




## Interoffice Memorandum

March 31, 2017

TO: Mayor Teresa Jacobs  
-AND-  
Board of County Commissioners

FROM: Kristopher S. Shoemaker, Deputy Director/CFO, Convention Center 

SUBJECT: Consent Agenda Item for April 11, 2017  
Convention Center Part-Time Rigging Positions Request

The Convention Center (Center) is requesting the addition of 10 Part-Time Rigging Technicians to its FY 2016-17 budget effective the pay-period following Board approval. The additional positions are needed to provide exclusive rigging services ( ie: hanging banners, signs, theatrical trussing, etc. ) to the Center's hosted events. These are specialized services and require highly skilled staff to fulfill the client needs and meet their expectations. These services are deadline orientated and need to be completed before the event opens.

The mid-fiscal year addition is needed due to the higher than anticipated level of services ordered and revenues collected which is reflected in our financial statements. Given the balance of the event schedule for 2017, 2018, and the first half of 2019, we see a continued demand for rigging services. The requested positions will be contracted through September 30, 2019 and will be on an annual contract thereafter based on event activity.

The Center normally utilizes a mixture of Part-Time Rigging Technicians and on-call staff to provide the services. A limiting factor with using on-call staff is that the Center is not their primary employer, which limits their availability and allows them to refuse the schedule request.

The number and complexity of orders requiring labor varies from event to event. Some events may only need 20 staff, while shows like the International Builder's Show and Kitchen and Bath Industry Show, Healthcare Information and Management Systems Society, SAP, InfoComm and Microsoft will require up to 100 staff per day for the duration of their event.

The Center was aware that 2017 would be a very busy year and partnered with Human Resources in 2016 on various recruiting efforts to increase the number of on-call positions with limited success. The additional Part-Time Rigging Technicians will greatly assist in providing service to our clients throughout the rest of FY 2016-17 and into FY 2018-19.

**ACTION REQUESTED:** Approval to increase the manning table by 10 Part-Time Rigging Technicians for the Convention Center

C: Ajit Lalchandani, County Administrator  
Eric Gassman, Deputy County Administrator  
Ricardo Daye, Director, Human Resources  
Kurt Petersen, Manager, Office of Management & Budget  
Kathie Canning, Executive Director, Convention Center  
Yulita Osuba, Deputy Director, Convention Center  
David Ingram, Assistant Director, Convention Center