

MEMORANDUM

TO: Board of Directors, Seguin Public Facility Corporation

FROM: Mark Kennedy, City Attorney

DATE: June 16, 2026

SUBJECT: Appointment of Executive Director

I. Purpose. This memorandum serves to advise the Board regarding the transition of the Executive Director position for the Seguin Public Facility Corporation (the "Corporation").

II. Background. Rick Cortes has served as the Executive Director of the Corporation since its inception. Mr. Cortes has submitted his resignation from this position. Pursuant to Section 3.1(a) of the Corporation's Bylaws, the Board has the authority to appoint such other officers as the Board may from time to time elect.

III. Recommendation. Staff recommends the appointment of Tim Howe, Assistant City Manager, to the position of Executive Director. This appointment ensures continuity in the management of Corporation affairs. Furthermore, it is necessary to formally authorize Mr. Howe to act as an authorized signatory for the Corporation to facilitate ongoing business operations, including the execution of contracts and financial instruments.

IV. Action Requested. The Board is requested to adopt the attached resolution accepting the resignation of Rick Cortes, appointing Tim Howe as the new Executive Director, and authorizing Mr. Howe to serve as a signatory for Corporation business.