

Montgomery MEDC
AGENDA REPORT

Meeting Date: November 15, 2021	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 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. Duties for this position include assisting with development, design, and coordination of MEDC/City initiated events; coordination with outside event planners and City staff for permitting and coordination with City departments; provide reports to MEDC Board of Directors on events; and work with the City Administrator on any other MEDC business as needed. It is likely the position will evolve with the future needs of the MEDC and City.

This position would be funded by a budget amendment to move \$12,000 from 56004.6 Consulting (Professional Services)—funds that would apply towards the contracted position from February 2022 – September 2022— and to also move \$40,000 in unallocated funds from 56002.3 Events. Both of those amounts (\$52,000 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.

Approved By

City Administrator	Richard Tramm	Date: November 12, 2021