



**ECONOMIC
DEVELOPMENT
CORPORATION**

MEMORANDUM

To: Mayor Don Keil
Seguin City Council

CC: Steve Parker, City Manager
Andy Quittner, City Attorney

From: Josh Schneuker, Director of Economic Development

Date: August 12, 2020

Subject: FY 2020-2021 City of Seguin/SEDC Management Services Agreement

Attached to this memo as "Exhibit A" is the proposed Fiscal Year 2020-2021 Management Services Agreement between the City of Seguin and the Seguin Economic Development Corporation (SEDC).

Overview

The SEDC and City of Seguin Management Services Agreement outlines the management, administrative and financial services the City provides to the SEDC. The City of Seguin's Director of Economic Development serves as the designated employee of the City described in Section 4.03 (4) of the SEDC Bylaws (Executive Director) charged with the responsibility of carrying out the SEDC's plan and program as adopted by the Board.

Economic Development Staffing

In addition to services identified in Section A and D of the agreement, the City shall establish a position of Assistant Director, Business Retention Specialist and Administrative and Marketing Assistant. The funding obligations associated with these positions as outlined within the Agreement are as follows:

- **Assistant Director**
 - 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.

- **Administrative and Marketing Assistant**
 - SEDC pays 50% of the costs of the position.

Cost for Management Services

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 by the SEDC to the City of Seguin monthly.

Staff Recommendation

There are no major changes between the current agreement and the proposed agreement for Fiscal Year 2021. The agreement will be effective for a period of one year, starting on October 1, 2020, and ending on September 30, 2021. On August 6, 2020, the SEDC Board of Directors acted on Resolution 2020-12, approving the Management Services Agreement between the Seguin Economic Development Corporation and the City of Seguin for Fiscal Year 2020-2021.

Staff is recommending City Council approval of the resolution approving the Management Services Agreement between the SEDC and the City of Seguin for Fiscal Year 2020-21.