

AGREEMENT FOR ADMINISTRATIVE SERVICES – ROLL UP SEGUIN

This Agreement is made by and between the City of Seguin (“Seguin”) and the Community Council of South Central Texas, Inc. (“CCSCT”), who agree to provide utility assistance for certain households and hardship cases through the Seguin Roll Up program on the terms and conditions described as follows:

WHEREAS, Seguin is a municipally owned utility providing electric, water and sewer services for the City of Seguin; and

WHEREAS, not all citizens of the Seguin utilities are provided will all services; and

WHEREAS, the CCSCT is a non-profit community action agency covering 11 South Texas counties with its headquarters in Seguin, Texas, whose main focus is assisting individuals during crises and to assist them in becoming more self-sufficient; and

WHEREAS, Seguin has established the Roll Up Seguin program where participants allow their monthly bills to be rounded up to the nearest dollar with said amounts becoming available to provide utility assistance for certain low income households and special hardship cases; and

WHEREAS, Seguin and CCSCT desire to cooperate in providing financial assistance to certain customers of Seguin utilities.

NOW THEREFORE in consideration of the promises and mutual covenants contained herein, Seguin and CCSCT acting through their respective City Council and Board of Directors agree as follows:

Seguin will offer its customers and non-customers an opportunity to contribute to the Seguin Roll Up Program that is intended to help persons experiencing financial hardship making it difficult to pay for electric, water or sewer services provided by Seguin. Seguin’s concern for the health, safety and welfare of its customers prompted the establishment of the Roll Up Program.

Funds from the Seguin Roll Up Program will be made available to those customers who face problems in paying their electric, water, or sewer bills. Eligibility is determined using the following criteria, which is not meant to be all inclusive:

1. To be eligible, a recipient must be a Seguin utility customer, and eligibility is limited to payment assistance for services actually received from Seguin utilities (*e.g.* Springs Hill water customers who receive service from Seguin electric, and Seguin Sewer may only receive assistance for electric and sewer; likewise those Seguin water customers who receive electricity through GVEC will not be eligible for assistance with GVEC service costs).
2. Priority for assistance under the Roll Up Program will be given to low-income elderly, persons with disabilities, and families with children under six years of age. The recipient must be the utility customer residing at the address for which the Seguin utility services are rendered.

3. A recipient may not receive more than twice in any given year nor receive a total of more \$300.00 during the same year.
4. Subject to the above qualifications further selection of recipients will be made by CCSCT based on their criteria for eligible households.

Seguin will be responsible for providing funds collected, based quarterly on the amount collected in that quarter, for the Roll Up Program. Funds will be made available for vouchers in January, April, July, and October for disbursement to recipient accounts as approved by CCSCT.

CCSCT will submit to the city monthly reports listing the vouchers issued, the identity of the recipient, the location address for the recipient, and the amount for each voucher. This report shall be sent to the City by the 15th day of the following month. This report shall be used for Seguin's verification process.

This Agreement shall be effective beginning January 1, 2019, and shall automatically renew each year thereafter, absent a 90 day written notice of cancellation by one party to the other.

SIGNED this ____ day of September 2018.

CITY OF SEGUIN

**COMMUNITY COUNCIL OF
SOUTH CENTRAL TEXAS, INC.**

By: _____

Douglas G. Faseler, City Manager

By: _____