

BENJAMIN GOMEZ
Mayor

CAROL LYNN SANCHEZ
Mayor Pro Tem

ANTONIO GONZÁLES
Commissioner, Place 1

RENE VILAFRANCO
Commissioner, Place 2

RICARDO "RICK" GUERRA
Commissioner, Place 3



MANUEL DE LA ROSA
City Manager

FRED F. BELL
Assistant City Manager

RUTH A. MCGINNIS
City Secretary

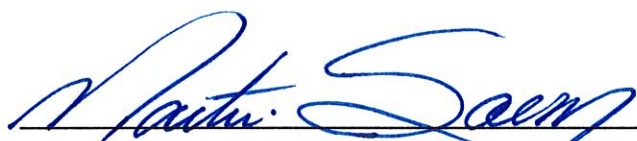
**MINUTES
OF THE CITY OF SAN BENITO
REGULAR HOTEL OCCUPANCY
TAX ADVISORY BOARD MEETING**

On Thursday, December 19, 2019 the San Benito Hotel Occupancy Tax Advisory Board met for a Regular meeting at the San Benito Municipal Building, 401 North Sam Houston Boulevard, San Benito, Texas at 10:00 a.m. A quorum was present including the following:

Present were City Manager Manuel De La Rosa, Committee Members Henry Bhakta, Sam Patel, and Anna De La Cruz, Commissioner Ricardo Guerra, Commissioner Antonio Gonzalez, Assistant City Manager Fred Bell, Administrative Assistant Martin Saenz and Public Relations Director Martha McClain.

- 1. Welcome:** Mr. De La Rosa welcomed everyone and explained basic functions of the board.
- 2. Introduction of the members:** All present introduced themselves and made brief comments.
- 3. Oath of Office:** Prior to the meeting, members and committee members were administered the oath of office. When Anna De La Cruz entered the room, she received the Oath of office by City Secretary Ruth McGinnis.
- 4. Presentation of duties:** Martha McClain presented an overview of duties, financial resources, hotel promotional assistance from entities such as Texas Hotel Lodging Association and Tour Texas, of which the City is a member. (See attached PowerPoint presented.) Mr. De La Rosa advised that groups seeking approval of funding requests through the HOT Advisory Board must consider applying during the Months of April and May, in order to be included in the new budget preparation cycle. As per ordinance the committee must meet at least 2 times per year.
- 5. Review of the Ordinance** creating the HOT Advisory Board and its bylaws were discussed.

6. **Election of Officers:** By ordinance, the City Manager serves as Chairman. Henry Bhakta moved and Sam Patel seconded the motion to name Mr. Patel as vice chairman. Mr. Patel moved and Mr. Bhakta seconded the motion to name Commissioner Guerra as secretary. Ms. McClain and Martin Saenz will be the City liaisons to the HOT Advisory Board. Mr. De La Rosa asked that Staff establish generic log-ins for THLA, have City emails set up, and that a Hotel Occupancy Tax Advisory Board page be established on the City's website for the HOT Advisory Board agendas.
7. **Establishing meeting times:** It was determined that the meetings would be scheduled on the second Friday of each month at 10 a.m. in the Municipal Building's Executive Chambers. Mr. De La Rosa recommended placement of items on the January agenda related to the City's Code of Ethics and HOT financial matters.
8. **Adjournment:** City Manager Manuel De La Rosa requested a motion to adjourn. Commissioner Guerra moved and Member Patel second the motion to adjourn. Motion Carried.



Submitted by Martin Saenz on January 9, 2020



Approved by: City Manager Manuel De La Rosa