



**NOTICE OF MEETING
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, APRIL 1, 2025
6:00 P.M.**

Notice is hereby given of a Meeting of the City Council of Sealy to be held on the abovementioned date, time, and location for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

A. Call to Order

B. Invocation and Pledges of Allegiance

C. Roll Call and Certification of a Quorum

D. Petition(s) and Public Comments

Individuals shall have three (3) minutes to speak.

E. Discussion and Possible Action to Approve the agenda order or reorder

F. Proclamation(s)

- **Fair Housing Month**
- **Autism Awareness Month**
- **Child Abuse Prevention Month**

G. Consent Agenda

(In accordance with Sec. 2-35. (1) of the Code of Ordinances, "Routine matters thought to require little or no deliberation by city council may be placed on a consent agenda, which shall be treated as one agenda item." At any time prior to the call for a vote on the consent agenda, any council member may request that one or more items may be removed from the consent agenda and handled separately in the same manner as a regular agenda item.)

- **March 18, 2025, Regular City Council Minutes**
- **March 24, 2025, Special Joint City Council and SEDC Minutes**
- **March 24, 2025, Special City Council Minutes**
- **Discussion and Possible Action regarding an Ordinance Amending Chapter 28 – Senior Residential Developments.
(Second of two readings)**

H. Presentation(s)

The Process and Procedures from Citation Issuance through the Municipal Court

I. Business

1. Discussion and Possible Action regarding an Ordinance Amending the City of Sealy's Budget for Fiscal Year 2024-2025.
2. Discussion and Possible Action regarding Strand Change Order No.1 for Irene LeBlanc Splash Pad from April 13th to May 28, 2025.
3. Discussion and Possible Action regarding revision to Pay Scale.

J. Executive Session: A closed meeting will be held concerning the following item(s):

a) Texas Government Code, Section 551.071, Consultation with Attorney: A governmental body may conduct a private consultation with its attorney when the governmental body seeks the advice of its attorney about pending or contemplated litigation; or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.

- **Hotel Occupancy Tax Services Agreement 2023-2024 with the Sealy Chamber of Commerce acting in the capacity as the Sealy Convention and Visitors Bureau**
- **Town Park Center, LLC v The City of Sealy, Texas (Cause No. 2019V-0062)**

4. Reconvene into regular session and consider action, if any, on items discussed in Executive Session.
5. Reports, Announcements, or Requests from Councilmembers.

K. Adjourn

CERTIFICATION

I, Sandra Vrabec, City Secretary of the City of Sealy, do hereby certify that the above notice of the City of Sealy, Texas, City Council, was posted in a place convenient to the general public in compliance with Chapter 551, of the Texas Government Code, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting as well as on required website(s).



Sandra Vrabec, City Secretary

F. Proclamation(s)

Fair Housing Month Proclamation

Proclamation of April as Fair Housing Month

* * * * *

WHEREAS, April 2025 marks the 57th anniversary of the passage of the U.S. Fair Housing Law, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, enunciating a national policy that Fair Housing should be made available to all citizens on the basis of equality for Fair Housing in the United States; and

WHEREAS, the principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS, the National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Sealy, do proclaim April as

Fair Housing Month

in the City of Sealy and do hereby urge all the citizens of this locality to become aware of and support fair housing practices so we may build a better future for Sealy and everyone who calls it home.

PASSED AND ADOPTED by the City of Sealy, Austin County, State of Texas, on the 1st Day of April, 2025.



Carolyn Bilski

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec

Sandra Vrabec, City Secretary

City of Sealy, Texas



Proclamation - Autism Awareness Month

WHEREAS, autism is a complex neurobiological disorder that typically lasts throughout a person's lifetime, and is part of a group of disorders known as autism spectrum disorders (ASDs); and

WHEREAS, autism affects persons regardless of race, religion, socio-economic status, and geography; and

WHEREAS, ASDs are the fastest growing serious developmental disability, making these disorders more common than pediatric cancer, diabetes, and acquired immune deficiency syndrome (AIDS) combined; and

WHEREAS, individuals with ASDs and their families face tremendous and often overwhelming challenges in accessing and navigating the complex programs and services for these disorders.



NOW, THEREFORE, I, Carolyn Bilski, Mayor of the City of Sealy, do hereby proclaim the month of April 2025 as "AUTISM AWARENESS MONTH" in the City of Sealy and encourage all citizens to recognize and commend the talents, abilities, and contributions of the individuals in our community diagnosed with ASDs, and their parents, relatives, and professionals that provide valued care and services to those individuals.

SIGNED and DATED this 1st day of April 2025.



Carolyn Bilski

Carolyn Bilski
Mayor, City of Sealy

CITY OF SEALY, TEXAS



Proclamation

CHILD ABUSE PREVENTION MONTH APRIL 2025

WHEREAS, child abuse and neglect not only directly harms children, but also increases the likelihood of criminal behavior, substance abuse, health problems, and risky behavior; and

WHEREAS, child abuse prevention is a community responsibility and finding solutions depends on involvement among all people, realizing that the majority of child abuse and neglect cases are preventable in an engaged and supportive community; and

WHEREAS, communities must make every effort to promote programs that benefit children and their families and to break generational cycles; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among social service agencies, schools, religious organizations, law enforcement agencies, and the business community; and

WHEREAS, everyone should become more aware of child abuse prevention and should become involved in supporting families in raising their children in a safe, nurturing environment.

NOW, THEREFORE, BE IT PROCLAIMED that I, Carolyn Bilski, Mayor, on behalf of the City of Sealy, Texas, do hereby declare the month of APRIL 2025 as CHILD ABUSE PREVENTION MONTH and adopt the slogan

"No Excuse for Child Abuse"

in Sealy, Texas, and urge all citizens to stand united against child abuse and neglect.

SIGNED this 1st day of April 2025, in Sealy, Texas, by:



Carolyn Bilski
Carolyn Bilski, Mayor

G. Consent Agenda



**MINUTES
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, MARCH 18, 2025
6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for March 18, 2025, at 6:00 p.m., at the Sealy City Council Chambers located at 415 Main Street, Sealy, Texas, 77474.

A. Call to Order

Mayor Bilski called the meeting to order at 6:00 p.m.

B. Invocation and Pledges of Allegiance

Councilwoman Curry gave the Invocation and Mayor Bilski led the Pledges of Allegiance.

C. Roll Call and Certification of a Quorum for Sealy City Council

Present:

Carolyn Bilski
Dee Anne Lerma
Chris Noack
Bradley Miller
Theadra Curry
Edward Zapalac

Mayor
Councilmember, Place 1, Mayor Pro Tem
Councilmember, Place 2
Councilmember, Place 3 Sat at the Dias at 6:06 p.m.
Councilmember, Place 4
Councilmember, Place 5

Absent:

Adam Burttschell

Councilmember, Place 6

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrabec, City Secretary
Tim Kirwin, City Attorney
Jennifer Matura, Finance Director
Scott Riske, Police Captain
Mike Barrow, Assistant City Manager
Patrick Parsons, Public Works Director
Bill Atkinson, EDC Director

D. Petitions(s) and Public Comments

No one signed up to speak.

E. Discussion and possible action to approve the agenda order or reorder.

A motion was made by Councilman Zapalac to moved Business Item #2 after Consent Agenda. Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

F. Proclamation(s) and Special Recognition(s)

None

G. Consent Agenda

- March 4, 2025, Regular City Council Minutes
- Discussion and Possible Action regarding an Ordinance Amending Section 86-35 regarding Construction regulations and hours.
(Second of two readings)

(Ordinance 2025-08)
- Discussion and Possible Action regarding an Ordinance Amending Subsections 98-44(b), 98-44(c), and 98-44(d) regarding Locations for Placement of Traffic Control Devices.
(Second of two readings)

(Ordinance 2025-09)
- Discussion and Possible Action regarding an Ordinance Amending Section 74-62 regarding Peddlers and Solicitors Hours.
(Second of two readings)

(Ordinance 2025-10)

A motion was made by Councilman Zapalac to Approve the March 4 minutes, Ordinance Amending Section 86-35 regarding Construction regulations and hours, Ordinance Amending Subsections 98-44 (b, c, d) and Ordinance Amending Section 74-62 regarding Peddlers and Solicitors Hours to include Monday – Saturday. Councilman Noack seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

2. Discussion and Possible Action regarding the City-Wide Event Form for the Rotary Classic Car Show being held April 27, 2025 in Downtown Sealy.

A motion was made by Councilwoman Lerma to Approve the City-Wide Event form for the Rotary Classic Car Show being held April 27th.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

H. Presentation(s)

None

- I. **PUBLIC HEARING: Notice of a Public Hearing on Budget Amendment.** The City Council for the City of Sealy, Texas, will hold a Public Hearing on amending the 2024-2025 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 18th day of March 2025, at 6:00 p.m. in the City Hall at 415 Main Street. All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the proposed Budget Amendment.

Mayor Bilski opened the Public Hearing at 6:10 p.m.

No one spoke.

Mayor Bilski closed the Public Hearing at 6:10 p.m.

J. Executive Session: A closed meeting will be held concerning the following item(s):

- a) **Texas Government Code, Section 551.071, Consultation with Attorney:** A governmental body may conduct a private consultation with its attorney when the governmental body seeks the advice of its attorney about pending or contemplated litigation; or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.

- **Town Park Center, LLC v The City of Sealy, Texas
(Cause No. 2019V-0062)**

A motion was made by Councilwoman Lerma to recess into Executive Session. Councilman Noack seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried. City Council recessed into Executive Session at 6:11 p.m.

K. Business

1. Reconvene into regular session and consider action, if any, on items discussed in Executive Session.

The City Council reconvened into Open Session at 6:30 p.m.

A motion was made by Councilman Miller to Approve an Agreement with Town Park Center. Councilman Noack seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

**3. Discussion and Possible Action regarding Ordinance Amending Budget for Fiscal Year 2024-2025 Budget.
(Only one reading is required)**

A motion was made by Councilwoman Lerma to Approve an Ordinance Amending Budget for Fiscal Year 2024-2025 Budget.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

(Ordinance 2025-11)

**4. Discussion and Possible Action regarding an Ordinance Amending Chapter 28 – Senior Residential Developments.
(First of two readings)**

Mayor Bilski recused herself from the discussion and turned this Agenda Item over to Mayor Pro Tem Lerma.

A motion was made by Councilman Zapalac to Approve Ordinance Amending Chapter 28 – Senior Residential Developments. This is the first of two readings.

Councilman Miller seconded the motion. Mayor Pro Tem Lerma called for the vote.

