

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY DECEMBER 6, 2018
6:00 P.M**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a workshop session at 6:00 P.M. in the 1st Floor Conference Room at City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Keith Thompson; Councilmembers: Gabe Adame, Joel Castro, Scott Reed, Brad Richards and Glen Starkey.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Larry Buehler, Director of Economic Development; Priya Bhakta, CVB Director; and Robert E. Lee, Police Chief.

WORKSHOP ITEMS:

Discuss the Hotel Occupancy Tax (HOT) Fund Committee and application process for grant funds.
A discussion was had on the restructuring of the Hotel Occupancy Tax (HOT) Fund Committee and the application process for grant funds. Council directed staff to present the following recommendations for approval at the January 3, 2019 council meeting:

Application Review Panel:

- The Application Review Panel will be selected by the CVB Director and will have no set terms.
- The panel will consist of no more than four (4) members, one of which will include the CVB Director. Any member serving on the panel cannot be in an organization who is applying for HOT Funds that year.
- The panel will review applications from organizations applying for HOT funds and make final decisions on allocations for each application.

Grant Application & Guidelines

- The standard annual appropriation from the HOT Funds for grants will be \$50,000 (based on available funds and state laws).
- Funding will be provided on a reimbursement basis after delivery of the Post-Event Report. 50% of awarded funds may be granted prior to event/project with proof that such payment is required.
- Post-Event Report and proofs of payment must be submitted no later than sixty (60) days following the event.
- A Start-up project/event will receive three (3) years flexibility during application review on hotel/motel and tourism industry impact. The fourth year will be considered on the same merit as all other applications.

ADJOURNMENT

Mayor Horn adjourned the meeting at 6:50 p.m.

PASSED and APPROVED the _____ day of _____, 2019.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary