



Consider approval of Resolution 2020-267R, approving a renewal of the agreement with the San Marcos Area Chamber of Commerce in the estimated annual amount of \$28,760 for visitor and administrative service, parking and office space and authorizing and renewing on an annual basis; authorizing the City Manager or his designee to execute the agreement on behalf of the City; and declaring an effective date.



History

- 1982-2016 City of San Marcos contracted with the Chamber of Commerce for Tourism Promotional Services (Convention and Visitor Bureau - CVB)
- 10/2016 CVB transitioned to a city department
- 2016-2020 Contract with the Chamber for visitor and administrative services – continued to serve as a tourist information center, providing administrative services for CVB staff, board room use, building use and storage
- March 2020 Staff seeks new location to relocate due to expiration of lease (July), parking issues and a health issue component (shared building with nail salon)
- July 2020 Main Street relocation to Chamber of Commerce building – four total offices and shared use of building



Previous Location

Property:	317 N. LBJ Drive – Retail space
Base rent:	\$1,350 per month = \$16,200 year
Utilities:	Paid out of general city utility account
Storage:	\$1,800 year - Additional \$150 per month (Allen Shy property) (Looking to expand to a larger space to store new street banners climate controlled space - \$250 - \$300 month – shared with Communications Dept)
Parking:	\$2,500 year - Paid parking three full-time and part-time staff
Annual Expense:	\$20,500



Chamber Building

Property: 202 N. CM Allen Pkwy

Base rent: CVB contract \$2,000 per month; \$397 increase - \$2,397 month total

Utilities: Included in monthly lease payment

Storage: Included

Parking: Included

Annual Expense: \$12,000 Main Street/General funds; \$16,760 CVB/HOT funds



Valued Partnership

The Chamber of Commerce values the partnership with the City of San Marcos. The synergy created under one roof with Main Street and Economic Development staff in supporting our small businesses and local community is invaluable.

The Chamber understands the City Council concerns regarding the renewal process and costs, therefore, is recommending that the contract be reviewed on an annual basis as opposed to having an automatic renewal and has modified the amount by calculating the average square foot per year of other downtown space and deducting annual parking costs.



Costs

- 521 sq/ft – four offices – \$20.82 sq/ft/yr (average calculated from four downtown lease space available) Annual cost \$10,847
- 2,274 sq/ft – shared building space – kitchen/breakroom, conference rooms, workroom, restrooms, lobby/reception area and intern space \$10.41 sq/ft/yr – Annual cost of \$23,673
- Deduction of annual parking included in total cost of eight parking spaces at \$60 month – Annual cost of -\$5,760

Total - \$28,760 annual cost



Support

- Relocation out of prime retail space to allow additional commerce
- Continue synergy of the Main Street, Business Development and Chamber of Commerce collaborative projects and programming
- Availability of conference room space for small workshops
- Convenient to all downtown businesses
- Convenient parking for staff, meeting attendees and workshop participants
- Convenient to Parks and Recreation staff for collaborative event projects
- Office and meeting privacy
- Healthy environment