

# AGENDA

Hotel Occupancy  
Committee Meeting  
September 28, 2015  
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: April 7, 2015

**Item 3.** Discuss and take any action necessary on Hotel Occupancy Tax Application Request- Boomtown Glow/Friendship Festival.

**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 5:30 p.m. on September 21, 2015 in compliance with the Open Meeting Act Chapter 551.

  
Janelle Dolan, City Clerk  
Posted 9/21/15 @ 5:30PM

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 April 7, 2015 at 8:15 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
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 5, 2014

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

Item 3. Motion was made by Commissioner Hardy, seconded by Commissioner Lindenborn to approve the request of \$24,400 for the funding of the Burkburnett Blacksox Baseball. Motion carried unanimously.

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

\_\_\_\_\_  
Bill Lindenborn, Chair

ATTEST:

\_\_\_\_\_  
Janelle Dolan, City Clerk

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

1. Name of Group/Organization requesting funds: Burkburnett Chamber of Commerce  
City of Burkburnett
2. Name of Event funds are being requested for: Boomtown Glow 5k / Friendship Festival
3. Date of Event: October 2nd and October 3rd 2015
4. Contact Name for Group/Organization: DICK VAILLON / Megan January  
Address: \_\_\_\_\_ Phone Number 569-3304 or 569-2263
5. How many people are expected for this event?  
Participants: 200+ Spectators: 200
6. Of these people, how many will spend the night? 75  
How many will travel over 50 miles? 150
7. How many hotel rooms are expected to be used during this event? 40-50
8. How many nights will the rooms be used? 1 to 2 nights
9. How many meals will be eaten in the local restaurants? 350-500
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: \$ 16,300  
  
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? All ages
14. Where will this event be held? Burkburnett Friendship Park  
and a designated route for the Glow Run.

15. Where will participants and/or spectators be traveling from? Oklahoma, Texas, Wichita County

16. What is the total cost of this event? \$ 20,000

17. What is the dollar amount the Hotel/Motel tax is being asked to fund? \$ 12,750

18. How will this funding be used? Advertising - T-shirts - banners  
Promotional items featuring Burkburnett

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: \_\_\_\_\_

# Boomtown Glow 5k Run/Walk-Friendship Festival

## Advertising Budget

Item	Purpose	Amount
Advertising (Radio, billboards, mailing)	Promotion of Event	
Digital Sign Board		\$ 200.00
Radio Ad		\$ 1,500.00
Television		\$ 2,500.00
Mailing		\$ 2,500.00
Bags	Distribute Burkburnett Promo items	\$ 1,000.00
T-Shirts (Glow Run)	Promotion of Burkburnett & Businesses	\$ 1,800.00
T-Shirts (Friendship Festival)	Promotion of Burkburnett & Businesses	\$ 500.00
Glow items	Promotion/Event draw	\$ 500.00
Medallions	Promotion/Event draw	\$ 550.00
Posters	Promotion/Event draw	\$ 200.00
Banners (3)	Promotion of Event	\$ 1,500.00
	<b>TOTAL</b>	<b>\$ 12,750.00</b>