



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of **September 18, 2012**

Action Item for the City Council Meeting of **September 25, 2012**

**DATE:** August 30, 2012

**TO:** Ronald L. Olson, City Manager

**FROM:** Wes Pierson, Assistant City Manager  
[WesP@cctexas.com](mailto:WesP@cctexas.com)  
(361) 826-3082

Employee Transition Plan for the Professional Service Management Agreement for the Corpus Christi Museum of Science and History.

### **CAPTION:**

Motion authorizing the City Manager or his designee to execute the Employee Transition Plan with Corpus Christi Museum Joint Venture (CCMJV), amending the Professional Service Management Agreement to operate and manage the Corpus Christi Museum of Science and History.

### **PURPOSE:**

This item fulfills the requirement created by the Professional Services Management Agreement for the Corpus Christi Museum of Science and History between the City of Corpus Christi and Corpus Christi Museum Joint Venture, approved by Council on August 14, 2012. It is intended to outline the employee transition process and set standards of performance for both the City and CCMJV during the six-month employee transition period.

### **BACKGROUND AND FINDINGS:**

In development of the Professional Services Management Agreement for the Corpus Christi Museum of Science and History between the City of Corpus Christi and Corpus Christi Museum Joint Venture, both entities agreed that it was important to outline the expectations for the employee transition process. It was of the utmost importance to both that the interest of the employees be preserved in the shift from City employment to CCMJV employment. Under the proposed Employee Transition Plan, museum staff will remain employees of the City for the first 6 months of the agreement. During this period staff will decide if they would like to remain with the City or transition to CCMJV employment; CCMJV will evaluate staff performance to determine which employees they would like to retain. At the end of the 6 month period, museum staff may elect to: 1) transition to CCMJV employment; 2) be placed in an existing vacancy within the City per the City's Reduction in Force Policy; or 3) seek other employment opportunities independent of either the CCMJV or the City.

### **ALTERNATIVES:**

1) Propose an alternative Employee Transition Plan to City Council for approval.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

Employee Transition Plan conforms to city policy.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Corpus Christi Museum of Science & History

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		943,245		943,245
Encumbered / Expended Amount		62,536		62,536
This item		864,641		864,641
BALANCE		16,068		16,068

Fund(s): 1020-General Fund

**Comments:** Per the approved agreement on August 14, 2012, funding is provided to CCMJV on a quarterly basis which includes the total Personnel Costs for 11-months in FY2013. The estimated vesting payout if eligible employees transition to CCMJV or seek other employment opportunities independent of the City is \$97,700 which is in the Reserve Appropriation account.

**RECOMMENDATION:**

Staff recommends approval of the Museum Employee Transition Plan.

**LIST OF SUPPORTING DOCUMENTS:**

Agreement - Employee Transition Plan