

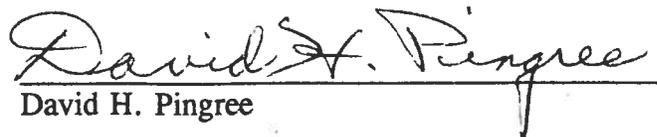
# OFFICE OF THE MANAGING DIRECTOR

ISSUED: JULY, 1991

## MANAGING DIRECTOR'S DIRECTIVE NUMBER 52:

### SUPPORT FOR SPECIAL EVENTS

- 1) City services in support of special events (except as noted under paragraph #2 below) shall be markedly curtailed. This is necessary because requests for such services have grown in number and cost to unprecedented levels in recent years and because the City's financial situation requires curtailment of non-essential services.
- 2) Exceptions to this policy shall include events which are:
  - a) Traditional - e.g., Mummers' Parade, Thanksgiving Day Parade
  - b) City-sponsored or co-sponsored - e.g., Fourth of July, Super Sunday
  - c) Designed to attract tourism or otherwise promote direct financial benefit to the City - e.g., CoreStates Bicycling Championship
- 3) Specifically, the City will no longer provide labor or materials of any type (e.g., public address systems, stages, bunting, chairs, or set-up services for these or like items) which can be obtained commonly from private sources. The inability of event sponsors to afford such items or services when provided by private sources shall not be a sufficient reason for the City to provide them.
- 4) Regardless of any other distinctions drawn in this Directive, the City shall reserve the right to withhold support services whenever providing them might compromise normal basic service levels, such as essential police patrol staffing or staff resources to repair or maintain public buildings.
- 5) The decision whether to provide support services to any special event shall not be made by individual departments but shall be reserved to the Managing Director or his designee, acting through the Managing Director's Special Events Committee. Sponsors seeking support for special events must be referred to the Managing Director's Office for approval of any and all requests requiring city support.
- 6) The costs of providing support services to special events shall be accounted for and reported in a uniform manner by all departments under the Managing Director in accordance with the attached instructions and form(s). Where possible and reasonable event sponsors will be charged to abate costs incurred by the City.

  
David H. Pingree

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## INSTRUCTIONS:

### REPORTING COSTS FOR SPECIAL EVENT SUPPORT

In accordance with Item 6 of Managing Director's Directive No. 52, the costs of support services to special events are to be reported in a uniform manner by all departments under the Managing Director, using the attached form. The form will be used by the Managing Director's Office as an input document to a simple management information system analyzing special event costs.

- 1) Each page provides space for recording the costs of up to four special events. For each event, a department will enter data only on the line following that department's name.
- 2) Entries in the columns "Standard Time," and "Overtime" should be made in terms of hours. Entries in the column "Personnel Costs" should be in terms of dollars, and should represent  $[\text{Rate of Pay X Standard hours}] + [\text{Rate of Pay X Overtime Hours}]$  summed over all position titles used in support of the event.
- 3) Note that the form does not provide space for an overhead cost factor. The reason for this is: a) not all departments have developed such a factor; b) the immediate need is for data which does not require much interpretation and which can be used to compare departments at a glance. Departments which have developed overhead cost factors for billing purposes should continue to use them.
- 4) Completed forms should normally be handed in at meetings of the Special Events Committee. Please avoid mailing them. Assuming that Committee meetings continue to be held on Thursdays, completed forms should cover all events occurring between the last previous report and the Monday preceding the meeting.



<b>MONTH:</b>					
<b>EVENT:</b>					
<b>DEPARTMENT</b>	<b>STANDARD TIME</b>	<b>OVERTIME</b>	<b>PERSONNEL COSTS</b>	<b>EQUIPMENT</b>	<b>DEPT. TOTAL</b>
Fairmount Park					
Streets					
Licenses & Inspections					
Public Health					
Recreation					
Public Property					
Fire					
Police					
Water					
<b>EVENT TOTALS</b>					

<b>MONTH:</b>					
<b>EVENT:</b>					
<b>DEPARTMENT</b>	<b>STANDARD TIME</b>	<b>OVERTIME</b>	<b>PERSONNEL COSTS</b>	<b>EQUIPMENT</b>	<b>DEPT. TOTAL</b>
Fairmount Park					
Streets					
Licenses & Inspections					
Public Health					
Recreation					
Public Property					
Fire					
Police					
Water					
<b>EVENT TOTALS</b>					

<b>MONTH:</b>					
<b>EVENT:</b>					
<b>DEPARTMENT</b>	<b>STANDARD TIME</b>	<b>OVERTIME</b>	<b>PERSONNEL COSTS</b>	<b>EQUIPMENT</b>	<b>DEPT. TOTAL</b>
Fairmount Park					
Streets					
Licenses & Inspections					
Public Health					
Recreation					
Public Property					
Fire					
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<b>EVENT TOTALS</b>					

<b>MONTH:</b>					
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<b>DEPARTMENT</b>	<b>STANDARD TIME</b>	<b>OVERTIME</b>	<b>PERSONNEL COSTS</b>	<b>EQUIPMENT</b>	<b>DEPT. TOTAL</b>
Fairmount Park					
Streets					
Licenses & Inspections					
Public Health					
Recreation					
Public Property					
Fire					
Police					
Water					
<b>EVENT TOTALS</b>					

MEMORANDUM

TO :

FROM :

SUBJECT :

DATE :

BY :

FOR :

RE :

BY :