

ORDINANCE NO. 15191

FILE OF CITY COUNCIL

BILL NO. 10 - 2015

March 4, 2015

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AN ORDINANCE

Amending the 2015 General Fund Budget by eliminating the position of Special Events Coordinator and replacing it with a Recreation and Events Coordinator.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: The Special Events Manager, page 176 of the adopted budget, be eliminated and replaced with the following position:

10N Special Event's Coordinator	\$50,648
13 N Recreation and Special Events Coordinator	\$56,000

SECTION TWO: That this Ordinance will take effect ten (10) days after final passage.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Joe Davis	X	
Jeanette Eichenwald		
Jeff Glazier	X	
Daryl Hendricks	X	
Cynthia Y. Mota	X	
Julio A. Guridy, VP		
Ray O'Connell, Pres.	X	
TOTAL	5	0

I hereby certify that the foregoing Ordinance was passed by City Council on March 18, 2015 and signed by the Mayor on March 20, 2015.

*Michael F. Hark*

CITY CLERK

**What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

The Department of Parks and Recreation is submitting the Bill to reorganize the department and better manage the special events held within the City.

- **Summary and Facts of the Bill**

The Bill eliminates the position of Special Events Coordinator and creates the position of a Recreation and Events Coordinator. Special events coordination will be shared by a team of individuals that are supervised by the newly created position.

- **Purpose – Please include the following in your explanation:**

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City's Vision/Mission/Priorities**

The Bill will create a team approach to conducting special events and will allow the duties to be shared under one Coordinator. The benefits of doing this are that long term events (Lights in the Parkway) or events of large magnitude (July 4<sup>th</sup>) will no longer fall on one person. Two recreation specialists and the recreation and events coordinator will divide duties and can also enlist the assistance of other recreation program staff if need be. There doesn't appear to be a downside to the proposal. The Bill will insure that events are properly staffed and managed.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

The financial impact of the change is an additional \$5,352.00. This Manager will assign recreation programming work as well as special event coordination work to the two recreation specialists as well as maintain activities and responsibilities in both areas. Events can be rotated and shared between the three so that programs like Lights in the Parkway do not ask for a staff person to be available 7 days per week for over 6 weeks.

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The funding for this exists due to the vacant recreation specialist position and the short term vacancy of the special events coordinator.

- **Priority status/Deadlines, if any**

This reorganization is a priority since the /spring/summer months are the busiest for recreation and special events.

- **Why should Council unanimously support this bill?**

It will assist with staff retention and continuity with the coordination of special events. It will allow the department to expand recreational activities and programming and coordinate that programming with special events.