

**MEMORANDUM**

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

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

**Subject:** Occupancy Tax Reports for Quarter End March 31, 2020

**Date:** April 29, 2020

Attached you will find the reports for quarter ended March 31, 2020 from civic organizations receiving occupancy tax funding. I have received all reports with the exception of the Seguin-Guadalupe County Hispanic Chamber of Commerce. According to their contract, they will not receive funding until the events they have requested funding for occurs. As of today, none of those events have occurred. All reports I have received seem to be in compliance with agreements and state regulations. I recommend funding to the organizations that have submitted their reports according to their agreements for this quarter.

Please let me know if you have any further questions.