



CITY OF DEL RIO, TEXAS  
HOT FUNDING COMMITTEE MEETING  
COUNCIL CHAMBERS - CITY HALL  
109 WEST BROADWAY  
AUGUST 15, 2017 - 5:15 P.M.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

a. Approval of Minutes for July 18th HOT Fund Committee Meeting.

4. INFORMATIONAL ITEMS

a. Hotel Occupancy Tax Fund Financial Report for August 2017

5. OTHER BUSINESS  
(ACTION MAY BE TAKEN ON THESE MATTERS)

a. Hotel Occupancy Tax Fund Application - South Texas Bull Riding, Hector Rodriguez

b. Discuss and possible action on completing the RFQ (Request for Qualifications) for the Del Rio Marketing Plan.

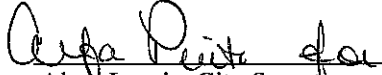
c. Hotel Occupancy Tax Fund Application - International Good Neighbor Council Del Rio Chapter, Dora Alcalá

d. Hotel Occupancy Tax Fund Application- Brown Plaza Association, Dolores Martinez

6. ESTABLISH NEXT MEETING

7. ADJOURNMENT

I, Alma Levrie, City Secretary, hereby certify that the above agenda was posted on the bulletin board in the Municipal Building and on the bulletin board immediately outside the Municipal Building on or before 5:00 p.m. on the 11<sup>th</sup> day of August 2017.

  
Alma Levrie, City Secretary



**HOT Funding Committee**

**3.a.**

**Meeting Date:** 08/15/2017

**Submitted By:** Leno Hernandez, Paul Poag Theatre Mgr

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**SUBJECT:**

Approval of Minutes for July 18th HOT Fund Committee Meeting.

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**Attachments**

*No file(s) attached.*

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**HOT Funding Committee**

**4.a.**

**Meeting Date:** 08/15/2017

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**Subject**

Hotel Occupancy Tax Fund Financial Report for August 2017

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**Attachments**

*No file(s) attached.*

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**HOT Funding Committee**

**5.a.**

**Meeting Date:** 08/15/2017

**Submitted By:** Leno Hernandez, Paul Poag Theatre Mgr, COMMUNITY SERVICE

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**SUBJECT:**

Hotel Occupancy Tax Fund Application - South Texas Bull Riding, Hector Rodriguez

**SUMMARY:**

HOT fund application in the amount of \$6500 for consideration for the 2017 South Texas Bull Riding Event.

**BACKGROUND:**

South Texas Bull Riding previously submitted an application for their 2016 event that was approved for \$5000.

**DISCUSSION:**

Discuss for Approval

**PROS:**

TBD

**CONS:**

TBD

**RECOMMENDATION:**

TBD

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**Fiscal Impact**

**FISCAL IMPACT:**

Amount Requested is \$6500

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**Attachments**

HOT\_APP\_STBR  
STBR\_BUDGET\_2017

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# CITY OF DEL RIO

## Hotel Occupancy Tax (HOT) Funds

By ordinance, the City of Del Rio approves a local hotel occupancy tax with portions of the fund to be dedicated to support convention and tourism centers, promotional and tourist advertising of the City, promotion of the arts, historical preservation and program support for events and activities that attract tourists to the City of Del Rio.

### I. Use of HOT Funds

*Municipal hotel occupancy taxes are primarily governed by Chapter 351 of the Texas Tax Code. The HOT funds are generated as a result of a person paying for the use or possession, or for the right to the use or possession, of a room in a hotel, motel or bed and breakfast, with a cost of \$2 or more each day, that is ordinarily used for sleeping, not on a permanent basis.*

There is a **two-part test** for every expenditure of local Hotel Occupancy Taxes.

