

AGENDA

Hotel Occupancy
Committee Meeting
September 26, 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: June 28, 2016

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 4:00 p.m. on September 22, 2016 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 9/22/16 @ 4:00 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 June 28 2016 at 3:00 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
Marguerite Love	Committee/Commissioner

Other's present: Mike Whaley, City Manager; and Janelle Dolan, City Clerk.
Sheppard Military Affairs Committee members: Darrell Coleman and Jon Larvick, President & CEO.

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

Item 2. Consent Agenda

A. Approval of minutes: March 15, 2016

Motion was made by Mayor Law, seconded by Commissioner Love 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 \$40,000 for the funding of the Sheppard Air Force Base 75th Anniversary. Motion carried unanimously.

Item 4. Motion was made by Commissioner Love, seconded by Mayor Law to approve the request of \$7,000 for the funding of the sponsorship of the Sheppard Open House Air Show. Motion carried unanimously.

Item 5. Motion was made by Mayor Law, seconded by Commissioner Love to approve the request of \$11,045.50 for funding of the 4th of July Celebration. Motion carried unanimously.

Item 6. Motion was made by Mayor Law, seconded by Commissioner Love to adjourn. Motion carried unanimously.

Bill Lindenborn, Chair

ATTEST:

Janelle Dolan, City Clerk

Minutes, June 28, 2016

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: September 30, 2016 and October 1, 2016
4. Contact Name for Group/Organization: Russell Miller/Megan January
Address: _____ Phone Number 569-3304 and 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? 350-400
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: \$ 12,750

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.

Friendship Festival Expenses 2016	
Item	Amount
Musical Entertainmnet	\$2,950.00
Peek Pro Audio	\$1,370.00
Century Tents	\$360.00
Cheney Electric	\$700.00
KFDX	\$2,500.00
Digital Sign	\$200.00
Golf Carts	\$400.00
Petty Cash	\$220.00
United	\$110.00
AJON	\$762.00
Trophies	\$106.62
Gift Cards for Car Show Judges	\$75.00
Sign-on	\$972.00
Vendor Bags	\$1,288.44
Misc Charges	\$100.00
Total	\$12,114.06

 Estimate based off last year

Friendship Festival Revenues 2016	
Hot Funds	
Booth Rental	
BDC	
Sponsors	\$3,250.00
Total	\$3,250.00



EXPENDITURE BUDGET FOR GLOW 5 K 2016

Expenditures

Red River Riding Club Rodeo Ad	\$ 50.00
Sign-On Enterprises	
Save the Date cards	65.00
U S Postal Service (Reimbursed Russell Miller)	
100 stamps for cards	37.00
18 ea .49 stamps for mailouts	8.82
Printing/stapling of 3-page mailout (100 sets)	35.00
Wal Mart (Reimbursed Russell Miller)	
Ink cartridge for printing promos	32.44
Hayes Hardware – (Reimbursed Russell Miller)	
Black tape for banners	10.71
Burkburnett Informer Star Advertising	
4 Ads @ \$42 each	168.00
Sign On Enterprises – Tee Shirts	
100 shirts @ \$7.00 each =	700.00
TOTAL	\$ 1,106.97 –

Note: All advertising and mail outs included both Glow 5 K and Friendship Festival information.

RSM 09/02/2016