

Montgomery MEDC
AGENDA REPORT

Meeting Date: January 17, 2022	Budgeted Amount: N/A
Department: MEDC	Prepared By: Richard Tramm

Subject

Consideration and possible action to convert the contracted Event Coordinator position to a full-time staff position and amend the annual budget to fund the position.

Recommendation

Consider approval to convert the contracted Event Coordinator position to a full-time staff position and amend the annual budget to fund the position.

Discussion

This item was discussed at the November 2021 MEDC Meeting and was requested to brought back for this meeting with updated information after the November 2021 discussion. The attached job description represents the anticipated scope of duties for this position.

This position was created in June 2021 as a contracted position anticipating an average of 20-25 hours of work per week. Since that time the actual hours worked has averaged 44 hours per week. The primary reason for this difference looks to be the increasing number of events in the area beyond what had previously occurred. It was originally anticipated the contracted position might need to become a full-time staff position, but the need for this occurred quicker than I anticipated. A proposed job description is attached.

At the upper end of the stated salary range, this position would incur a cost of approximately \$40,000 for the remainder of the fiscal year, depending on the exact start date.

This position would be funded by a budget amendment to move \$9,000 from 56004.6 Consulting (Professional Services)—funds that would apply towards the contracted position from March 2022 – September 2022— and to also move \$31,000 in unallocated funds from 56002.3 Events. Both of those amounts (\$40,000 total) would be moved to 56004.1 Administrative Transfers to the General Fund, which is the category. The MEDC funded similar staff positions in this manner in the past. This will temporarily remove most of the remaining unallocated funds from the Events category, however those can be replenished as the MEDC receives surplus tax revenues or other income during the year.

Approved By

City Administrator	Richard Tramm	Date: January 14, 2022