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COMMUNITY/CONVENTION CENTER  
City of Sacramento  
ADMINISTRATION OFFICES

February 15, 1991

Budget and Finance Committee  
Sacramento, California

Honorable Members In Session:

Subject: COMMUNITY CENTER DEPARTMENT BUDGET AMENDMENT

**SUMMARY**

This report provides information relative to the event staffing needs at the Sacramento Community Center (SCC). Further, this report requests amending the budget by adding the equivalent of one Events Duty Person position, non-career.

**BACKGROUND INFORMATION**

The Sacramento Community and Convention Center provides a multi-use facility that has become the focal point for the performing arts, as well as the center of activity for business meetings and conventions. Figures indicate that 1989-90 was another very successful year for the Center. There are 1130 event days, which translate into an average of three events per day during the year, with a total attendance of 894,518.

The Center is divided into three divisions: Administration, Operations and Development. Administration provides overall policy direction; budget fiscal and personnel administration; coordinates the Sacramento Convention and Visitors Bureau; and provides long range planning. Operations Division provides client services including event booking, contracting, the coordination of the physical settings, manpower and equipment use maintenance of the physical location and monitoring of each event in the Center. The Development Division provides new facility planning and development such as the expansion and Memorial Auditorium.

On-site supervision is required for all events held at the Center. This supervision has been the responsibility of the Events Coordinator, a career position in the Event Services section, or the Events Duty Person, a part-time non-career position.

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Budget & Finance Committee

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Event Coordinators are responsible for a wide range of event related duties, including meeting and tours with clients, all planning for each event, designing room set-ups, provide budget and staffing requirements, directing event supervision, evaluating events, and preparing reports during and after the event, conducting post-event meetings with licensees and accurately determining charges generated during the event.

The position of Events Duty Person was designed to augment the Events Coordinator positions by providing supervision during the events. The Events Duty Person is an on-call assignment. Because the Center complex is currently in use from 7:00 a.m. to midnight, an average of 6.3 days per week, the actual number of hours needed to merely cover building usage equates to three full-time employees. The current budget (1990-91) allots two full-time employees.

Within the last three years, the Convention Center has been the site of several new and/or growing conventions and trade shows that have become more complex and sophisticated in their facility needs, thus requiring more extensive and time-consuming planning measures. A prime example of this is the Government Technology Conference, a five day conference which includes trade shows, seminars and state of the art multi-media general session presentations. All areas of the Center are used, in conjunction with other properties nearby and in the outlying areas of the City. This event involves interaction with at least five other City departments and the Events Coordinator assigned to this event works a minimum of fifty hours prior to the event.

In addition, the Event Services Section of the Operations Department began supervising and managing their own house staff, a formerly contracted service. The house staff is composed of approximately 70 people whose job responsibilities encompass ushering ticket takings, guarding doors, securing the premises and controlling crowds, as mandated by facility requirements. The staff time currently needed to schedule and provide associated personnel services for this group is at least fourteen hours per week.

The Convention Center has recently undergone major reorganization during which a full-time Events Coordinator position was deleted. This deletion has compounded the already existing problem of providing thorough and effective event coordination. The accurate and timely disbursement of information to associated sections and departments has created a need for additional on-site supervision as well.

After a thorough evaluation, it has been determined that the addition of the equivalent of one full-time position of Events Duty Person will maintain quality on-site supervision and customer service, which will allow for more flexibility in scheduling relative to actual building use. This will also allow the full-time Events Coordinators the time needed to effectively preplan events.

**FINANCIAL DATA**

The addition of 1.0 FTE Events Duty Person position would cost approximately \$25,000 annually. The cost for the remainder of this fiscal year is approximately \$12,000. This would be absorbed within the current budget from salary savings of other vacant positions. The ongoing annual cost would be off-set by the anticipated revenues from the overhead charged to clients for the house staff administration. Revenues from this overhead have generated approximately \$24,000 per year for the last two years.

**MBE/WBE**

No impact.

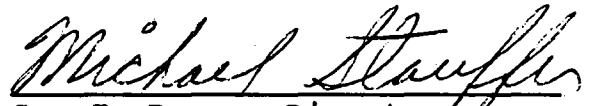
**POLICY CONSIDERATIONS**

This report is consistent with existing City policy and practices.

**RECOMMENDATION**


It is recommended that the Budget and Finance Committee approve the addition of 1.0 FTE Events Duty Person for the Community Center Department. Further, it is recommended that the Committee forward this report to the City Council for approval.

