

MEMORANDUM

To: Mayor and City Councilmembers
Steve Parker, City Manager

From: Susan Caddell, Director of Finance

Subject: Special Revenue Fund Budget Amendment

Date: May 31, 2023

Included in this agenda item is a budget amendment to the Hotel Occupancy Tax Fund. Staff is applying for a grant through the Texas Historical Commission for repairs to Sebastopol. One of the requirements is to have a design of the required repairs. Architexas has been working with staff on a master plan for Sebastopol from another grant received, so they are familiar with the required repairs. If we are awarded the grant, the cost of this design can be included in the City's match. If we are not awarded, this design could help us in the application process for other grants.

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