

AGENDA

Hotel Occupancy
Committee Meeting
February 18, 2016
8:30 am-City Hall
501 Sheppard Road
Burkburnett, Texas 76354

Item 1. Call meeting to order.

Item 2. CONSENT AGENDA

A. Approval of Minutes: January 19, 2016

Item 3. Discuss and take any action necessary on Hotel Occupancy Tax Application Request- Red River Valley Wildfire Academy.

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 February 12, 2016 in compliance with the Open Meeting Act Chapter 551.


Janelle Dolan, City Clerk
Posted 2/12/16 @ 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 January 19, 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: December 3, 2015

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 \$24,970 for the funding of the Burkburnett Blacksox Baseball. 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:

- WICHITA FALLS 1
1. Name of Group/Organization requesting funds: BURKBURNETT FIRE DEPT.
 2. Name of Event funds are being requested for: RED RIVER VALLEY WILDFIRE ACADEMY
 3. Date of Event: APRIL 15-24
 4. Contact Name for Group/Organization: JARED BURCHETT
Address: 1061 COLONNADE Phone Number:
 5. How many people are expected for this event?
Participants: APPROX. 100 Spectators:
 6. Of these people, how many will spend the night? 20-25
How many will travel over 50 miles? 20+
 7. How many hotel rooms are expected to be used during this event? 20+
 8. How many nights will the rooms be used? 5
 9. How many meals will be eaten in the local restaurants? EVERY EVENING
 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? N/A
 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+
 14. Where will this event be held? CAMP PERKINS + BVFD STATION 3

15. Where will participants and/or spectators be traveling from? THROUGHOUT TEXAS & SOUTHERN OKLAHOMA

16. What is the total cost of this event? 12,241.⁰⁰

17. What is the dollar amount the Hotel/Motel tax is being asked to fund? 3,500

18. How will this funding be used? ADVERTISEMENT, HOTEL COST ASSISTANCE, & SUPPLIES

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 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 Red River Valley Wildfire Academy Budget

Instructor Labor Costs	-\$4,536.00
Food Cost for Students & Instructors	-\$3,490.00
Food Cost for IMT and Logistical Support	-\$1,250.00
Contract Labor for Logistical Support	-\$1,250.00
Lodging for TFS Instructors	-\$1,700.00
Printing & Advertisement	-\$500.00
Course Material & Books	-\$250.00
Instructor Uniform Shirts	-\$250.00
Janitorial Supplies	-\$75.00
Estimated Expenses:	-\$13,301.00