

**MEMORANDUM**

**To:** Mayor Donna Dodgen and Seguin City Council  
Steve Parker, City Manager

**From:** Kyle Kramm, Main Street & CVB Director/HPO

**Through:** Rick Cortes, Deputy City Manager

**Subject:** CVB & Main Street FY2022 Lease Agreement

**Date:** June 1, 2021

Please find attached a one-year lease agreement to renew the Main Street and Convention & Visitors Bureau office lease at 116 North Camp Street. Please note that the City, at its option, may terminate this Lease Agreement upon ninety (90) day prior notice. If not otherwise terminated, upon ninety (90) days prior notice the Agreement may be renewed for successive one-year periods. No changes are being proposed from last year's agreement.

The lease agreement includes the use of the office space, telephone system, and a reimbursement of the Seguin Area Chamber of Commerce's receptionist who welcomes visitors and answers phone calls when staff is out of the office. Total lease payments are \$15,576 with an additional \$5,359.40 for the telephone and receptionist.