

**MEMORANDUM**

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

**From:** Susan Caddell  
Director of Finance

**Subject:** Civic Organization Agreements

**Date:** October 25, 2022

During the fiscal year 2023 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. This stipulation is included in the agreements within Section II. In addition, two sentences have been added to this section to allow for substitution of events:

*If the event is not held and the organization wishes to substitute another event, the organization must come before City Council no less than one month prior to the new event. This event must meet the objective for use of hotel occupancy tax funds as set out in the Texas Tax Code.*

Section II has also been amended to not allow an organization to collect more in HOT funds that is not spent.

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

Please let me know if you have any further questions.