



-Memorandum-

**Finance Department**  
P. O. Box 591, Seguin, Texas 78156-0591  
Phone (830) 401-2450 Fax (830) 401-2499

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**Date:** October 11, 2016

**To:** Mayor and City Councilmembers  
Douglas Faseler, City Manager

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

**Subject:** Occupancy Tax Fund Civic Organization Agreements

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During the fiscal year 2017 budget process, City Council approved funding to various civic organizations through the Occupancy Tax Fund. In order to provide the funding to these organizations, an agreement between the organization and the City must be signed. The second paragraph in Section II states that if the City of Seguin does not receive the expected revenue of \$750,000 for fiscal year 2017, the organization's funding will be reduced on a pro rata basis. This is to insure that more money will not be distributed than what was received.

The last paragraph in Section IV states that in order for an organization to receive funding, the organization cannot owe any delinquent ad valorem taxes, any liens, or any unpaid debt to the City. Currently, there are no Occupancy Tax Fund civic organizations that have any outstanding debt owed to the City. Attached are the agreements with the various organizations and resolutions for your approval.

Please let me know if you have any further questions.