

CITY COUNCIL MEETING PACKET

March 18, 2025





**NOTICE OF MEETING
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, MARCH 18, 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) and Special Recognition(s)

None

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

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.
- 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)
- K. **Business**
 1. Reconvene into regular session and consider action, if any, on items discussed in Executive Session.
 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.
 3. Discussion and Possible Action regarding Ordinance Amending Budget for Fiscal Year 2024-2025 Budget.
(Only one reading is required)
 4. Discussion and Possible Action regarding an Ordinance Amending Chapter 28 – Senior Residential Developments.
(First of two readings)
 5. Discussion and Possible Action regarding Accepting or Declining the 2025 Maximum access line rates increased by 1.4785%.
 6. Discussion and Possible Action regarding Resolution Authorizing Sealy Police Department to Apply for Spark Walmart Good Local Community Grant Application.
 7. Discussion and Possible Action regarding Approving a Texas Department of Public Safety Crime Records Services License Plate Reader (LPR) User Agreement.
 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.

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.
 10. Discussion and Possible Action to Approve a Resolution to Approve Request for Statements of Qualifications for Auditor for Fiscal Year 2025-2029.
 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
 12. Presentation(s) by Staff

None
 13. Reports or Requests from the City Manager and Discussion.
 14. Reports, Announcements, or Requests from Councilmembers.
- L. 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

G. Consent Agenda



**MINUTES
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, MARCH 4, 2025
6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for March 4, 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 Pro Tem Lerma called the meeting to order at 6:00 p.m.

B. Invocation and Pledges of Allegiance

Councilwoman Curry gave the Invocation and Mayor Pro Tem Lerma led the Pledges of Allegiance.

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

Present:

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:

Carolyn Bilski	Mayor
Chris Noack	Councilmember, Place 2

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrabec, City Secretary
Tim Kirwin, City Attorney
Chris Hudson, 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 Approve the Agenda as presented.
Councilman Miller seconded the motion. Mayor Pro Tem Lerma called for the vote.

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

The motion carried.

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

None

G. Consent Agenda

- February 18, 2025, Special City Council Minutes

A motion was made by Councilman Zapalac to Approve the Consent Agenda.
Councilman Burttschell seconded the motion. Mayor Pro Tem Lerma called for the vote.

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

The motion carried.

H. Presentation(s)

- **Update on Capital Projects including Grant Projects by Strand and Associates**

I. Business

- 1. Discussion and Possible Action to Approve, Disapprove, or Approve with conditions a Variance Application for 218 Meadow Lane, Sealy, Texas, allowing a Variance to the requirements of Section 28-11 - Lot Requirements (e) regarding no more than 30 percent of a front yard being covered by a driveway.**

A motion was made by Councilman Burttschell to Approve the Variance at 218 Meadow Lane.

Councilwoman Curry seconded the motion. Mayor Pro Tem Lerma called for the vote.

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

The motion carried.

**2. Discussion and Possible Action regarding an Ordinance Amending Section 14-7 regarding Conformity with other Codes and Regulations.
(First of two readings)**

A motion was made by Councilman Miller to table this item.
Councilman Burttschell seconded the motion. Mayor Pro Tem Lerma called for the vote.

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

The motion carried.

**3. Discussion and Possible Action regarding an Ordinance Amending Section 86-35 regarding Construction regulations and hours.
(First of two readings)**

A motion was made by Councilman Zapalac to Approve an Ordinance Amending Section 86-35 regarding Construction regulations and hours.
Councilman Miller seconded the motion. Mayor Pro Tem Lerma called for the vote.

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

The motion carried.

**4. 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.
(First of two readings)**

A motion was made by Councilman Zapalac to Approve an Ordinance Amending subsections 98-44(b), 98-44(c), and 98-44(d) regarding Locations for Placement of Traffic Control Devices. This is the first of two readings.
Councilman Miller seconded the motion. Mayor Pro Tem Lerma called for the vote.

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

The motion carried.

**5. Discussion and Possible Action Adopting an Ordinance declaring Unopposed Candidates and Canceling the General Election.
(Only one reading is required)**

A motion was made by Councilman Zapalac to Approve Adopting an Ordinance declaring Unopposed Candidates and Canceling the General Election. Only one reading is required.

Councilwoman Curry seconded the motion. Mayor Pro Tem Lerma called for the vote.

AYES: Lerma, Miller, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

**6. Discussion and Possible Action regarding an Ordinance Amending Section 74-62 regarding Peddlers and Solicitors Hours.
(First of two readings)**

A motion was made by Councilwoman Curry to Approve an Ordinance Amending Section 74-62 regarding Peddlers and Solicitors Hours. This is the first of two readings.

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

AYES: Lerma, Miller, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

7. Presentation(s) by Staff

None

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

- **City Council's Priorities Results**

9. Reports, Announcements, or Requests from Councilmembers.

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

J. Adjourn

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

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

The motion carried. The meeting adjourned at 6:33 p.m.

PASSED AND APPROVED this 18th day of March 2025.

Dee Anne Lerma, Mayor Pro Tem

ATTEST:

Sandra Vrabec, City Secretary

ORDINANCE NO. 2025-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING CHAPTER 86 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR CONSTRUCTION ACTIVITIES; 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 construction activities 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. Subsections 86-35(a),(b), and (c) of Section 86-35 of Article II of Chapter 86 is of the City of Sealy Code of Ordinances is amended to read as follows:

"CHAPTER 86 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

* * * *

ARTICLE II. – RIGHT-OF-WAY USE AND OCCUPANCY

* * * *

Sec. 86-35. Construction regulations.

- (a) *Excavations.* All excavations and other construction in the public rights-of-way, public easements, and utility easements shall be performed in accordance with all applicable state, federal, and city regulations.
- (b) *Interference with use of property.* All construction within public rights-of-ways, public easements, and utility easements shall be undertaken so as to minimize interference with the use of public and private property and in accordance with any lawful direction given by the city under the police and regulatory powers of the city.

- (c) *Construction permits.* It shall be unlawful for any person to cause or permit any work that involves the construction, installation, expansion, repair, removal, or maintenance of facilities within public rights-of-way without having first applied for and obtained from the city a construction permit therefor. Provided, however, a construction permit shall not be required for any such work: (a) that does not involve the alteration or disturbance of the surface or subsurface of the right-of-way;" (b) that involves aerial installations, including the stringing of lines, wires, or the setting of replacement poles, if such poles are placed in existing holes or excavations from previous pole installations; or (c) that involves the installation of facilities necessary to initiate service to a new customer, if such work does not disturb or alter a roadway surface or result in any excavating or boring under a roadway surface. Each construction permit application shall include a written work description, including construction drawings, showing the facilities' location (or proposed location) and the estimated depth of the facilities (existing and proposed) in the immediate area of the proposed new construction. Such drawings shall be reviewed by the city and, if disapproved, returned with comments setting forth the reasons for such disapproval. Approvals shall not be unreasonably withheld or delayed. Except as otherwise specifically provided herein, work shall not commence until applicable construction permits have been approved therefor. Review and approval by the city of construction permits as provided herein shall not constitute any representation or warranty regarding the sufficiency of design or construction of such facilities. All such work shall be in conformance with the approved construction permit.

Work for which a permit is required may be performed at any time; provided however, any such permitted work performed within 500 feet of any residential structure may only be performed between the hours of 7:00 a.m. and 5:00 p.m. Any permitted work performed outside of the above working hours must be approved in advance by the director of public works or his designee.

Provided further, all such construction and/or installation work shall be completed in the time specified in the construction permit. If the work cannot be completed within the specified time period, the user may request an extension from the director of public works, or his/her designee, which extension shall not be unreasonably withheld."

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 4th day of March, 2025.

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

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ORDINANCE NO. 2025 –

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SUBSECTIONS 98-44(B), 98-44(C), AND 98-44(D) OF ARTICLE II OF CHAPTER 98 OF THE CODE OF ORDINANCES OF THE CITY OF SEALY TEXAS; PROVIDING RULES AND REGULATIONS FOR STOP SIGNS, YIELD SIGNS, AND TRAFFIC CONTROL SIGNALS; 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 updating the stop sign(s), yield sign(s), and traffic control signals is in the best interest of the City, citizens, and travelers;

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. The City ratifies all past action or enforcement.

Section 3. Subsections 98-44(b), (c), and (d) of Section 98-44 of Article II of Chapter 98 of the Code of Ordinances of the City of Sealy, Texas is amended to read as follows:

"CHAPTER 98 – TRAFFIC AND VEHICLES

* * * *

ARTICLE II. – OFFICIAL TRAFFIC CONTROL DEVICES

* * * *

Sec. 98-44. – Ratification and approval of official traffic control devices.

* * * *

(b) Location of stop signs shall be as follows:

Acres Lane at Gebhardt Road (North/South)

Acres Lane at Schmidt Road

Anderson Street at Frydek Road

Anderson Street at San Felipe Road

Atchison Street at Fifth Street (North/South)
Atchison Street at Highway 90 (North/South)
Atchison Street at Main Street (North/South)
Atchison Street at North Circle Drive (Loop 350) (North/South)
Atchison Street at South Circle Drive (Loop 350)
Austin Street at San Felipe Road
Bassett Street at Anderson Street
Belle Place at U.S. Highway 90
Bison View Lane at Thornbird Court
Boulden Court at Cane Crossing Lake Drive
Brandywilde Street at Eagle Lake Road
Brast Road at FM 3538
Brookside at Willow
Buffalograss Trail at Winterberry Way
Cane Crossing Parkway at Calhoun Drive
Caroline Street at FM 1094 (Columbus Road)
Championship Drive at U. S. Highway 90
Chickadee Street at Bobwhite Trail
Chickadee Street at Ward Bend Road
Cindy Lane at U. S. Highway 90
Circle Drive at Engelking Street
Cleveland Street at San Felipe Road
Columbus Road at North Fowlkes Street (East/West)
Daniels Street at San Felipe Road (4-way stop)
Depriest Street at Anderson Street
Dickerson Street at Old San Felipe Road
Dickerson Street at Andrews Street
Dorothy Street at Caroline Street
Dotson Street at Andrews Street
Dove Landing Drive at FM 3013
Dove Landing Drive at Morning Dove Trail (4-way stop)
Dove Landing Drive at Turtle Dove Drive (3-way stop)
Dove Landing Drive at White Wing Lane (4-way stop)
Downey Road at San Felipe Road
Dunovant Drive at Cane Crossing Lake Drive
Eagle Lake Road at FM 3538
Eagle Lake Road at Championship Drive (East/West)
Eagle Lake Road at Fifth Street
Eagle Lake Road at U.S. Highway 90 (North/South)
Eagle Lake Road at Kloecker Road (East/West)
Eagle Lake Road at Sunset/Westview Terrace Drive (East/West)

Eagle Lake Road at West Street (4-way stop)
Eber at U.S. Highway 90
Eighth Street at West Front Street
Eldridge Drive at Cane Crossing Lake Drive
Elizabeth Lane at Columbus Road (South)
Elkhorn Way at Laurel Bloom Lane
Engelking Street at Circle Drive (East/West)
Engelking Street at Atchison Street (East/West)
Engelking Street at Highway 36
Engelking Street at South Circle Drive (Loop 350)
FM 1094 (Columbus Road) at FM 2187 (4-way stop)
FM 3013 at FM 3538/Rice Field Road (4-way stop)
FM 2187 at Highway 36
FM 3013 at Highway 36
Fifth Street at Fowlkes Street (2-way stop) (East/West)
Fifth Street at Highway 36 (East/West)
Fifth Street at Hardeman Street (East/West)
First Street at Hardeman Street
Fourth Street at Atchison Street (4-way stop)
Fourth Street at Fowlkes Street (East/West)
Fourth Street at Loescher (3-way)
Fourth Street at Highway 36 (East/West)
Fourth Street at West Front Street
Fowlkes Street at Main Street (North/South)
Fowlkes Street at Second Street (North/South)
Frydek Road at U. S. Highway 90
Garland Lane at Downey Road
Garland Lane at San Felipe Road
Gasper Street at Anderson Street (North/South)
Gay Drive at Brookside
Gay Drive at South Circle Drive (Loop 350)
Gebhardt Road at Highway 36
Gebhardt Road at Schmidt Road
Goebel Road at Eagle Lake Road
Gunnison Street at Eagle Lake Road
Hardeman Street at Fourth Street (4-way stop)
Hardeman Street at Main Street (4-way stop)
Hardeman Street at North Circle Drive (Loop 350) (North/South)
Hardeman Street at Sixth Street (North/South)
Harrison Road at FM 3013
Hawthorne Drive at Laurel Bloom Lane

Hill Street at Frydek Road
Hill Street at Silliman Street
Hillcrest Drive at FM 2187
Hluchan Road at Outlet Center Drive
Howard Street at FM 1094 (Columbus Road)
Hunter's Crossing Drive at FM 2187
Hunter's Crossing Drive at Still Water Ridge Lane
Hunter's Crossing Drive at Wild Grove Lane
Irene Street at FM 1094 (Columbus Road)
Jason Street at Highway 36
Jason Street at West Front Street
Kathy Avenue at Magnolia Street (North/South)
Kathy Avenue at Rexville Road
Kersten Road at Outlet Center Drive
Kersten Road at West Front Street
Kloecker Road at U.S. Highway 90
Kloecker Road at Rexville Road
Lakefield Drive at FM 2187
Lakeview Drive at FM 2187
Live Oak Street at San Felipe Road
Loescher Street and 4th Street (3-way stop)
Lux Street at FM 1094 (Columbus Road)
Magnolia Street at South Circle Drive (Loop 350)
Magnolia Street at Terri Avenue
Main Street at Fowlkes Street (4-way stop)
Main Street at Hardeman Street (4-way stop)
Main Street at Loescher (East/West)
Maler Road at Highway 36
Mandy Lane at Eagle Lake Road
Menke Street at San Felipe Road
Miller Road at Eagle Lake Road
Miller Road at U.S. Highway 90 (North/South)
Miller Road at Rexville Road
Moody Street at Highway 36
Moody Street at West Front Street
Moore Street at Frydek Road
Mound Road at IH-10 Frontage Eastbound (3-way stop)
Nelson Street at Old San Felipe Road
Newcom Lane at Frydek Road
North Atchison Street at FM 1094 (Columbus Road)
North Fifth Street at Highway 36

