

## HOTEL OCCUPANCY TAX COMMITTEE MINUTES

August 2, 2016

After determining that a quorum is present, the Hotel Occupancy Tax Committee (HOT) convened into an Open Meeting on Tuesday, August 2, 2016, at 9:00 a.m., in the Finance Conference Room, City of Denton City Hall, 215 E. McKinney Street, Denton, Texas.

PRESENT: Committee Chair, Joey Hawkins; Mayor, Chris Watts; Councilmember, Dalton Gregory

### STAFF PRESENT:

Bryan Langley, Assistant City Manager

Chuck Springer, Director of Finance

Jerry Drake, First Assistant City Attorney

Antonio Puente, Jr., Assistant Director of Finance

Randee Klingele, Treasury Services Specialist

### AGENDA ITEM 1: CONSIDER APPROVAL OF HOTEL OCCUPANCY TAX MINUTES FROM MAY 3, 2016.

Minutes were approved as written by Mayor Watts and seconded by Councilmember Gregory. Motion passed unanimously.

### AGENDA ITEM 2: RECEIVE A REPORT, HOLD A DISCUSSION AND PROVIDE RECOMMENDATIONS REGARDING PROGRAM FUNDING LEVELS AND BUDGET REQUESTS FOR PROGRAM YEAR 2017.

Chuck Springer, introduced the item by providing the estimated revenue projection of \$2.3 million versus the request of \$2.7 million which included a late request from Cinco de Mayo. At the direction of Councilmember Gregory, Mr. Springer informed the committee that the City's last external audit of the hotel properties was in 2011-2013. The audit took place over a three-year contract evaluating one-third of the properties each year.

Committee reviewed budget requests compared to revenue availability and decided that the fund had approximately \$340,000 to allocate with Program Year's 2016 budget to increase or add new applications for Program Year 2017. Allocation discussions centered on the application budgets with the largest increase request. The committee honored applicants that requested less or the same as the previous year, while providing most others with a slight increase. The committee decided to provide the Chamber's Convention and Visitors Bureau (CVB) application with an increase as long as the welcome center's budget remained at its current years allocation of \$200,000. During discussions staff presented the committee with both statutory comments regarding legitimate expenditures along with historical program background on previous allocations.

Mayor Watts moved to forward to Council the budget of \$2,324,214 which includes two new recipients, seconded by Councilmember Gregory. Motion passed unanimously.

AGENDA ITEM 3: NEW BUSINESS

Councilmember Gregory asked that the quarterly report issued by the CVB also be provided to the members of this committee.

Meeting adjourned 10:25 a.m.

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JOEY HAWKINS  
COMMITTEE CHAIR  
CITY OF DENTON, TEXAS

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RANDEE KLINGELE  
RECORDING SECRETARY  
CITY OF DENTON, TEXAS

DRAFT