



Agenda Briefing

Date of Meeting: 3/2/2020

Responsible Department: Communications

Presenter: LeaAnn Dearman Petersen

Briefing Prepared By: LeaAnn Dearman Petersen

Strategic Focus Area: Engage and Inform Public

General Information / Subject:

Consider and take all appropriate action on sponsorship of the Salute to Heroes event taking place at South Shore Harbour Resort on Friday, April 3, 2020.

Executive Summary / Background:

Bay Area Houston CVB Board Member, Bridget Bear, has approached the City of Seabrook requesting Seabrook to participate as a sponsor for the upcoming Salute to Heroes event taking place at South Shore Harbor Resort on Friday, April 3, 2020. Please review the sponsorship packet for sponsorship options. This is not a budgeted expense.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

This expense does not qualify as a HOT expenditure and would have to be funded as a Council expense line item.

Supporting Materials Attached:



Prior Action / Review by Council, Boards, Commissions:

The City of Seabrook has not sponsored this event in the past.

Staff Recommendation:

REVIEWED BY: (as appropriate)

City Manager

Deputy CM

Finance

HR

IT

PD

Emer Svcs

City Sec

EDC

Bldg

PW

Court


Visitor Relations

**APPROVED BY:
(as appropriate)**

DocuSigned by:

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Preparer or Department Director

2/25/2020

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

DocuSigned by:

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Court Administrator, if needed

2/25/2020

Date

Deputy City Manager, if needed

Date

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

DocuSigned by:
Michael Gibbs
DAE0009BB7004D9...

2/25/2020

Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

DocuSigned by:
Gayle Cook
B8CE768D777F40E...

2/25/2020

City Manager

Date

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