Respectfully submitted,



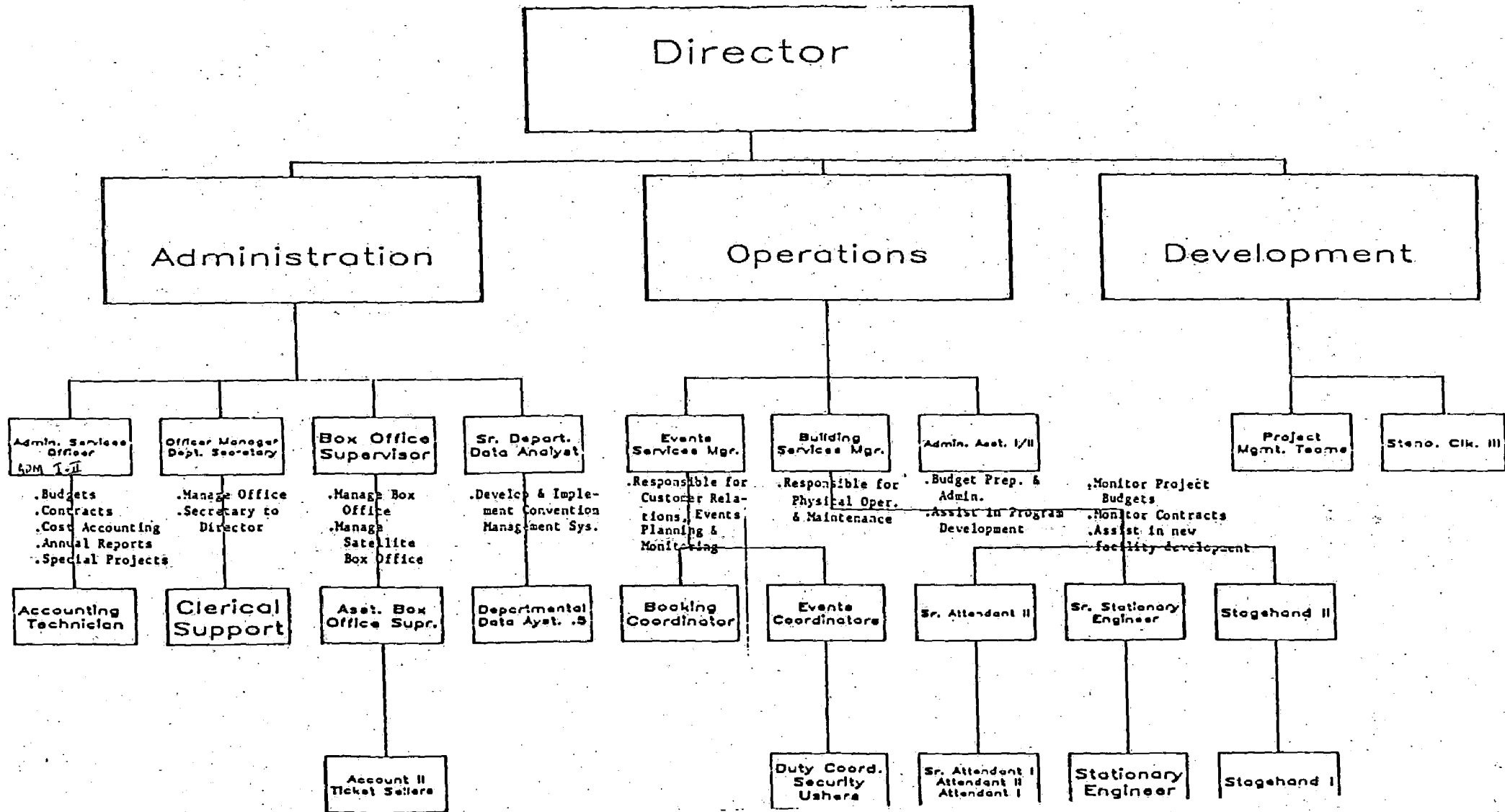
FOR: Sam J. Burns, Director  
Community Convention Department

Recommendation Approved:



Jack R. Crist  
Deputy City Manager

# Reorganization



# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

## RESOLUTION AMENDING THE FY 1990-91 COMMUNITY CENTER DEPARTMENT BUDGET

Be it resolved by the City Council of the City of Sacramento:

That the fiscal year 1990-91 Operating Budget for the Community Center Department Organization (4350) is hereby amended by adding the 1.0 FTE position of Events Duty Person.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

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