

City of Fayetteville Staff Review Form

2019-0130

Legistar File ID

3/5/2019

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

DEVIN HOWLAND

2/15/2019

ECONOMIC DEVELOPMENT (050)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

AN AMENDMENT TO THE ECONOMIC DEVELOPMENT CONSULTING CONTRACT WITH THE FAYETTEVILLE CHAMBER OF COMMERCE TO PROVIDE TRAVEL EXPENSES FOR CHUNG TAN TO ATTEND ICSC'S RECON EVENT.

Budget Impact:

1010.050.0500-5304.00

General Fund

Account Number

Fund

N/A

N/A

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 10,975.00

Funds Obligated \$ 1,189.58

Current Balance \$ 9,785.42

Does item have a cost? Yes

Item Cost \$ 1,850.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget \$ 7,935.42

V20180321

Purchase Order Number: 2016-0679

Previous Ordinance or Resolution # 270-18

Change Order Number: 2

Approval Date:

Original Contract Number: 2016-0011

Comments:



MEETING OF MARCH 5, 2019

TO: Mayor and City Council
THRU: Don Marr, Chief of Staff
FROM: Devin Howland, Director of Economic Vitality
DATE: February 15, 2019

**SUBJECT: A RESOLUTION TO AMEND THE ECONOMIC DEVELOPMENT
CONSULTING CONTRACT**

RECOMMENDATION:

Staff is recommending approval of the resolution to amend the economic development consulting contract with the Fayetteville Chamber of Commerce to provide travel expenses for Chung Tan, CEcD, EDFP during RECON of 2019.

BACKGROUND:

Following an incredible performance in 2018 on the part of Chung Tan at the International Council of Shopping Centers RECON convention, the Department of Economic Vitality plans on covering the travel costs for an expanded team to attend the event, this includes the Fayetteville Chamber's Chief Economic Development Officer, Chung Tan. During the budget discussions pertaining to the Department of Economic Vitality held in November of 2018, staff expressed its desire and intent to cover travel costs for Chung as part of the Department of Economic Vitality's Budget.

DISCUSSION:

In order to cover the travel costs for Chung, staff was advised to amend the contract to directly pay the Chamber of Commerce for those expenses rather than making those travel arrangements through internal staff. The amendment states the City of Fayetteville will pay the Chamber \$1,850 towards expenses incurred by Chung Tan for attendance and contract-related services at the 2019 RECON Convention. The amount was derived through internal travel estimates for other municipal staff which will be traveling on the same dates. The amendment also calls for a report to be provided to the City during the next quarterly invoice after the event, that outlines the services provided during the convention.

BUDGET/STAFF IMPACT:

This is a budgeted expense of \$1,850.00

Attachments:

AMENDMENT 1 TO FIRST RENEWAL OF CHAMBER CONTRACT FOR ECON
DEVELOPMENT CONSULTING SERVICES.

**AMENDMENT NO. 1 TO THE FIRST RENEWAL OF CONTRACT FOR
ECONOMIC DEVELOPMENT CONSULTING SERVICES**

**BETWEEN
THE CITY OF FAYETTEVILLE, ARKANSAS
AND
THE FAYETTEVILLE CHAMBER OF COMMERCE**

WHEREAS, on December 21, 2018, as authorized by Resolution No. 270-18, the City of Fayetteville, Arkansas ("City") and the Fayetteville Chamber of Commerce ("Chamber") entered into the First Renewal of Contract for Economic Development Consulting Services (the "Contract") setting forth the terms and conditions for services to be provided through December 31, 2020, and;

WHEREAS, based on the exceptional performance of Chung Tan, the Chamber's designated staff member, at the 2018 RECON Convention hosted by the International Council of Shopping Centers, the City believes her attendance at future conventions is vital to the City's economic development goals; and

WHEREAS, the parties desire to amend this agreement as set forth below to provide for payment of expenses related to assistance by Ms. Tan at the 2019 RECON Convention hosted by the International Council of Shopping Centers.

NOW, THEREFORE, BE IT KNOWN TO ALL:

That the City and the Chamber, on this _____ day of _____, 2019, hereby agree to the following:

In addition to the quarterly payments set forth in Section 5 of the Contract, the City agrees to pay the Chamber \$1,850.00 toward expenses incurred by Chung Tan for attendance and contract-related services at the 2019 RECON Convention sponsored by the International Council of Shopping Centers. A report of contract-related services provided during the convention shall be submitted with the next quarterly invoice.

IN WITNESS WHEREOF, the parties hereto have caused their signatures to be set by their authorized representative effective the date set forth herein above.

FAYETTEVILLE CHAMBER OF COMMERCE

By: _____

J. Steven Clark, President and CEO

Date: _____

2/15/19

Witness: _____

Date: _____

2-15-19

Amendment No. 1 to the First Renewal

CITY OF FAYETTEVILLE, ARKANSAS

By: _____
Lioneld Jordan, Mayor

Date: _____

ATTEST:

Sondra E. Smith, City Clerk-Treasurer

Date: _____