**Criteria # 1** Every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.

**Criteria # 2** Every expenditure MUST clearly fit into one of nine statutorily provided categories.

The nine categories for expenditure of the hotel occupancy tax are as follows:

1. Funding the establishment, improvement or maintenance of a convention center or visitor information center.
2. Paying the administrative costs for facilitating convention registration.
3. Paying for advertising, solicitations and promotions that attract tourists and convention delegates to the city or its vicinity. (1/7 of total funds must be spent on advertising and promoting the city and its vicinity to attract tourist and hotel/convention activity)
4. Expenditures that promote the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution and exhibition of these major art forms.
5. Funding historical restoration or preservation programs. This funding may be used in primarily two ways. First, to enhance historical restoration and preservation projects. Second, for activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Either of those uses must be for activities, programs or events that are likely to attract tourists and hotel guests.

6. Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population of under 1 million. This sporting event must include mostly participants from out of town.
7. Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities. (THIS DOES NOT APPLY TO DEL RIO).
8. Funding transportation systems for tourists.
9. Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

## **II. Review Process**

The Del Rio City Council approved the Hotel Occupancy Tax (HOT) Fund Committee to be a permanent board, for the main purpose of providing HOT fund recommendations to the City Council.

The HOT Fund Committee reviews acceptable applications from individuals, groups and organizations applying for HOT funding. An acceptable application is one that is complete and meets the deadline requirements.

Each group, with an acceptable application, will be scheduled for a date and time to present their request to the Committee. At the presentation, the Committee may ask questions and seek clarification. A formal presentation is encouraged, however it is not required.

After presentations are made, the Committee will make initial funding recommendations. Notification of the initial funding recommendations will be emailed to all applicants. Funding recommendations may be less than the amount requested.

Applicants will be notified by email of the Committee's final recommendations. The City Council will receive formal recommendations by the HOT Fund Committee Chairperson, at a regularly scheduled Council meeting, and will make the final decision on the allocation of funds.

After Council approval, the hotel tax funds may be dispersed either by directly paying the vendor, or by reimbursing the organization for any approved expenses, or otherwise as determined by the City Council and/or the City Manager.

Any organization that owes tax dollars to the City of Del Rio will not receive funds until their debt is paid.

# Hotel Occupancy Tax Fund Application

## I. Submitting an Application

Application forms will be available online at [www.cityofdelrio.com](http://www.cityofdelrio.com). After clicking on the City website, go to *Business, Hotel Occupancy Tax Application*. Applicants must submit a completed application and provide required documentation. Completed applications will be accepted online.

Email is the preferred method of receiving the application and required documents, however applications will also be accepted at City Hall, City Secretary Office, 109 West Broadway, Del Rio, TX 78840.

Multiple applications from a group will be accepted. Each event/program must have a separate application. Additional supporting materials may be brought to the HOT presentation.

Notification of dates and times of presentations, appeals or any changes that may occur, will be made by email and/or phone. Applicants are responsible for providing email addresses / phone numbers that will allow them to be contacted expediently.

## II. Organization Information

Legal name of Organization requesting funds: Organization Mailing Address: South Texas Bull Riding LLC

Primary E-Mail: [southtexasbullriding@gmail.com](mailto:southtexasbullriding@gmail.com)

Phone #: 830-734-4815 830-765-6644 830-313-0788

Name of Primary Contact: Raymundo Valero / Enrique Perez / Hector Rodriguez

Title of Primary Contact: members

Primary Contact # (If different from above):

Mailing Address of Primary Contact (If different from above): E-Mail (If different from above):

Phone # (If different from above):



### III. Organization Type

This Organization Is: Private Tax ID# 3-20618-2273-3

Type of Organization (IRS Code):

What is the Mission of your Organization? To become a profitable while promoting local economy by showcasing local businesses, increasing tourism and donating to local youth groups.

Year Organization was established ? 2016

Number of full time staff: 3

Number of part time staff: 20

Number of volunteers: 20

### IV. Required Information to be submitted with Application

- Budget for the proposed event/program, including ALL revenue sources and expenditures
- Organization financial statements from previous two years
- Articles of Incorporation
- By-laws
- Board Members - names and titles

### V. Name of Event/Program: Thanksgiving Barrels and Bull Bash

Purpose of the Event/Program to promote local tourism and extra stays on a holiday weekend

### VI. Previous HOT Funding

Has the Organization previously received HOT funding from the City of Del Rio?