AYES: Lerma, Noack, Miller, Curry, Zapalac

NOES: None

ABSTAIN: Bilski

The motion carried.

5. Discussion and Possible Action regarding Accepting or Declining the 2025 Maximum access line rates increased by 1.4785%.

A motion was made by Councilwoman Lerma to Approve Accepting the 2025 Maximum access line rate increase.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

6. Discussion and Possible Action regarding Resolution Authorizing Sealy Police Department to Apply for Spark Walmart Good Local Community Grant Application.

A motion was made by Councilwoman Lerma to Approve the Resolution Authorizing Sealy Police Department to Apply for Spark Walmart Good Local Community Grant Application.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

(Resolution 2025-12)

7. Discussion and Possible Action regarding Approving a Texas Department of Public Safety Crime Records Services License Plate Reader (LPR) User Agreement.

A motion was made by Councilwoman Lerma to Approve the Texas Department of Public Safety Crime Records Services License Plate Reader (LPR) User Agreement.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

8. Discussion and Possible Action regarding Approving a Memo of Understanding Regarding TCIC Stolen License Plate and TCIC Stolen Vehicle Information with the Texas Department of Public Safety.

A motion was made by Councilwoman Lerma to Approve a MOU regarding Texas Crime Information Center Stolen License Plate and TCIC Stolen Vehicle Information with Texas Department of Public Safety.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac

NOES: None

The motion carried.

9. Discussion and Possible Action regarding a Resolution of Memorialization and Ratification to Apply for TxDOT Transportation Alternative Program Grant for funding to construct Sidewalks with up to possible 20% local match to be funded with Certificate of Obligation Series 2025.

A motion was made by Councilwoman Lerma to Approve a Resolution with a change to the 6th Whereas to replace will with may consider approval of the required funding of the project. Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

(Resolution 2025-13)

10. Discussion and Possible Action to Approve a Resolution to Approve Request for Statements of Qualifications for Auditor for Fiscal Year 2025-2029.

A motion was made by Councilwoman Curry to Approve a Resolution to Approve Request for Statements of Qualifications for Auditor for Fiscal Year 2025-2029. Councilman Lerma seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

(Resolution 2025-14)

11. Discussion and Possible Action regarding the Financial Report for the Month Ending January 31, 2025:

- **General Ledger vs Actuals**
- **Fund Balance**
- **Sales Tax Report**
- **Check Register**

A motion was made by Councilman Miller to Approve the Financial Report for the Month Ending January 31, 2025.

Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

12. Presentation(s) by Staff

None

13. Reports or Requests from the City Manager and Discussion.

None

14. Reports, Announcements, or Requests from Councilmembers.

Mayor Bilski	None
Councilwoman Lerma	None
Councilman Noack	None
Councilman Miller	None
Councilwoman Curry	None
Councilman Zapalac	None
Councilman Burttschell	None

15. Adjourn

A motion was made by Councilwoman Lerma to adjourn.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried. The meeting adjourned at 6:59 p.m.

PASSED AND APPROVED this 1st day of April 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary



MINUTES
SEALY CITY COUNCIL SPECIAL JOINT MEETING WITH SEDC
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
MONDAY, MARCH 24, 2025
6:00 P.M.

The City Council of the City of Sealy, Texas, along with SEDC, conducted a special meeting scheduled for March 24, 2025, at 6:00 p.m., at the Sealy City Council Chambers located at 415 Main Street, Sealy, Texas, 77474.

A. Call to Order – City of Sealy

Mayor Bilski called the meeting to order at 6:00 p.m.

B. Call to Order – Sealy Economic Development Corporation

President Schiller called the meeting to order at 6:00 p.m.

C. Invocation and Pledges of Allegiance

Councilwoman Curry gave the Invocation, and Mayor Bilski led the Pledges of Allegiance.

D. Roll Call and Certification of a Quorum for Sealy City Council

Present:

Carolyn Bilski	Mayor
Dee Anne Lerma	Councilmember, Place 1, Mayor Pro Tem
Bradley Miller	Councilmember, Place 3
Theadra Curry	Councilmember, Place 4
Edward Zapalac	Councilmember, Place 5
Adam Burttschell	Councilmember, Place 6

Absent:

Chris Noack	Councilmember, Place 2
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A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrablec, City Secretary
Tim Kirwin, City Attorney
Jennifer Matura, Finance Director
Chris Hudson, Police Captain
Mike Barrow, Assistant City Manager
Patrick Parsons, Public Works Director
Bill Atkinson, EDC Director
Katherine Ellis, Deputy EDC Director/Secretary

E. Roll Call and Certification of a Quorum of Sealy Economic Development Corporation

Present:

Sterling Schiller, President
Jennifer Sullivan
Carolyn Bilski
Jame Brooks
Michael Nowotny

Absent:

Cody Hogue

A quorum was declared present.

F. Petitions(s) and Public Comments

No one signed up to speak.

G. Discussion and Possible Action to Approve the agenda order or reorder – City Council

A motion was made by Councilwoman Lerma to Approve the agenda.
Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

H. Discussion and Possible Action to Approve the agenda order or reorder – Sealy Economic Development Corporation

A motion was made by Jennifer Sullivan to Approve the agenda.
James Brooks seconded the motion. President Schiller called for the vote.

AYES: Schiller, Sullivan, Bilski, Brooks, Nowotny
NOES: None

The motion carried.

I. Presentation by SEDC Executive Director regarding Convention and Visitor's Bureau Start-Up Plan

J. Business

1. Discussion and Possible Action to Approve the 2025 Amendment to the Administrative Services Agreement between the City of Sealy and the Sealy Economic Development Corporation to include the administration of the Convention and Visitor's Bureau by the Sealy EDC and program funding by Hotel Occupancy Tax.

A motion was made by Councilwoman Lerma to Approve the 2025 Amendment to the Administrative Services Agreement.

Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

- a) Vote from the Sealy City Council

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

A motion was made by Jennifer Sullivan to Approve the 2025 Amendment to the Administrative Services Agreement.

James Brooks seconded the motion. President Schiller called for the vote.

- b) Vote from the Sealy EDC

AYES: Schiller, Sullivan, Bilski, Brooks, Nowotny

NOES: None

The motion carried.

2. Discussion and Possible Action to approve a new job description for a Tourism Manager and amendments to the job descriptions for the Sealy EDC Executive Director and the Sealy EDC Deputy Executive Director and/or Secretary.

A motion was made by Councilman Zapalac to Approve a new job description for a Tourism Manager and amendments to the descriptions with a Title Change.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

- a) Vote from the Sealy City Council

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

A motion was made by Jennifer Sullivan to Approve.

James Brooks seconded the motion. President Schiller called for the vote.

- b) Vote from the Sealy EDC

AYES: Schiller, Sullivan, Bilski, Brooks, Nowotny

NOES: None

The motion carried.

- K. PUBLIC HEARING: Notice of a Public Hearing on Budget Amendment.** The City Council for the City of Sealy, Texas, will hold a Public Hearing on amending the 2024-2025 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 24th day of March 2025, at 6:00 p.m. in the City Hall at 415 Main Street. All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the proposed Budget Amendment.

Mayor Bilski opened the Public Hearing at 6:36 p.m.

No one spoke.

Mayor Bilski closed the Public Hearing at 6:36 p.m.

3. Discussion and Possible Action to amend the City of Sealy's Fiscal Year 2024-2025 Budget.

A motion was made by Councilwoman Lerma to Approve the Amendment to the Fiscal Year 2024-2025 Budget.

Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

- a) Vote from the Sealy City Council only

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

4. Discussion and Possible Action to Approve an annual lease agreement(s) between the Sealy EDC and Electron Beam Technologies for the purpose of the Sealy EDC.

A motion was made by Councilwoman Lerma to Approve an annual lease agreement.

Councilman Miller seconded the motion. Mayor Bilski called for the vote.

- a) Vote from the Sealy City Council

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

A motion was made by Jennifer Sullivan to Approve an annual lease agreement.

James Brooks seconded the motion. President Schiller called for the vote.

- b) Vote from the Sealy EDC

AYES: Schiller, Sullivan, Bilski, Brooks, Nowotny

NOES: None

The motion carried.

5. Discussion and Possible Action to Approve an annual lease agreement between the City of Sealy on behalf of the CVB and Electron Beam Technologies for the purpose of a Convention and Visitor's Bureau.

A motion was made by Councilwoman Lerma to Approve an annual lease agreement. Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

a) Vote from the Sealy City Council only

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

L. Adjourn

A motion was made by Councilwoman Lerma to adjourn. Councilman Miller seconded the motion. Mayor Bilski called for the vote.

Vote from the Sealy City Council

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council meeting adjourned at 6:41 p.m.

A motion was made by Jennifer Sullivan to adjourn. James Brooks seconded the motion. President Schiller called for the vote.

Vote from the Sealy EDC

AYES: Schiller, Sullivan, Bilski, Brooks, Nowotny
NOES: None

The motion carried. The Sealy EDC adjourned at 6:41 p.m.

PASSED AND APPROVED this 1st day of April 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary



MINUTES
SPECIAL SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
MONDAY, MARCH 24, 2025
6:45 P.M.

The City Council of the City of Sealy, Texas, conducted a special meeting scheduled for March 24, 2025, at 6:45 p.m., at the Sealy City Council Chambers located at 415 Main Street, Sealy, Texas, 77474.

A. Call to Order

Mayor Bilski called the meeting to order at 6:45 p.m.

B. Roll Call and Certification of a Quorum

Present:

Carolyn Bilski	Mayor
Dee Anne Lerma	Councilmember, Place 1, Mayor Pro Tem
Bradley Miller	Councilmember, Place 3
Theadra Curry	Councilmember, Place 4
Edward Zapalac	Councilmember, Place 5
Adam Burttschell	Councilmember, Place 6

Absent:

Chris Noack	Councilmember, Place 2
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A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrabec, City Secretary
Tim Kirwin, City Attorney
Jennifer Matura, Finance Director
Chris Hudson, Police Captain
Mike Barrow, Assistant City Manager
Patrick Parsons, Public Works Director
Bill Atkinson, EDC Director

C. Petitions(s) and Public Comments

No one signed up to speak.

D. Discussion and Possible Action to Approve the agenda order or reorder

A motion was made by Councilwoman Lerma to Approve the agenda.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

E. Proclamation(s)

- Reverend Charles Boyd Frazier

F. Business

1. Discussion and Possible Action regarding a Resolution Authorizing the Sealy Police Department to Apply for Walmart Spark Good Local Grant Application.

