



**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: July 31, 2018

Re: Fiscal Year 2018-2019 Management Services Agreement

Attached to this memo is the Fiscal Year 2018-2019 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 Business Recruitment Specialist, and Business Retention Specialist. The funding obligations associated with these positions as outlined within the Agreement are as follows:

- **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, 2018, and ending on September 30, 2019.

No major changes were made to the proposed Management Services Agreement for Fiscal Year 2018-19. The SEDC Board of Directors will take action on a resolution approving the Management Services Agreement between the SEDC and the City of Seguin for Fiscal Year 2018-19 at their meeting on August 6, 2018. SEDC Staff anticipates that the Board will approve the resolution at this meeting. Staff is recommending approval of the FY 2018-19 Management Services Agreement by the Seguin City Council.