

It's real.

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, 2023

Date: April 26, 2023

During the FY23 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 quarter ended March 31, 2023 from civic organizations receiving occupancy tax funding. All reports seem to be in compliance with state regulations and agreements. 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 three quarters, Mid-Texas Symphony and Teatro de Artes de Juan Seguin held the Celebrating America concert in September together. Segun Conservation Society held the Heritage Tour of Homes as well as events at the Texas Theatre. Mid-Texas Symphony also held the Storybook Holiday Concert in December. Teatro also participated in Pecan Fest. The Hispanic Chamber of Commerce held their Fiestas Juan Seguin Celebration during Pecan Fest. The Fair Association held the County Fair in October. Seguin Art League held Yulefest in December along with the Paint Out during Pecan Fest. In addition, the Fields of Huber Ranch has held several tournaments over the last two quarters. Finally, 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, according to the agreements, an organization cannot be reimbursed for more than the costs associated with holding the events. I have attached a spreadsheet breaking down the expenditures submitted as well as payments made to date to the organizations.

I recommend funding to Seguin Conservations Society, Mid-Texas Symphony, the Hispanic Chamber of Commerce, Teatro de Artes de Juan Seguin, Seguin Heritage Museum, Guadalupe County Fair Association, Seguin Art League and Fields of Huber according to their agreements and the column labeled "QE 12/31/22 Payment to be Made" for this quarter.

Please let me know if you have any questions.