

**MEMORANDUM**

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

**From:** Susan Caddell, Director of Finance

**Subject:** Budget Amendment

**Date:** May 12, 2020

Attached you will find four budget amendments for the Special Revenue Fund. The first two amendments are related to the funding for the Coliseum chiller. During the original budget, the funding for the Coliseum chiller was split between the General Fund Capital Projects, Coliseum Fund and Occupancy Tax Fund at \$35,000 each. As of today, only \$1,025 has been paid out of the Occupancy Tax Fund. Due to the forecasted decrease in Occupancy Tax collections for the rest of FY2020, staff is recommending the Coliseum Fund pay for the remainder of the amount budgeted in the Occupancy Tax Fund along with what is currently budgeted out of the Coliseum Fund. Even with the decrease in revenue and the increased expense of a larger amount paid for the chiller, the Coliseum Fund should finish the year with a surplus over the three-month operating expenditure level in fund balance.

The third amendment provides funding for a loan to the Seguin Heritage Museum for repairs needed at the museum. This contract will be addressed in another item during the May 19, 2020 City Council meeting.

The fourth amendment provides funding for the purchase of additional land for Park West as approved by City Council at the May 5, 2020 City Council meeting.

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