

AGENDA

Hotel Occupancy
Committee Meeting
December 5, 2016
8:00 am-City Hall
501 Sheppard Road
Burkburnett, Texas 76354

Item 1. Call meeting to order.

Item 2. CONSENT AGENDA

A. Approval of Minutes: September 26, 2016

Item 3. Discuss and take any action necessary on Hotel Occupancy Tax Application Request-Union Square Bulldog Classic.

Item 4. Discuss and take any action necessary on Hotel Occupancy Tax Application Request-Red River Valley Wildfire Academy.

Item 5. 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 2:00 p.m. on December 1, 2016 in compliance with the Open Meeting Act Chapter 551.


Janelle Dolan, City Clerk
Posted 12/1/16 @ 2:00 PM

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 September 26, 2016 at 8:00 a.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
Marguerite Love	Committee/Commissioner

Other's present: Mike Whaley, City Manager; Janelle Dolan, City Clerk; and Megan January, Special Events Coordinator.

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

Item 2. Consent Agenda

A. Approval of minutes: June 28, 2016

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

Item 3. Motion was made by Mayor Law, seconded by Commissioner Love to approve the request of \$5,000 for the funding of the Boomtown Glow/Friendship Festival. Motion carried unanimously.

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

Bill Lindenborn, Chair

ATTEST:

Janelle Dolan, City Clerk

Burkburnett City Council,

Each year we host two high school basketball tournaments in December. We try to bring in top teams from all over Texas and Oklahoma to have the best tournaments possible. Each year The Best Western Red River Inn is sold out with teams and fans during the boys' tournament and is almost full every year for the girls' tournament. Every team and numerous fans eat at our Burkburnett restaurants during the tournament.

We would again like to request the \$8500.00 that was provided last year and can't begin to tell you how much we appreciate this.

Thank you so very much for your help.

Sincerely,

A handwritten signature in cursive script that reads "Danny Nix".

Danny Nix
Athletic Director / Boys Basketball Coach
Burkburnett HS

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

1. Name of Group/Organization requesting funds: BURKBURNETT HS
BOYS + GIRLS BASKETBALL
2. Name of Event funds are being requested for: BASKETBALL TOURNAMENTS
3. Date of Event: Boys Dec 8-10 Girls DEC 28-29
4. Contact Name for Group/Organization: DANNY NIX
Address: 109 KRAMER Phone Number 940-569-1411 X2-1
5. How many people are expected for this event?
Participants: 250 (125 EACH) Spectators: 500-750 GIRLS 750-1,000 BOYS
6. Of these people, how many will spend the night? ALL PARTICIPANTS BUT ONE GIRLS TEAM
How many will travel over 50 miles? 12 OF THE 14 TEAMS AND NUMEROUS FANS
7. How many hotel rooms are expected to be used during this event? 100-200 ROOMS
8. How many nights will the rooms be used? 4 2-BOYS TOURNEY 2 GIRLS TOURNEY
9. How many meals will be eaten in the local restaurants? ALL
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: \$ 8500.00

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? High School
14. Where will this event be held? BURKBURNETT HS GYMNASIUM

15. Where will participants and/or spectators be traveling, from? AMARILLO, DALLAS, WHITEHOUSE, FT. WORTH, BROCK, PLAINVIEW
HEREFORD, LUBBOCK, MINERAL WELLS, SNYDER

16. What is the total cost of this event? \$14,000

17. What is the dollar amount the Hotel/Motel tax is being asked to fund? (#8,500 From cover letter)

18. How will this funding be used? TOURNAMENT EXPENSES - ADVERTISING

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? \$ _____

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: _____

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

1. Name of Group/Organization requesting funds: Wichita Falls Fire Dept./
Burkburnett Fire Dept.
2. Name of Event funds are being requested for: Red River Valley Wildfire
Academy
3. Date of Event: January 28,29 February 1-5, 2017
4. Contact Name for Group/Organization: Jon Reese – Fire Chief
Address: 1005 Bluff Street WF 76301 Phone Number: 940-761-7901
5. How many people are expected for this event?
Participants: 120 Spectators: 40
6. Of these people, how many will spend the night? 65
How many will travel over 50 miles? 65
7. How many hotel rooms are expected to be used during this event? 12 - ?
8. How many nights will the rooms be used? 5
9. How many meals will be eaten in the local restaurants? unknown
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: \$4,000

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 - 45
14. Where will this event be held? Camp Perkins

15. Where will participants and/or spectators be traveling from? All across Texas and Southern OK

16. What is the total cost of this event? \$12,420.11

17. What is the dollar amount the Hotel/Motel tax is being asked to fund? \$4,000

18. How will this funding be used? Marketing and Academy Shirts

19. What is the projected date in which you foresee your Group/Organization being self supported and not requiring Hotel/Motel Funding? Approx.. 3 more years as we grow the academy

20. Does your Group/Organization make charitable contributions? Yes ___ No X
If so, what was the amount of money that was contributed last year? \$ _____

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: _____

2016 RRVWA Budget (Actual)

Date	Vendor	Description	Balance
Registration Fees to Be Billed			20,310.00
03/25/2016	City of Burkburnett	Hotel Tax Grant	\$4,000.00
03/22/2016	DOI/BLM	Books, Manuals, Field Guides	-\$643.00
03/22/2016	Texas Forest Service	Instructor Fees (Mileage)	-\$458.00
	Cody Stilwell	Instructor Fees	-\$960.00
	Brandon Woodward	Instructor Fees	-\$384.00
	Texas Forest Service	219 Fees	-\$144.00
	Robert Wade	Logistics Contractor	-\$544.00
	Nathaniel Arnold	Logistics Contractor	-\$272.00
	Donald Hughes	Hats for Academy	-\$840.00
	Sign-On	Shirts & Giveaways	-\$3,474.57
05/02/2016	Sam's Club	Food for Academy	-\$267.87
04/29/2016	Sam's Club	Food for Academy	-\$70.43
04/30/2016	Sam's Club	Food for Academy	-\$252.23
05/01/2016	Sam's Club	Food for Academy	-\$175.23
04/27/2016	Sam's Club	Food for Academy	-\$456.68
04/22/2016	Sam's Club	Food for Academy	-\$1,767.88
	Burkburnett VFD	Academy T-Shirts	-\$400.00
	Blacksox Baseball	Lodging	-\$780.00
		Net Profit	\$12,420.11

2017 RRVWA Budget (Projected)

Date	Vendor	Description	Balance
Est. Registration Fees to Be Billed			20,000.00
	City of Burkburnett	Hotel Tax Grant	\$4,000.00
	Texas Forest Service	Instructor Fees	-\$7,868.00
	Nick Hillner	Instructor Fees	-\$960.00
		Hats for Academy	-\$840.00
	Sign-On	Shirts & Giveaways	-\$3,474.57
		Food for Academy	-\$2,500.00
	Blacksox Baseball	Lodging	-\$1,000.00
		Net Profit	\$7,357.43