Yes

If Yes, what year(s) and for what purpose? 2016 To help pay for added money to attract riders and advertisement

### VII. Previous Events/Programs Organized

Provide a list of major events/programs that this Organization or Applicant has organized and/or hosted. Additional information such as schedules, financial statements, articles or other relevant information regarding these events/programs may be provided during the Board presentation.

## VIII. Request Details

Amount Request: \$6500.00

Does this Event/Program meet Criteria #1? **Yes**  
*Every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.*

Is this request for an Event? **Yes**  
*If you answered NO, please continue on to Section IX.*

Has this Event been held previously? **Yes**

If Yes, please complete the following:

**Date(s): 11/26/2016**

**Location of Event:** Val Verde County Fairgrounds

**No. of Participants; how Verified?** 35 they had to sign up to ride

**No. of Del Rio hotel rooms used; how verified?** at least 50 Hotel we worked with was completely booked

**Approximate No. of Attendees:** 500 Adults 200Children

Will this be a ticketed event? *yes*

Price of ticket/ admission/ entry fee \$ adults \$8 pre-sale \$10 at the gate children 10 & under free

How many participants do you expect? 30-40 bull riders / 10 to 15 barrel racers

Description of participants / teams: individual competitors in either the bull riding or barrel racing

*(Geographic or qualifying information, by invitation only, sports teams, etc.) by invitation only spots given on a first come first serve basis*

## IX. Criteria #2 of qualifying HOT fund expenditures.

Please fill out or provide separately.

	Expense Item	Requested Amount	Criteria #2 Category/ Explain
1.	Added Money Bull Riders	\$3500.00	#6 promotional money added to bring in participants from out of town
2.	Added Money Barrel Racers	\$500.00	#6 promotional money added to bring in participants from out of town
3.	Advertisement	\$1500.00	#3 TV, Radio, Print, and On-line ads in surrounding areas to attract visitors and participants
4.	Live Music	\$1000.00	#4 Expenditures that promote the arts
5.			
6.			

## X. Direct Hotel Occupancy Tax Fund Impact

How will this event/program generate overnight stays in Del Rio lodging? Most participants come from out of town with thier families, will give Thanksgiving visitors a reason to stay an extra night, Bring hunters in the area to town for an event

Will there be a host Hotel(s) associated with your request? If Yes, please complete the following: Yes as of  
8/8/2017

**Name of Hotel(s): Whispering Palms Inn**

**Hotel Rate: \$68.00**

**Approximate No. of Rooms used? 50**

## XI. Marketing & Media Coverage

Please be prepared to describe the marketing plan for this project. Include information on print ads, radio, television, distribution of posters, brochures, flyers, etc. Samples may be brought to the presentation but are not required with the application. If funds are awarded by the HOT fund committee, organization must use preapproved collateral provided at <http://www.cityofdelrio.com/657/Hotel-Occupancy-Tax-Application> (logos & approved text)

## XII. Comments

## XIII. Post Event/Program Report

A Post Event/Program Report is required to be submitted within 60 days of completion of the event/program. The completed post event/program report may be emailed to hotfunds@cityofdelrio.com, alevrie@cityofdelrio.com or delivered to the City of Del Rio, 109 West Broadway, Del Rio, Texas, 78840. In addition, an organization representative must present a post event report to the Hotel Occupancy Tax Fund Committee at a meeting date once funding is complete. Failure to submit a Post Event/Program report could affect future funding recommendations for HOT funds.

## XIV. Acknowledgement

***I understand the Texas State limitations placed on use of Hotel Occupancy Tax funds and certify that the requested funds will be used only for purposes described in this application or as approved by the Del Rio City Council. I understand the use of HOT funds is subject to audit and any misuse of funds could prevent any future consideration for assistance. Additionally, the Del Rio City Council reserves the right to impose civil/ criminal penalties on any abuse of funds.***