North Fourth Street at Highway 36
North Fowlkes Street at North Fifth Street (North/South)
North Hardeman Street at FM 1094 (Columbus Road) (North/South)
North Lantana Circle at East Lantana Circle (Intersection) (3-way /all-way stop)
North Second Street at Highway 36 (East/West)
North Third Street at Highway 36
Oak Park Street at Anderson Street
Oak Street at FM 1094 (Columbus Road)
Old San Felipe at Frydek Road (East/West)
Over Creek Way at Highway 36
Peschel Lane at Lux Street
Peschel Lane at U.S. Highway 90
Pine Street at San Felipe Road
Pyka Road at IH-10 Frontage Westbound (3-way stop)
Quail Hollow Street at Meadowlark Circle
Quail Hollow Street at Quail Bend (4-way stop)
Quail Hollow Street at Kersten Road
Rexville Road at Cane Crossing Parkway
Rexville Road at FM 3538
Rexville Road at IH-10 Frontage Eastbound
Rexville Road at IH-10 Frontage Westbound
Rexville Road and Roosevelt Street (3-way stop)
Rexville Road at Roosevelt Street (Southbound)
Rice Street at Anderson Street
Rice Street at San Felipe Road
Richardson Lane at FM 3538
Robin Road at U.S. Highway 90
Robin Road at Meadowlark Circle
Rogers Lane at Gebhart Road
Roosevelt Street at U.S. Highway 90
Roosevelt Street at Rexville Road (Westbound)
Roosevelt Street at South Circle Drive (Loop 350)
Rosalie Lane at Silliman/Hill Street
Schmidt Road at Harrison Road
Schmidt Road at Highway 36
Sealy-Frydek Road at Old San Felipe Road
Second Street at Daniel Street – one (1) way stop (Southeast)
Second Street at Hardeman Street
Second Street at Highway 36 (East/West)
Selman Drive at U.S. Highway 90
Shadowlake Court at Shadowlake Drive

Shadowlake Circle at Shadowlake Drive
Shadowlake Drive at U.S. Highway 90
Shadowlake Drive at Westview Terrace Circle
Skylark at Harrison Road
Skylark at Waterside Trace
Silliman Street at East Main Street (North)
Silliman Street at U. S. Highway 90 (North/South)
Silliman Street at Hill Street (North)
Silliman Street/Hill Street at Old San Felipe Road (North)
Silliman Street at Old San Felipe Road (South)
Sixth Street at Highway 36 (East/West)
South Circle Drive (Loop 350) at Highway 36
South Wye at Loop 350 South
Still Water Ridge Lane at Buckhorn Street
Sunset Avenue at Eagle Lake Road
Svinky Road @ Schmidt Road
Tenth Street at Atchison Street
Tenth Street at Highway 36 (East/West)
Terri Avenue at Magnolia Street (North/South)
Terri Avenue at Rexville Road
Travis Street at Cleveland Street
Turtle Dove Drive at Mourning Dove Drive
Unnamed Street at U.S. Highway 90 (South)
Walker Street at Anderson Street
Ward Bend Road and Chickadee (3-way stop)
Ward Bend Road at Kersten Road
Ward Bend Road at U.S. Highway 90
Ward Bend Road at Outlet Center Drive
Ward Bend Road at Stockold Road (4-way stop)
Ward Street at Fifth Street (3-way stop)
Waterside Trace at Blue Finch Lane
Waterside Trace at Buffalograss Trail
Waterside Trace at Redbud Lane
Waterside Trace at Westward Pointe Drive
Weeping Willow Street at U.S. Highway 90
West Front Street at Main Street (North/South)
Westview Terrace Drive at Eagle Lake Road (4-way stop)
Westward Pointe Drive at FM 3013
Westward Pointe Drive at Sundown Prairie Drive
Westward Pointe Drive at Switchgrass Court
Westward Pointe Drive at Woodlark Court

William Street at Anderson Street
Willow Street at South Circle Drive (Loop 350)
Wilson Street at Andrews Street
Winterberry Way at Harrison Road
Wolchik Road at IH-10 Frontage Road
Woodlark Way at Elkhorn Trail
Woodlark Way at Stoney Bay Court
Woodlark Way at Sylvan Drive
Wright Street at Nelson Street

(c) Location of yield right-of-way signs shall be as follows:

Andrews Street at Cleveland Street (Westbound)
Atchison Street at Second Street (North/South)
Austin Street at Cleveland Street
Cindy Lane at Newcom Lane
Daniels Street at East Main Street
Dawson Street at Daniels Street
Dawson Street at Menke Street
East Front Street at East Main Street
East Front Street at Second Street (North/South)
Eighth Street at Atchison Street (Eastbound)
Eighth Street at Fowlkes Street
Eighth Street at Hardeman Street (East/West)
Eighth Street at West Street
Fifth Street at West Front Street
Fifth Street at West Street (East/West)
Hill Street at Front Street
IH-10 Frontage Road Westbound at U.S. Highway 90
IH-10 Frontage Road Westbound at Rexville Road
Kathy Avenue at Brookside Lane
Koy Underpass Road at IH-10 Frontage Road Westbound
Live Oak Street at Anderson Street
Loescher Street at Main Street
Moore Street at Silliman Street
Nelson Street at Anderson Street
North Fourth Street at North Fowlkes Street (East/West)
North Fowlkes Street at Maler Road
North Green Street at Wilson Street
North Second Street at North Fowlkes Street
North Third Street at North Fowlkes Street (East/West)
North West Front Street at Maler Road

Old San Felipe at Silliman Street (North)
Rexville Road at Roosevelt Street (Southbound)
Roosevelt Street at Rexville Road (Westbound)
San Felipe Road at Anderson Street (Eastbound)
Second Street at Main Street
Seventh Street at Atchison Street
Seventh Street at Hardeman Street (East/West)
Seventh Street at West Street
Silliman Street at East Main Street (South)
Silliman Street at Silliman Street and Frydek Road (Northbound)
Sixth Street at Atchison Street (East/West)
Sixth Street at Ward Street (East/West)
Terri Avenue at Brookside Lane
Tiger Lane at N. Circle Drive (Loop 350)
Walker Street at East Main Street
Ward Bend Road (dead-end) at Ward Bend Road
Ward Street at Eighth Street
Ward Street at Seventh Street (North/South)
West Front Street at Second Street
Westview Terrace Circle at Eagle Lake Road
Westview Drive at Eagle Lake Road

(d) Location of traffic control signals shall be as follows:

FM 3538 at IH-10 Frontage Eastbound
FM 3538 at IH-10 Frontage Westbound
Highway 36 at IH-10 Westbound Entrance/Exit
Highway 36 at IH-10 Eastbound Entrance
Highway 36 at Entrance to Chicken Express (East) & Brazos Village Shopping Center (West)
Highway 36 at Schmidt Road
Highway 36 at FM 3013
Highway 36 at North Circle/Eighth Street
Highway 36 at Main Street
Highway 36 at FM 1094 (Columbus Road)
Highway 36 at FM 2187
U.S. Highway 90 at Loop 350
Koy Underpass Road at U. S. Highway 90
Koy Underpass Road at Outlet Center Drive"

Section 4. *Repeal.* All ordinances or parts of ordinances in conflict herewith are repealed.

Section 5. *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 in valid 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 in valid or unconstitutional, whether there be one or more parts.

Section 6. *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 two hundred dollars (\$200.00). 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 7. *Effective Date.* This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 4th day of March 2025.

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

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

ORDINANCE NO. 2025-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING CHAPTER 74 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR PEDDLERS AND SOLICITORS; 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 hours for peddlers and solicitors is in best interest of the public welfare and safety by limiting nighttime disruption of citizens;

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. Section 74-62 of Division 2 of Article II of Chapter 74 is of the City of Sealy Code of Ordinances is amended to read as follows:

"CHAPTER 74 – PEDDLERS AND SOLICITORS

* * * *

ARTICLE II. – PEDDLERS AND SOLICITORS

* * * *

DIVISION 2. – REGISTRATION

* * * *

Sec. 74-62. Hours.

Activities conducted in accordance with this article shall be carried out only between the hours of 8:30 a.m. and 5:00 p.m.

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 4th day of March, 2025.

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

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

H. Presentation(s)

None

I. Public Hearing

PUBLIC HEARING NOTICE

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.

J. Executive Session

K. Business

Item #1

*Discuss Executive
Session*

Item #2



AGENDA ITEM NO:

Discussion and possible action regarding City-Wide Event Notification Form for the Main Street Sealy Classic Car Show.

SUBMITTED BY: Lesley Aguado, Admin. Asst., Parks/Streets
Partrick Parsons, Director of Public Works

MEETING DATE: March 18th, 2025

STAFF REPORT

DESCRIPTION

Discussion and possible action regarding City-Wide Event Notification Form for Main Street Sealy Classic Car Show on April 27th, 2025.

CITY-WIDE EVENT DETAIL SUMMARY

The Applicant attended a Pre-Event meeting with City employees on Wednesday, February 5th, 2025 at 10:00am with the event details; that information is in the packet provided.

Event Summary

- Applicant: Sealy Rotary/ Charlie Wade
- Non profit: Yes
- Using HOT Funds: No
- Event Description as stated on Event Notification Form: The Main Street Classic Car show is an event for all classic cars, street rods, hot rods, muscle cars, customs and trucks. There will be vendors and food trucks for people to shop and eat. The food trucks will offer a limited menu to avoid competing against our downtown restaurants. Classic Impressions is organizing the car show.
- Location: Downtown Sealy
- Date: April 27th, 2025
- Time:
 - Set up begins: 8am
 - Event starts: 10am
 - Event ends: 4pm
 - Clean up ends: 6pm
- Number of anticipated participants: 300
- Alcohol served, sold or advertised as BYOB: No
- Food: Food trucks will be preset and local restaurants are aware of the event.

- Inflatables or Other Carnival-Type Rides: No
- Music: no
- Sound amplification: Yes, the location will be in front of the food trucks, which will set up next to Citizens State Bank.
- Sanitation Plan: Sealy Interact students will assist in cleaning and the Rotary members have two commercial dumpsters at their business they will use to dispose of the trash.
- Insurance: Yes, policy provided with the correct information.
- City Street Closures: Yes, on Main St. at Hwy 36, Main St at Front St., and Fowlkes St.
- TxDOT Road Closures: No

City Resources Needed

- Hall Rental: No
- Barricades for Street Closures: Yes
- Garbage Pick Up During/After Event: No, Inteact students will clean throughout the event.
- Restrooms Refreshed/Restocked: No
- Health Inspection on Day of Event: Yes, food trucks are aware they need there inspection done the Thursday, April the 24th,2025.
- Hwy. 36 Banner Installation: No
- City Streets Light Pole Banner Installation: No

Proposed Permits/Fees Needed

- Facility Rental: No
- Food Permit: Yes
- TABC Permit: No
- Hwy. 36 Banner Permit: No
- City Event Permit: Yes

Proposed City Approvals Needed

- Street Closures: Yes
- List of Nearby Business Approval: Yes
- Security: No
- Temporary Suspension of Section 42-31 of the Sealy Code of Ordinances "Consumption of beverages or Food in Certain Public Spaces": Yes
- Temporary Suspension of Section 70-71 of the Sealy Code of Ordinances "Park Hours": No

RECOMMENDATION

Staff recommends Council's approval of the Main Street Sealy ClassicCar Show.

CITY OF SEALY

City-Wide Event Notification Form

405 Main St., Sealy, Texas 77474 – (979) 885-3511

www.ci.sealy.tx.us



It is the City of Sealy's goal to enhance the quality of life and economic prosperity of the City of Sealy through supporting special events while balancing the needs of our residents and businesses affected by these events. The Parks and Recreation Dept. is responsible for ensuring events are carried out safely, thoroughly and properly.

The City of Sealy reserves the right to close or cancel an event in violation of any city ordinance or deviation from the permit application. The City of Sealy also reserves the right to close or cancel an event if public safety or an affected department deems the event unsafe for public participation. This form serves as a planning guideline and may not be inclusive of all city, county, state and federal access requirements. It is the applicant's responsibility to comply with all accessibility requirements applicable to this event.

Per the City-Wide Planning Guide, **this form MUST be submitted at least 90 days prior to the event.**

Date Received: 01/21/2025 Date of Event: 04/27/2025 # of Days Prior to Event: 98

APPLICANT INFORMATION

Contact name Charlie Wade Contact Number 979.398.1125
Organization Sealy Rotary Contact Email austincountyrotaryclub@gmail.com
Organization's Physical Address: Sealy, TX
Organization's Mailing Address: PO Box 1011, Sealy TX 77474

Are you a registered nonprofit organization? ☒ Yes ☐ No (Please provide documentation.)

Will you be using Hotel Occupancy Tax funding? ☐ Yes ☒ No

EVENT DESCRIPTION

Name of Event Main Street Sealy Classic Car Show

Description of Event (you can also attach maps, site plan, proposed advertisements, schedule, information about volunteers, etc. to this form):

The Classic Car Show is open to all classic vehicles, street rods, hot rods, muscle cars, customs and trucks. There will also be vendors and food trucks for people to shop and eat. Food truck offerings will be limited to avoid competing against our downtown restaurants. A separate spreadsheet is attached outlining volunteers, mapping/road closures, and event checklist. Classic Impressions will handle organization of the car show.

City-Wide Event Notification Form

DATES AND LOCATIONS OF EVENT/ACTIVITIES

NOTE: If an event has several activities, please list each activity separately.

