

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: May 13, 2014		DATE SUBMITTED: April 30, 2014	
DEPARTMENT OF ORIGIN: CMO		SUBMITTED BY: Joey Dunn	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input checked="" type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consideration of an amendment to the FY2014 annual funding agreement between the City of Bryan and the Bryan-College Station Convention and Visitors Bureau (CVB), adding \$12,807.50 in hotel occupancy tax (HOT) funds for expenses associated with the relocation of the CVB office on University Drive in College Station.			
SUMMARY STATEMENT: The City of Bryan currently provides HOT funding to the CVB in the amount of \$172,042 for FY2014 expenses. The original FY2014 funding agreement was executed on December 9, 2013.			
<p>The current CVB office is being vacated to make way for redevelopment of the Chimney Hill property. This amendment provides additional Bryan HOT funding in the amount of \$12,807.50 to cover expenses related to relocation and rent of a nearby office building on University Drive. Bryan's share of the rent and relocation costs represents twenty-five percent (25%) of the total cost, with College Station paying the remaining seventy-five percent (75%) of the cost.</p> <p>The CVB is leasing 3,146 square feet of space at University Park Plaza, 1101 University Drive East (College Station) at a cost of \$15/square foot per year (or \$3,932.50/month). This amendment grants the total sum of \$184,849.50 to CVB for FY2014 from HOT funds collected by the City of Bryan.</p> <p>While this funding request is for the remainder of FY2014, the CVB has entered into a thirty-nine (39) month lease, which began April 1, 2014. The CVB FY15 funding request will include rent expenses as well, with Bryan's twenty-five percent (25%) share estimated at \$12,097.50 (this amount will be for rent only, as the FY14 amount includes initial moving expenses).</p>			
STAFF ANALYSIS AND RECOMMENDATION: Staff recommends approval of this amendment. Previously the CVB's office space costs were supported solely by the City of College Station (100%) through use of a facility owned by the City of College Station. Costs associated with the new location will now be shared by both cities, with seventy-five percent (75%) coming from the City of College Station and twenty-five percent (25%) coming from the City of Bryan.			
OPTIONS (In Suggested Order of Staff Preference):			
<ol style="list-style-type: none"> 1. Approve amendment 2. Modify amendment for approval, which may require consideration at a future City Council meeting 3. Deny amendment and provide further direction 			
ATTACHMENTS: (in one .pdf attachment)			

1. Amendment to FY2014 CVB Funding Agreement
2. Request letter & cost summary from Shannon Overby
3. Executed lease

FUNDING SOURCE: FY14 HOT Funds

APPROVALS:

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 5/2/2014

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 05/05/2014

Revised 05/2013