A motion was made by Councilwoman Lerma to Approve a Resolution Authorizing the Sealy Police Department to Apply for Walmart Spark Good Local Grant Application.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

2. Discussion and Possible Action to Approve a Construction Contract with Erin Krampitz Designs for the Liedertafel Building Project.

A motion was made by Councilwoman Lerma to Approve a Construction Contract with Erin Krampitz Designs for the Liedertafel Building Project.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

G. Executive Session: A closed meeting will be held concerning the following item(s):

- a) Texas Government Code, Section 551.071, Consultation with Attorney: A governmental body may conduct a private consultation with its attorney when the governmental body seeks the advice of its attorney about pending or contemplated litigation; or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.**
- **Hotel Occupancy Tax Services Agreement 2023-2024 with the Sealy Chamber of Commerce acting in the capacity as the Sealy Convention and Visitors Bureau**

A motion was made by Councilman Miller to recess into Executive Session.
Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council entered into Executive Session at 6:49 p.m.

3. Reconvene into regular session and consider action, if any, on items discussed in Executive Session.

The City Council reconvened into Open Session at 7:47 p.m.

A motion was made by Councilwoman Curry to Propose a Draft Release to the Sealy Chamber of Commerce for the Hotel Occupancy Tax Service Agreement 2023-2024 with the Sealy Chamber of Commerce that was acting in the capacity as the Sealy Convention and Visitors Bureau.

Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burtschell

NOES: None

The motion carried.

4. Reports, Announcements, or Requests from Councilmembers.

Mayor Bilski

A little pigpen by the Hill Center right now with the parking but everybody knows there was some soil sub contact engineering delays. There wasn't anything malicious that we were not ready for opening day. Trying to do it right, so the product we have is a long-term, good solid product versus something done hastily and done wrong. And I applaud Public Works for sticking with it and making sure that the product that EDC is paying for will have value because we're getting it done. And unfortunately, we needed that three-quarter-inch rain, so we can't complain.

Councilwoman Lerma

None

Councilman Noack

Absent

Councilman Miller

About Temporary Signs. I had a call over the weekend around temporary signs for like a garage sale rummage sale. Person received a warning. I assume it was because it was in a public right of way. I think it would be great, though, for us to just give some kind of update on when we can use, people can use signs when they can't. I got that call, then I start to notice signs in public right-of-ways, for fish fries and things of that nature, or on public land or not private land. I just want to make sure that what's good for the goose is good for the gander and that our community understands when they can and when they can't. On another note we will thank the chamber for all the great work that they've done around promoting tourism and acting as our CVB. I think it's has done a great job, and although we made decisions to move a different direction today, you know I look forward to both of those

entities working with each other that we're promoting our great city. While both of those groups continue to prosper. So, hopefully, it's a great partnership as we move forward, and appreciate all the work that the Chamber has done. Please pass that on if you don't mind to your board. Then, all the great work that the EDC is going to do to ensure that CVB continues to prosper.

Councilwoman Curry	No
Councilman Zapalac	Thank Kimbra, Mike, and Bill for all the hard work on everything
Councilman Burttschell	No

H. Adjourn

A motion was made by Councilwoman Lerma to adjourn.
Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council meeting adjourned at 7:50 p.m.

PASSED AND APPROVED this 1st day of April 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary



Meeting Date: April 1, 2025

Agenda Item No. - Discussion and Possible Action regarding Amending Ordinances Section 28-1. Development Rules, Regulation and Standards – Definitions, and Section 28-54. – Multifamily Developments - Off-street parking and design standards. (Second Reading with changes)

Prepared by: Mike Barrow, Assistant City Manager

SUMMARY:

Senior Development type residential developments do not require as many parking spaces per dwelling unit as typical multi-family residential developments. The Texas Administrative Code requires that, without a local code, one and a half spaces per dwelling unit for non-Elderly Developments and one space per dwelling unit for Elderly Developments. These Elderly Developments typically include both one-bedroom dwellings and two-bedroom dwellings.

Our current ordinances for multi-family developments require:

- (1) Four parking spaces for each efficiency and one-bedroom unit;
- (2) Five parking spaces for each two-bedroom unit;
- (3) Six parking spaces for each three-bedroom unit; and
- (4) Seven parking spaces for each four-bedroom unit or larger.

CHANGES FROM FIRST READING:

Definition is changed to include the word "operated" so that it now reads "*Senior Residential Development* shall mean a housing development designed, operated and marketed for those adults aged 55 and older."

FINANCIAL IMPACT:

NA

RECOMMENDATION:

I recommend approval of the Ordinance Amendment adding the definition for Senior Residential Development and adding parking space requirements for Senior Residential Developments equal to one and a half parking spaces per bedroom.

ORDINANCE NO. 2025-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR SENIOR RESIDENTIAL DEVELOPMENTS; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas, ("City") finds that amending the rules and regulations for senior residential developments is in best interest of the public welfare and safety;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS:

Section 1. The facts and recitations contained in the preamble to this ordinance are true and correct and incorporated herein for all purposes.

Section 2. A new definition of "senior residential development" is added to Section 28-1 of Article I of Chapter 28 of the City of Sealy Code of Ordinances to read as follows:

"CHAPTER 28 – DEVELOPMENT RULES, REGULATIONS AND STANDARDS

ARTICLE I. – GENERAL PROVISIONS

Section 28-1. – Definitions.

Senior Residential Development shall mean a housing development designed and marketed for those adults aged 55 or older."

Section 3. Section 28-54 of Article IV of Chapter 28 of the City of Sealy Code of Ordinances is amended to read as follows:

"CHAPTER 28 – DEVELOPMENT RULES, REGULATIONS AND STANDARDS

* * * * *

ARTICLE IV. – MULTIFAMILY DEVELOPMENTS

* * * *

Sec. 28-54. Off-street parking.

Each dwelling unit within a multifamily dwelling complex shall be provided with onsite off-street parking as follows:

- (1) Four parking spaces for each efficiency and one-bedroom unit;
- (2) Five parking spaces for each two-bedroom unit;
- (3) Six parking spaces for each three-bedroom unit; and
- (4) Seven parking spaces for each four-bedroom unit or larger; and
- (5) One and a half parking spaces for each bedroom of a senior residential development.

All parking areas shall be constructed of concrete cement. No on-street parking shall be permitted. All parking areas shall be separated from walkways, sidewalks, streets, or alleys by a wall, fence, curbing, or other protection device in accordance herewith and in accordance with other applicable city specifications.”

Section 3. *Repeal.* All ordinances or parts of ordinances in conflict herewith are repealed.

Section 4. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Sealy, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 5. *Penalty.* Any person who violates or causes, allows, or permits another to violate any provision of this ordinance, rule, or police regulation of the city shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine or penalty not to exceed five hundred dollars (\$500.00). If such rule, ordinance, or police regulation governs fire safety or public health and sanitation, other than the dumping of refuse, the fine or penalty shall not exceed two thousand dollars (\$2,000.00). If such rule, ordinance, or police regulation governs the dumping of refuse, the fine or penalty shall not exceed four thousand dollars (\$4,000.00). Each occurrence of any violation of this ordinance, rule, or police regulation shall constitute a separate offense. Each day on which any such violation of this ordinance, rule, or police regulation

occurs shall constitute a separate offense.

Section 6. *Effective Date.* This ordinance shall become effective immediately upon second reading and enforceable in municipal court when published as required by law.

PASSED AND APPROVED at this first reading on the _____ day of _____ 2025.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

RED-LINE COPY

Sec. 28-1. Definitions.

For the purposes of this chapter, the following words, terms and phrases shall have the meanings set forth below.

Best management practices (BMPs) shall mean activities, practices, and procedures to prevent or reduce the discharge of pollutions directly or indirectly into the municipal storm sewer system, waters in the state, and waters of the United States.

Building shall mean a structure designed or built for the support, shelter, protection, housing, or enclosure of persons, animals, chattels, or property of any kind.

Building line shall mean an imaginary line, running parallel with applicable lot lines or street easement or roadway right-of-way lines, and beyond which no building or structure may be located other than fences, sidewalks, driveways, uncovered patios, or utility facilities placed by companies authorized to do so pursuant to franchise, license, or other authorization of the city or other governmental entity having jurisdiction thereover. Provided, however, no fence shall be authorized beyond a front building line or placed in a manner that would enclose any city services, such as but not limited to gas and water meters, except as specifically authorized herein. In measuring a building line adjacent to a street easement or roadway right-of-way, the nearest boundary of the street easement or roadway right-of-way shall be used.

Commercial shall mean occupied with or engaged in commerce or work intended for commerce.

Duplexes shall mean a detached residential structure containing two dwelling units, designed for occupancy by not more than two families living independent of each other.

Earthy materials shall mean the natural occurring material found on Earth that constitute the raw materials such as but not limited to minerals, rocks, soil, and water.

EPA shall mean the United States Environmental Protection Agency or its successor agency.

Erosion control shall mean the practice of preventing or controlling wind or water erosion in agriculture, land development and construction and important techniques in preventing water pollution and soil loss.

Expressways shall mean a divided highway for high-speed traffic with at least partial control of access, and designated as such by the Sealy Comprehensive Plan Thoroughfare Plan Map.

Fill dirt shall mean earthy material which is used to fill in a depression or hole in the ground or create mounds, which includes stockpile of dirt or otherwise artificially change the grade or elevation of real property.

Front yard shall mean the space of between the property line (where it abuts ROW) and the building line.

Industrial shall mean an activity related to the manufacture, warehousing, shipping, production or storage of products to be transported elsewhere for retail sale.

Institutional shall mean a non-profit, religious, or public organization or corporation, such as a place of worship, library, public or private college or university, hospital, or governmental unit.

Land disturbance or *disturb land* shall mean clearing, grubbing, grading, excavating, demolishing, or any other form of disturbing land that consists of:

- (1) Five or more acres of land; or
- (2) Less than five acres of land that is part of a larger common plan of development or sale that will result in disturbance of five or more acres.

Lot leveling shall mean land disturbance activities, including clearing and grubbing, that requires the uncovering of 5,000 or more square feet, excluding emergency activities, nursery and agricultural operations, and activities on a lot less than one acre in size and used for single-family and two-family residential activities.

Mixed use development shall mean development is the practice of allowing more than one type of use in a building or set of buildings.

Multiple-family dwelling shall mean a building designed and constructed to contain three or more independent dwelling units, which may share common passageways, vehicular access ways, and other essential facilities.

Natural grade shall mean the grade across the property that does not contain artificial fill or berming.