Activity #1 - Name: Main Street Sealy Classic Car Show

☐ Run/Walk ☐ Cooking Activity ☒ Community Event ☐ Parade/Procession
☐ Bike Tour/Race ☐ Street Fair/Festival ☐ Circus/Carnival ☒ Outdoor Exhibit
☐ Other _____

Open to the Public? ☒ Yes ☐ No

Date(s) of Event April 27, 2025 Location(s) of Event Downtown Sealy, Main and Fowlkes Streets

Time Set Up Begins 8:00 AM; Time Event Starts 10:00 AM; Time Event Ends 4:00 PM;
Time Clean Up Ends 6:00 PM

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) 300

Activity #2 - Name: _____

☐ Run/Walk ☐ Cooking Activity ☐ Community Event ☐ Parade/Procession
☐ Bike Tour/Race ☐ Street Fair/Festival ☐ Circus/Carnival ☐ Outdoor Exhibit
☐ Other _____

Open to the Public? ☐ Yes ☐ No

Date(s) of Event _____ Location(s) of Event _____

Time Set Up Begins _____; Time Event Starts _____; Time Event Ends _____;
Time Clean Up Ends _____

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) _____

Activity #3 - Name: _____

☐ Run/Walk ☐ Cooking Activity ☐ Community Event ☐ Parade/Procession
☐ Bike Tour/Race ☐ Street Fair/Festival ☐ Circus/Carnival ☐ Outdoor Exhibit
☐ Other _____

Open to the Public? ☐ Yes ☐ No

Date(s) of Event _____ Location(s) of Event _____

Time Set Up Begins _____; Time Event Starts _____; Time Event Ends _____;
Time Clean Up Ends _____

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) _____

City-Wide Event Notification Form

FACILITY USE

Will you need use of City-Owned Facilities/Property

☒ Yes ☐ No

Refer to the City-Wide Event Planning Guide regarding participant capacity at City-Owned Parks/Facilities

City-Owned Facilities Which Require a Signed Rental Agreement:

- ☐ Liedertafel Hall ☐ *W. E. Hill Community Center
☐ *Mark A. Chapman Park Pavilion ☐ Abe & Irene Levine Park Pavilion

City-Owned Facilities Which Do Not Require a Signed Rental Agreement:

- ☐ Joe Scranton, Jr. Park ☐ Jacqueline A. Cryan Memorial Park ☐ Mark Frederick Memorial Park
☒ City Streets ☐ City Lots
☐ *Chapman Park Baseball Fields (events are scheduled through the Greater Sealy Little League)

*RE: Use of Sealy Cemetery Association "Soccer Fields":

Per the Lease Agreement between Sealy Cemetery Association and the City of Sealy, the use of the Cemetery's Fields shall be by the public and through the City for soccer related activities and other activities as approved by the City, including but not limited to cook-offs, festivals and the practice and play of soccer, soccer games, and soccer tournaments. The City will obtain, from those authorized by the City to use the Fields, proof of a liability insurance policy which will include the Association as an "additional insured" in the amount of at least one-million dollars. The City will provide to the Association proof of such coverage. During an event authorized by the City, should there be a funeral at the Sealy Cemetery, and the Association notifies the City in advance, and in the City's judgment, such event interferes with the funeral, the City will provide a police officer for traffic control to assist with the safe ingress and egress for those attending the funeral.

PARKING

What area(s) will you use for parking? City side streets - will get approval from Bills to use empty lots. _____ (please provide map)
If planning to use city- or privately-owned property, do you have permission from the owner? ☒ Yes ☐ No

Ordinance 98-10, Sec. 70-72 does not allow the operation of any vehicle in any area except designated park roads, and no vehicle parking is allowed on grass and is limited to use of designated parking areas. No person may double park a vehicle upon any road or parkway unless directed to do so by a park official.

ROAD CLOSURES OR STREET/PUBLIC SIDEWALK USE

City Street Closures ☒ Yes ☐ No State Road or Highway Closures? ☐ Yes ☒ No

(If yes to state road closures, you must contact the Sealy Chief of Police to submit an application for street closure approval from TxDOT)

Time city streets or state roads need to be closed: Begin Time 8:00 AM; End Time 5:00 PM

(Ideally, the begin time should be before the event starts to allow time for set up and the end time should be after the event closes to allow time for clean up.)

City street/state road closures also require:

City-Wide Event Notification Form

- Map with all closures clearly marked
- List of all nearby affected businesses that have approved or not approved the closures

Public Sidewalk Use: ☐ Yes ☐ No If yes, how do you plan to use the sidewalks? Some car show participants will set up their lawn chairs to get out of the heat and sun.

(Please provide map of layout.)

SECURITY/ALCOHOL USE

All events that sell, serve or allow alcohol on site will need security provided by the Sealy Police Dept. if held on city-owned property (including streets and city sidewalks). This is billed at an hourly rate, while alcohol is on premises, and will vary depending on the number of people attending and layout as determined by the Chief of Police.

The Texas Alcoholic Beverage Commission issues temporary permits in two scenarios:

- Retail permittees may be eligible to get a temporary permit to sell or serve alcoholic beverages at an event taking place at a location separate from their TABC-licensed premises.
- Certain nonprofits may be eligible to get a temporary permit to sell or serve alcoholic beverages at a special event not being held on TABC-licensed premises.
- You can't get a temporary permit to sell alcoholic beverages if you don't hold a TABC retailer permit or represent a nonprofit. Glass containers are strictly prohibited.

CAN I GIVE AWAY FREE ALCOHOLIC BEVERAGES WITHOUT HOLDING A TABC PERMIT:

Yes. It is legal to provide free alcoholic beverages without a permit. But to be truly "free," the beverage must be available to any adult who walks in the door and requests it. If it's only for paying customers, the assumption is that the cost of the alcohol is included in the price of the service. This constitutes a sale of alcoholic beverages, and you would need a TABC permit. When you provide the alcoholic beverage, there can't be any expectation of receiving money. You can't ask for a donation or tip. You will need a permit if the drinks will only be available to paying guests.

A couple examples of "free" include:

- A wedding reception with free drinks.
- A boutique that serves free wine while you shop, even if you don't buy anything.

A few examples of "not free" include:

- A nail salon with a "free" drink when you pay for a manicure.
- If you buy tickets to attend a charity ball and they serve "free" drinks.
- If a tip jar sits next to a keg of beer expecting "donations."

City-Wide Event Notification Form

RAFFLES

WHO MAY CONDUCT RAFFLES IN TEXAS:

Only a qualified religious society that has been in existence in Texas for at least 10 years; a qualified volunteer fire department that operates firefighting equipment, provides fire-fighting services and that does not pay its members other than nominal compensation; a qualified volunteer emergency medical service that does not pay its members other than nominal compensation; or a qualified 501(c) tax-exempt, nonprofit organization that has been in existence for at least three years may hold raffles in Texas. Individuals and for-profit businesses may not hold raffles.

Events that are open to the public, selling or serving alcohol and are on private property MAY be required to hire security at the discretion of the private venue's rental contract.

Are you (or any of your vendors) serving alcohol? ☐ Yes ☒ No

Are you (or any of your vendors) selling alcohol? ☐ Yes ☒ No

Is alcohol allowed at the event, including BYOB (i.e. Bring Your Own Beverage)? ☐ Yes ☒ No

Are you charging an entry fee or selling tickets to the event? ☐ Yes ☒ No

EVENTS WITH AUCTIONS ONLY: (No Alcoholic Beverage Sales)

If a nonprofit plans to conduct an auction of alcoholic beverages and **will not be selling alcoholic beverages at the temporary event**, the nonprofit only needs to submit a completed Nonprofit Entity Temporary Event Auctions form (obtained from TABC). This form serves as a file-and-use notification and does not require approval from TABC before you can hold your auction. There are no filing fees.

NOTE: Section 42-31 (Consumption of Beverages or Food in Certain Public Places) of the Sealy City Code states:

a) *Prohibited areas of consumption.*

- 1) It shall be unlawful for any person to consume beverages or food on the streets, alleys, sidewalks, and parking areas in the area described in subsection (a)(2).
- 2) The prohibited area is that area the perimeter of which is the northern right-of-way boundary of First Street, the eastern right-of-way boundary of Front Street and the southern right-of-way boundary of Fourth Street, the western right-of-way boundary of Meyer Street, the northern right-of-way boundary of Main Street, the western right-of-way boundary of the alley in block 43, the southern right-of-way boundary of Second Street and the western right-of-way boundary of Meyer Street, as more particularly shown on Exhibit "A" attached to Ordinance No. 83-8 and incorporated in this section.

FOOD

If selling/serving food and/or beverages to the public, Applicant must coordinate through the City's Health Inspector to obtain necessary permits and information on proper health procedures. "For profit" organizations may only serve or sell food from a food truck and must have a food permit from the City. A temporary permit is good for 14 days. If you are a nonprofit, you are exempt from needing a permit; however, you still must abide by the food preparation and sanitation laws outlined in the "Texas Food Establishment Rules" as stated in the Texas Administrative Code Title 25, Part 1, Chapter 228.

City-Wide Event Notification Form

Certain food items fall under the Texas Cottage Food Law and are legal to sell or serve. To find out more information about what is required, go to www.texascottagefoodlaw.com.

Deep-frying is *only* allowed if contained within a Food Truck.

Will you have food trucks? ☒ Yes ☐ No (please provide a list of food trucks and their contact information)

Do you have any vendors with nonprofit status selling or serving food? ☐ Yes ☒ No

If yes, please describe the type of food they will be serving or selling _____

City-Wide Event Notification Form

	For Profit Food Truck:	For Profit Selling Food in a Tent:	Non-Profit Food Sales:	Restaurants Selling Food As a Vendor In a Food Truck or Tent:
Permit Requirement:	Annual or Temporary Permit must be in a plastic sleeve and posted where it can be seen by public with the exception below	Annual or Temporary Permit must be in a plastic sleeve and posted where it can be seen by public	N/A	Temporary Permit must be in a plastic sleeve and posted where it can be seen by public
Selling ONLY Pre-Packaged Food that is not made in someone's personal kitchen	No permit is required	No permit is required	N/A	No permit is required
Food Handlers/Managers Certificate	Required	Required	N/A	Required
Food Truck or Trailer Inspection Requirement:	Must be inspected before any event	N/A	If the Non-Profit is selling food from a Food Truck the Food Truck must be inspected before any event	If the Restaurant is selling food from a Food Truck the Food Truck must be inspected before any event
Additional Sanitation/Safety Requirements:	Must provide a sub floor (i.e. plywood, plastic sheeting, etc.) or be on asphalt or concrete if preparing non-deep fried food outside of the food truck. Deep frying is not allowed in a tent or anywhere except when contained in a food truck.	Must provide a sub floor (i.e. plywood, plastic sheeting, etc.) or be on asphalt or concrete if preparing non-deep fried food outside of the food truck. Deep frying is not allowed in a tent or anywhere except when contained in a food truck.	Must provide a sub floor (i.e. plywood, plastic sheeting, etc.) or be on asphalt or concrete if preparing non-deep fried food outside of the food truck. Deep frying is not allowed in a tent or anywhere except when contained in a food truck.	Must provide a sub floor (i.e. plywood, plastic sheeting, etc.) or be on asphalt or concrete if preparing non-deep fried food outside of the food truck. Deep frying is not allowed in a tent or anywhere except when contained in a food truck.
If Cooking Food On-Site:	* 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food and any other sanitary requirement	* 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food and any other sanitary requirement	*3 sink sanitary station *Preparing station *Cooking station *Coolers for food *Warmers for hot food and any other sanitary requirement	* 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food and any other sanitary requirement
Selling Baked Goods from Someone's Kitchen	Food must be labeled that it was prepared in a private kitchen, noting what the food is, and the time and date it was prepared	Food must be labeled that it was prepared in a private kitchen, noting what the food is, and the time and date it was prepared	Food must be labeled that it was prepared in a private kitchen, noting what the food is, and the time and date it was prepared	Food must be labeled that it was prepared in a private kitchen, noting what the food is, and the time and date it was prepared

City-Wide Event Notification Form

INSURANCE

City-wide events held on City property or using City resources will need insurance if they meet one or more of the listed criteria:

- Will be selling, serving, or allowing alcohol (including BYOB)
- Anticipates 151+ attendees to include vendors, performers, audience, customers, volunteers, security, attendees, etc.
- It has activities with inherent risk factors (games, carnival/amusement rides, etc.)

Coverage must be maintained for the duration of the event, including set up and tear down dates. The applicant must obtain commercial general liability insurance that names the City and any other entities impacted by this event as an "ADDITIONAL INSURED."

CERTIFICATES OF INSURANCE MUST REFLECT:

- **Commercial General Liability with Limits of**
 - o \$1 million per occurrence
 - o \$2 million general aggregate
- **Automobile Liability** (if a vehicle is involved)
 - o \$1 million (combined single limits or equivalent)
- **Workers' Compensation with limits of**
 - o \$1 million (required if the insured has paid employees)

CERTIFICATE HOLDER MUST REFLECT:

The City of Sealy
415 Main St.
P.O. Box 517
Sealy, TX 77474

The City will need a copy of the Certificate of Insurance with endorsements two weeks before the event start date.

*RE: Use of Sealy Cemetery Association "Soccer Fields":

Per the Lease Agreement between Sealy Cemetery Association and the City of Sealy, the use of the Cemetery's Fields shall be by the public and through the City for soccer related activities and other activities as approved by the City, including but not limited to cook-offs, festivals and the practice and play of soccer, soccer games, and soccer tournaments. The City will obtain, from those authorized by the City to use the Fields, proof of a liability insurance policy which will include the Association as an "additional insured" in the amount of at least one-million dollars. The City will provide to the Association proof of such coverage. During an event authorized by the City, should there be a funeral at the Sealy Cemetery, and the Association notifies the City in advance, and in the City's judgment, such event interferes with the funeral, the City will provide a police officer for traffic control to assist with the safe ingress and egress for those attending the funeral.

For events with activities such as games, carnival/amusement rides, inflatables, etc., please see "Insurance Requirements" in the [City-Wide Event Planning Guide](#).

City-Wide Event Notification Form

ENTERTAINMENT AND RELATED ACTIVITIES

Will you have inflatables or any carnival-type activities or rides at the event? ☐ Yes ☐ No (see [the City-Wide Event Planning Guide](#) for definitions and more information)

Note: Activities that include water are strictly prohibited and bounce houses must be secured with sand bags – no stakes are allowed.

Wild or Exotic Animals

The City Code of Ordinances describes the regulations for keeping of wild or exotic animals prohibited, or exceptions – Sec. 10-47.

It shall be unlawful for any person to possess, keep, permit, suffer, cause or allow any wild or exotic animal upon or within any premises within the city unless that person is a wildlife rehabilitator who is certified through the state parks and wildlife commission to legally rehabilitate wildlife. This section shall not be construed to apply to zoological parks.