Name Hector Rodriguez

Date 8/08/2017

Title Member

**HOTEL OCCUPANCY TAX Collections and Distribution**  
**Fiscal Year 2016-2017**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTALS
Hampton Inn	\$ 11,154.63	\$ 11,005.13	\$ 10,868.11	\$ 7,951.81	\$ 9,555.34	\$ 9,029.21	\$ 12,552.11	\$ 13,062.90					\$ 85,179.24
Desert Hills Motel	\$ 102.53	\$ 95.18	\$ 95.91	\$ 101.43	\$ 96.29	\$ 74.60	\$ 86.21	\$ 138.18					\$ 790.33
Great Western Inn													\$ -
The Ranch Motel	\$ 171.85	\$ 161.70	\$ 144.55		\$ 146.30	x	x	x					\$ 624.40
Motel 6	\$ 4,509.44	\$ 4,419.82	\$ 5,068.70	\$ 6,790.72	\$ 5,640.50	\$ 4,050.28	\$ 6,164.51	\$ 6,226.61					\$ 42,870.58
Del Rio Inn	\$ 272.80	\$ 380.82	\$ 270.96	\$ 374.59	\$ 348.34	\$ 370.94	\$ 1,303.99	\$ 651.62					\$ 3,974.06
Holiday Inn	\$ 12,780.21	\$ 14,316.47	\$ 12,100.47	\$ 10,154.25	\$ 13,032.14	\$ 12,092.41	\$ 16,277.31	\$ 15,329.07					\$ 106,082.33
Best Western	\$ 2,291.22	\$ 3,017.00	\$ 2,840.34	\$ 2,890.46	\$ 3,886.93	\$ 3,152.73	\$ 3,859.15	\$ 3,948.01					\$ 25,885.84
Western Motel	\$ 359.71	\$ 330.90	\$ 420.41	\$ 514.30	\$ 543.85	\$ 623.97	\$ 583.03	\$ 539.58					\$ 3,915.75
Del Rio Executive Inn	\$ 1,135.99	\$ 823.60	\$ 848.03	\$ 1,345.78	\$ 897.96	\$ 1,033.93	\$ 1,740.51	\$ 1,399.95					\$ 9,225.75
La Quinta	\$ 616.40	\$ 5,535.82	\$ 5,214.27	\$ 5,335.75	\$ 7,152.75	\$ 6,060.05	\$ 7,945.13	\$ 7,634.46					\$ 45,494.63
	\$ 4,398.53												\$ 4,398.53
Whispering Palms		\$ 2,888.68	\$ 1,528.04		\$ 1,238.04	\$ 1,144.45	\$ 1,881.21	\$ 2,046.26					\$ 10,726.68
							\$ 2,313.65						
Ramada Inn	\$ 14,045.19	\$ 15,034.13	\$ 13,290.69	\$ 11,537.47	\$ 12,807.36	\$ 11,061.59	\$ 15,746.83	\$ 17,908.71					\$ 111,431.97
Studio 6	\$ 1,065.45	\$ 988.85	\$ 1,235.11	\$ 1,791.20	\$ 1,387.70	\$ 1,217.44	\$ 2,246.31	\$ 1,738.04					\$ 11,670.10
Ceniza 7 Enterprises	\$ 18.06		\$ 21.00	\$ 109.83	\$ 21.37		\$ 99.42						\$ 269.68
Casa Kuhl	\$ 12.60		\$ 12.60	\$ 77.70	\$ 23.10		\$ 12.60	\$ 69.09					\$ 207.69
	\$ 56.70												\$ 56.70
Quality Inn	\$ 489.65	\$ 423.95	\$ 462.94	\$ 648.56	\$ 696.68	\$ 534.53	\$ 809.58	\$ 972.84					\$ 5,038.73
Plaza Motel				\$ 167.30									\$ 167.30
Texas Boll Weevil (reimb)								\$ (6.23)					
	\$ 53,480.96	\$ 59,422.05	\$ 54,422.13	\$ 49,791.15	\$ 57,474.65	\$ 50,446.13	\$ 73,621.55	\$ 71,659.09	\$ -	\$ -	\$ -	\$ -	\$ 468,010.29
													\$ 470,317.71

