

MEMORANDUM

To: Mayor and City Council Members
Douglas Faseler, City Manager

From: Jillian Boldway, CVB Director

Subject: Lease Agreement with Seguin Area Chamber of Commerce

Date: September 15, 2015

City staff is requesting City Council to approve the renewal of the attached Lease and Administrative Services Agreement with the Seguin Area Chamber of Commerce for the lease of space and provision of administrative services for the Seguin Convention and Visitors Bureau for the term beginning October 1, 2015, and ending September 30, 2016.

The lease payment remains the same as last year at \$15,576.00 annually. Staff has negotiated a reduction in the shared/administrative services fee from the current \$9,241.52 to a not to exceed amount of \$5,359.40 annually, a savings of \$3,882.12 from our current year.