Please list each activity/ride:

Will sound amplification be used at the event? ☒ Yes ☐ No

NOTE: Section 42-115c (Noise and Sound Level Regulation) of the Sealy City Code states:

No person shall make any loud noise or operate a sound amplifier so as to be clearly audible to any occupant of a neighboring property at any point on the boundary line separating the two properties at a level higher than 65 dBA during the day (from 7:00 a.m. to 10:00 p.m.) or 55 dBA during the night (from 10:00 p.m. to 7:00 a.m.).

Type and Number of Sound Amplification Used Speaker for event announcements and awards.

Location (on map) of Sound Amplification Used Corner of Main and Fowlkes

Number of Stages 0

Number of Performers/Bands 0

Performer(s)/Band Name & Music Type _____

Performance Date(s)

Date _____; Start Time _____; End Time _____; Stage Location _____

Date _____; Start Time _____; End Time _____; Stage Location _____

Date _____; Start Time _____; End Time _____; Stage Location _____

City-Wide Event Notification Form

SANITATION

REQUIRED The applicant is responsible for proper disposal of waste and garbage throughout the term of the event. Garbage must be removed from the event site. Please explain your plan for ensuring all garbage receptacles are emptied and waste taken off site and are properly disposed.

Sealy Interact Students will assist in keeping the streets clean during the event. We have two Rotary Members with commercial dumpsters at their business. They will load up garbage to dump there after the event.

SIGNAGE/BANNERS

City of Sealy Requirements (for signage on private or public property within the City limits):

According to City Code 80-10, event signs may be placed only on private property and only with the consent of the owner of the property. If placed on the City's property, including all city parks, you will need the consent of the City. Such signs may not exceed 50 sq. ft. and may be erected no more than 30 days prior to the event and must be removed within seven days after the event. These signs are also subject to the requirement of City Code 80-20 – event signs must be approved by either the Building Official or City Council as a community service of interest to the general public.

Will you be placing any signs on public or private property within the city limits or extraterritorial jurisdiction? ☐ Yes ☒ No

If so, please submit a photo or drawing of this sign for approval.

State of Texas Requirements (for signage on state highways):

Under the provisions of Texas Administrative Code, Title 43, Rule §22.15, you may receive authorization for the temporary placement and maintenance of a sign on a state highway for special events. Application for these signs should be made on Form 2057 "Application for Use of State of Texas Right of Way for Temporary Signs for Special Events." This is for placement of both surface mounted signs and banners. You may access this application online at www.txdot.gov/business/right-of-way/right-of-way-forms.html.

You must give the City a copy of this approval at least 5 days before placement of your signs/banners.

Will you be placing any signs or banners on or across State of Texas highways? ☐ Yes ☒ No

If yes, a \$50 banner fee will apply per event per banner location.

NON-ACCEPTANCE OF EVENT

City Council has the right to refuse the use of any city-owned facility or property at its discretion. Such circumstances may include, but not be limited to:

- Inadequate information or lead time to for the City to assess the City-Wide Event Notification Form
- Concerns that the Applicant does not have the adequate resources to safely manage the event
- Conflicts with other events already planned for the area

City-Wide Event Notification Form

TERMS & CONDITIONS FOR EVENTS USING A CITY-OWNED FACILITY OR A CITY EMPLOYEE'S SERVICES ONLY

Lessee's Responsibilities:

- The Lessee agrees to sign a contract for each city-owned facility used and pay the rental and deposit fees, if applicable.
- The Lessee agrees to abide by the general housekeeping rules as outlined in the facility contract.
- The Lessee is responsible for any damages to city property.
- The Lessee is responsible for acquiring any permits needed for the event.
- The Lessee is responsible for providing maps indicating city/state road closures and/or locations where alcohol is being served.
- The Lessee is responsible for providing insurance for the event, if required.
- For events with city street/state road closures, the Lessee is responsible for providing a list of nearby businesses approving of the closures.

Charlie Wade

Jan 20, 2025

Signature

Date

Charlie Wade

Print Name

AUTHORIZATION/HOLD HARMLESS CLAUSE

Applicant/organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend, indemnify, save and hold harmless the City, its officers, officials, agents, employees and representatives from any and all claims, suits, losses, damages, death, injuries or property damage arising directly or indirectly out of or in connection with the event or conduct of its operation, act or omission, or resulting from the negligence or willful misconduct or omissions of applicant or its officers, agents, representatives and employees.

Furthermore, by signing this Application, applicant hereby agrees to waive any and all claims that applicant may have against the City, its officers, officials, agents, employees, and representatives arising out of or in connection with the event or revocation or cancellation of an event.

By signing below, I hold the City of Sealy harmless, as stated above, and attest that all the information provided on this form is true and correct.

Charlie Wade

27 January 2025

Signature

Date

Charlie Wade

Print Name

ABOVE TWO SIGNATURES WITNESSED BY:

Ausley Aquado

01/27/25

Printed Name and Title

Signature

City-Wide Event Notification Form

OFFICE USE ONLY

Received by:

Hesley Aguado

Signature

01/21/2025

Date

This event requires:

AMOUNT(S) DUE:

☐ Yes ☒ N/A \$ _____ Rental Contract(s) (Paid \$ _____ on _____)

☒ Yes ☐ N/A \$ _____ Health Inspection/Food Permit

☐ Yes ☒ N/A \$ N/A TABC Permit (Date Copy Received: _____)

☐ Yes ☒ N/A \$ N/A TABC Nonprofit Entity Temporary Event Auctions form

☐ Yes ☒ N/A \$ N/A State Road Closures (Chief of Police Contacted by Event Coordinator? ☐ Yes ☐ No)

☒ Yes ☐ N/A \$ N/A List of Nearby Business Approvals

☐ Yes ☒ N/A \$ N/A Signage/Banner Permit from TxDOT (Date Copy Received: _____)

☐ Yes ☒ N/A \$ _____ Banner Fee (Paid \$ _____ on _____)

☒ Yes ☐ N/A \$ N/A City Street Closures

☒ Yes ☐ N/A \$ 250 City Event Permit (Paid \$ _____ on _____)

☐ Yes ☐ N/A \$ N/A Sealy City Council Approval (Date Approved: _____)

☒ Yes ☐ N/A \$ N/A Insurance Liability Coverage

☐ Yes ☒ N/A \$ _____ City Fireworks Permit (Paid \$ _____ on _____)

(Fire Marshal approval received on _____)

☐ Yes ☐ N/A Approval to Temporarily Suspend Section 42-31(a) of the Sealy Code of Ordinances (Consumption of beverages or food in certain public places)

☐ Yes ☒ N/A Approval to Suspend Section 70-71 of the Sealy Code of Ordinances (Park Hours)

SUBTOTAL OF NON-REFUNDABLE FEES TO CITY OF SEALY: \$ 250.00

(Excludes Security Fees)

☐ Yes ☒ N/A **TOTAL DEPOSIT DUE FOR FACILITY RENTAL: \$ _____**

(Paid \$ _____ on _____)

☐ Yes ☐ N/A **TOTAL DEPOSIT DUE FOR CITY-WIDE EVENT PER CITY COUNCIL APPROVAL (If applicable)**

\$ _____

Monies collected by the City of Sealy will be deposited and any eligible refundable deposit balance will be refunded by the City of Sealy post-event

☐ Yes ☒ N/A **SEPARATE SECURITY FEE TO BE PAID:**

\$ _____ Security (SPD contacted by Event Coordinator? ☐ Yes ☐ No)

City-Wide Event Notification Form

FOR ROAD/STREET CLOSURES AND/OR ALCOHOL SALES ONLY



Chief of Police Signature

02/05/2025
Date

City Street Closures: ☒ Approved ☐ Denied ☐ N/A
State Road Closures: ☐ Approved ☐ Denied ☒ N/A
TABC Permit (Alcohol Sales): ☐ Approved ☐ Denied ☒ N/A
Security Required by SPD? ☐ Yes ☐ No

If yes, the start time for security needs to be _____ and the end time needs to be _____

*ZERO OFFICERS
NEEDED. ON DUTY
WILL STOP BY*

City-Wide Event Notification Form

PERMITS REQUIRED

- ☐ TABC (A permit is required if alcohol is sold. A permit is also required if alcohol is served and an entry fee to the event is charged. If only serving (without an entry fee) or allowing guests to bring their own, a TABC permit is not required. Please provide a map of the event and indicate the exact areas where alcohol is being sold. **A copy of this permit MUST be given to the City at least 5 days prior to your event.**)
- ☐ TABC (A permit may be required if alcohol is given away, or sold as a fundraiser. Refer to Page 4 of this form).
- ☐ TABC (A permit may be required if a nonprofit plans to conduct an auction of alcoholic beverages and **will not be selling alcoholic beverages at the temporary event.** Nonprofit Entity Temporary Event Auctions form may be required. Refer to Page 5 of this form.
- ☒ Health Inspection/Food Permit (No food that needs to stay at a particular temperature can be sold unless by a food truck. Pre-packaged foods that can stay at room temperature do not need a health inspection/food permit.)
- ☐ Signage/Banner TxDOT Approval Letter (If the event is open to the public and a sign or banner is to be placed on a state highway.)
- ☐ Banner Fee (\$50 per location per event)
- ☐ Fireworks Permit (\$45. The Sealy Fire Marshal will inspect location and approve/disapprove the application.)
- ☒ City Event Permit (A permit is required if the event requires the use of city employees/facilities and is based on the number of participants, to include vendors, entertainment, audience, customers, etc.)
 - ☐ 150 or less participants (\$100/day)
 - ☒ 151-500 participants (\$250/day/per facility)
 - ☐ 501+ participants (\$500/day per facility)
 - ☐ N/A (Not requiring the use of city employees or facilities)

Rotary Club of Austin County Car Show
Timelines

Volunteer List

Assigned to
Gloria Long/Shelly Main
Tom Mendenhall/Charlie Wade
Interact
Mac Main/Pat Dennen

Assigned to
Tom Mendenhall/Show Place Classics
Charlie Wade
Mac Main/Pat Dennen
Interact/Gloria Long/Shelly Main

Assigned to

**Rotary Club of Austin County Car Show
Timelines**

Projected Timeline

Deadline	Activity	Completed By:
1/24/2025	Submit Community Event Form	Charlie
1/9/2025	1st Planning Meeting	Team
2/27/2025	Present to City Council	Charlie/Tom
4/1/2025	Distribute Flyers	Team
1/30/2025	Create Social Media Event Page	Tom
1/30/2025	Add to Chamber & CVB Calendar	Charlie
3/1/2025	Pay City Permit Fee	Waived
	2nd Planning Meeting	Team
2/1/2025	Interact	Charlie
	Get Garbage Cans from City	Mac
	3rd Planning Meeting	Team
	4th Planning Meeting	

Supply List Price Sheet
 Raffle Tickets
 Bucket for Tickets
 Petty Cash - Cash Drawer

**Rotary Club of Austin County Car Show
Timelines**

Set-up Timeline

<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Assigned to</u>
9:30 AM	Mark off / Number Food Truck Parking	Fowlkes Street	Interact
9:30 AM	Set-up T-Shirt/Koozie sale tables		
10:00 AM	Set-up trophy tables		
10:00 AM	Stage Set-up		
10:00 AM	Put out trash cans		
10:00 AM	Set Up Barricades	Main/Fowlkes	

Event Timeline

<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Assigned to</u>
10:00 AM	Car Show Registration		
10:00 AM	Vendor Registration		
1:00 PM	Show Starts		
4:00 PM	Awards- 50/50 Drawing		
5:00 PM	Streets Open		

Lesley Aguado

From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>
Sent: Tuesday, January 28, 2025 6:00 PM
To: Lesley Aguado; Pat Dennen
Subject: Re: Main Street Sealy Car Show Event Form

Hi Lesley!

The street closures are the areas highlighted in blue and yellow. Main Street will be closed from the ally between the Theater and Saddleback to Front Street. Folkies will be closed from the ally between Bills and the Rom Church to 2nd Street.

Let me know if that helps!

On Tue, Jan 28, 2025, 9:14 AM Lesley Aguado <laguado@ci.sealy.tx.us> wrote:

Good morning Charlie,

Awesome!

On the map can you include the street closures for this event. I'll make sure to check the tabs for updates.

I am having a meeting with Patrick tomorrow to go over everything that I currently have and I will let you know if we need anything else.

Have an awesome week!

Thank you,

LESLEY AGUADO

Public Works Administrative Assistant



(979) 627-6117



(979) 398-1416



405 Main Street • PO Box 517 • Sealy, TX 77474



laguado@ci.sealy.tx.us



www.ci.sealy.tx.us



From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>

Sent: Monday, January 27, 2025 7:52 AM

To: Lesley Aguado <laguado@ci.sealy.tx.us>

Cc: Rentals <rentals@ci.sealy.tx.us>; Pat Dennen <chief100fire@yahoo.com>; saddlebacksaloon@yahoo.com

Subject: Re: Main Street Sealy Car Show Event Form

Good Morning Lesley,

I have updated the spreadsheet to outline where our sound system will be as well as the list of volunteers. If you look at the 2nd tab labeled "Map", we have notated where everything will be set up. The sidewalks will primarily be used for pedestrian traffic; however, a few of the car show participants may bring lawn chairs to sit in the shade. In the past, when they have done this they have pushed them up against the buildings so people are still able to walk through. They do not block them off completely. The sound system is just one speaker set near the registration on the corner of Main and Fowlkes Street. It will be next to Show Place Classics van used for participants to register.

The tab labeled "Timelines" shows what needs to be done on the day of the show and who it is assigned to. We may have more volunteers as the event gets closer, but this is our core group that has handled it the past few years.

