

MEMORANDUM

To: Douglas G. Faseler, Seguin City Manager
Rick Cortes, Seguin Assistant City Manager

From: Kyle Kramm, Main Street and CVB Director

Subject: Main Street and CVB Office Space

Date: April 23, 2018

In June 2016, the Main Street and Convention & Visitors Bureau were combined into one department. Since that time, Main Street staff members have worked from the Municipal Annex Building and Convention & Visitors Bureau staff have been housed inside the Chamber of Commerce, where the City has a yearly lease agreement. To improve the operations of the Main Street & CVB Department, staff is requesting to house both Main Street and CVB staff inside the Chamber of Commerce until a permanent location can be purchased.

Currently, as Director of the Department, I split my time between the two offices to be able to assist staff as they work on projects. Most weeks I am in the Annex building Mondays, Wednesdays and Fridays and at the Chamber of Commerce on Tuesdays and Thursdays. This has worked well, but operations of the department would improve greatly if the entire department was housed together. Additionally, constituents are never certain about where I will be which can be frustrating for them.

Staff greatly appreciates the work the City has already taken to improve the work environment at the Chamber of Commerce, including providing the City's internet network to the building. Prior to that, staff could not access Tyler, the shared drive, and attach large items to emails. This action has already improved the work output from the staff located at the Chamber building.

There would be a few expenses needed to relocate the Main Street staff to the Chamber building. These would be a copier, telephones and shelving.

Copier: A color copier that can meet the needs of our department would be a monthly rental of \$152.70, or \$1,832.40 a year. The CVB budget includes \$2500 for office equipment rental to potentially cover a copier and our Sparkletts machine. The copier would allow us to eventually phase out our two small printers

where the cartridges are between \$75 to \$100 each and are being replaced at least twice a year.

Phones: The CVB staff phones are on the Chamber's phone network, which does not allow staff to transfer calls to each other since Main Street staff is on the City's phone network. IT has found a phone that would work by running over the internet network, thus allowing the CVB to have phones on the City's network. One phone was purchased to test it out and it works well. I would like to purchase three additional phones (each phone is approx. \$250). My extension 2448 would stay with me and Christy's extension 2475 would stay with her. I would like for Anita to have the 5000 extension which is currently our event hotline. Myra would get a new extension. The purchase of the phones would be charged to the City's IT budget which they have agreed to cover. We would also keep our lines with the chamber as we do transfer calls back and forth between us and the Chamber; I'd like to eventually phase this line out though resulting in a savings on our lease agreement with the Chamber.

Shelving: The CVB has storage in the basement of the Chamber of Commerce building. Additional shelving would be needed to move Main Street's supplies to the Chamber building. Staff has found shelving at Home Depot that will work for \$80 per unit, and three units would be needed. New shelving would come from the supplies line items of both Main Street & CVB.

The Chamber has agreed to allow the additional staff in the building and there would be no increase in the yearly rent. The layout of the office would change with Anita being moved to our reception area and Christy taking Anita's office. Anita would use my current desk from the Annex building.

By Main Street moving out of the Annex, two offices would be freed up for other City staff. Jennifer Gauna with Economic Development could move from the work station into an office and the two SBDC advisors could use the second office for their meetings on Tuesday and Thursdays, and the Economic Development Interns could use the front office, thus freeing up the Annex Conference Room.

Additionally, having all staff in one location would improve the coverage of the Visitor Center. Currently with only two staff members there full time, often the Chamber staff is greeting visitors when they are both out of the office.

Lastly, being able to provide direct feedback in a timely manner rather than playing phone tag with employees would drastically improve the output and performance of the department.

Main Street & CVB staff appreciate your consideration of this request.