



# Convention and Tourism Bureau Application

CITY SECRETARY'S OFFICE  
P.O. BOX 617 | KATY, TEXAS 77493  
**(281) 391-4815**

The Convention and Tourism Bureau shall recommend to City Council those activities, programs, events and policies that will best promote tourism and the convention and hotel industry within the city limits. Such activities, programs, events and policies, if approved by City Council, would be funded all or in part by revenue generated by the hotel occupancy tax adopted by the city pursuant to the provisions of Chapter 351 of the Texas Tax Code.

The bureau is composed of seven (7) members. Members shall be (1) qualified residents of the City of Katy, or (2) be a non-resident who may own or be an officer or director of a business, other than a hotel or motel, with offices located in the City of Katy, or (3) be an employee or officer of a hotel or motel located in the City of Katy, who may either be a resident or non-resident of the City. Bureau members serve for one-year terms.

This is only an application and does not guarantee participation on the bureau. All applications must be received at the City of Katy City Secretary's Office at City Hall, 901 Avenue C Katy, Texas 77493, by fax at 281-391-4937, or by email at [citysecretary@cityofkaty.com](mailto:citysecretary@cityofkaty.com).

### **PLEASE PRINT**

<b>PERSONAL INFORMATION:</b>			
1. Full Name: _____			
FIRST	MIDDLE	LAST	
2. Home Address: _____			
STREET	CITY	ZIP CODE	
3. Contact Information: _____			
HOME PHONE	CELL/WORK PHONE	EMAIL	
4. Professional: _____			
Information	OCCUPATION (if retired, please indicate former occupation)	*If business owner, NAME OF BUSINESS	
_____			
EDUCATION (optional)			
5. Professional Licenses: _____			
6. Professional Association Memberships: _____			
7. Civic/Volunteer Organization Activities: _____			
8. Are you related to anyone on City Council? _____			
9. Do you have any delinquent taxes, utilities, or other assessments owed to the City? _____			
10. Do you have any pending claims or litigation against the City? _____			

**RELEVANT EXPERIENCE:**

11. Please list any Boards/Commissions/Committees you currently serve on: \_\_\_\_\_

12. Please list any experience, interests, or skills that qualify you to serve on the Convention and Tourism Bureau:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions about this application, please contact the City of Katy City Secretary's Office at 281-391-4815 or email your questions to [citysecretary@cityofkaty.com](mailto:citysecretary@cityofkaty.com).

**NOTE: This application may be subject to the Texas Public Information Act and will be retained and considered by the City for two (2) years.**

## CONVENTION AND TOURISM BUREAU AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a qualified City of Katy resident; or be a non-resident who may own or be an officer or director of a business, other than a hotel or motel, with offices located in the City of Katy; or be an employee or officer of a hotel or motel located in the City of Katy, who may either be a resident or non-resident of the City.
- Participation on the Convention and Tourism Bureau requires a one-year time commitment (meetings will be held as needed).
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All Committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arise during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the board.
- If selected, Applicant will be nominated by the Mayor.
- Upon selection, applicant will be invited to an interview with the Mayor, chairperson of the bureau, and a member of staff.
- Bureau membership will ultimately be decided by City of Katy City Council.
- If appointed, applicant will attend the mandatory board orientation.

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**SIGNATURE OF APPLICANT**  
(NOT REQUIRED FOR EMAIL SUBMISSION)

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**DATE**

If you have any questions about this application, please contact the City of Katy City Secretary's Office at 281-391-4815 or email your questions to [citysecretary@cityofkaty.com](mailto:citysecretary@cityofkaty.com).

### Delivery Options

#### Print

This form may be printed and mailed to P.O. Box 617, Katy TX, 77492-0617 or hand delivered to the City Secretary's Office at 901 Avenue C in Katy, Texas 77493. You may also fax it to: 281-391-4937.

#### Email

Please attach the saved form and send it to [ciytsecretary@cityofkaty.com](mailto:ciytsecretary@cityofkaty.com).