

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Steve Parker, City Manager

**From:** Susan Caddell  
Director of Finance

**Subject:** Civic Organization Agreements

**Date:** November 1, 2023

During the fiscal year 2024 budget process, City Council approved funding to various civic organizations through the Occupancy Tax Fund. In order to provide the funding to these organizations, an agreement between the organization and the City must be signed. In order for the organization to receive the funding, they must hold the event they requested funding for. They can also not be reimbursed for more than they expended. The agreement with the Seguin Heritage Museum has \$25,000 in additional funding. This additional funding is to help pay for added personnel costs associated with hiring an office manager or contract labor as mentioned in Section II.

*In addition, the Seguin Heritage Museum will hire an office manager with expanded working days and hours and contract labor responsible for creation/maintenance of the displays, preservation of artifacts and textiles, being a docent to visitors, maintaining communications with members and other daily operations.*

Staff will require additional reporting requirements for them to receive the quarterly funding as mentioned in Section IV.

*In addition to these reports, Delegee must provide sufficient proof of increased staffing as requested by the City (e.g., payroll records, timesheets, etc.)*

Attached are the agreements with the various organizations and resolutions for your approval.

Please let me know if you have any further questions.