

AGENDA

Hotel Occupancy
Committee Meeting
March 15, 2016
8:15 am-City Hall
501 Sheppard Road
Burkburnett, Texas 76354

Item 1. Call meeting to order.

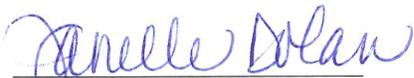
Item 2. CONSENT AGENDA

A. Approval of Minutes: February 18, 2016

Item 3. Discuss and take any action necessary on Hotel Occupancy Tax Application Request- Red River District Convention.

Item 4. Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do hereby certify that I posted this agenda on the glass front door of the City Hall, facing the outside at 10:00 a.m. on March 9, 2016 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 3/9/16 @ 10:00 am

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (940)569-2263 for further information.

**HOTEL OCCUPANCY TAX MEETING
MINUTES**

The Board Members of the Hotel Occupancy Tax held a regular called meeting on February 18, 2016 at 2:00 p.m. in the Council Chambers of City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following members were present:

| | |
|-----------------|------------------------------|
| Bill Lindenborn | Chair Committee/Commissioner |
| Carl Law | Committee/Mayor |
| Don Hardy | Committee/Commissioner |

Other's present: Mike Whaley, City Manager; and Janelle Dolan, City Clerk.

Item 1. Chair/Commissioner Bill Lindenborn called the meeting to order.

Item 2. Consent Agenda

A. Approval of minutes: January 19, 2016

Motion was made by Mayor Law, seconded by Commissioner Hardy to approve Consent Agenda 2. Motion carried unanimously.

Item 3. Motion was made by Mayor Law, seconded by Commissioner Hardy to approve the request of \$4,000 for the funding of the Red River Valley Wildfire Academy. Motion carried unanimously.

Item 4. Motion was made by Commissioner Lindenborn, seconded by Mayor Law to adjourn. Motion carried unanimously.

Bill Lindenborn, Chair

ATTEST:

Janelle Dolan, City Clerk

CITY OF BURKBURNETT
HOTEL/MOTEL TAX FUND REQUEST FORM
Application Deadline:

(RED RIVER FIREFIGHTERS AND FIRE MARSHALS ASSOC)

1. Name of Group/Organization requesting funds: RRFFMA / BURKBURNETT VFD
2. Name of Event funds are being requested for: RED RIVER DISTRICT CONVENTION
3. Date of Event: 9 APR 2016
4. Contact Name for Group/Organization: ROD RYALLS
Address: 100 TOMMY THORNTON Phone Number (940) 733-6842
5. How many people are expected for this event?
Participants: 150 Spectators: 30+
6. Of these people, how many will spend the night? 5-10
How many will travel over 50 miles? 50
7. How many hotel rooms are expected to be used during this event? 5
8. How many nights will the rooms be used? 1
9. How many meals will be eaten in the local restaurants? 20-30
10. Is this an annual _____ or one time event? (Check one)
11. If this is an annual event, have you requested funds before? Yes ___ No
If yes, were the requested funds allocated, and if so how much money was received? Yes ___ No ___ Amount: \$ _____

If the request was denied, what was the reason given? _____

12. If this is an annual event, do you expect to request fund each year? Yes ___
No
13. What age group will participate in this event? 18-60
14. Where will this event be held? BURKBURNETT COMMUNITY CENTER

15. Where will participants and/or spectators be traveling from? NORTH TEXAS AREA

16. What is the total cost of this event? \$1850,-

17. What is the dollar amount the Hotel/Motel tax is being asked to fund? \$1500,-

18. How will this funding be used? LUNCH MEAL, TROPHIES
FOR FIREFIGHTER GAMES POSTER CONTEST.

19. What is the projected date in which you foresee your Group/Organization being self supported and not requiring Hotel/Motel Funding? _____

20. Does your Group/Organization make charitable contributions? Yes No
If so, what was the amount of money that was contributed last year? \$1250,- (MDA)

THE FOLLOWING MUST BE SUBMITTED ALONG WITH THIS COMPLETED APPLICATION:

- AN ITEMIZED BUDGET OF ALL ESTIMATED EXPENSES AND INCOME FOR THIS YEAR'S EVENT
- IF FUNDS HAVE BEEN RECEIVED IN A PREVIOUS YEAR, AN ITEMIZED BUDGET OF ACTUAL EXPENSES AND ALL INCOME (INCLUDING SPONSORSHIPS), FOR THE MOST RECENT YEAR THAT FUNDS WERE RECEIVED.

