



CITY OF MANSFIELD

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

Meeting Minutes - Draft

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

Monday, July 11, 2022

2:00 PM

City Hall

CALL TO ORDER

Chair Short called the meeting to order at 2:00 p.m.

Staff present: Director of Community Engagement Theresa Cohagen; Assistant Director of Budget and Purchasing Jennifer Goldthwaite; City Secretary Susana Marin; Assistant City Secretary Keera Seiger

Present 3 - Julie Short; Casey Lewis and Michael Evans

CITIZEN COMMENTS

There were no citizen comments.

DISCUSSION ITEMS

Review and Discuss the Guidelines for the Requesting HOT Funds

City Secretary Susana Marin spoke on the lack of a written policy regarding the deadline for submittal of documentation for reimbursement of funds following an event. There was discussion amongst staff and the sub-committee on the addition of verbiage for a 45 day deadline to submit documentation for reimbursement, as well as wording that potential applicants must attend the mandatory HOT Funds training if they would like to be considered for reimbursement. Director of Community Engagement Theresa Cohagen suggested the wording change under the Selection Guidelines from "are of high quality" to "are of high quality and meets the goals and standards of community engagement." Other modifications such as the changing of an email address from an employee's email address to a general city email address were suggested, as well as a disclosure surrounding political activity in the HOT Funds application and contracts.

ADJOURNMENT

Chair Short adjourned the meeting at 2:31 p.m.

ATTEST: Julie Short, Chair

Susana Marin, City Secretary