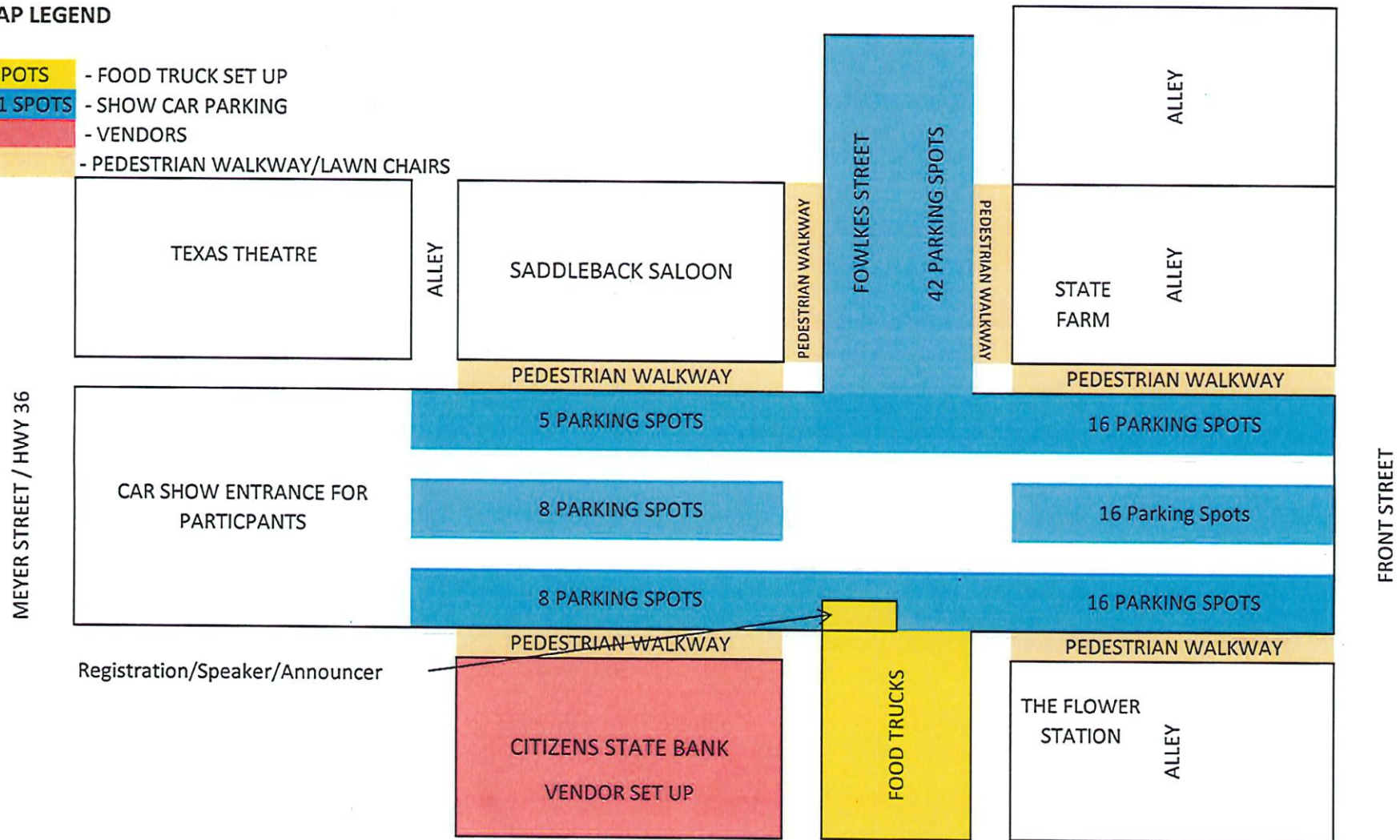
The banner is on our checklist in case we decide to do that in the future. This year, we will not be applying for the permit. Last year we had to reschedule due to the weather, therefore we do not want to run the risk of advertising over Highway 36 in case we have the same issue.

We will get the list of businesses and the approvals from Bills and Citizens this week and forward them to you.

SEALY MAIN STREET CLASSIC CAR SHOW

MAP LEGEND

- 8 SPOTS - FOOD TRUCK SET UP
- 111 SPOTS - SHOW CAR PARKING
- VENDORS
- PEDESTRIAN WALKWAY/LAWN CHAIRS



Lesley Aguado

From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>
Sent: Monday, February 3, 2025 7:00 AM
To: Lesley Aguado; Pat Dennen
Subject: Re: Main Street Sealy Car Show Event Form

Good Morning Lesley,

I just wanted to follow up to let you know Bills Grocery has given us permission to use their grassy lot for spectator parking and Citizens State Bank has given us permission to use their lot for vendors.

Please let me know if you need anything else! Have a great day!

Charlie

On Tue, Jan 28, 2025 at 8:14 AM Lesley Aguado <laguado@ci.sealy.tx.us> wrote:

Good morning Charlie,

Awesome!

On the map can you include the street closures for this event. I'll make sure to check the tabs for updates.

I am having a meeting with Patrick tomorrow to go over everything that I currently have and I will let you know if we need anything else.

Have an awesome week!

Thank you,

LESLEY AGUADO

Public Works Administrative Assistant

(979) 627-6117

(979) 398-1416

405 Main Street • PO Box 517 • Sealy, TX 77474

laguado@ci.sealy.tx.us

www.ci.sealy.tx.us



From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>

Sent: Monday, January 27, 2025 7:52 AM

To: Lesley Aguado <laguado@ci.sealy.tx.us>

Cc: Rentals <rentals@ci.sealy.tx.us>; Pat Dennen <chief100fire@yahoo.com>; saddlebacksaloon@yahoo.com

Subject: Re: Main Street Sealy Car Show Event Form

Good Morning Lesley,

I have updated the spreadsheet to outline where our sound system will be as well as the list of volunteers. If you look at the 2nd tab labeled "Map", we have notated where everything will be set up. The sidewalks will primarily be used for pedestrian traffic; however, a few of the car show participants may bring lawn chairs to sit in the shade. In the past, when they have done this they have pushed them up against the buildings so people are still able to walk through. They do not block them off completely. The sound system is just one speaker set near the registration on the corner of Main and Fowlkes Street. It will be next to Show Place Classics van used for participants to register.

The tab labeled "Timelines" shows what needs to be done on the day of the show and who it is assigned to. We may have more volunteers as the event gets closer, but this is our core group that has handled it the past few years.

The banner is on our checklist in case we decide to do that in the future. This year, we will not be applying for the permit. Last year we had to reschedule due to the weather, therefore we do not want to run the risk of advertising over Highway 36 in case we have the same issue.

We will get the list of businesses and the approvals from Bills and Citizens this week and forward them to you.

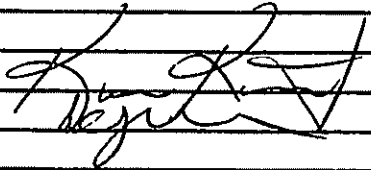
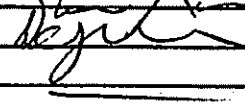
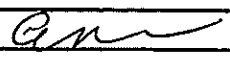
**Main Street Sealy Classic Car Show
April 27, 2025 Downtown Street Closure Approvals**

<u>Downtown Business</u>	<u>Approval Y/N</u>	<u>Printed Name</u>	<u>Signature</u>
Big 99 Cent Store		SEE PAGE 2	
Bill's Country Market		" " 3	
Bliss		" " 3	
Botts Title		" " 2	
Citizens State Bank	Y	BRAD BULTECHER	BRAD BULTECHER
Edward Jones	yes!	Dawn Russell	Dawn Russell
Good Samaritan	YES	Megan Kutra	Megan Kutra
Jeff Trevino		SEE PAGE 2	
K Nails & Spa		" " 3	
Lety's Salon	Y	Patricia Kenfro	PK
Marisol Salon	Y	Marisol López Castro	Marisol López Castro
Mesquite Mexican Grill		SEE PAGE 2	
OGH Services	Y	TODD THORP	T Thorp
Paramount Productions			
Performing Fine Arts of Sealy			
Realty One Group			
Saddleback Saloon	Y	TOM MENDENHALL	Tom Mendenhall
Sealy Hair Salon			
Sharon's Barber Shop	Y	SHARON POLIGHTLY	Sharon Polightly
State Farm Insurance		SEE PAGE 2	
STX Insurance	Y	Jessica Saucedo	J Saucedo
Sunset Pools			
The Salon		SEE PAGE 3	
Upscale Resale		" " 2	
Wilson Engineering		" " 2	
Wolf Pack Bar & Grill	Y	Megan Cupples	Megan Cupples
Wooden Spool		SEE PAGE 2	
STATEWIDE INS.	Y	SHARON POLIGHTLY	Sharon Polightly

**Main Street Sealy Classic Car Show
April 27, 2025 Downtown Street Closure Approvals**

<u>Downtown Business</u>	<u>Approval Y/N</u>	<u>Printed Name</u>	<u>Signature</u>
Big 99 Cent Store	YES	RASU	
Bill's Country Market			
Bliss			
Botts Title	YES	BRENDA W. KREHNAR	Brenda W. Krehnar
Citizens State Bank			
Edward Jones	Yes	Amber Helton	Amber Helton
Good Samaritan			
Jeff Trevino	YES	JEFF TREVINO	Jeff Trevino
K Nails & Spa			
Lety's Salon			
Marisol Salon			
Mesquite Mexican Grill	Yes	Maria Melesio	Maria Melesio
OGH Services			
Paramount Productions			
Performing Fine Arts of Sealy			
Realty One Group			
Saddleback Saloon			
Sealy Hair Salon			
Sharon's Barber Shop			
State Farm Insurance	Yes	Virginia Gilbert	Virginia Gilbert
STX Insurance			
Sunset Pools			
The Salon			
Upscale Resale	Yes	BJ West	BJ West
Wilson Engineering	Yes	Melanie Willingham	Melanie Willingham
Wolf Pack Bar & Grill			
Wooden Spool	Yes	Michael Arguio	Michael Arguio

**Main Street Sealy Classic Car Show
April 27, 2025 Downtown Street Closure Approvals**

<u>Downtown Business</u>	<u>Approval Y/N</u>	<u>Printed Name</u>	<u>Signature</u>
Big 99 Cent Store			
Bill's Country Market	Y	KEVIN KRANPITZ	
Bliss	Y	K Nails	
Botts Title			
Citizens State Bank			
Edward Jones			
Good Samaritan			
Jeff Trevino			
K Nails & Spa	Y	Buss	
Lety's Salon			
Marisol Salon			
Mesquite Mexican Grill			
OGH Services			
Paramount Productions			
Performing Fine Arts of Sealy			
Realty One Group			
Saddleback Saloon			
Sealy Hair Salon			
Sharon's Barber Shop			
State Farm Insurance			
STX Insurance			
Sunset Pools			
The Salon	Y	Gabriella Espinoza	
Upscale Resale			
Wilson Engineering			
Wolf Pack Bar & Grill			
Wooden Spool			

**Main Street Sealy Classic Car Show
April 27, 2025 Downtown Street Closure Approvals**

<u>Downtown Business</u>	<u>Approval Y/N</u>	<u>Printed Name</u>	<u>Signature</u>
Big 99 Cent Store			
Bill's Country Market			
Bliss			
Botts Title			
Citizens State Bank			
Edward Jones			
Good Samaritan			
Jeff Trevino			
K Nails & Spa			
Lety's Salon			
Marisol Salon			
Mesquite Mexican Grill			
OGH Services			
Paramount Productions			
Performing Fine Arts of Sealy			
Realty One Group			
Saddleback Saloon			
Sealy Hair Salon			
Sharon's Barber Shop			
State Farm Insurance			
STX Insurance			
Sunset Pools			
The Salon			
Upscale Resale			
Wilson Engineering			
Wolf Pack Bar & Grill			
Wooden Spool			

Lucy's Pic House & Grill

Lucia Virueza



	Verbal	Flyer
Big 99 Cent Store	✓	✓
Bill's Country Market	✓	
Bliss	✓	✓
Botts Title	✓	✓
Citizens State Bank	✓	
Edward Jones	✓	✓
Good Samaritan	✓	✓
Jeff Trevino	✓	
K Nails & Spa	✓	✓
Lety's Saloon	✓	✓
Lucy's Pie & Grill		✓
Marisol Salon	✓	✓
Mesquite Mexican Grill	✓	✓
OGH Services		
Paramount Productions	✓	✓
Performing Fine Arts of Sealy	✓	
Realty One Group	✓	✓
Sealy Hair Salon	✓	✓
Sharon's Barber Shop	✓	✓
State Farm Insurance	✓	✓
STX Insurance	✓	✓
Sunset Pools	✓	✓
The Salon	✓	✓
Upscale Resale		

Lesley Aguado

From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>
Sent: Monday, March 10, 2025 9:03 AM
To: Lesley Aguado
Subject: Re: List of Business approvals

Correct on both.

On Mon, Mar 10, 2025, 9:43 AM Lesley Aguado <laguado@ci.sealy.tx.us> wrote:

Sorry I forgot to include this in the last email.

1. There will be no inflatables or carnival rides at your event, is this correct?
2. The vendors will pay a \$40 fee, is this correct?

Thank you,

LESLEY AGUADO

Public Works Administrative Assistant



(979) 627-6117



(979) 398-1416



405 Main Street • PO Box 517 • Sealy, TX 77474



laguado@ci.sealy.tx.us



www.ci.sealy.tx.us



From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>
Sent: Monday, March 10, 2025 8:30 AM
To: Lesley Aguado <laguado@ci.sealy.tx.us>
Cc: Charlie Wade <charliewade77@gmail.com>; Patrick Parsons <pparsons@ci.sealy.tx.us>
Subject: Re: List of Business approvals

Hi Lesley!

I have attached a copy of our flyer. I will send the updated copy of the volunteer list in the next few weeks. As of now, it has not changed.

Have a great week!

Charlie

On Mon, Mar 10, 2025, 9:19 AM Lesley Aguado <laguado@ci.sealy.tx.us> wrote:

Good morning,

I was looking thought everything and here are a few things that I am missing.

1. Promotional flier
2. Updated list of volunteers if you have one. If not please turn one in 10 days prior to your event.

Thank you,

LESLEY AGUADO

Public Works Administrative Assistant



(979) 627-6117



(979) 398-1416



405 Main Street • PO Box 517 • Sealy, TX 77474



laguado@ci.sealy.tx.us



www.ci.sealy.tx.us



From: Austin County Rotary Club <austincountyrotaryclub@gmail.com>

Sent: Friday, March 7, 2025 1:27 PM

To: Lesley Aguado <laguado@ci.sealy.tx.us>

Cc: charliewade77@gmail.com; Patrick Parsons <pparsons@ci.sealy.tx.us>

Subject: Re: List of Business approvals

I'm out of town for work, so I asked Pat for it. We will get it to you!