If funding is granted, an itemized budget of actual expenses and all income (including sponsorships) must be submitted to the City of Burkburnett within 60 days of the completions of the event. Failure to do so will affect future funding decisions. They must be mailed to:

City of Burkburnett
Hotel/Motel Committee
501 Sheppard Road
Burkburnett, TX 76354

FOR COMMITTEE USE ONLY

Total anticipated economic impact of this event on the City of Burkburnett: _____

Approve: _____ Amount: \$ _____

Denied: _____ Reason: _____



Burkburnett Volunteer Fire Department
100 Tommy Thornton Way
Burkburnett, Texas 76354
940-569-3553

24 Feb 2016

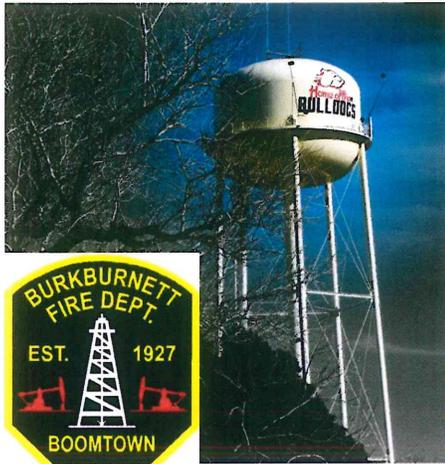
RE: Red River Firefighters and Fire Marshals Association 9 April Convention

1. As part of the district convention which Burkburnett VFD will be hosting on 9 April 2016 at the Burkburnett Community Center, the following budget is projected for the event.
 - a. Food Cost/Supplies – Lunch meal served for approximately 150 attendees and vendors. Pulled Pork Sandwiches, potato salad, dessert and drink plus all plates, cups and napkins. \$1,300.00
 - b. Trophies for 1st, 2nd and 3rd place in three categories of firefighter games. (3-man, 6-man and water polo) \$400.00
 - c. Plaques to recognize District Firefighter and EMS Responder of the Year \$150.00
 - d. Memorial Ceremony Flowers \$50.00
 - e. Misc Supplies \$100.00

Total Anticipated Budget \$1850.00

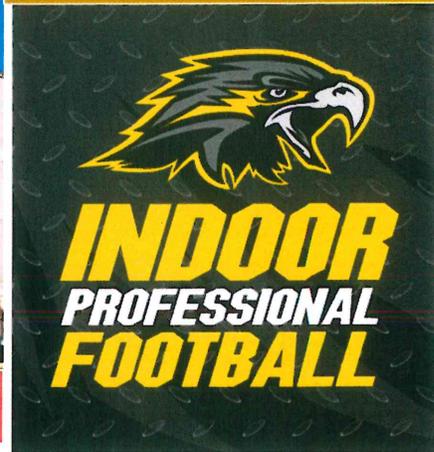
A handwritten signature in black ink that reads "Rodney A. Ryalls".

RODNEY RYALLS
Fire Chief



Red River Inn

Wichita Falls Nighthawks



BURKBURNETT
You're Home Now! *Texas*

Please join us in Burkburnett on the 9th of April for our Spring meeting. We will start at 9:00 AM with vendors, before lunch we will provide a training session featuring a streamed in session with Gordon Graham, well-known fire service speaker on risk management and safety. After lunch we will conduct the District Firefighter Memorial Service and our business meeting, announcing the Firefighter and EMS Provider of the Year. In the afternoon bring a team for the pumper races and water polo games in preparation for the state games.

We hope you plan to join us for an eventful day, we are arranging for a special rate at the Red River Inn (Photo above) as well the Wichita Falls Nighthawks indoor Football are home and honoring First Responders at their game with special rates. Bring the family and make it a weekend getaway.



Red River District

Spring Meeting

9 April 2016, 0900 Registration

Burkburnett, TX Community Center

735 Davy Drive, Burkburnett, TX 76354

More Info: www.rffma.org or burkfire@yahoo.com