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
2016-17	\$ 53,480.96	\$ 59,422.05	\$ 54,422.13	\$ 49,791.15	\$ 57,474.65	\$ 50,446.13	\$ 73,621.55	\$ 71,659.09	\$ -	\$ -	\$ -	\$ -	\$ 470,317.71
2015-16	\$ 48,304.27	\$ 62,834.47	\$ 51,467.62	\$ 50,541.31	\$ 54,062.08	\$ 62,274.65	\$ 82,711.36	\$ 67,753.49	\$ 57,248.71	\$ 63,551.23	\$ 62,003.43	\$ 57,812.65	\$ 720,565.27
2016 - 2017 comp (+/-)	\$ 5,176.69	\$ 3,412.42	\$ 2,954.51	\$ 750.16	\$ 3,412.57	\$ 11,828.52	\$ 9,089.81	\$ 3,905.60	\$ 57,248.71	\$ 63,551.23	\$ 62,003.43	\$ 57,812.65	\$ 250,247.56
2014-15	\$ 61,185.82	\$ 52,541.79	\$ 55,387.16	\$ 54,928.71	\$ 57,116.29	\$ 50,630.61	\$ 64,401.81	\$ 64,141.54	\$ 56,505.05	\$ 60,481.74	\$ 69,535.58	\$ 59,012.97	\$ 705,869.07
2015 - 2016 comp (+/-)	\$ 12,881.55	\$ 10,292.68	\$ 3,919.54	\$ 4,387.40	\$ 3,054.21	\$ 11,644.04	\$ 18,309.55	\$ 3,611.95	\$ 743.66	\$ 3,069.49	\$ 7,532.15	\$ 1,200.32	\$ 14,696.20

**HOT Funding Committee**

**5.b.**

**Meeting Date:** 08/15/2017

**Submitted By:** Leno Hernandez, Paul Poag Theatre Mgr, COMMUNITY SERVICE

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**SUBJECT:**

Discuss and possible action on completing the RFQ (Request for Qualifications) for the Del Rio Marketing Plan.

**SUMMARY:**

Purchasing Director Mario Garcia has requested input from the HOT Fund Committee on the direction for the proposed RFQ.

**BACKGROUND:**

The HOT Fund Committee has identified that a unified marketing scheme is needed to guide the promoting entities in Del Rio.

**DISCUSSION:**

Discuss to Finalize RFQ details.

**PROS:**

Pros include a unified strategy for all promoting entities.

**CONS:**

Not proven that all entities will agree on the direction.

**RECOMMENDATION:**

TBD

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**Fiscal Impact**

**FISCAL IMPACT:**

TBD

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**Attachments**

RDG\_DRAFT

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**REQUEST FOR QUALIFICATIONS FOR MARKETING SERVICES  
FOR  
THE CITY OF DEL RIO, TEXAS  
DATE OF ISSUANCE: \_\_\_\_\_**

**#R2017-xxx  
Qualified Professional(s) to Provide Marketing Services**

The City of Del Rio, Texas is requesting qualifications from professional marketing firms (“Marketing Firms”) to provide traditional and digital marketing services. The City is seeking the professional services of a single marketing agency to work as collaborative partners in the development, implementation and evaluation of a comprehensive marketing plan to promote the City regionally, nationally and internationally. All submissions will be evaluated based on qualifications and capacity to perform the services. The City reserves the right to reject all submittals in response to this solicitation, however any Marketing Firm that submits for the services will be expected to commence work as soon as the scope of work for the services and fee negotiated by the City to the Marketing Firm as compensation for the services can be authorized.

**HISTORY**

The City of Del Rio, Texas, and \_\_\_\_\_.

The City is seeking the following goals;

- \* To promote and expand \_\_\_\_\_;
- \* To identify and pursue development opportunities \_\_\_\_\_;
- \*To redevelop the \_\_\_\_\_ and \_\_\_\_\_ to promote and develop new opportunities for residence, commerce and leisure; and
- \*To promote the full integration \_\_\_\_\_ assets to increase commercial opportunities locally, nationally and internationally.

**MISSION/VISION**

The City’s mission is to foster the economic vitality of City of Del Rio, Texas through \_\_\_\_\_ commerce, and development.