On Fri, Mar 7, 2025, 2:18 PM Lesley Aguado <laguado@ci.sealy.tx.us> wrote:

Hi Charlie,

Main Street Sealy CLASSIC CAR SHOW

**SUNDAY
APRIL 27
CHECK IN
9 AM-NOON
AWARDS @ 3PM**

**HOSTED BY
SADDLEBACK
SALOON**



**35
AWARDS!
50
DASH PLAQUES!**

**OPEN TO ALL CLASSIC VEHICLES
STREET RODS, HOT RODS, RAT RODS, MUSCLE CARS,
CUSTOMS, TRUCKS AND 4X4S**



Rock & Roll Tunes!
This is a Show & Shine Event.
No Sound. No Burn Outs.
Show Responsibly.

Visit ShowplaceClassics.com
Visit and Like
[facebook.com/ShowplaceClassics](https://www.facebook.com/ShowplaceClassics)



**Bayou City
Cup Series XI**

(832) 373-9202
karshowkerry@yahoo.com

Up to '35's, '36-'49's '50's,
'60-'66's, '67-'69's '70's,
'80-'98's, '99's & up, Import/Exotic.
Trucks: up to 1959, 60's, 70's, 80's, 90's & up.
Best of Categories: Best Chevy, Best GM,
Best Ford/Linc/Merc, Best Mopar,
Best Paint, Best Engine, Best of Show.

50/50 split the Pot! Proceeds for the
Austin County Rotary Club



Exemption Verification Letter



Texas Comptroller of Public Accounts
Austin, TX 78774

August 22, 2024

ROTARY CLUB OF SEALY
625 7TH ST
SEALY, TX 77474-3317

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Sales and use tax, as of 1998-09-08

(provide Texas sales and use tax exemption certificate [Form 01-339 \(Back\)](#) to vendor)

The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 32008002233

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a [permit](#) for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication [Exempt Organizations: Sales and Purchases](#) (96-122). [Online registration is available.](#)

For information concerning sales taxpayer permit status, please use the [vendor search](#) we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from [Business and Nonprofit Forms page](#) of the [Secretary of State's website](#). Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the [Foreign or Out-of-State Entities page](#) on the Secretary of State's website.

Our publications and other helpful information are available on our [website](#). If you need more information, write to us at exempt.orgs@cpa.texas.gov, or call us at 800-252-5555.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc 811 Madison Ave Toledo OH 43604	CONTACT NAME: Macy Gorrell / Sara Humphries PHONE (A/C, No, Ext): 419-259-2710 FAX (A/C, No): 419-255-7557 E-MAIL ADDRESS: Rotary@hylant.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Westchester Surplus Lines Insurance Company		10172
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

Insured
All Active US Rotary Clubs & Districts
Rotary Club of Austin County
Attn: Risk Management Dept.
1560 Sherman Avenue
Evanston, IL 60201-3698

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		G73578917003	7/1/2024	7/1/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		G73578917003	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER City of Sealy 415 Main Street Sealy, TX 77474 (979)885-3511	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>
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Rotary Club of Austin County Car Show

Car Club Attendees

SponSORS

Line #	Company Name	Contact Name	Phone	E-mail	Amount
1	Universal Automotive	Paul Kalinec	979.627.7746	paulkalinec@yahoo.com	\$200.00
2	Tegeler Chevrolet	Jaye Mills - GM	979.987.7900	sondia@tegelerchevrolet.com	\$200.00
3	RK Off Road				
4	Momentum Dodge	Patrick Cummins	979-559-5733	patrick.cummins@sonicautomotive.com	\$200.00
5	Ryan Ford				\$200.00
6	Hennessee				
7	State Farm	Virginia	979.885.7497	virginia@sealytxinsurance.com	\$200.00
8	Citizens State Bank	Rikki Howard	979.885.3571	rhoward@csbsealy.com	\$100.00
9	Riverside Automotive	Joey P	979.885.4009	info@riversidetire.com	\$200.00
10	Big T's				
11	Bumbera's				
12	Tricia Turner Group/Real Brokerage	Trisha Turner	832.563.0916		\$200.00
13	Fernandez Towing	Mark Fernandez	832.439.5542	fernandezandsons@gmail.com	
14					
15					
16					
17					

\$1,500.00

Rotary Club of Austin County Car Show
Car Club Attendees

24	2025	
Logo	Amount	Logo
Received		
Received		
Received		
Received		
Received		
Received		
Received		
Received		

Rotary Club of Austin County Car Show

Vendors

<u>Name</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>Paid</u>	<u>Merchadise Description</u>
Christina Corona	Christina Corona	713.409.7216	chrscoro@yahoo.com		T-Shirts, Koozies, Cups
Red Dawn Designs	Dawn Blunk	979.472.9602	antcissy@yahoo.com		T-Shirts, Koozies, Cups
Cactus Butt Creations	Sheila McKnight	979.238.0934	cactusbuttcreations@usa.com		Soap, jellies, tea, etc.
The Hot Wheel Guy	James Gram	737.610.0564	thehotwheelguy@yahoo.com		Die cast Hot Wheels
Pilat's Shine Salsa and Crock Pickles	Philip Pilat	361.235.9443	livewirepilat@hotmail.com		Salsa, pickles, crock food
3 G Plants and More	Albertaine Garcia	979.733.6311	albertanegarcia2015@gmail.com		Plants
Jacks Western Art	Jack Murphy	979.627.3958	jackshorshoeart@ymail.com		Horse Shoe, Metal Art
M & M Expressions	Priscilla McDons	346.265.9501	pasprwt@icloud.com		Dessert Candles

\$0.00

Food trucks

<u>Name</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>Paid</u>	<u>Booth Number</u>	<u>Merchadise Description</u>	<u>City Permit</u>	<u>City Inspection</u>
M. Adventures	Bryan Martisek	281.455.1935				Ice Cream	Y	
Maya's Mexican	Martha Garcia	832.535.7981				Mexican Food	Y	
Pupuseria Sarai	Teresa Milla	832.846.9218					Y	
Tacos y Tortas Palma	Bryan Figuera	281.939.8581					Y	
Taqueria Panchita	Lisbeth Lopez	979.398.0906					Y	
Tortas y Tacos El Tio	Maria Cruz Herrera	346.280.0873					Y	
Shiver Shack	Jane Ehlert	281.773.2468					Y	
Snowstorm Shaved Ice	Doris Fuller	979.398.0004				Shaved Ice	Y	
No Bull Taco's	Ann Marks					Taco Truck		
Lemonaide								
???								

\$0.00

Rotary Club of Austin County
Press Releases

<u>Date</u>	<u>Media Outlet</u>	<u>Story Notes</u>	<u>Air Date/Time</u>
	Sealy News Banner Press Austin County News Online Houston Media Outlets		

City of Sealy

City-Wide Event Notification Form



EXHIBIT D: CITY-WIDE APPLICATION REVIEW TEAM MEETING CHECKLIST

Date of Meeting: 02/05/2025

Name of Event: Main St. Classic Car Show Date of Event: 04/27/2025

THIS MEETING MUST BE HELD BETWEEN 60-80 DAYS PRIOR TO THE EVENT

THE EVENT MUST BE APPROVED BY CITY COUNCIL AT LEAST 30 DAYS BEFORE THE EVENT

CITY STAFF (OR REPRESENTATIVE) REQUIRED TO ATTEND THE MEETING: (Check the box to confirm attendance)

- | | | |
|--|---|---|
| ☒ City Manager | ☒ Chief of Police | ☒ Public Works Director |
| ☒ Parks/Rec Superintendent | ☒ Exec Asst to City Manager | ☒ <u>Brooke K.</u> |
| ☒ Code Enforcement Officer/ Health Inspector | ☐ | ☐ |
| ☐ | ☐ | ☐ |

APPLICANT REPRESENTATIVE NAMES:

Charlie
Pat

1. Application was received at least 90 days, but not earlier than one year prior to the event?

☒ YES ☐ NO Per Policy, the City cannot approve an application if not submitted timely.

2. Application was completed in full by the applicant?

☒ YES ☐ NO City staff provides support during the application process but will not act as your project manager

3. Applicant must be one of the following:

☐ Business ☒ Non-profit (501 (c)(3)) ☐ School ☐ Place of Worship

4. Participant projections indicated on the City-Wide Event Notification Form:

☐ Up to 150 (\$100.00) ☒ More than 151-499 (\$250.00) ☐ More than 500 (\$500.00)

Levine Park is limited to a maximum participant of 150

5. Explain how you arrived at the projected number of attendees? Where are you advertising (social media, promotional flier at local businesses, newspaper advertisements. Did you pay for booster ads on social media, What was your marketing strategy? What are the areas/towns/counties you are advertising in? The Review Team should be able to explain to City Council how the applicant came up with the attendance projections.

Sealy News, Banner Press, Austin County New Online,
Houston media outlets, & social media.

Due to the importance of scheduling enough security staff, assistance from other local law enforcement jurisdictions, ensuring adequate parking and traffic management for public safety, considerations for residents living in the City's park areas, and many other factors, it is very important that facts are accurate. Discrepancy(s) in participant projections between the application and presentation to City Council will cause the agenda item to be tabled until the next regularly scheduled City Council meeting.

6. Will the event be free to attendees, or will there be an entry fee?

☒ No Charge for Attendees ☐ The Entry Fee will be \$ _____

7. Will the vendors be charged a fee?

☐ No Charge for Vendors ☒ Vendors will be required to pay a fee of \$ 40

8. Does the Review Team consider any components of the proposed event to put on undue burden on the City, or deemed to be a safety hazard?

☐ YES ☒ NO

9. Have any other units of government given the event an unfavorable review?

☐ YES ☒ NO

10. Does the Review Team find that the applicant has evidence of sufficient resources required, such as volunteer personnel and schedule, equipment, funding, schedule of events, site plan, etc? Is there a structured plan with all impacts to the residents, businesses, traffic/parking and city staff considered?

☒ YES ☐ NO

Any changes to the site plan or changes in events and carnival rides, entertainment, etc. will require approval from City Council. If there are any changes to the event plan following the Review Team's meeting with the applicant, the event will be pulled from an upcoming City Council agenda so that the Review Team is able to reconvene for reconsideration of the changes.

11. Has this event been held in the City in the past?

☒ YES ☐ NO If "yes", provide dates and review Post Event Forms as applicable.

If "yes", was this applicant the Event Organizer? ☒ YES ☐ NO

April 28th, 2024

12. If this is a repeat event, list any findings on Post Event forms that were reviewed:

☒ N/A

Please indicate if there were any issues:

☐ Park/Facility(s) not left in clean condition

☐ Keys not returned

☐ Failure to provide requested information

☐ Lack of volunteers

☐ Volunteer schedule not provided

☐ Unapproved alcohol on premises

☐

☐ Other:

☐ Damages to City Property

☐ Citizen complaints

☐ Non-responsive to emails, calls, texts

☐ Volunteer roles not defined

☐ Exceeded approved hours

☐ Noise / Loud music

☐

13. Will alcohol be sold, given away or raffled? If so, has applicant secured approvals from TABC, if applicable?

☐ YES ☒ NO ☐ N/A

14. Has applicant secured approval from TxDOT if banners are to be hung?

☐ YES ☒ NO ☐ N/A

15. Does the applicant have a realistic event plan?

☒ YES ☐ NO

They provided a timeline for the event, list of volunteers, site map, insurance policy, and vendors/food truck list.

16. Did the Review Team identify negative impacts of the event on local residents, businesses or traffic flow?

☐ YES ☒ NO

If "yes", please describe:

17. Are there any outstanding items or requests by City Staff of the Applicant that have not been addressed or received?

☒ YES ☐ NO

Vendors / food trucks need to provide generators.

18. Will this event conflict with any other approved events or City work priorities?

☐ YES ☒ NO

19. Has applicant submitted all fees, such as Event Permit Fee, Facility Rental Fees, Deposits, Banner Fee, Security Fee, etc.?

☐ YES ☒ NO

Permit fee is collected 20 days prior to event

20. Will any components of the event that require special provisions or a variance from an ordinance?

☐ YES ☒ NO (Park Hours, Open containers/food downtown district, Other)

Note: Park Hours 6:00 am – 11:00 pm

21. Will there be musical and other types of entertainment requiring sound amplification?

☒ YES ☐ NO

If "Yes", a site map will be required to indicate how many and where the amplifiers will be located.
If "Yes", review the Noise Regulation on Page 13 of the Planning Guide

22. Does the Review Team recommend additional portable toilet and hand-washing station rental, and if so, where is this to be located?

☒ YES ☐ NO

23. Does the event include Food Trucks? ☒ YES ☐ NO

If "yes" were the requirements and laws reviewed with the applicant? (Page 14 of Planning Guide)

☒ YES ☐ NO

Need permits Health - list provided

24. Did the Review Team review the Deadline Requirements with the Applicant? (Page 8 -Guide)

☒ YES ☐ NO

25. Was applicant informed that the City cannot provide generators, mechanical equipment, electrical cords, and tables and chairs for outside use?

☒ YES ☐ NO

26. Did the City-Wide Events Official review insurance requirements with the applicant?

☒ YES ☐ NO

27. If the event is being held at the W. E. Hill Community Center and Chapman B&PW Park area(s) and the event will spill over onto or plan to use the Sealy Cemetery's soccer fields, the applicant is required to add Sealy Cemetery Association and the City of Sealy as additional insured on the event insurance. If applicable, select "Yes":

☐ YES ☒ NO

28. Will the Event Organizer be placing Off-site event signs on private property?

☐ YES ☒ NO

If "yes" please review Signage regulations found on pages 16-17 of Planning Guide with the Applicant and indicate this was completed: ☐ YES ☐ NO ☐ N/A

29. The Chief of Police will determine **the number of security personnel required** for the event if the event is serving, selling or allowing alcohol (including BYOB), has 500+ participants (including attendees, vendors, entertainment, audience, customers, volunteers, etc.) and per the Risk Factor Tables.

Will Sealy PD Security be Required for the Event?

☐ YES ☒ NO ☐ N/A

Required: _____ Cost \$ _____

30. Will any City-owned facilities be rented/utilized? ☐ YES ☒ NO

If "Yes", indicate which facilities: (Refer to Capacity Considerations Chart in the

☐ Liedertafel Hall

☐ W. E. Hill Community Center

☐ Chapman B&PW Pavilion

☐ Levine Park/Pavilion

☐ Cryan Park Area

☐ Scranton Park Area

If "Yes", attach the signed rental agreement.

