



## ~ MEMO ~

Date: October 26, 2012  
To: Legal & Finance  
Fr: Tracy Heitsch, RPCC Asst GM  
Re: Resolution No. 2012-125

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Thank you for your consideration for the reclassification of the *existing FTE position* of RPCC Accounting & Programming Specialist to the RPCC Accounting & Administration Manager. The Board of Directors of the Rushmore Plaza Civic Center approved this reclassification at their 9-25-12 Board of Directors meeting, on the basis of the following items:

- Ticket Sales have increased by 97.05% in the last five years, from \$3.689 million in 2007 to \$7.269 million in 2011
- The number of facility events has increased 23% in the last five years, from 717 events in 2007 to 884 events in 2011
- As a result of the above increases in business, the current Accounting and Programming Specialist position description and wage scale is not in congruence with the existing and future projected needs of the facility
- Additional management support is needed for our Accounting and Administration team, as well as the Assistant General Manager of Finance
- Position will be responsible for the day to day accounting management function and supervision of facility wide cash handling and accounting, ticketing, and POS system integrations
- Change in the position wage is included the 2013 Budget

In summary, the reclassification of this position will serve as support, oversight, and management for the Rushmore Plaza Civic Center Finance Department. With the dramatic increase in revenues, events, and attendance at the Civic Center over the last five years, the increase in responsibility for this position is warranted and needed for internal control, audit, and GAAP assurance.

A handwritten signature in black ink that reads "Tracy Heitsch". The signature is written in a cursive style with a large, looped "T" and "H".