**SCOPE OF WORK**

The objective of this RFQ is to procure marketing and communications services, creation of selected marketing materials, services for public outreach activities and other related marketing functions and work products. Specifically:

- \*Develop a strategic marketing plan to inform and educate the City’s key stakeholders and the news media about operations, current and future projects, create community awareness and brand identification; and
- \*Provide on-call marketing support as needed for special events, social media, and website.

## **SUBMISSION REQUIREMENTS**

Each submission must include the following information:

- \* Marketing firm's background and areas of expertise as it relates to this project and organization;
- \* Capabilities and qualifications of individuals assigned to the project;
- \* Examples of work performed for similar organizations;
- \* Proposed timeline and ability to meet fixed deadlines;
- \* Overview of recommended approaches to achieve objectives;
- \* Cost estimate; and
- \* Proof of insurance as specified below in Insurance Requirements

All submissions should be organized as follows:

### **1. Title Page**

The Title Page shall indicate the following information:

- \*The Marketing Firm's complete legal name and the name under which the Marketing Firm is doing business if different from the legal name,
- \*Form of legal entity (corporation, limited liability company, general or limited partnership or sole proprietorship, etc., if not evident from the legal name),
- \*Physical address,
- \*Telephone number and facsimile number,
- \*Contact person and title, and
- \*The date of the qualification submission.

### **2. Table of Contents**

The table of contents must clearly identify the material included in the submission by section and page number.

### **3. Transmittal Letter**

The Marketing Firm must include a signed letter of transmittal briefly stating:

- \*That the Marketing Firm understands the Scope of Services to be provided;
- \*A positive Commitment to perform the Scope of Services;
- \*Why the Marketing Firm believes it is qualified to perform the Scope of Services; and
- \*The person signing the letter must indicate his or her title.

### **4. The Marketing Firm's Profile**

The Marketing Firm's profile shall:

- \*State whether the Marketing Firm is local, regional or national;
- \*State the location of the office from which the Services will be performed and the number of professional staff employed at that office;
- \*Provide a brief history of the Marketing Firm;
- \* Certify that the Marketing Firm has no conflict of interest with regard to the Scope of Services to be provided pursuant to the Agreement for Professional Services contemplated by this Request for Qualifications;
- \*State whether the Marketing Firm has an affirmative action plan; if so, a copy must be attached; and
- \*Certify that the Marketing Firm will obtain and maintain insurance at required levels.

## 5. The Marketing Firm's Qualifications

In its qualifications, the Marketing Firm shall:

- \*Provide a list of key permanent staff members of the Marketing Firm, including names, job descriptions, titles, relevant educational and professional experience, certifications and/or licenses,
- \*Provide examples of work performed for similar organizations,
- \*Provide a proposed timeline for the marketing plan,
- \*Show the ability to meet fixed deadlines,
- \*Describe recommended approaches to achieve objectives,
- \*Cost estimate,
- \*Provide a list of professional references, and
- \*Describe all violations/citations and pending litigation which involve the Marketing Firm and/or its principals.

### **INSURANCE REQUIREMENTS**

Marketing Firm shall procure, and maintain throughout the term of the Contract, insurance coverage not less than the types and amounts specified in paragraphs A through F below. Should the Marketing Firm be unable to procure or maintain the insurance coverage limits set forth herein, Marketing Firm should contact the City. Policies containing a Self-Insured Retention will be unacceptable to the City.

A. Commercial General Liability Insurance. Limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an "occurrence" basis. The policy shall be written or endorsed to include the following provisions:

1. Severability of Interests Coverage applying to Additional Insureds;
2. Contractual Liability;
3. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000;
4. No Contractual Liability Limitation Endorsement;
5. Additional Insured Endorsement, ISO form CG20, 10, current edition, or its equivalent;
6. Waiver of Subrogation; and
7. Primary and non-contributory shall apply.

B. Commercial Automobile Liability Insurance. Limit of \$1,000,000 per occurrence, covering owned, hired, and non-owned automobiles. Coverage provided shall be on an "any auto" basis and written on an "occurrence" basis. This insurance shall be written on a Commercial Business Auto form, or acceptable equivalent, and shall protect against claims arising out of the operation of motor vehicles, as to acts done in connection with this Contract.