31. Will the applicant be submitting a Fireworks Permit?

☐ YES ☒ NO

If "Yes" has the Fire Marshal approved the application?

☐ YES ☐ NO ☐ N/A

Attach the following:

- ☒ List of volunteer personnel
- ☒ Schedule of volunteer responsibilities
- ☒ Schedule of events
- ☒ Site plan
- ☒ Map showing street closures (if not identified on site plan)
- ☒ Parking and transportation of participants Plan showing where the automobiles will park for the event, and if there is not room, a description of how the participants will be transported to and from the event from an off-site location; also, if commercial or private parking lots will be used, provide letters of approval from those of relevance
- ☒ Events taking place in the Downtown District require a list of signatures from all businesses showing they are aware of the proposed event and support it
- ☐ Signed Rental Agreement for City-owned facilities N/A
- ☐ Post Event Reports from previous years, if applicable N/A
- ☐ Pictures of any activities or carnival rides, be able to explain logistics and setup/takedown
- ☐ Promotional Flier
- ☒ Site map showing requested Sound Amplification equipment (#18)
- ☐ If applicable, Fire Marshal's approval of Fire Works Permit N/A
- ☐ Proof of TXDOT approval to hang banners N/A
- ☐ Proof of TXDOT approval to place signs in TxDOT ROW (at least 5 days before event) N/A
- ☐ TABC Permit, if applicable (must be provided to City at least 5 days before the event) N/A
- ☐ Nonprofit Entity Temporary Event Auctions form, if applicable N/A
- ☒ Proof of Non-Profit status, current and in good standing
- ☒ Health Inspection/Food Permit, if applicable

- ☐ Attach any other items requested from the applicant and reviewed by the Review Team
 - ☐ updated volunteer list w/ responsibilities - 10 days prior to event.
 - ☐ updated food truck list - 14 days prior to event.
- ☐ Completed City Wide Event Notification Form with all fees and proof of fees and deposits collected All fees are collected 20 days prior to event.

- No Inflatables / Carnival rides per Charlie.

Item #3



AGENDA ITEM NO: _____

Discussion and Possible Action to regarding Ordinance Amending Budget for Fiscal Year 2024-2025 Budget.

SUBMITTED BY: Jennifer Matura, Director of Finance
MEETING DATE: March 18, 2025

STAFF REPORT

SUMMARY

Texas has participated in agreements with several companies to resolve legal claims for their role in the opioid crisis. Among them are marketing consultant McKinsey, pharmaceutical companies Endo and Teva, and opioid manufacturer Johnson & Johnson ("Janssen").

In response to the requirements of Senate Bill (SB) 1827 passed by the 87th Texas Legislature in 2021, the Texas Comptroller of Public Accounts publishes statewide opioid settlement agreement records.

SB 1827 requires the state to maintain an Opioid Abatement Account and an Opioid Abatement Trust Fund related to opioid abatement settlements. The account and fund are used to manage payments received by the state from settlements against opioid manufacturers, distributors, or other parties subject to violation of state or federal laws on the manufacture, marketing, distribution, or sale of opioids.

Texas currently expects to receive an estimated \$1.6 billion over 18 years from settlement agreements with, and court judgements against, companies related to their role in the opioid crisis. The \$1.6 billion includes only funds designated for the Opioid Abatement Trust Fund and Opioid Abatement Account in accordance with the statute. The funds will come in at different times as described in the individual settlement agreements. The amount may vary based on future settlements and changes to settlement agreements.

The Abatement Fund will receive 15% of each settlement, and the City of Sealy's allocation is 0.00013758. Section 16.210 of the Texas Administrative Code requires grant recipients to manage the day-to-day operations and activities of the grant and to maintain a sound financial management system to account for the grant award funds. Allowable use of these funds are established by an exhibit within the settlement. A copy of the list of allowable uses is attached to the resolution as Exhibit "A."

In Fiscal Year 2023 and 2024 the City received a total of \$7,738.71 in opioid grant funds which went unutilized. As a result, at the end of each fiscal year the total monies received were

attributed to the general fund balance. Since the use of these funds are restricted, they should be segregated into their own fund to ensure proper use and to provide for sound accounting.

The attached budget amendment will establish the new fund and increase the budget for transfers out in the General Fund and increase the budget revenue for state grant proceeds in the Opioid Grant Fund. A journal entry will be performed to allocate the \$7,738.71 from the General Fund Sales Tax Revenue into the State Grant Proceeds for the Opioid Grant Fund to avoid performing a reduction in the fund balance.

STAFF RECOMMENDATION:

Staff recommends City Council's approval of the Ordinance to establish an Opioid Grant Fund to restrict the funds we currently have and to receive and deposit future deposits from the Texas Opioid Abatement Trust Fund.

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, Senate Bill 1827 (2021) required the State of Texas to establish a fund to receive and distribute payments required by settlements against opioid manufacturers and distributors; and

WHEREAS, the Texas Opioid Abatement Trust Fund was established to distribute funds; and

WHEREAS, the Texas Opioid Abatement Council was established to ensure that money recovered by the state is allocated fairly and spent to remediate the opioid crisis statewide; and

WHEREAS, Texas expects to receive an estimated \$1.6 billion over 18 years from settlement agreements with, and court judgements against, companies related to their role in the opioid crisis; and

WHEREAS, Cities and Counties will receive 15 percent of the available funds based on a formula that includes "opioid instances"; and

WHEREAS, the City of Sealy's allocation of available funds is 0.00013758; and

WHEREAS, Section §16.210 of the Texas Administrative Code requires grant recipients to manage the day-to-day operations and activities of the grant and to maintain a sound financial management system to account for the grant award funds; 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 18th day of May 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

City of Sealy, Texas

Fiscal Year: 2025

Fund #: 10 / 63

Fund Name: General Fund / Opioid Grant Fund

Estimated Revenues & Other Financing Sources

Total increases	\$ 7,739
Total decreases	\$ -
Net increase (decrease)	\$ 7,739

Appropriations & Other Financing Uses

Total increases	\$ 7,739
Total decreases	\$ -
Net increase (decrease)	\$ 7,739

**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.

[illegible]



Project

248

Description

Opioid Abatement Fund

Project Status

Active

General

Description

Funding

Line Items

Detail

Filter By

Line Item

001

-Grant Funding

Date Range

0/00/0000

Thru

99/99/9999

Drag a column header here to group by that column

Date	Description	Fund	Account	Amount	Encumbrance	Order
03/24/2023	OPIOID ABATEMENT GR...	10	43610	6,478.35CR	0.00	
04/22/2024	OPIOID ABATEMENT SE...	10	43610	1,260.32CR	0.00	

7,738.71CR

0.00

☐ Edit This Record

Line Item Maint

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Item #4



STAFF REPORT

Meeting Date: March 18, 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.

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.

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

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 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.

ARTICLE VI. MULTIFAMILY DEVELOPMENTS

Sec. 28-50. Compliance required; application.

It shall be unlawful for any person to cause or permit the development, construction or occupancy of any multiple-family dwelling, except as provided herein. Provided further, it shall be unlawful for any person to convert the use of any hotel, motel, motor court, or other similar temporary lodging facility into a multiple-family dwelling except in compliance with the provisions hereof. Notwithstanding the foregoing, it shall be a defense to prosecution hereunder that a multiple-family dwelling development was approved by the city prior to the date of adoption of this article.

Sec. 28-51. Drainage, utilities, infrastructure, health and safety, and nuisances.

- (a) Multiple-family dwelling development should contain no more than 18 dwelling units per acre, but in no event shall the number of dwelling units per acre adversely impact drainage, utility functions, infrastructure, health, safety, or welfare, or create a nuisance.
- (b) Multiple-family dwelling development should be constructed to a height of no more than 45 feet above the natural grade, but in no event may such building be a height that adversely impacts drainage, utility functions, infrastructure, health, safety or welfare, or create a nuisance.

Sec. 28-52. Spacing between buildings.

Each building within a multiple-family dwelling complex shall be separated from other buildings by at least 35 feet.

Sec. 28-53. Building lines.

The following minimum building lines shall be required for lots or tracts containing multiple-family dwelling buildings, measured from the applicable property line; provided however if the lot is encumbered with a street easement or roadway right-of-way, such building line shall be measured from the boundary line of such street easement or roadway right-of-way nearest the center of the lot.

- (1) *Front yard.* The front yard building line shall not be less than 25 feet, except that where a front yard faces an arterial street, the front building line shall not be less than 35 feet.
- (2) *Side yard, interior.* The interior side yard building line shall be not less than five feet, except that where an interior side lot line is adjacent to property restricted by a duly recorded subdivision plat to, or primarily used for, single-family residential purposes, such interior side building line shall be not less than 25 feet.
- (3) *Side yard, street.* The side building line adjacent to a street shall be not less than 15 feet, except that where the side yard is adjacent to an arterial street such building line shall be not less than 25 feet.
- (4) *Rear yard; interior; alleyways.* The rear building line shall be not less than 15 feet. Provided, however, where the rear property line abuts an alleyway, there shall be a minimum of 30 feet between the buildings abutting said alleyway. Provided further, if the rear property line abuts an alleyway having a width of 20 feet or less but more than 15 feet, then the rear building line shall be not less than five feet; and if the rear property line abuts an alleyway having a width of 15 feet or less, then the rear

building line shall be not less than seven and one-half feet. In all cases, buildings shall be constructed in relation to the rear property line so that there shall at all times be not less than 30 feet between the rear building lines.

- (5) *Rear yard, major street.* A rear building line adjacent to an arterial street shall be not less than 25 feet.
- (6) *Zero lot line exception.* Notwithstanding the foregoing, there shall be no required interior side or rear building line if the wall adjoining such interior side or rear lot line, as applicable, is constructed with materials giving it a four-hour fire wall rating, except where a side or a rear lot line is adjacent to a lot or tract restricted by a duly recorded subdivision plat to, or primarily used for, single-family residential purposes.

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.

Sec. 28-55. Green space/recreational areas.

A minimum of 15 percent of the gross platted area shall be open green space and 15 percent common recreational areas. The 15 percent of the gross platted area designated for open space shall not be substituted for recreational areas. Said open green space and common recreational areas shall be areas not specifically designated or used as building sites for dwelling units, buildings sites for utility or storage buildings, parking lots, garages, streets, drainage and detention facilities, or driveways within the multiple-family development. The actual surface area of open green space, such as lawns and landscaping shall be considered in calculating the minimum requirement for open green space. Common recreational areas, such as swimming pools and surrounding paved deck, tennis courts, community rooms, saunas, and other recreational areas, shall be considered in calculating the minimum requirement for common recreational areas. Required buffer yards, except surfaced parking and driveways located within said buffer yards, if any, may be included in computing the minimum required area of green space.

Sec. 28-56. Screening.

The following screening requirements shall apply to multiple-family dwelling developments.

- (1) All refuse containers shall be screened.
- (2) Developers of a multiple-family dwelling shall install a six-foot solid fence, wall, or other similar screening device on the two sides and rear of any such multiple-family dwelling when adjacent to a lot that contains a single-family dwelling.

Sec. 28-57. Streets or driveways.

Each multiple-family dwelling complex shall have streets and driveways constructed of concrete cement, shall be curbed and guttered in accordance with existing requirements of the city, and shall be at least 28 feet in width throughout. All streets and driveways shall be lighted at night with a minimum intensity of two foot-candles' illumination.

Sec. 28-58. Sidewalks.

Sidewalks of concrete cement or other masonry construction shall be provided between the dwelling units and all community facilities provided for residents in accordance with applicable city standards and specifications. All walkways shall be lighted at night with a minimum intensity of two foot-candles' illumination.

Sec. 28-59. Windows.

All multiple story buildings within a multiple-family development complex shall be constructed so that there shall be no windows above the first floor on any sides which are adjacent to existing residential platted lots or existing single-family residences unless the following setbacks are met:

- (1) Forty feet in height 65 feet setback from the property line of the residential lot.
- (2) The height of the building may increase more than 40 feet at a ratio of one foot for each five feet of additional setback. For example, a building limited to 40 feet in height at 65 feet from a lot that is residential may be increased to a height of 60 feet at a point that is 165 feet from the property line of the residential lot.

Secs. 28-60—28-69. Reserved.

Item #5



Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

2025 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

February 28, 2025

PURPOSE

This letter is to notify you that your city's 2025 maximum access line rates have increased by 1.4785% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

DEFAULT RATES FOR 2025: INCREASE

Based on the choices made by your city in April 2024, your city's 2025 rate will either be adjusted for inflation, or will remain the same as your 2024 rate. According to our records, when similar CPI adjustments were made in April 2024, your city chose the MAXIMUM allowable CPI-adjusted rates. Therefore, your 2025 rates will reflect an increase of 1.4785% from your 2024 rates. You have the option to decline this increase in rates by taking the action explained below.

ACTION BY CITY: TO REFUSE THE INCREASE

(1) You do not have to respond to accept the increased access line rates. (2) Respond ONLY if you want to DECLINE the increase in access line rates. (3) To decline, notify the PUC using page 2 of this letter no later than April 30, 2025. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2025?

If a city does not respond by April 30, 2025, the rates for your city will increase from 2024 levels to the newly established 2025 levels. The next opportunity to adjust your rates will be September 1, 2025.

WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and your city will be compensated accordingly no later than July 1, 2025.

FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2025, you will receive a similar letter in March 2026.

See over...

City of Sealy

SECTION 1: Your 2024 city preferred rates are as follows:

Residential: \$0.38 Non-Residential: \$0.66 Point-to-Point: \$0.94

SECTION 2: Your default rates for 2025 are as follows. Note: These are higher than the 2024 rates (above) due to the CPI inflation adjustment.

Residential: \$0.39 Non-Residential: \$0.67 Point-to-Point: \$0.96

To decline your default increase in rates, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.

I _____, Title _____, am an authorized representative for the City/Town/Village of _____. The City declines to accept the default rates indicated in SECTION 2 above. Instead, we choose the following rates: Residential _____; Non-Residential _____; Point-to-Point _____.