NPDES shall mean the National Pollutant Discharge Elimination System, the federal program for issuing, modifying, revoking, reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment, under sections 307, 402, 318, and 405 of the Clean Water Act.

Sediment control shall mean a practice or device designed to keep eroded soil on a construction site, so that it does not wash off and cause water pollution.

Senior Residential Development shall mean a housing development designed, operated and marketed for those adults aged 55 or older.

Single-family residential shall mean a detached building having accommodations for and occupied by not more than one family.

Street, local, shall mean a street used primarily for access to abutting properties and which is intended to serve traffic within a limited area.

Street, collector, shall mean a street designed to carry traffic from local streets to the major system of arterial streets and highways and designated as such by the Sealy Comprehensive Plan Thoroughfare Plan Map.

Street major arterial shall mean a street connecting two or more cities or communities, connecting two highways of equal or greater capacity, or serving as the primary access to a large land area, and designated as such by the Sealy Comprehensive Plan Thoroughfare Plan Map.

Street, minor arterial, shall mean a street designed as a principal traffic artery, more or less continuous across the city, intended to connect remote parts of the city, and used primarily for fast or heavy volume traffic, and designated as such by the Sealy Comprehensive Plan Thoroughfare Plan Map.

Structure shall mean anything constructed or erected which requires location on the ground or is attached to something having a location on the ground, whether above, below, or at grade.

TCEQ shall mean the Texas Commission on Environmental Quality or such successor agency.

TPDES shall mean the Texas Pollutant Discharge Elimination System.

Townhomes shall mean a single-family dwelling designed to be sold as a unit, but forming one of a group or series of three or more attached single-family dwellings separated from one another by common property lines.

Yard, front, shall mean the area from one side lot line to the other side lot line and between the front building line and the street on which the lot fronts.

CLEAN COPY

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Yard, front, shall mean the area from one side lot line to the other side lot line and between the front building line and the street on which the lot fronts.

H. Presentation

I. Business

Item #1



AGENDA ITEM NO: _____

Discussion and Possible Action regarding an Ordinance Amending the City of Sealy's Budget for Fiscal Year 2024-2025.

SUBMITTED BY: Jennifer Matura, Director of Finance

MEETING DATE: April 01, 2025

STAFF REPORT

SUMMARY

At the March 24th, 2025 City Council & EDC Joint Special Meeting, a public hearing was held to amend the FY 2024-2025 budget. However, the Ordinance was not included in the packet at that time.

Two amendments were presented to Council for consideration. The first would update the budget to reflect the amount of HOT funds that were awarded to applicants by City Council at the September 17th, 2024 meeting. Since the FY 2025 budget was adopted prior to the awarding of HOT funds, the budget did not reflect what funding was granted.

The second amendment had several components. An additional department, CVB (Dept. 558) would be created, in addition to the existing Tourism (555), Liedertafel Hall (557), and Non-Departmental (599) departments. The \$35,000 awarded to the City for the Liedertafel Hall floor replacement would be moved from Tourism into the Liedertafel Hall department. The funding for the Wayfinding signs project would be moved from Tourism into a capital outlay expenditure line item in the CVB department. And a portion of the funding from the CVB and Advertising line items in Tourism would be allocated to multiple expenditure line items in the newly created CVB department for the administration of the CVB operations. It was noted that project accounting would be utilized to track the categories for each expenditure for reporting purposes.

There are no changes to the amendments that were originally presented. However, an ordinance must be adopted prior to the processing of the amendments.

STAFF RECOMMENDATION:

Staff recommends City Council's adoption of an Ordinance Amending the City of Sealy's Budget for Fiscal Year 2024-2025.

**NOTICE OF PUBLIC HEARING ON BUDGET
AMENDMENT**

The City Council for the City of Sealy, Texas, will hold a public hearing on amending the 2024-2025 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 24th Day of March, 2025, at 6:00 p.m. in the City Hall at 415 Main Street, Sealy, Texas 77474.

All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the proposed Budget Amendment.

ORDINANCE 2025 –

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, AMENDING THE BUDGET OF THE CITY OF SEALY, TEXAS, FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sealy, Texas Fiscal Year 2024-2025 Budget was adopted within the time and in the manner required by State Law; and

WHEREAS, the City Council hereby finds and determines that certain budget amendments are required to be adopted for the Fiscal Year 2024-2025 Budget; and

WHEREAS, the City Council finds and determines that the proposed changes in the budget are for municipal purposes, and that the amendments of the budget are an emergency and matter of public necessity requiring the adoption of the amendments to the budget at this time.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS:

Section 1. The facts and matters set forth in the preamble of this ordinance are found to be true and correct and incorporated herein for all purposes.

Section 2. The City of Sealy, Texas Fiscal Year 2024-2025 Budget is hereby amended to the Budget of the City of Sealy, Texas for the Fiscal Year 2024-2025 shall be attached to and made a part of the Original Budget by the City Secretary and filed as required by State Law.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional, and the City Council of the City of Sealy, Texas, declares that it would have passed each and every part thus declared to be invalid or unconstitutional whether there be one or more parts.

Section 4. This Ordinance shall be effective immediately upon passage.

PASSED AND APPROVED AND ADOPTED this 1st day of April 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

City of Sealy, Texas
Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption

Fiscal Year: 2025 **Fund #: 20** **Fund Name: HOTEL/MOTEL TAX FUND**

Estimated Revenues & Other Financing Sources		Appropriations & Other Financing Uses		Net increase (decrease) in budgetary resources:
Total increases	\$ -	Total increases	\$ 2,000	
Total decreases	\$ 7,353	Total decreases	\$ 9,353	
Net increase (decrease)	\$ (7,353)	Net increase (decrease)	\$ (7,353)	

NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.

Dept #	Department Name	Acct/ Obj #	Account/ Object Name	Current Budget	Estimated Revenues & Other Financing Sources		Appropriations & Other Financing Uses		Amended Budget, As Proposed
					Increase	Decrease	Increase	Decrease	
555	Tourism Promotion	55615	Advertising & Promot	\$ 34,059	\$ -	\$ -	\$ -	\$ 2,353	\$ 31,706
555	Tourism Promotion	55635	Sporting Events	\$ 9,000	\$ -	\$ -	\$ -	\$ 7,000	\$ 2,000
555	Tourism Promotion	55650	Admin of HOT Fund	\$ 5,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 7,000
		49998	Bud Red In Fund Bal	\$ 49,670	\$ 7,353	\$ -	\$ -	\$ -	\$ 42,317
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

20 – HOTEL/MOTEL TAX FUND
TOURISM PROMOTION - 555

ORIGINAL AWARD FUNDING

DEPARTMENTAL EXPENDITURES

NOTES:

555-55605	Convention/Visitor Info Center	CVB Budget FY 24-25: \$78,500, CVB Sign & Mural: \$25,000
555-55615	Advertising & Promotion	CVB Budget FY 24-25: \$16,000, FOL Advertising: \$5,000, FOL Banner: \$2,353, Sealy Knife & Gun Show: \$8,353
555-55620	Hist. Restoration/Preservation	SAHS 1920s House Move: \$627.55, Liedertafel Hall Renovation: \$35,000
555-55635	Sporting Events	Softball Tournament: \$2,000
555-55645	Signage to Signs/Attractions	Wayfinding Signs: \$100,000
555-55650	Administration of HOT Fund	City Administration Costs: \$7,000

H. Presentation(s)

- **Hotel Occupancy Tax Fund Program**

Dallas Bozich, Assistant Finance Director spoke on the Hotel Occupancy Tax Fund Program

I. Business

3. Discussion and Possible Action regarding CVB 3rd Quarter Report.

A motion was made by Councilman Zapalac to accept the CVB third quarter report pending compliance with the items that were called out by the Assistant Finance Director. Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Curry, Zapalac
NYES: None

The motion carried.

Councilman Miller entered the meeting at 6:49 p.m. and sat at the Dais at 6:49 p.m.

1. Discussion and Possible Action regarding the HOT Funds Award.

- **Chamber of Commerce DBA Sealy Convention & Visitor Bureau**
- **Sealy Area Historical Society**
- **City of Sealy – Way Finding Signs**
- **City of Sealy – Liedertafel Hall Renovation**
- **City of Sealy – Ad in the Convention and Visitors Bureau Annual Publication**
- **Diamond Back Events – Sealy Gun and Knife Show**

Chamber of Commerce DBA Sealy Convention & Visitor Bureau – CVB Budget Fiscal Year 2024-2025, Trophies & Awards for Fantasy of Lights Softball Tournament, Fantasy of Lights Advertising & Banners, and Advertising & Promotions:

\$128,853

Per Kimbra Hill, City Manager is to Award \$128,853 (Agreement - \$99,500 and \$29,353 for the City to Directly Pay Invoices to the CVB Venders) and the amounts up to as awarded by the council for those line items that we reviewed earlier. Also need to make sure that the \$25,000 for Design and Mural is in compliant with the city's policy

A motion was made by Councilwoman Curry.
Councilman Noack seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

Sealy Area Historical Society – 1920's House Move:

\$627.55

A motion was made by Councilman Zapalac.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

City of Sealy – Way Finding Signs:

\$100,000

A motion was made by Councilman Zapalac.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

City of Sealy – Liedertafel Hall Renovation:

\$35,000

A motion was made by Councilman Zapalac.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

City of Sealy – Ad in the Convention and Visitors Bureau Annual Publication:

\$7,000 for Administration Costs

A motion was made by Councilwoman Curry.
Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

Diamond Back Events – Sealy Knife and Gun Show:

\$8,353

A motion was made by Councilman Zapalac.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

2. **Discussion and Possible Action regarding Hotel Occupancy Tax (HOT) Services Agreement between the City of Sealy and the Sealy Chamber of Commerce acting in the capacity as the Sealy Convention and Visitors Bureau to change the first of two payments from November to October.**

A motion was made by Councilman Zapalac.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Noack, Miller, Curry, Zapalac
NOES: None

The motion carried.

4. **Discussion and Possible Action to Approve, Disapprove, or Approve with Conditions a Variance Application for Two Variances for 604 N Meyer Street to change the use of the lot from Single-Family Residential to Commercial.**

- a) **Section 28-70 (a) The front building line shall not be less than 25 feet, except that where a lot faces an arterial street, the front building line shall not be less than 35 feet. The Front of the existing building is 16.9 feet from the right-of-way line of Highway 36 (Meyer Street).**

A motion was made by Councilman Noack to Approve the Variance Request for the Front Building Line or 28-70 (a).
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Noack, Miller
NOES: Bilski, Zapalac
ABSTAIN: Curry

This motion failed.

