



CITY OF ALPINE
HOTEL OCCUPANCY TAX COMMITTEE MEETING
December 4, 2024 – 5:30 PM

City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830

1. **CALL TO ORDER.**

2. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the Board on an item on the agenda shall speak during this section. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees.

3. **PUBLIC HEARINGS.**

At this time, the Chair will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

4. **APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

5. **DISCUSSION ITEMS**

- A. Report on Hotel Occupancy Tax collections process. (R. Stephens, City Council)
- B. Hotel Occupancy Tax Committee long term strategy that goes beyond just the recommendation allocation of annual funds. (R. Stephens, City Council)
- C. Discussion regarding the Hotel Occupancy Tax ordinance including possible updates such as additional definitions, more information regarding reporting, deadlines, and penalties. (M. Antrim, City Manager)

6. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

7. **BOARD MEMBER COMMENTS**

8. **ADJOURN.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00P.M. on November 26, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 26th day of November, 2024



Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



HOTEL OCCUPANCY TAX COMMITTEE AGENDA ITEM REPORT

December 4, 2024

Agenda Item No. 5A

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Report on Hotel Occupancy Tax collections process. (R. Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

HOTEL OCCUPANCY TAX COMMITTEE AGENDA ITEM REPORT

December 4, 2024

Agenda Item No. 5B

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Geoffrey R. Calderon, City Secretary



Staff Recommendation: None

AGENDA ITEM

Hotel Occupancy Tax Committee long term strategy that goes beyond just the recommendation allocation of annual funds. (R. Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

HOTEL OCCUPANCY TAX COMMITTEE AGENDA ITEM REPORT

December 4, 2024

Agenda Item No. 5C

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary



Staff Recommendation: None

AGENDA ITEM

Discussion regarding the Hotel Occupancy Tax ordinance including possible updates such as additional definitions, more information regarding reporting, deadlines, and penalties. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager