



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 11, 2018
Action Item for the City Council Meeting of September 18, 2018

DATE: August 31, 2018
TO: Keith Selman, Interim City Manager
FROM: Arlene Medrano, Business Liaison – City Manager's Office
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Month to Month Amendment to Consulting Services Agreement with the Corpus Christi Convention and Visitors Bureau

CAPTION:

Motion authorizing Amendment No. 1 to the Consulting Services Agreement with the Corpus Christi Convention and Visitors Bureau to extend the Agreement on a month-to-month basis until a new agreement can be reached.

PURPOSE:

The purpose of this item is to approve an Amendment to the Consulting Services Agreement with the Corpus Christi Convention and Visitors Bureau.

BACKGROUND AND FINDINGS:

On September 22, 2015, City Council approved a three-year Consulting Services agreement with the CCCVB for a period extending from October 1, 2015 to September 30, 2018.

Per the City's Annual Audit Plan, the City Auditor is conducting a contract audit of the Consulting Services Agreement with the Corpus Christi Convention and Visitors Bureau (CCCVB). As a result, a new multi-year term agreement with the CCCVB is being postponed until said audit has been complete.

The attached month-to-month extension of the Consulting Services agreement will maintain the current terms of the agreement. The FY19 budget has been adjusted to reflect the \$336,960 advance that was received by the CCCVB in FY18.

ALTERNATIVES:

An alternative could be to allow the existing contract to expire, but that is not practical or recommended.

OTHER CONSIDERATIONS:

N/A

CONFORMITY TO CITY POLICY:

Conforms

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Legal

FINANCIAL IMPACT:

X Operating

☐ Revenue

☐ Capital

☐ Not applicable

Fiscal Year: 2015-2015	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$5,338,959	\$5,256,024	\$10,594,983
Encumbered / Expended Amount		\$5,338,959	0	\$5,338,959
This item		0	Up to \$5,256,024	Up to \$5,256,024
BALANCE		0	0	0

Fund(s): Hotel Occupancy Tax Fund

Comments: The Future Years number reflects the FY19 deduction of \$336,960 which was advanced to the CVB in FY18.

RECOMMENDATION:

Staff recommends approval of the motion to approve this amendment to the Consulting Services Agreement with the Corpus Christi Convention and Visitors Bureau.

LIST OF SUPPORTING DOCUMENTS:

Agreement – 2015-2018 CCCCVB Consulting Services
Amendment to Agreement