Councilwoman Curry offered a friendly amendment Councilman Noack amended his motion to include that the Variance would be for this specific development and it must comply with all City Ordinances including Chapter 27 and Chapter 28.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

City of Sealy, Texas
Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption

Fiscal Year: **2025** Fund #: **20** Fund Name: **HOTEL/MOTEL TAX FUND**

Estimated Revenues & Other Financing Sources		Appropriations & Other Financing Uses	
Total increases	\$ -	Total increases	\$ 254,187
Total decreases	\$ -	Total decreases	\$ 254,187
Net increase (decrease)	\$ -	Net increase (decrease)	\$ -
		Net increase (decrease)	\$ -
		Net increase (decrease)	\$ -

NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.

Dept #	Department Name	Acct/Obj #	Account/Object Name	Current Budget	Estimated Revenues & Other Financing Sources		Appropriations & Other Financing Uses		Amended Budget
					Increase	Decrease	Increase	Decrease	
555	Tourism Promo.	55605	Convent/Vis. Info	\$ 103,500	\$ -	\$ -	\$ -	\$ 93,437	\$ 10,063
555	Tourism Promo.	55615	Advert & Promo	\$ 31,706	\$ -	\$ -	\$ -	\$ 25,750	\$ 5,956
555	Tourism Promo.	55620	Hist. Restor/Preserv.	\$ 35,628	\$ -	\$ -	\$ -	\$ 35,000	\$ 628
555	Tourism Promo.	55645	Signage to Signs/At	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -
557	Liedertafel Hall	56020	Building Improvmt	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
558	CVB	55645	Signage to Signs/At	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
558	CVB	51010	Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ 31,410	\$ 31,410
558	CVB	51020	Social Security	\$ -	\$ -	\$ -	\$ -	\$ 2,405	\$ 2,405
558	CVB	51030	Retirement Contr	\$ -	\$ -	\$ -	\$ -	\$ 4,745	\$ 4,745
558	CVB	51040	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5,925	\$ 5,925
558	CVB	51050	Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ 49	\$ 49
558	CVB	52000	General Office Sup	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
558	CVB	53300	Dues & Subscriptio	\$ -	\$ -	\$ -	\$ -	\$ 6,793	\$ 6,793
558	CVB	53310	Travel & Training	\$ -	\$ -	\$ -	\$ -	\$ 5,630	\$ 5,630
558	CVB	53330	Postage & Shipping	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
558	CVB	53960	Copier Rental Fees	\$ -	\$ -	\$ -	\$ -	\$ 880	\$ 880
558	CVB	53400	General Liab. Insuran	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
558	CVB	53900	Building & Land Rent	\$ -	\$ -	\$ -	\$ -	\$ 5,450	\$ 5,450
558	CVB	53210	Telephone	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 400
558	CVB	56070	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000

City of Sealy, Texas
Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption

Fiscal Year: **2025** Fund #: **20** Fund Name: **HOTEL/MOTEL TAX FUND**

<u>Estimated Revenues & Other Financing Sources</u>		<u>Appropriations & Other Financing Uses</u>	
Total increases	\$ -	Total increases	\$ 254,187
Total decreases	\$ -	Total decreases	\$ 254,187
Net increase (decrease)	\$ -	Net increase (decrease)	\$ -
		Net increase (decrease) in budgetary resources:	\$ -

NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.

Dept #	Department Name	Acct/ Obj #	Account/ Object Name	Current Budget	Estimated Revenues & Other Financing Sources		Appropriations & Other Financing Uses		Amended Budget, As Proposed
					Increase	Decrease	Increase	Decrease	
558	CVB	53250	Web Design & Update	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
558	CVB	53340	Printing & Binding	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500
558	CVB	53355	Marketing	\$ -	\$ -	\$ -	\$ 43,700	\$ -	\$ 43,700

City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord # _____ Budget Adj # _____ Packet # _____ Entered by: _____ Posted by: _____

20 -HOTEL/MOTEL TAX FUND

REVENUES	XXXX-XXXX ACTUAL	XXXX-XXXX ACTUAL	CURRENT BUDGET	XXXX-XXXX YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	APPROVED BUDGET	PROPOSED BUDGET
OCCUPANCY TAXES							
20-40400 Hotel/Motel Occupancy Tax	XXX,XXX	XXX,XXX	XXX,XXX	XX,XXX	X	236,517	236,517
TOTAL OCCUPANCY TAXES	XXX,XXX	XXX,XXX	XXX,XXX	XX,XXX	X	236,517	236,517
FINES & FORFEITURES							
20-42550 Penalties & Interest	X	XXX	X	X	X	0	0
TOTAL FINES & FORFEITURES	X	XXX	X	X	X	0	0
CHARGES FOR SERVICES							
20-43064 Liedertafel Hall Damage Fees	X	X	X	X	X	0	0
20-43070 Hill Center Cleaning Fees	XXX	XXX	X	X	X	0	0
20-43072 Excess Cleaning Fees	XXX	0	X	X	X	0	0
20-43074 Liedertafel Hall Cleaning Fees	XXX	XX	X	X	X	0	0
TOTAL CHARGES FOR SERVICES	XXX	XXX	X	X	X	0	0
CONTRIBUTIONS & DONATIONS							
20-44910 Donations	X	X	X	X	X	0	0
20-44915 Naming and Donation Policy Fee	X	X	X	X	X	0	0
TOTAL CONTRIBUTIONS & DONATIONS	X	X	X	X	X	0	0
INVESTMENT INCOME							
20-45000 Interest Earnings	X,XXX	XX,XXX	X,XXX	XX,XXX	X	1,000	1,000
TOTAL INVESTMENT INCOME	X,XXX	XX,XXX	X,XXX	XX,XXX	X	1,000	1,000
OTHER FINANCING SOURCES							
20-49600 Gain on Sale of Right to Use	X	X	X	X	X	0	0
20-49990 Transfers In	X	X	X	X	X	0	0
20-49998 Budgeted Reduction of Fund Bal	X	X	XX,XXX	X	X	49,670	42,317
TOTAL OTHER FINANCING SOURCES	X	X	XX,XXX	X	X	49,670	0
TOTAL REVENUES	XXX,XXX	XXX,XXX	XXX,XXX	XX,XXX	X	287,187	279,834

20 -HOTEL/MOTEL TAX FUND
LIEDERTAFEL HALL

DEPARTMENTAL EXPENDITURES (----- XXXX-XXXX) (----- XXXX-XXXX) (----- 2024-2025 -----)
 XXXX-XXXX ACTUAL XXXX-XXXX ACTUAL PROJECTED YEAR END APPROVED BUDGET PROPOSED BUDGET

OPERATIONS

20-557-52040	Medical/First Aid Supplies	X	X	X	X	0	
20-557-52060	Janitorial Supplies	X,XXX	X	X	X	0	
20-557-52080	Landscaping Supplies	X	X	X	X	0	
20-557-52150	Buildings & Grounds Suppli	X	X	X	X	0	
20-557-52250	Insecticides/Pesticides	XXX	X	X	X	0	
20-557-53000	Engineering Services	X	X	X	X	0	
20-557-53110	Janitorial Services	X	X	X	X	0	
20-557-53200	Electricity	X,XXX	X	X	X	0	
20-557-53210	Telephone	X	X	X	X	0	
20-557-53400	General Liability Insuranc	X	X	X	X	0	
20-557-53500	Buildings & Grounds Rep/Ma	XX,XXX	X	X	X	0	
20-557-53900	Building & Land Rentals	X	X	X	X	0	
20-557-54600	Property/Ad Valorem Taxes	X	X	X	X	0	
	TOTAL OPERATIONS	X,XXX	X	X	X	0	

CAPITAL OUTLAY

20-557-56020	Building Improvements	X	X	X	X	0	35,000
	TOTAL CAPITAL OUTLAY	X	X	X	X	0	35,000

TOTAL LIEDERTAFEL HALL

		XX,XXX	X	X	X	0	35,000
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20 -HOTEL/MOTEL TAX FUND
CVB - VISITOR INFO CENTER

DEPARTMENTAL EXPENDITURES	XXXX-XXXX ACTUAL	XXXX-XXXX ACTUAL	XXXX-XXXX ACTUAL	CURRENT BUDGET	XXXX-XXXX YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	APPROVED BUDGET	2024-2025 PROPOSED BUDGET
PERSONNEL								
20-558-51010 Salaries & Wages	X	X	X	X	X	X	0	31,410
20-558-51020 Social Security	X	X	X	X	X	X	0	2,405
20-558-51030 Retirement Contributions	X	X	X	X	X	X	0	4,745
20-558-51040 Group Insurance	X	X	X	X	X	X	0	5,925
20-558-51050 Workers' Compensation	X	X	X	X	X	X	0	49
TOTAL PERSONNEL	X	X	X	X	X	X	0	44,534
OPERATIONS								
20-558-52000 General Office Supplies	X	X	X	X	X	X	0	500
20-558-53210 Telephone	X	X	X	X	X	X	0	400
20-558-53250 Website Design & Update	X	X	X	X	X	X	0	5,000
20-558-53300 Dues & Subscriptions	X	X	X	X	X	X	0	6,793
20-558-53310 Travel & Training	X	X	X	X	X	X	0	5,630
20-558-53330 Postage & Shipping	X	X	X	X	X	X	0	300
20-558-53340 Printing & Binding	X	X	X	X	X	X	0	500
20-558-53355 Marketing	X	X	X	X	X	X	0	43,700
20-558-53400 General Liability Insuranc	X	X	X	X	X	X	0	500
20-558-53900 Building & Land Rentals	X	X	X	X	X	X	0	5,450
20-558-53960 Copier Rental Fees	X	X	X	X	X	X	0	880
20-558-55645 Signage to Sights/Attracti	X	X	X	X	X	X	0	0
TOTAL OPERATIONS	X	X	X	X	X	X	0	69,653
CAPITAL OUTLAY								
20-558-56070 Furniture & Fixtures	X	X	X	X	X	X	0	5,000
20-558-56645 Signage to Sights/Attractions	X	X	X	X	X	X	0	100,000
TOTAL CAPITAL OUTLAY	X	X	X	X	X	X	0	105,000
TOTAL CVB - VISITOR INFO CENTER	X	X	X	X	X	X	0	219,187

