



CITY OF MANSFIELD

1200 E. Broad St.
Mansfield, TX 76063
mansfieldtexas.gov

Meeting Minutes - Final

City Council - Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee

Wednesday, May 12, 2021

10:00 AM

City Hall

CALL TO ORDER

Chair Short called the meeting to order at 10:05 a.m.

Staff Present: City Manager, Joe Smolinski; Deputy City Manager, Shelly Lanners; Assistant City Manager, Matt Jones; Director of Finance, Troy Lestina; Assistant Director of Finance, Bryan Rebel; Director of Community Engagement, Theresa Cohagen; City Secretary, Susana Marin; Assistant City Secretary, Keera Seiger

Absent 1 - Casey Lewis

Present 2 - Julie Short and Michael Evans

CITIZEN COMMENTS

There were no citizen comments.

DISCUSSION ITEM

Discussion Regarding the Hotel/Motel Occupancy Tax Fund Allocation Process

City Secretary Susana Marin provided information regarding the Hotel/Motel Occupancy Tax Fund Allocation Process and how the process has been conducted in the past. Director of Community Engagement Theresa Cohagen provided the date for the mandatory training (June 8, 2021 at 10:00 a.m.) and the date for when the applications are due (July 15, 2021 at 5:00 p.m.). There was discussion regarding how the process went last year and improvements that could be made this year, including making the opportunity to receive funding more widely known by posting on social media and the City's website and holding an additional meeting for organizations and/or people who are new to the process. Theresa discussed hotel room rates and weddings, and answered questions regarding the use of HOT funds. Director of Finance Troy Lestina discussed the financials including the budgeted hotel revenue, collected revenue, expenditures, and allocations. Deputy City Manager Shelly Lanners answered questions regarding wayfinding signage. There was discussion regarding making organizations aware that this isn't their only funding source available to them, sponsorships, how to encourage organizations to become self-sufficient, and setting limitations for the funds, such as limiting the number of years an organization may participate and receive money.

ADJOURN

Chair Short adjourned the meeting at 10:51 a.m.

ATTEST: Julie Short, Chair

Susana Marin, City Secretary