



**SEABROOK HOTEL OCCUPANCY TAX ADVISORY COMMITTEE
NOTICE OF MEETING
MONDAY, APRIL 7, 2025 - 6:00 PM**

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THIS AGENDA IS BEING POSTED AS A COURTESY AND FOR INFORMATIONAL PURPOSES ONLY. THE HOTEL OCCUPANCY TAX (HOT) ADVISORY COMMITTEE ESTABLISHED BY RESOLUTIONS 2024-22 IS AN ADVISORY BOARD AND IS NOT SUBJECT TO THE 72-HOUR POSTING REQUIREMENT UNDER THE TEXAS OPEN MEETINGS ACT. NO FORMAL ACTION WILL BE TAKEN AT THIS MEETING AND WILL BE ADVISORY IN NATURE FOR ACTION OF THE SEABROOK CITY COUNCIL.

1. PUBLIC COMMENT AND ANNOUNCEMENTS

2. NEW BUSINESS

2.1 Approve the minutes of the March 17, 2025 Hotel Occupancy Tax Advisory Board meeting.

2.2 Approve a series of meeting dates to hear presentations from applicants who submit their Hotel Occupancy Tax Sponsorship applications for the FY2025-26 (Event dates October 1, 2025-September 30, 2026) and set a schedule by the committee for a final report to City Council for the FY2026 budget workshop of July 15, 2025.

2.3 Approve a May meeting date for the grant recipient, Barge295, for Fall Fest that was produced on October 11, 2024, for a post-event report before the Hotel Occupancy Tax Committee in accordance with the agreement 60 days or by December 10, 2024. The committee is responsible for reviewing the report as directed by the City Council to ensure the expenditure complies with the state and local guidelines.

2.4 Approve a May meeting date for the grant recipient, 3Bros Running Company, for Seabrook Lucky Trails that was produced on March 14-16, 2025, for a post-event report before the Hotel Occupancy Tax Committee in accordance with the agreement 60 days or by May 15, 2025. The committee is responsible for reviewing the report as directed by the City Council to ensure the expenditure complies with the state and

local guidelines.

3. WORKSHOP

3.1 The committee will participate in an exercise during the meeting to practice using the new rubric-style evaluation form for Hotel Occupancy Tax Sponsorship applications. This activity will help ensure all members are familiar with the updated grading system and aligned in their approach to application reviews.

4. ROUTINE BUSINESS

4.1 Selecting a date for the next regularly scheduled meeting, establishing its recurrence, and determining agenda items for future meetings.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5663 OR CITYSEC@SEABROOKTX.GOV FOR FURTHER INFORMATION.

Lexie Graham,
Tourism and Special Events Coordinator