

Convention & Visitors Bureau Office Location



Interoffice Memo

Date: May 30, 2014
To: Robert Garza, City Manager
From: Phil San Filippo, Convention & Visitors Bureau Executive Director 
Subject: June 9, 2014 Work Session: Convention & Visitors Bureau Office Location
File No.: FY-14-082

The purpose of this memo is to convey that staff followed up on Council directive to consider a future home for the CVB, that staff will present information explaining the process and analysis that was conducted to consider all possible available options concluding with a narrowed down final list that will require further analysis.

The staff will give a brief review of the locations that were considered and the other factors that comprise the various elements of the selection process.

The staff will also discuss the necessity of the Convention and Visitors Bureau to come before the City Council requesting an extension of its current lease due to the complexities involved in making a final recommendation on a permanent location. In addition to location and space needs, there are considerations regarding relocation requirements of other departments, encumbered properties and financing options that must be determined prior to making a final recommendation.

Staff have narrowed down the viable options and with the direction of the City Council, the staff hopes to finalize the evaluation and selection during the next fiscal year.

Cc: Brian Denmark, Assistant City Manager/COO 
David Dollahon, Community and Cultural Services Director 