

MEMORANDUM

To: Mayor and City Councilmembers
Steve Parker, City Manager

From: Susan Caddell, Director of Finance

Subject: Occupancy Tax Reports for Quarter End December 31, 2023

Date: January 31, 2024

During the FY24 budget process, several organizations were approved for occupancy tax funding. As part of the requirement to receive funding, these organizations were to enter into a contract with the City of Seguin to delegate the use of these funds. Those contracts were approved in November at a City Council meeting. Another requirement for funding is the organizations must present quarterly reports of their activities.

Attached you will find the reports for the quarter ended December 31, 2023 from civic organizations receiving occupancy tax funding. All reports seem to be in compliance with state regulations and agreements. I did not receive a report from LULAC for this quarter, but if I do, I will present it next time I present quarterly reports. The event they are being funded for does not occur until May. In Section II of each agreement, the contracts require the organizations to hold their events or functions in order to be eligible for funding. If the events or functions are not held, the funding to the civic organizations will be reduced accordingly. Over the last two quarters, Mid-Texas Symphony held the Rhapsody in Blue concert and the Sounds of the Seasons concert. Seguin Conservation Society held a concert at the Texas Theater. In addition, Teatro de Artes de Juan Seguin held Hispanic Heritage events including De Mano a mano Artisan Market and had events during PecanFest. The Fair Association held the rodeo during the Guadalupe County Fair. Seguin Art League had their Plein Air Artfest as well as Yulefest. The Fields of Huber Ranch has held several tournaments. In addition, the Seguin Heritage Museum is based upon keeping the museum open to the public and no specific event, their requirement was just to keep the doors open to the public. They continued to stay open. Also, in their agreement, additional funding was provided to help pay for increased staffing. Each contract also stipulates that an organization cannot be reimbursed more than what they expended. I recommend funding to Mid Texas Symphony, Seguin Conservation Society, Teatro de Artes de Juan Seguin, the Seguin Heritage Museum, the Fair Association, Seguin Art League and the Fields of Huber according to their agreements for this quarter.

Please let me know if you have any further questions.