20 -HOTEL/MOTEL TAX FUND
NON-DEPARTMENTAL

DEPARTMENTAL EXPENDITURES	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX	XXXX-XXXX
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	APPROVED BUDGET	PROPOSED BUDGET	
OPERATIONS									
20-599-55710 Service/Finance Charges	X	X	X	X	X	X	0	0	
TOTAL OPERATIONS	X	X	X	X	X	X	0	0	
CAPITAL OUTLAY									
20-599-56200 Capital Outlay - Leases	X	X	X	X	X	X	0	0	
TOTAL CAPITAL OUTLAY	X	X	X	X	X	X	0	0	
OTHER FINANCING USES									
20-599-59990 Transfers Out	X	X	X	X	X	X	0	0	
20-599-59998 Budgeted Addition to Fund	X	X	X	X	X	X	0	0	
TOTAL OTHER FINANCING USES	X	X	X	X	X	X	0	0	
TOTAL NON-DEPARTMENTAL	X	X	X	X	X	X	0	0	
TOTAL EXPENDITURES	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	X,XXX	X	287,187	279,834	
REVENUE OVER/(UNDER) EXPENDITURES	XX,XXX	X	X	X	X	X	0	0	

20 - HOTEL/MOTEL TAX FUND
 CVB VISITOR INFO CENTER - 558

Project # 120

Line Items: A - Convention/Visitor Info Center, C - Advertising/Solicitations/Promotions, H - Signage Directing Tourists

DEPARTMENTAL EXPENDITURES

NOTES:

558-51010	Salaries & Wages	CVB Manager: \$22,917 (5 MOs), EDC Exec Dir 10% Inc: \$4,684 (6 Mos), EDC Dep Dir 15% Inc: \$3,809 (6 Mos) (All Project 120-A)
558-51020	Social Security	@ 7.65% (Project 120-A)
558-51030	Retirement Contributions	@ 15.10% (Project 120-A)
558-51040	Group Insurance	Project 120-A
558-51050	Workers' Compensation	WC Code: 8810 (Project 120-A)
558-52000	General Office Supplies	Project 120-A
558-53210	Telephone	Project 120-A
558-53250	Website Design & Update	Project 120-C
558-53300	Dues & Subscriptions	TACVB: \$520 (120-A), Canva: \$120 (120-A), Microsoft 365: \$150 (120-A), Adobe Illustrator: \$190 (120-A), Search TX Tax: \$63 (120-A), Placer AI: \$5,000 (120-A), TX Independence Trail Region: \$500 (120-C), Central TX I-10 Comm. Alliance: \$250 (120-C)
558-53310	Travel & Training	Travel & Tourism College: \$1,800, TACVB Conference: \$1,655, DMS Certification: \$250, TX Travel Alliance Annual Summit: \$1,925 (All Project 120-A)
558-53330	Postage & Shipping	Project 120-A
558-53340	Printing & Binding	Business Cards: \$500 (Project 120-C)
558-53355	Marketing	Tourism Promo Photo Video Package: \$12,000, Digital Advertising: \$3,000, Billboard Advertising: \$3,700 (All Project 120-C), CVB Sign & Mural: \$25,000 (Project A)
558-53400	General Liability Insurance	Project 120-A
558-53900	Building & Land Rentals	Suite 8 & 50% of Suite 5: \$5,450 (\$650 one time deposit) (Project 120-A)
558-53960	Copier Rental Fees	Project 120-A
558-56070	Furniture & Fixtures	Project 120-A
558-56645	Signage to Sights/Attractions	Wayfinding Signs: \$100,000 (Project 120-H)

Item #2



AGENDA ITEM NO: _____

SUBMITTED BY: Patrick Parsons, Public Works Director

MEETING DATE: April 1, 2025

STAFF REPORT

DESCRIPTION

Discussion and possible Action regarding Strand Change Order No. 1 for the Irene LeBlanc Splash Pad from April 13th to May 28, 2025.

ANALYSIS

The original contract final completion date was April 13, 2025. The change order is to extend the contract 45 days and new date will be May 28, 2025. The original price for the contract \$444,083.98 dollars and with the change order the price will stay the same.

RECOMMENDATION

Staff recommends to approve the change order extending the contract 45 days to May 28, 2025.

FINANCIAL IMPACTS

N/A



March 26, 2025

CHANGE ORDER NO. 1

PROJECT: Irene LeBlanc Splash Pad
OWNER: City of Sealy, Texas
CONTRACT: 7-2024
CONTRACTOR: Adventure Playground Systems, Inc.

Description of Change

1a	Add 45 days to the Substantial Completion date making the new date May 28, 2025.	ADD	\$0.00
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$0.00

Contract Price Adjustment

Original Contract Price	\$444,083.98
Previous Change Order Adjustments	\$0.00
Adjustment in Contract Price this Change Order	\$0.00
Current Contract Price including this Change Order	\$444,083.98

Contract Substantial and Final Completion Date Adjustment

Original Contract Final Completion Date	April 13, 2025
Contract Final Completion Date Adjustments due to previous Change Orders	0 Days
Contract Final Completion Date Adjustments due to this Change Order	45 Days
Current Final Contract Completion Dates including all Change Orders	May 28, 2025

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED


ENGINEER—Strand Associates, Inc.® 3.26.2025
Date

APPROVED


CONTRACTOR—Adventure Playground Systems, Inc. March 26, 2025
Date

APPROVED

OWNER—City of Sealy, Texas Date

Item #3



AGENDA ITEM NO: **3**

Discussion and possible action regarding revision to Pay Scale.

SUMMARY

The pay scale serves as a structured framework for compensating city employees based on their job responsibilities, experience, and performance. It serves to ensure that employees performing similar work receive comparable pay, reducing wage discrepancies and promoting fairness. It can be used for budget management, as a retention and recruitment tool, it groups similar roles together based on responsibility, oversight and required skills which creates a pathway for career growth, and provides a system for performance-based merit increases. The pay scale helps maintain operational efficiency and public trust in local government.

At this time, revisions to the pay scale are necessary to update changes in organizational responsibilities and to reflect the following:

- (1) Previous **Police Department Employee Retention Initiatives** approved earlier in the fiscal year, on November 5, 2024.
- (2) The **Sealy Economic Development Corporation's** administration of the **Sealy Convention and Visitor's Bureau**, necessitating adjustments in pay, creation of a new job description and to update job classifications.

CITY OF SEALY PAY SCALE

Updated 4/1/2025

POLICE DEPARTMENT

JOB TITLE	HOURLY MINIMUM	HOURLY MIDPOINT	HOURLY MAXIMUM	ANNUAL MINIMUM	ANNUAL MIDPOINT	ANNUAL MAXIMUM
PD - PAY GRADE 1						
Dispatcher/ Admin Asst.	\$ 15.76	\$ 20.35	\$ 24.94	\$ 32,780.80	\$ 42,324.15	\$ 51,867.50
PD - PAY GRADE 2						
Cadet	\$ 23.08	\$ 23.08	\$ 23.08	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
PD - PAY GRADE 3						
Police Officer, Completing Field Training	\$ 23.56	\$ 23.91	\$ 24.27	\$ 49,000.00	\$ 49,742.98	\$ 50,485.97
PD - PAY GRADE 4						
Police Officer, I - IV Warrant Officer/Bailiff	\$ 25.00	\$ 28.60	\$ 32.21	\$ 52,000.00	\$ 59,496.42	\$ 66,992.85
PD - PAY GRADE 5						
Police Investigator	\$ 26.92	\$ 29.90	\$ 32.88	\$ 56,000.00	\$ 61,192.71	\$ 68,385.41
PD - PAY GRADE 6						
Police Sergeant Sgt. Detective Admin Sgt.	\$ 28.85	\$ 32.21	\$ 35.57	\$ 60,000.00	\$ 66,988.54	\$ 73,977.07
PD - PAY GRADE 7						
Sgt. Investigator	\$ 32.21	\$ 35.91	\$ 39.60	\$ 67,000.00	\$ 74,687.64	\$ 82,375.28
Police Lieutenant	\$ 32.21	\$ 35.91	\$ 39.60	\$ 67,000.00	\$ 74,687.64	\$ 82,375.28
PD - PAY GRADE 8						
Police Captain	\$ 35.94	\$ 40.95	\$ 45.97	\$ 74,750.00	\$ 85,182.66	\$ 95,615.31
PD - PAY GRADE 9						
Assistant Chief of Police	\$ 38.99	\$ 42.65	\$ 46.31	\$ 81,100.00	\$ 88,711.15	\$ 96,322.30
PD - PAY GRADE 10						
Chief of Police	\$ 46.31	\$ 50.05	\$ 53.78	\$ 96,322.30	\$ 104,093.39	\$ 111,864.48

CITY OF SEALY PAY SCALE

Updated 4/1/2025

JOB TITLE	NON-EXEMPT POSITIONS						
	HOURLY MINIMUM	HOURLY MIDPOINT	HOURLY MAXIMUM	ANNUAL MINIMUM	ANNUAL MIDPOINT	ANNUAL MAXIMUM	ANNUAL MAXIMUM
NON-EXEMPT - PAY GRADE 1							
Seasonal Laborer Custodian	\$ 9.00	\$ 13.26	\$ 17.51	\$ 18,720.00	\$ 27,570.40	\$ 36,420.80	
NON-EXEMPT - PAY GRADE 2							
Deputy Court Clerk Human Resources Assistant Public Works Customer Service/GIS	\$ 15.76	\$ 20.03	\$ 24.30	\$ 32,780.80	\$ 41,662.40	\$ 50,544.00	
NON-EXEMPT - PAY GRADE 3							
Code Enforcement Officer Animal Control Officer	\$ 17.56	\$ 21.03	\$ 24.49	\$ 36,524.80	\$ 43,735.54	\$ 50,946.27	
NON-EXEMPT - PAY GRADE 4							
Utility I Admin I	\$ 15.76	\$ 17.15	\$ 18.54	\$ 32,780.80	\$ 35,672.00	\$ 38,563.20	
NON-EXEMPT - PAY GRADE 5							
Utility II Admin II	\$ 17.00	\$ 18.99	\$ 20.97	\$ 35,360.00	\$ 39,488.80	\$ 43,617.60	
NON-EXEMPT - PAY GRADE 6							
Utility III Admin III Court Collections Specialist	\$ 19.00	\$ 21.97	\$ 24.94	\$ 39,520.00	\$ 45,693.75	\$ 51,867.50	
NON-EXEMPT - PAY GRADE 7							
Utility IV Admin IV Customer Service Technician/Locate Mechanic Community Dev. Coordinator Administrative Assistant/GIS Tech	\$ 19.39	\$ 25.00	\$ 30.60	\$ 40,331.20	\$ 51,990.95	\$ 63,650.70	

