff Workload Impact: The community center currently has adequate staff to cover the additional hours.

III. Comprehensive Plan Impact: N/A

STAFF RECOMMENDED ACTION

City staff recommends amending the facility hours to align with the community center availability and peak hours of operation.

SUPPORTING DATA

- Updated 2022 Schedule of City Facility Business Hours



2022 CITY OF MONTICELLO BUSINESS HOURS

2022 Standard Hours	City Hall	Public Works Office	DMV	Hi-way Liquors	Monticello Community Center
Monday - Thursday/Friday	8am - 4:30pm	7am - 3:30pm	8am - 4:30pm	9am - 8pm / 9am - 10pm	5am - 9pm
Saturday	Closed	Closed	8am - 12pm	9am - 10pm	7am - 8pm
Sunday / Memorial Day - Labor Day	Closed	Closed	Closed	11am - 6pm	7am - 6pm / Closed

2022 Holiday Hours	Holiday falls on:		City Hall	Public Works Office	DMV	Hi-way Liquors	Monticello Community Center
New Year's Eve/New Year's Day Observed	Fri	12/31/2021	Closed	Closed	Standard	Standard	5am - 4pm
New Year's Day	Sat	1/1/2022	Closed	Closed	Closed	9am - 6pm	10am - 4:30pm
Hi-Way Liquors Inventory	Sun	1/16/2022	Closed	Closed	Closed	Closed	Standard
Martin Luther King, Jr. Day	Mon	1/17/2022	Closed	Closed	Standard	Standard	Standard
Presidents Day	Mon	2/21/2022	Closed	Closed	Standard	Standard	Standard
Easter Sunday	Sun	4/17/2022	Closed	Closed	Closed	Closed	Closed
Memorial Day	Mon	5/30/2022	Closed	Closed	Closed	9am - 6pm	Closed
Independence Day	Mon	7/4/2022	Closed	Closed	Closed	9am - 6pm	Closed
Labor Day	Mon	9/5/2022	Closed	Closed	Closed	9am - 6pm	Closed
Columbus Day	Mon	10/10/2022	Standard	Standard	Standard	Standard	Standard
Veterans Day	Fri	11/11/2022	Closed	Closed	Standard	Standard	Standard
Thanksgiving	Thu	11/24/2022	Closed	Closed	Closed	Closed	Closed
Day After Thanksgiving	Fri	11/25/2022	Closed	Closed	Standard	Standard	Standard
Christmas Eve Observed	Fri	12/23/2022	8am - 12:00pm	7 - 11am	Standard	Standard	Standard
Christmas Eve	Sat	12/24/2022	Closed	Closed	Closed	9am - 4pm	Closed
Christmas Day	Sun	12/25/2022	Closed	Closed	Closed	Closed	Closed
Christmas Day Observed	Mon	12/26/2022	Closed	Closed	Standard	Standard	Standard
New Year's Eve	Sat	12/31/2022	Closed	Closed	Standard	Standard	Standard
New Year's Day	Sun	1/1/2023	Closed	Closed	Closed	11am - 6pm	10am - 4:30pm
New Year's Day Observed	Mon	1/2/2023	Closed	Closed	Standard	Standard	Standard

Modifications require City Council approval. Decisions to close facilities or change hours due to inclement weather, pandemic, etc. will be made by the city administrator after consultation with the department head and mayor.

[FiberNet Monticello hours are available at www.fibernetmonticello.com.](http://www.fibernetmonticello.com)