



**ECONOMIC
DEVELOPMENT
CORPORATION**

MEMORANDUM

To: Mayor Don Keil
Seguin City Council

Cc: Douglas G. Faseler, City Manager
Andy Quittner, City Attorney

From: Joshua Schneuker, Executive Director/Director of Economic Development

Date: August 12, 2019

Subject: Fiscal Year 2020 SEDC Budget

Attached to this memo as "Exhibit A" is the proposed Fiscal Year 2019-2020 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.

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.

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, 2019, and ending on September 30, 2020.

There are no major changes between the current agreement and the proposed agreement for Fiscal Year 2020. On August 5, 2019, the SEDC Board of Directors approved resolution 2019-09, approving the management services agreement between the SEDC and City of Seguin for fiscal year 2019-20. SEDC Staff and the Board of Directors are recommending approval of the resolution approving the Management Services Agreement between the SEDC and the City of Seguin for Fiscal Year 2019-20.

Exhibit A