CITY OF SEALY PAY SCALE

Updated 4/1/2025

EXEMPT POSITIONS

JOB TITLE	HOURLY MINIMUM	HOURLY MIDPOINT	HOURLY MAXIMUM	ANNUAL MINIMUM	ANNUAL MIDPOINT	ANNUAL MAXIMUM
EXEMPT - PAY GRADE 1						
Human Resources Administrator	\$ 22.05	\$ 28.11	\$ 34.17	\$ 45,864.00	\$ 52,743.60	\$ 71,073.60
Assistant Finance Director						
Assistant City Secretary						
Administrative Services Manager						
Tourism Manager						
GIS & Technology Coordinator						
EXEMPT - PAY GRADE 2						
Deputy EDC Director/Secretary	\$ 26.76	\$ 32.74	\$ 38.24	\$ 55,660.80	\$ 68,104.06	\$ 79,547.31
Wastewater Plant Superintendent						
Water/Sewer Superintendent						
Gas Superintendent						
Streets/Parks/Drainage/Buildings Sup						
EXEMPT - PAY GRADE 3						
City Secretary	\$ 29.64	\$ 34.83	\$ 40.02	\$ 61,651.20	\$ 72,446.40	\$ 83,241.60
Municipal Court Administrator						
EXEMPT - PAY GRADE 4						
Director of Finance	\$ 37.02	\$ 44.52	\$ 52.02	\$ 77,001.60	\$ 92,602.05	\$ 108,204.10
Director of Public Works						
Planning Director						
EDC Executive Director						
EXEMPT - PAY GRADE 5						
Assistant City Manager/Planning Dir	\$ 43.84	\$ 51.51	\$ 59.18	\$ 91,187.20	\$ 107,140.80	\$ 123,094.40
EXEMPT - PAY GRADE 6						
City Manager	\$ 58.43	Ungraded	\$	121,534.40	Ungraded	Ungraded

EDC'S Administration of the CVB

New and Revised Job Descriptions

Job Description



Tourism Manager

Department: Economic Development
Reports To: EDC Executive Director

Hourly Rate Range: \$22.05 - \$34.17
FLSA: Exempt

Job Summary:

- The Sealy, Texas, Tourism Manager is responsible for collaborating with committees and partners to develop, organize, and implement the promotion of tourism programs that increase hotel and leisure sales and tax revenues.
- The Manager will work closely with hospitality, and other partners to implement and support tourism-related city-wide activities.
- The role is responsible for some travel, continuing education, management of the city's visitor center(s), and providing quarterly performance reporting of activities.
- This position is under the direction of the Sealy Economic Development Director.

Essential Duties and Responsibilities:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

1. Works independently with little supervision
2. Works closely with the Sealy EDC and other partners to implement the Sealy CVB Strategic Plan.
3. Contribute to annual planning to continue adjustments and additions to the Strategic Plan.
4. Maintains the calendar for project progression to implement the CVB Strategic Plan and activities.
5. Responsible for the research, planning, execution, and management of tourism-related city-wide special events and activities.
6. Coordinates tourism-related event roles with various internal teams (the City, EDC, Stakeholders, patrons, vendors)
7. Maintains communications with government, hospitality & retail stakeholders, media, the public, and organizations to build alliances that develop support for events/programs.
8. Communicate and follow appropriate safety and security precautions, processes, and policies to safeguard city assets, including: human, environmental, and financial.
9. Greets visitors with a friendly, customer-first attitude. Provides welcome bags and specialized packaging for tourism guests as needed, and responds to visitor information requests promptly.
10. Has a detailed knowledge of schedules of activities, lodging, and attractions in the city.
11. Manage the operation of the official Visitor Center(s) for the City of Sealy by modernizing the center and maintaining promotional items, printed material, supplies, and visitor hype.
12. Manage administrative aspects of the CVB Program including office and meeting room supplies, equipment, hospitality supplies, record keeping, and facilities.
13. Plans, implements, evaluates, and monitors programs, policies, and methods to ensure efficiency and effectiveness of assigned departmental operations; identifies opportunities for improvement; directs the implementation of changes.

Job Description



Tourism Manager

Department: Economic Development
Reports To: EDC Executive Director

Hourly Rate Range: \$22.05 - \$34.17
FLSA: Exempt

14. Ensure that the budgeted expenditure of Hotel Occupancy Tax (HOT) funds complies with state laws, while also respecting the obligations of public funds.
15. Assist with the development and administration of the CVB Budget. Make budget forecasts and recommendations to the Sealy EDC. Monitor expenses and ensure all expenditures are within the allocated budget. The role is pivotal in maximizing the City's Hotel Occupancy Tax (HOT) revenue.
16. Operate a multi-line phone system
17. Stay abreast of and comply with all City and departmental policies and procedures.
18. Update the content, as needed, on the Discover Sealy Website blogs, newsletters, magazines, and social media platforms to drive visitor numbers and enhance the city's tourism profile related to events, marketing, programs, seasonal content, and information.
19. Define and enhance Sealy's identity by collaborating with partners and using research initiatives to promote historic downtown, and increase public knowledge of Sealy.
20. Plan and organize marketing programs to develop and produce targeting for product development including hotels, restaurants, entertainment, eligible sports tournaments, festivals, film support, and promotional materials for Sealy Visitors.
21. Develop and oversee the execution of a sales and marketing plan focused on all aspects of selling and marketing Sealy as a destination for small meetings, retreats, and social gatherings.
22. Act as a lead and liaison with local organizations, influencers, businesses, and volunteers to build effective relationships supporting tourism initiatives and marketing.
23. Complete a short, basic HOT Funds awareness training once a year to ensure awareness of HOT funds having a limited purpose.
24. Create reports on overall media performance reporting on Hotel Occupancy Tax Funding and Expenditures.
25. Track, prepare, and maintain post-event content for tourism-related city-wide special events, analyzing performance and recommending future improvements. Reporting may include the number of hotel stays for events, their attendance, revenue, and cost.
26. Ensure that all grants, sales, and marketing funds are spent to maximize the increase in hotel occupancy and tax dollars collected.
27. Utilize CRM to create and prepare Visitor Center reports on quarterly activities, including the number of visitors, phone calls, inquiry responses, and other information. Implement organizational systems and CRM updates for inquiries, attractions, lodging, dining, and events.
28. Maintain a database of all media, influencers, travel writers, and other outlets relevant to Sealy.
29. Provide and interpret data for tourism: patterns, insights, and opportunities, with a focus on understanding customer behavior, market trends, and competition.
30. Maintain inventory controls for all related equipment and supplies under the Sealy CVB.
31. Communicate CVB work-related activities to supervisor. Create documents, reports, etc. as needed.
32. Responsible for representing the City by actively engaging in associations and attending appropriate trade show functions to network and promote.
33. Responsible for reconciling travel expenses.
34. Flexible to work evenings, weekends, and holidays as needed to support events and programs.
35. Attains and maintains certifications in tourism.
36. Provide essential services during emergencies, including tasks outside the usual scope.

Job Description



Tourism Manager

Department: Economic Development
Reports To: EDC Executive Director

Hourly Rate Range: \$22.05 - \$34.17
FLSA: Exempt

Physical Demands and Working Environment

(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- Work is performed in an office environment. While performing duties of this job, the employee must be able to remain in a stationary position 50% of the time. The employee is occasionally required to stand, reach; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20-50 pounds. This position requires constant operation and use of computer, phone, and other office equipment. Occasional exposure to variable weather conditions and machinery with moving parts is involved when shooting videos around City facilities.

Minimum Qualifications

Education, Training, and Experience Guidelines:

- Bachelor's Degree in Communications, Hospitality, Tourism, Marketing, or a related field.
- An advanced degree or additional relevant experience may be considered instead of specific educational requirements.
- Experienced in working with the public
- Or any equivalent combination of education and/or experience
- Successful work history demonstrating increased responsibility and accomplishments in the area of tourism
- Conflict resolution

Skills, Knowledge, and Experience

- Superior written and verbal communication
- Knowledge of City ordinances, policies, and procedures regarding tourism and events
- Use of Graphic Design Software
- Social Media Platforms
- Event Production and Management
- Social and Digital Media Trends
- Customer Service Principles
- Principals of administration, documentation, and records management
- Use of Modern Office Equipment
- Proper structure, content, and use of the English language, including rules of composition, and grammar
- Proficient in Microsoft Office and content management systems, with exceptional communication and organizational abilities.
- Able to use and understand the telephone system, postage system, and office equipment
- Excellent Customer Service and communication skills
- Detail Oriented
- Excellent oral and storytelling skills
- High levels of accuracy, timeliness, and dependability.
- Professional appearance and demeanor may be required to wear a uniform and/or name tag

Job Description



Tourism Manager

Department: Economic Development

Reports To: EDC Executive Director

Hourly Rate Range: \$22.05 - \$34.17

FLSA: Exempt

License, Certifications, and Other Requirements:

- Valid Texas Class "C" Texas Driver's License: Required to travel to meetings and events.
- Must have the ability to pass a pre-employment drug screen, physical examination, criminal background, and MVR check

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Job Description



SEDC / CVB Deputy Executive Director and/or Secretary

Department: Economic Development Corporation
Reports To: EDC Executive Director

Hourly Rate Range: \$ 26.76 - \$ 38.24
FLSA: Exempt

Job Summary:

- Reporting to and under the general administrative direction of the Executive Director of the Sealy Economic Development Corporation (SEDC), the Deputy Executive Director/Secretary will have responsibilities in various administrative and operational functions.
- These responsibilities include the administration of the Economic Development Corporation's agreement gatekeeping, providing oversight of general office operations, and maintaining the organization's various communication outlets. Additionally, the role involves assisting with financial reports, records and analysis, project management, and conducting research for information requests, assisting clients with EDC incentives and grant applications.
- The Deputy Executive Director/Secretary will also serve as the SEDC Board Secretary, attending Board and Council meetings and performing related duties and tasks as requested by the Executive Director.
- The Deputy Executive Director and/or Secretary supports the Executive Director and plays a key role in the Convention and Visitors Bureau (CVB) operations.
- Responsibilities include CVB agreement administration, office operations, communications, project management, and client assistance.
- The Deputy Director also assists with CVB strategic oversight and daily operations, ensuring compliance with relevant policies and laws to promote tourism and economic development.