C. Worker's Compensation Insurance. As required by Texas statutes, including Employer's Liability, with limits of:

Worker's Compensation: Statutory



Employer's Liability:

\$500,000 bodily injury by accident – each accident

\$500,000 bodily injury by disease – policy limit

\$500,000 bodily injury by disease – each employee

D. Professional Liability Insurance. **Waived?**

E. Pollution Liability Coverage. Waived.

The Commercial General Liability, Commercial Automobile Liability and Umbrella Liability Insurance specified above shall provide that the City and its agents, officials, officers, and employees, while acting within the scope of their , will be named as additional insureds for the Services performed under this Contract. At execution of this Contract, Marketing Firm must deliver to the City a certificate or certificates of insurance showing all required coverage, endorsements, and additional insureds. Such certificate(s) of insurance shall declare that the respective insurer will not cancel or fail to renew the insurance coverage in whole or in part without providing the with written notice of its intention to cancel or not renew such coverage at least thirty (30) days prior to the intended date of cancellation or nonrenewal. All insurance coverage must be written by companies that have an A.M. Best's rating of "A-VI" or better and are licensed or approved by the State of Texas to do business in Texas.

#### **SCHEDULE**

Responses in the form of printed proposals will be due at 3:00 p.m. (Central Standard Time) Friday, \_\_\_\_\_ delivered to the following address:

City of City of Del Rio, Texas  
Attn: City Secretary  
109 W Broadway Street  
City of Del Rio, Texas 78840

Three printed copies and one digital copy should be provided. Please do not email digital submissions.

The finalists will be requested to participate in oral interviews.

Please register at [www.cityofdelrio.com](http://www.cityofdelrio.com) to view any questions or receive updates/addendums to the project outlined in this document.

#### **LENGTH OF CONTRACT**

The anticipated length of the contract is one year with customary provisions for early termination based on performance. The contract may be extended beyond the original contract period on a year-to-year basis at the City's discretion, and by mutual agreement based on need or agency performance.

**HOT Funding Committee**

**5.c.**

**Meeting Date:** 08/15/2017

**Submitted By:** Leno Hernandez, Paul Poag Theatre Mgr, COMMUNITY SERVICE

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**SUBJECT:**

Hotel Occupancy Tax Fund Application - International Good Neighbor Council Del Rio Chapter, Dora Alcala

**SUMMARY:**

HOT Fund Application for assistance in promoting the 2017 Fiesta De Amistad Events.

**BACKGROUND:**

The IGNC Del Rio Chapter is celebrating its 57th year of Fiesta de Amistad which includes the Miss Del Rio Pageant, the International Parade, the Arts and Crafts Fair and the historic Abrazo Ceremony.

**DISCUSSION:**

Discuss for approval.

**PROS:**

TBD

**CONS:**

TBD

**RECOMMENDATION:**

TBD

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**Fiscal Impact**

**FISCAL IMPACT:**

TBD

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**Attachments**

*No file(s) attached.*

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**HOT Funding Committee**

**5.d.**

**Meeting Date:** 08/15/2017

**Submitted By:** Esmeralda Meza, Community Services Director, COMMUNITY SERVICE

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**SUBJECT:**

Hotel Occupancy Tax Fund Application- Brown Plaza Association, Dolores Martinez

**SUMMARY:**

HOT Fund Application for assistance in promoting the 16 de Septiembre three day celebration. Brown Plaza Association is requesting advertisement funds.

**BACKGROUND:**

Brown Plaza Association has been celebrating 16 de Septiembre three day celebration for over 35 years. Brown Plaza also celebrates the annual Posada in December and the Cinco de Mayo three day celebration in May.

**DISCUSSION:**

Discuss for approval.

**PROS:**

TBD

**CONS:**

TBD

**RECOMMENDATION:**

TBD

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**Fiscal Impact**

**FISCAL IMPACT:**

TBD

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**Attachments**

*No file(s) attached.*

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