



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 2, 2023  
**PREPARED BY:** Lydia Collins, Director  
**DEPARTMENT:** Finance

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Friends of Manor Parks H.O.T. Funds application for reimbursement of actual expenses that meet the State of Texas Hotel Tax Law requirements Section 351.1010 for ManorPalooza.

### BACKGROUND/SUMMARY:

This is a request for actual reimbursement of Hotel Occupancy funds for the cost of live musical entertainment and their production crews for a public event located at E. Parsons and S. Burnet St. The amount requested is \$18,750.00.

ManorPalooza was started in 2019 to celebrate Manor Parks. The ManorPalooza steering committee along with support from the City of Manor and the Friends of Manor Parks were able to bring a festival to Manor that promotes and encourages musical and instrumental artistic talent and advertisements to promote tourism with the City of Manor. The event is not a revenue stream for Friends of Manor Parks. The event provides exposure to local food trucks and vendors in Manor which also made a positive economic impact on local small businesses surrounding this event.

Late 2018 there was a change to the H.O.T. funds reporting requirements to the State of Texas. The City of Manor modified its H.O.T. fund application and process for reimbursement.

The City has utilized H.O.T funds to reimburse prior festivals put on other organizations in the City such as Manor Chamber of Commerce (Manor Heritage Festival) and the Lions Club (Manor Fest) dating back to 2011.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Entertainment contracts and production invoice

### STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the funding of \$18,750.00 from the Hotel Occupancy Tax fund for promoting and supporting the arts for ManorPalooza on the City-owned Park property.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**