

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: January 22, 2009

TO: Board of Estimates

FROM: Michael Lipski

SUBJECT: Creation of Additional Monona Terrace Audio/Visual Technician Position

The Mayor's budget for 2009 includes funding for 3 Monona Terrace Audio/Visual Technician positions, which are currently filled. The Monona Terrace A/V Technician is responsible for coordinating audio/visual, closed circuit, and general communication services for Monona Terrace Convention Center. The work involves coordinating and overseeing the installation, connection, maintenance, and operation of electronic, audio/visual, computer, and telephone equipment and electrical connections associated with the meetings, conferences, conventions, and consumer shows held at the Center. The position serves as the technical expert for both staff and clients in the areas of responsibility.

While Monona Terrace has had three people in this classification performing the work, it has not been enough staff. Rather, the convention center has had to supplement its workforce by subcontracting with the Stagehands Union to have stagehands perform some of the work. Stagehands perform much of the equipment set up and tear down at Monona Terrace for customers, which is also work incorporated in the Monona Terrace A/V Technician class specification. In 2007, Monona Terrace paid stagehands for 8100 hours of work performing duties otherwise associated with the Monona Terrace A/V Technician classification, and while final numbers for 2008 have not been computed, it is expected that it will be greater than in 2007. Because this expense has continued to grow, Monona Terrace is proposing to shift some of the costs of subcontracting stagehands and create an additional Audio/Visual Technician position. This will allow Monona Terrace to have a full-time person working consistently instead of relying on short-term outside help and will increase the flexibility in scheduling the permanent A/V Technicians. Also, over the years, the A/V Technicians have taken on the responsibility for network support for most of Monona Terrace's computer and telephone systems. As a result, adding another full-time person to assist in this work will be more efficient than relying on hourly help which doesn't guarantee a consistent workforce and which wouldn't have the in-depth knowledge of the Monona Terrace systems that a permanent employee would.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
16/14	\$45,756	\$51,504	\$57,694

cc: Jeff Griffith-Building Maintenance Supervisor
Jim Hess-Monona Terrace Director