Essential Duties and Responsibilities:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

1. Assist with 380 agreements and EDC performance agreements.
2. Administer the terms and conditions required of agreements. (i.e. direct pay program with Finance).
3. Manage and Review Hotel Occupancy Funds policies and procedures.
4. Assist in the management of all economic development and tourism services and activities through the organization's CRM.
5. Assist in the development, implementation, and updating records of the strategic plan for economic development and tourism growth.
6. Assist in the development and implementation of economic goals and policies for consideration with regard to the EDC and CVB.
7. Provide backup for the Tourism Manager on daily activities and office operations.

Job Description



SEDC / CVB Deputy Executive Director and/or Secretary

Department: Economic Development Corporation
Reports To: EDC Executive Director

Hourly Rate Range: \$ 26.76 - \$ 38.24
FLSA: Exempt

8. Conduct research for prospect information requests related to tourism.
9. Verify applicants for EDC incentives and grant programs.
10. On-going study and research for potential program and project funding sources
11. Market the community to potential businesses and gather feedback.
12. Create marketing initiatives and represent the CVB at various events.
13. Ensure the CVB effectively markets the region to potential visitors, contributing to the overall economic health of the community.
14. Foster strong relationships with community stakeholders, tourism partners, and local businesses to enhance the visibility and impact of the CVB.
15. Complete a short, basic HOT Funds awareness training once every year to ensure awareness of HOT funds having a limited purpose
16. Maintain project progression calendars.
17. Create and manage prospect packages.
18. Coordinate the Executive Director's schedule.
19. Attend meetings on behalf of the Executive Director.
20. Prepare agendas and minutes for SEDC Board and City Council meetings.
21. Coordinate and schedule SEDC events.
22. Attend conferences and training for professional growth.
23. Cultivate relationships with existing businesses and business networking activities
24. Manage EDC communications and media postings.
25. Ensure information is updated and relevant on the EDC website
26. Assist and provide pertinent content for newsletters and multimedia communications for the EDC and CVB.
27. Oversee general office operations and provide administrative support to EDC offices.
28. Create documents and spreadsheets.
29. Assist with the annual budget preparation. Monitor departmental budgets and invoice coding.
30. Maintain confidentiality of work-related issues.
31. Work independently with minimal supervision.
32. Perform research related to grants and various other funding opportunities.
33. Accept and review grant applications.
34. Assist grantees with program questions.
35. Work with various grant programs.
36. Perform other assigned duties.
37. Be available on a flexible schedule for meetings and to assist with tourists' events and activities.
38. Provide essential services during emergencies, including tasks outside the usual scope.

Physical Demands and Working Environment

(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- Work is performed in an office environment. While performing duties of this job, the employee must be able to remain in a stationary position 50% of the time. The employee is occasionally required to stand, reach; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. This position requires

Job Description



SEDC / CVB Deputy Executive Director and/or Secretary

Department: Economic Development Corporation
Reports To: EDC Executive Director

Hourly Rate Range: \$ 26.76 - \$ 38.24
FLSA: Exempt

constant operation and use of computer, phone, and other office equipment. May be subject to repetitive motion, such as typing, data entry, and vision to monitor.

Minimum Qualifications

Education, Training, and Experience Guidelines:

- High School diploma or GED equivalent
- Three (3) years of experience in economic development, public administration, or a related field, preferably within a Type B Economic Development Corporation or similar organization.
- Certification as a Certified Economic Developer (CEdD) is preferred but not required.
- Experienced in working with the public
- Or any equivalent combination of education and/or experience

Knowledge/Skills/Abilities:

- Knowledge of the principles, practices, and procedures of economic development, including business retention, expansion, and attraction.
- Understanding of financial principles related to budgeting, accounting, and grant management.
- Proficiency in conducting research, analyzing data, and presenting findings.
- Skills in managing multiple projects, setting priorities, and meeting deadlines.
- Excellent verbal and written communication skills, with the ability to interact effectively with a variety of stakeholders including city officials, business leaders, and the public.
- Proficiency in using office software (e.g., Microsoft Office Suite) and familiarity with economic development software/tools.
- Understanding of relevant federal, state, and local laws and regulations related to economic development.
- Ability to interpret and understand the city policies and procedures
- Knowledge of City ordinances, policies, and procedures
- Knowledge of EDC laws, policies, and by-laws
- Superior written and verbal communication
- Excellent customer service skills
- Ability to work on multiple projects and perform multiple tasks under pressure
- Self-motivated to remain on task and meet deadlines
- Ability to perform all the physical requirements of the position with or without an accommodation
- Ability to lead, manage, and motivate staff and volunteers effectively.
- Independent Work: Capable of working independently with minimal supervision.
- Maintain confidentiality of sensitive information.
- Strong problem-solving and critical-thinking skills.
- Ability to build and maintain positive relationships with internal and external stakeholders.
- Flexibility to adapt to changing priorities and work environments.
- High level of accuracy and attention to detail in work.

License, Certifications, and Other Requirements:

- Valid Texas Class "C" Texas Driver's License: Required to travel to meetings and events.

Job Description



SEDC / CVB Deputy Executive Director and/or Secretary

Department: Economic Development Corporation
Reports To: EDC Executive Director

Hourly Rate Range: \$ 26.76 - \$ 38.24
FLSA: Exempt

- Certified Economic Developer (CEcD): Preferred but not required.
- Grant Writing Certification: Preferred but not required.
- Must have the ability to pass a pre-employment drug screen, physical examination, criminal background, and MVR check

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Printed Name

Signature

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Job Description



EDC / CVB Executive Director

Department: Economic Development Corporation (SEDC)
Reports To: SEDC Board/City Manager

Hourly Rate Range: \$ 37.02 - \$ 52.02
FLSA: Exempt

Job Summary:

- The Executive Director of the Sealy Economic Development Corporation (EDC) is responsible for managing all economic development activities within the city, its Extra Territorial Jurisdiction (ETJ), and surrounding areas.
- This role involves the development and implementation of economic goals, policies, and priorities.
- The Director is tasked with enhancing economic growth and diversification by supporting existing companies and attracting new businesses.
- The Executive Director also provides executive oversight for ensuring the Convention and Visitors Bureau (CVB), strategy and objectives adopted by the City of Sealy are in alignment with the economic and tourism objectives, as well as all city policies and state laws.

Essential Duties and Responsibilities: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Oversee and manage all economic development services and activities.
2. Develop and implement economic goals and policies.
3. Develop, implement, and update the strategic plan for economic development.
4. Provide strategic direction and leadership for the Convention and Visitors Bureau (CVB), in alignment with the city's economic and tourism goals.
5. Collaborate with city officials, the Tourism Manager, and the Deputy Executive Director to establish funding priorities and strategic objectives for the CVB.
6. Facilitate business growth and diversification.
7. Support existing businesses and encourage local investment.
8. Support the Hotel/Motel industry to drive increased stays and generate Hotel Occupancy Tax
9. Secure funding from various sources including grants and low-interest loans.
10. Administer the EDC budget and approve expenditures.
11. Manage reports and maintain communication with stakeholders.
12. Utilize long-range planning techniques, principles, and practices of budget preparation and administration, financial reporting, and management systems and reporting
13. Oversee the financial and budgetary management of the Economic Development Corporation and CVB, ensuring accountability and transparency in the use of funds allocated by the City of Sealy.
14. Market the community to potential businesses and gather feedback.
15. Create marketing initiatives and represent the EDC at various events.
16. Market to site location consultants and industry officials.
17. Develop and facilitate programs that retain and attract sales tax-generating businesses.
18. Ensure the CVB effectively markets the region to potential visitors, contributing to the overall economic health of the community.

Job Description



EDC / CVB Executive Director

Department: Economic Development Corporation (SEDC)
Reports To: SEDC Board/City Manager

Hourly Rate Range: \$ 37.02 - \$ 52.02
FLSA: Exempt

19. Open and regular coordination and communications with the city manager.
20. Coordinate with city staff, elected officials, and outside agencies.
21. Develop workforce programs in collaboration with local and state entities.
22. Represent the EDC to the City Council and various organizations.
23. Provide a minimum of quarterly updates regarding the activities and metrics of the CVB activities, and achievements toward identified goals.
24. Manage EDC and CVB-owned properties.
25. Address and resolve citizen inquiries and complaints.
26. Availability to speak and work with interested individuals, groups, parties, and tourists in creating Sealy as a business and tourism destination.
27. Maintain both the EDC, CVB websites, and community profiles according to modern industry standards.
28. Stay abreast and utilize technology for greater efficiency and communication.
29. Complete a short, basic HOT Funds awareness training once every year to ensure that they are aware of HOT funds having a limited purpose.
30. Provide essential services during emergencies, including tasks outside the usual scope.

Physical Demands and Working Environment

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Minimum Qualifications

Education, Training, and Experience Guidelines:

- Bachelor's degree in Business Administration, Economics, Political Science, or Public Administration-Marketing or related field preferred
- Five (5) years of current and progressive experience in economic development- focus on the attraction of property and sales tax generating businesses preferred
- Additional experience in municipal government operations preferred
- Or any equivalent combination of education and/or experience

Knowledge/Skills/Abilities:

- Ability to interpret and understand the city policies and procedures
- Knowledge of and ability to use market research methodologies and public relations principles and practices
- Knowledge of common business, governmental, and real estate terminology and practices.
- Knowledge of long-range planning techniques, principles, and practices of budget preparation and administration, financial reporting, and management systems and reporting

Job Description



EDC / CVB Executive Director

Department: Economic Development Corporation (SEDC)
Reports To: SEDC Board/City Manager

Hourly Rate Range: \$ 37.02 - \$ 52.02
FLSA: Exempt

- Knowledge of pertinent Federal, State, and Local laws, relating to economic development, tax abatement, CVB, and HOT Funds specifically.
- Ability to work in Windows and current releases using Word, Excel, and PowerPoint
- Possess strong analytical, organizational, and negotiating skills
- Inclined to accuracy, efficiency, professionalism, and courtesy toward the public and other city employees
- Ability to communicate effectively and persuasively both orally and in writing
- Ability to perform all the physical requirements of the position with or without an accommodation
- Expertise in municipal economic development.
- Proficiency in program development and administration.
- Skills in statistical data collection and analysis.
- Knowledge of negotiation practices and budget management.
- Understanding of financial reporting and management systems.

License, Certifications, and Other Requirements:

- Certified Economic Developer (CEcD) or Professional Community and Economic Developer (PCED) certification preferred
- Valid Texas Class "C" Driver's License and must meet the City's driving standards
- Must have the ability to pass a pre-employment drug screen, physical examination, criminal background, and MVR check.

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Printed Name

Signature

Date

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J. Executive Session

Item #5
Reports,
Announcements, or
Requests from
Councilmembers

K. Adjourn