

CITY OF SEGUIN

To: City Council
From: Susan Caddell, Director of Finance
Date: October 3, 2025
Subject: Civic Organization Agreements



It's real.

Historical Background

During the fiscal year 2026 budget process, City Council approved funding to various civic organizations through the Occupancy Tax Fund. In order to provide 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 also cannot be reimbursed for more than they expended. The agreement with the Seguin Heritage Museum continues to have \$25,000 in additional funding. This additional funding is to help pay for added personnel costs associated with 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 continue to 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.)

Action Requested

City Council must approve the resolutions attached.

Staff Recommendation

Staff recommends approval of entering into the agreements with the civic organizations.

ATTACHMENTS

1. Resolution approving the agreements.
2. Agreements for each organization.