

**City of Fayetteville Staff Review Form**

**2019-0645**

**Legistar File ID**

**10/15/2019**

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

Devin Howland

9/25/2019

ECONOMIC DEVELOPMENT (050)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

A RESOLUTION AUTHORIZING MAYOR JORDAN TO SIGN A TRAVEL EXPENSE REIMBURSEMENT AGREEMENT WITH THE NORTHWEST ARKANSAS COUNCIL FOR CHUNG TAN TO ATTEND THE ECONOMIX CONFERENCE.

**Budget Impact:**

Account Number	Fund
Project Number	Project Title
<b>Budgeted Item?</b> <u>  No  </u>	<b>Current Budget</b> \$            -
	<b>Funds Obligated</b> \$            -
	<b>Current Balance</b> <span style="border: 1px solid gray; padding: 2px;">\$            -</span>
<b>Does item have a cost?</b> <u>  No  </u>	<b>Item Cost</b>
<b>Budget Adjustment Attached?</b> <u>  NA  </u>	<b>Budget Adjustment</b>
	<b>Remaining Budget</b> <span style="border: 1px solid gray; padding: 2px;">\$            -</span>

V20180321

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF OCTOBER 15, 2019**

**TO:** Mayor and City Council

**THRU:** Don Marr, Chief of Staff

**FROM:** Devin Howland, Director of Economic Vitality

**DATE:** September 25, 2019

**SUBJECT:** **Travel Expense Reimbursement Agreement with the Northwest Arkansas Council**

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**RECOMMENDATION:**

Staff is recommending approval of the resolution authorizing Mayor Jordan to sign the attached Travel Expense Reimbursement Agreement with the Northwest Arkansas.

**BACKGROUND:**

Prior to Chung Tan joining the City of Fayetteville, the Northwest Arkansas Council paid for her travel expenses to attend several ECONOMIX Conferences annually. Following Chung Tan beginning her role with the Department of Economic Vitality, the Northwest Arkansas Council expressed its desire to continue covering Chung's travel expenses to attend ECONOMIX Conferences.

**DISCUSSION:**

Given the alignment and synergies between Chung's role as Business Development Manager and the ECONOMIX Conference content, staff would like to utilize this trip as an opportunity to expose Fayetteville as an incredible place to live, work, and do business to over 24 site selection professionals from across the country. Given the uniqueness this conference holds for economic development professionals, and the generosity of the Northwest Arkansas Council for offering to cover Chung Tan's travel cost, staff feels this is a great opportunity to meet and establish relationships with site selection professionals.

If approved, Chung Tan would be traveling and attending the conference from December 3-6, 2019. Staff estimates the reimbursement amount to be \$1,500.

**BUDGET/STAFF IMPACT:**

This item has no impact on the Department of Economic Vitality's budget following reimbursement.

**Attachments:**

Travel Reimbursement Agreement

## TRAVEL EXPENSE REIMBURSEMENT AGREEMENT

This Agreement, made and entered into on this \_\_\_\_ day of September, 2019, by and between the City of Fayetteville, Arkansas (“City”) and the Northwest Arkansas Council, witnesseth:

**WHEREAS**, Chung Tan, the City of Fayetteville’s Business Development Manager has an opportunity to attend ECONOMIX, an economic development conference, being hosted in Charleston, South Carolina from December 3-6, 2019; and

**WHEREAS**, the City of Fayetteville and the Northwest Arkansas Council agree that having a representative at the conference will benefit the City of Fayetteville as well as the Northwest Arkansas region.

**NOW, THEREFORE**, the City of Fayetteville, Arkansas and the Northwest Arkansas Council agree as follows:

1. The City of Fayetteville, Arkansas agrees to:
  - A. Pay in advance all costs incurred by Chung Tan (estimated to be \$1,500) to attend the ECONOMIX conference in Charleston, South Carolina from December 3-6, 2019. All expenses associated with attending the conference shall comply with the City of Fayetteville’s Travel and Training Policy.
  - B. Submit an invoice for the costs associated with attending the conference, along with itemized receipts, to the Northwest Arkansas Council within thirty (30) days of Chung Tan’s return from the conference.
  
2. Northwest Arkansas Council agrees to:
  - A. Reimburse the City of Fayetteville for the actual costs incurred by Chung Tan for attending the ECONOMIX conference within thirty (30) days of receipt of valid. Such reimbursement does not include costs associated with Chung Tan’s regular salary or benefits.
  - B. Notify the City of Fayetteville within ten (10) days of receipt of the invoice if it requires additional information or if it intends to disallow any portion of the invoice.

IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ABOVE, WE SIGN BELOW:

NORTHWEST ARKANSAS COUNCIL


CITY OF FAYETTEVILLE,  
ARKANSAS

By:   
Mike Harvey, Chief Operating Officer

By: \_\_\_\_\_  
LIONELD JORDAN, Mayor

ATTEST/WITNESS:

ATTEST:

By:   
COUNSEL - STACEY STURNER

By: \_\_\_\_\_  
SONDRA SMITH, City Clerk