



**ECONOMIC  
DEVELOPMENT  
CORPORATION**

## **MEMORANDUM**

To: Don Keil, Mayor  
Seguin City Council

Cc: Douglas G. Faseler, City Manager

From: Joshua Schneuker, Director of Economic Development

Date: August 15, 2017

Re: Fiscal Year 2017-2018 Management Services Agreement

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Attached please find the Fiscal Year 2017-2018 Management Services Agreement between the City of Seguin and the Seguin Economic Development Corporation (SEDC). The SEDC and City of Seguin Management Services Agreement outlines the management, administrative and financial services the City provides to the SEDC. For purposes of the Management Services Agreement, the City's Director of Economic Development serves as the designated employee of the City described in Section 4.04 (4) of the SEDC Bylaws who shall be charged with the responsibility of carrying out the SEDC's plan and program as adopted by the Board. In addition to services identified in Section A and D of the agreement, the City shall establish a position of Assistant Director of Economic Development, Business Recruitment Specialist, and Business Retention Specialist. The funding obligations associated with these positions as outlined within the Agreement are as follows:

- **Assistant Director of Economic Development**
  - SEDC pays 50% of the costs of the position.
  - 350.00/month car allowance. 100% paid by the SEDC.
  - \$75.00/month telephone allowance. 50% paid by the SEDC.
  - \$50.00/wireless data allowance. 100% paid by the SEDC.
- **Business Retention Specialist**
  - SEDC pays 100% of the costs of the position.
  - \$75.00/month telephone allowance. 50% paid by the SEDC.
  - \$50.00/wireless data allowance. 100% paid by the SEDC.
- **Business Recruitment Specialist**
  - SEDC pays 50% of the costs of the position.
  - \$75.00/month telephone allowance. 50% paid by the SEDC.
  - \$50.00/wireless data allowance. 100% paid by the SEDC.

The SEDC and City share the cost for the management services provided under the Agreement by paying to the City 10% of the annual Type A sales tax received by the SEDC. These payments are remitted monthly. The agreement will be effective for a period of one year, starting on October 1, 2017, and ending on September 30, 2018.

In September 2016, the SEDC made changes to two positions within the department. The Economic Development Specialist was retitled as the Business Recruitment Specialist, and the Economic Development Analyst was retitled as the Business Retention Specialist. The only changes made to the Management Services Agreement from the current fiscal year were to reflect the changes to those job titles. The SEDC Board approved the agreement at their August 2, 2017 board meeting. The SEDC Board of Directors and SEDC Staff is recommending approval of the Management Services Agreement.