

## **MEMORANDUM**

**TO:** Claire Powell, City Manager

**FROM:** Chris McGinn, Director of Neighborhood & Inspection Services

**DATE:** December 16, 2024

**SUBJECT:** **Approval of A Resolution of the City Council of the City of Lewisville, Texas, Authorizing the City Manager to Execute a First Amendment to an Agreement with Serve Lewisville, Inc. Regarding an Allocation from the City of Lewisville's Backbone Support Funding to Reflect the Promotion of the Operations Director to the Chief Operating Officer, Update the Rate per Hour and Increase the Number of Collaboration Meetings as Required; and Providing an Effective Date.**

### **BACKGROUND**

On June 17, 2024, Serve Lewisville accepted \$25,000 in Backbone Support funding to support certain functions of an Operations Director position at Serve Lewisville and agreed to host a minimum of four collaboration meetings between tenants and affiliates.

### **ANALYSIS**

An amendment is necessary to reflect the promotion of the Operations Director to the Chief Operating Officer, update the rate per hour and increase the number of required collaboration meetings.

### **CITY STAFF'S RECOMMENDATION**

That the City Council approve the resolution as set forth in the caption above.