

MEMORANDUM

To: Mayor and City Councilmembers
Steve Parker, City Manager

From: Susan Caddell, Director of Finance

Subject: Budget Amendment

Date: April 29, 2020

Attached you will find two budget amendments for the Special Revenue Fund. The first amendment is for security enhancements in the lobby area of the Police Department. I have attached a memo from Chief Nichols explaining the need for these security enhancements.

The second amendment is to provide funding for a hotel occupancy tax (HOT) rebate program for those hotels affected by the COVID-19 pandemic. The funds are provided from the CVB Building Fund. This fund was established several years ago to provide funding for the potential purchase or construction of a new convention and visitors center. If additional HOT funds remained after funds were distributed to civic organizations and other City departments, the remainder would be transferred to this fund. We have not transferred to this fund since FY16. There is currently over \$60,000 in this fund. Staff is recommending using this fund to provide a rebate program for the hotels.

I will be available for questions prior to and during the meeting. Please let me know if you have any questions.