

# Agenda Report

**TO:** CITY COUNCIL

**FROM:** CYNTHIA J. KURTZ, ACTING CITY MANAGER

**SUBJECT:** ADDITION OF A MANAGEMENT ANALYST IV - SPECIAL EVENTS LIAISON POSITION TO THE PLANNING AND PERMITTING DEPARTMENT

**RECOMMENDATION:**

It is recommended that the City Council:

- 1) approve the addition of 1.0 FTE, Management Analyst IV - Special Events Liaison, to the Planning and Permitting Department budget;
- 2) approve a journal voucher recognizing \$26,063 in new revenue to account 101-442000 to be generated by the new position.

**BACKGROUND:**

This Management Analyst IV position will have a working title of Special Events Liaison and will be responsible for coordination between city departments and event sponsors. The position will be located in the Planning and Permitting Department in a new section called Cultural Affairs that will include the Executive Director of the Arts, the Film Liaison staff and the Special Events Liaison. The new special events position will be modeled after the highly successful film liaison program.

The Special Events Liaison will be responsible for any events using city parks and/or streets, including New Year's events. Specific tasks will include coordinating activities between city departments, streamlining the permitting and fees process, and facilitating communication with city staff. The full job description is attached to this report.

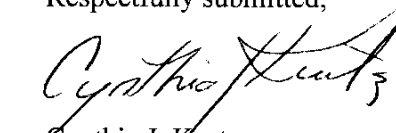
In the first year, the position will be funded partially by salary savings in the department and partially by new revenue generated by the position. It is expected that this position will generate revenue by attracting more special events to the city.

This position will be effective on the first day of the next pay period, Monday, October 12, 1998.

**FISCAL IMPACT:**

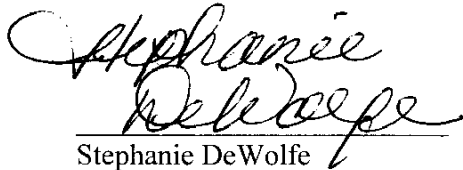
The total cost of a Management Analyst IV is \$73,590 per year. The FY99 prorated cost, approximately \$52,126, will be absorbed by the Planning & Permitting Department budget. At least half of the cost is expected to be offset by new revenue generated by the position.

Respectfully submitted,



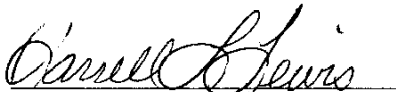
Cynthia J. Kurtz,  
Acting City Manager

Prepared by:

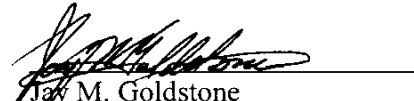


Stephanie DeWolfe  
Special Assistant to the City Manager

Concurrence by:



Darrell L. Lewis  
Director of Planning & Permitting



Jay M. Goldstone  
Director of Finance