Date: _____

Signature: _____

Other Comments:

HOW TO RESPOND

Mail: Stephen Mendoza
Public Utility Commission
P.O. Box 13326
Austin, Texas 78711-3326

INQUIRIES

Inquiries only. NOT for sending your response.
HB1777@puc.texas.gov
Phone No: 512-936-7394

Or FAX to Stephen Mendoza at: 512-936-7428;
EMAIL to stephen.mendoza@puc.texas.gov

CITY CONTACT INFORMATION

Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1: (979) 885-3511

Phone No. 2: _____

Fax No: (979) 885-3513

Email: lkuciemba@ci.sealy.tx.us

Address

LARRY KUCIEMBA CITY MANAGER
or current city official responsible for right-of-way issues
CITY OF SEALY
P O BOX 517
SEALY TX 77474

Item #6

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, APPROVING PARTICIPATION IN AND APPLICATION FOR THE WALMART SPARK GOOD LOCAL GRANT PROGRAM

* * * * *

WHEREAS, The City of Sealy finds it in the best interest of the citizens of Sealy that the Walmart Spark Good Local Grant be operated for 2025; and

WHEREAS, City of Sealy agrees that in the event of loss or misuse of the Walmart Spark Good Local Grant Funds, City of Sealy assures that the funds will be returned to the Walmart Spark Good Local Grant in full.

WHEREAS, City of Sealy designates Kimbra Hill, City Manager, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED that City of Sealy approves submission of the grant application for the Local Grant to the Walmart Spark Good.

BE IT FURTHER RESOLVED that Kimbra Hill, City Manager, is designated as the Program Director and Jennifer Matura, Director of Finance, is designated as the Financial Officer for this grant.

Passed and Approved this 18th day of March 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

Grant Number: _____

Item #7

TEXAS DEPARTMENT OF PUBLIC SAFETY

CRIME RECORDS SERVICES

LICENSE PLATE READER (LPR) USER AGREEMENT

This document constitutes a User Agreement which sets forth the duties and responsibilities of the User Agency in order to gain access to the Texas Automated License Plate Reader (LPR) Database administered by the Texas Department of Public Safety (TXDPS). The User Agency shall be a criminal justice or law enforcement agency.

USER AGENCY: _____

ADDRESS: _____

The LPR Database shall consist of shared data from all participating local, state, and federal agencies, as well as TXDPS captured data, of the following information associated with a license plate captured by an LPR: license plate numbers; latitude and longitude coordinates indicating where the plate was captured; date/time of the capture; and Originating Agency Identifier (ORI) information of the agency capturing the information. The LPR Database shall be maintained, operated, and managed by TXDPS on a 24 hour, 7 days a week, 365 days a year basis.

A. USER AGENCY RESPONSIBILITIES

1. The User Agency may only access and use LPR information for official criminal justice purposes. LPR information shall not be accessed or used for any other purpose.
2. The User Agency shall allow TXDPS to share the User Agency's data contributed to the LPR Database with other authorized criminal justice or law enforcement agencies.
3. The User Agency shall provide its own internet connectivity and maintenance which meets Criminal Justice Information Services (CJIS) Security Policy requirements.
4. The User Agency shall retain sole ownership of, sole responsibility for, and exclusive control over the content of the information that it contributes to the LPR Database.
5. The User Agency shall, at will and at any time, update, correct, or delete the information that it contributes to the LPR Database.
6. The User Agency has the sole responsibility to ensure that the information it contributes to the LPR Database was not obtained and is not maintained in violation of any federal, state, or local law applicable to that agency.
7. The User Agency has sole responsibility and accountability for ensuring compliance with all laws, regulations, policies, and procedures applicable to its entry and sharing of information into the LPR Database, including but not limited to the federal Driver's Privacy Protection Act (18 U.S.C. §2721 et seq.) and the Texas Motor Vehicle Records Disclosure Act (Tex. Transp. Code Ch. 730).
8. The User Agency shall duly report to TXDPS, in writing, any instance in which LPR information is used in an unauthorized manner. Such notice shall be provided immediately, but no later than three (3) calendar days of when the User Agency first learned of the unauthorized use.
9. The User Agency has the duty, sole responsibility, and accountability to make reasonable efforts to ensure the accuracy, upon entry and continuing thereafter, of information that it contributes to the LPR Database.
10. The User Agency is solely responsible for the actions or omissions of its employees and officers.
11. The User Agency shall permit access to the LPR Database only to individual users who meet standard Texas Law Enforcement Telecommunications System (TLETS) credentials.

B. GENERAL TERMS

1. TXDPS shall notify the User Agency if it receives a challenge to or reasonable question about the accuracy of the information submitted by the User Agency in the LPR Database.
2. The minimum retention period for information to remain in the LPR Database shall be three (3) years, unless the User Agency indicates to TXDPS that a shorter retention period is required.
3. TXDPS will provide system training to the LPR Database users at no charge to the User Agency at a time and location to be designated by TXDPS. The obligation of TXDPS to incur training costs is conditional upon sufficient funds budgeted and available. No financial liability shall be incurred by TXDPS by virtue of this User Agreement beyond monies available to it for the purpose of fulfilling this User Agreement.
4. TXDPS reserves the right to immediately suspend service to the User Agency or an individual user when applicable policies are violated. Service may be reinstated, in TXDPS' sole discretion, upon receipt of satisfactory assurance that such violations have been corrected. All costs for reconnection service are the responsibility of the User Agency.
5. TXDPS shall have the authority to inspect and audit the equipment, records, and operations of the User Agency to determine the User Agency's compliance with standards and requirements associated with TLETS, Texas Crime Information Center (TCIC)/National Crime Information Center (NCIC), and of this User Agreement throughout the term and for a period of four (4) years after the termination of this User Agreement. The User Agency shall maintain records regarding the use and dissemination of information in the LPR Database and shall provide such records to TXDPS immediately upon its request.
6. Any waiver of any breach or default of this User Agreement by TXDPS shall not constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

C. DURATION AND TERMINATION

1. This User Agreement is effective upon the date it is signed by the User Agency and shall remain in effect until terminated by TXDPS or the User Agency.
2. This User Agreement may be terminated at any time upon the mutual written consent of TXDPS and the User Agency.
3. TXDPS or the User Agency may terminate this User Agreement for convenience upon thirty (30) calendar days written notice to the other party.
4. TXDPS may terminate this User Agreement if the User Agency fails to comply with any provision of this User Agreement or is otherwise in default by providing written notice to terminate, which termination shall become effective immediately upon the User Agency's receipt of the notice.
5. In no event will termination by TXDPS give rise to any liability whatsoever on the part of TXDPS.
6. All rights, obligations, responsibilities, limitations, and other understandings with respect to the disclosure and use of all information by the User Agency as described in this User Agreement shall survive any termination.

D. NOTICES AND CONTACTS

The User Agency shall direct all correspondence to TXDPS regarding this User Agreement to the following address:

Texas Department of Public Safety
Law Enforcement Support Division
Attention: TCIC Control Room
P.O. Box 4143
Austin, Texas 78765-4134
Email: TCIC.Operations@dps.texas.gov

TXDPS shall direct all correspondence to the User Agency regarding this User Agreement to the following address and contact person designated by the User Agency. The User Agency shall notify TXDPS within ten (10) calendar days of any change in this information:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

Email: _____

Notices to the addresses shown above shall be deemed received: (i) when delivered in hand and a receipt granted; (ii) three (3) calendar days after it is deposited in the United States mail; or (iii) when received if sent by confirmed fax or confirmed email.

In WITNESS WHEREOF, the signatory for the User Agency hereby represents and warrants that it has full and complete authority to sign this User Agreement on behalf of the User Agency.

USER AGENCY:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Item #8

MEMO OF UNDERSTANDING REGARDING
TCIC STOLEN LICENSE PLATE
AND
TCIC STOLEN VEHICLE INFORMATION

1. This document constitutes an agreement between the Texas Department of Public Safety and a criminal justice or law enforcement agency, hereinafter referred to as the User Agency.

USER AGENCY: _____

ADDRESS: _____

2. This agreement sets forth the duties and responsibilities for the Department of Public Safety and the User Agency.
3. The Department of Public Safety agrees to maintain, operate, and manage a file of vehicle license plate information exported from the Texas Crime Information Center (TCIC) for the use of the User Agency.
4. The Department of Public Safety will ensure that, except in extraordinary circumstances, the file will be updated hourly. The file name will incorporate the date and time the file was created.
5. The User Agency recognizes there are inherent limitations in matching against data updated hourly. Therefore, if the User Agency gets a "hit" on the exported TCIC information, the User Agency agrees to conduct a real-time check of TCIC records to confirm that the hit record still exists in the live TCIC file. The User Agency will follow all Texas Crime Information Center/National Crime Information Center (TCIC/NCIC) policies for handling hits.
6. The Department of Public Safety or the User Agency may, upon 30 days notice, in writing, terminate this agreement. User Agency correspondence regarding this agreement should be directed to:

Texas Department of Public Safety, MSC 0233
Crime Records Service, TCIC Operations
PO Box 4143
Austin, TX 78765-4143

7. The file of TCIC information is provided to the User Agency for criminal justice purposes only. Furthermore, the User Agency agrees that the file created by the Department remains a TCIC file and will handle the information in the file and all activities related to the information in the file according to existing and future TCIC/NCIC policies.
8. The User Agency agrees to indemnify and save harmless, to the extent the law allows, the Texas Department of Public Safety, its Director and employees from and against any and all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrest or imprisonment or any cause of action whatsoever, arising out of or involving any negligence on the part of the User Agency or its employees in the exercise or enjoyment of the Agreement.
9. No financial liability will be incurred by the Department of Public Safety by virtue of this agreement beyond monies available to it for the purpose of fulfilling this agreement.
10. Each party to this agreement agrees that it shall have no liability whatsoever for the actions and/or omissions of the other party's employees, officers, or agents, regardless of where the individual's actions and/or omissions occurred. Each party is solely responsible for the actions and/or omissions of its employees, officers, and agents; however, such responsibility is only to the extent required by Texas law. Where injury or property damage result from the joint or concurring acts and/or omissions of the parties, any liability shall be shared by each party in accordance with the applicable Texas law, subject to all defenses, including governmental immunity. These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party hereto; nor shall any provision hereof be deemed a waiver of any defenses available by law.
11. No modification or amendment to this agreement shall become valid unless in writing and signed by both parties.
12. This agreement constitutes the entire agreement between the parties with regard to the matters made the subject of this agreement. There are no other verbal or written covenants, agreements, understandings, representations, warranties, or restrictions between the parties. No rights or obligations shall be implied.
13. Neither party may assign or transfer this agreement or any interest in this agreement without the written consent of the other party.
14. This agreement does not create any rights in any person or entity other than the Texas Department of Public Safety and the User Agency.

Please provide the following information regarding the User Agency's employee who will be the primary point of contact accessing the FTP site.

Agency ORI: _____

User Name: _____

User Phone Number: _____

User Email Address: _____

This agreement will become effective on _____.

Each person signing this agreement represents and warrants that he/she has full and complete authority to sign this agreement on behalf of the governmental entity.

In WITNESS WHEREOF, the parties hereto caused this agreement to be executed by the proper officers and officials.

TEXAS DEPARTMENT OF PUBLIC SAFETY

USER AGENCY

By: Steven C. McCraw

By: _____

Title: Director

Title: _____

Printed Name: Steven C. McCraw

Printed Name: _____

Date: 9-23-2009

Date: _____

Item #9

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, APPROVING, MEMORIALIZING, AND RATIFYING APPLICATIONS FOR 2025 TRANSPORTATION ALTERNATIVES SET-ASIDE (TA) PROGRAM WITH THE TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT), WHEREBY STAFF HAS APPLIED FOR FUNDING FOR THE CONSTRUCTION AND IMPROVEMENT OF SIDEWALKS FOR HIGHWAY 36, FM 2187, AND MAIN STREET; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City of Sealy City Council met December 3, 2024, to discuss city staff's presentation on capital improvement needs and 2025 Series Debt Issuance proposal, and with the City Council's unanimous approval to move forward with those recommendations for the issuance of debt, the recommendations included application for sidewalks as a part of the 2025 Series Debt Issuance; and

WHEREAS, the City of Sealy Texas submitted two applications on February 21, 2025, for funding from TxDOT with an estimated cost of \$4,231,000 to improve walking routes along the major thoroughfares of the city listed above; and

WHEREAS, the TxDOT announced a statewide Call for Projects for Transportation Alternatives Set-Aside (TA) Program funding for 2025 that provides funding to plan for and construct alternative transportation projects that improve safety and mobility for non-motorized travelers and mitigate congestion by providing safe travel alternatives; and

WHEREAS, the TxDOT (TA) Program features a two-step application process with a Preliminary Application (Step 1) that will be submitted to TxDOT and provide high-level proposed project information to determine eligibility and funding and the Detailed Application (Step 2) that will be submitted to TxDOT and provide more comprehensive information; and

WHEREAS, the City of Sealy has credits in the (TA) Program that would be used toward the City's required match of 20% and these credits may cover the City's entire required match equaling \$846,200; and

WHEREAS, the City Council agrees that once application and match credits are approved by the TxDOT and funding requirements from the City are known fully, the City Council will consider approval of the required funding of the project;

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

Section 1. The facts and recitations contained in the preamble of this Resolution are true and correct and incorporate herein for all purposes.

Section 2. The City Council of the City of Sealy, Texas hereby approves, memorializes, and ratifies the applications for the 2025 Transportation Alternatives Set-Aside (TA) Program and any required city match.

Section 3. *Repeal.* All Resolutions or parts of Resolutions in conflict herewith shall be and are hereby repealed only to the extent of such conflict.

Section 4. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Resolution 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 Resolution 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. *Effective Date.* This Resolution shall become effective immediately upon passage.

PASSED and APPROVED this, the ____ day of March ____, 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

Item #10



AGENDA ITEM NO: _____

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

SUBMITTED BY: Jennifer Matura, Director of Finance
MEETING DATE: March 18, 2025

STAFF REPORT

SUMMARY

Pursuant to state statute, the City Charter, and the Financial Management policy, the City shall have its records and accounts audited annually and shall prepare an annual financial statement and report. The audit shall be performed by an independent, qualified certified public accounting (CPA) firm, licensed to practice in the State of Texas.

BrooksWatson & Co, PLLC has served as the City's auditors for the last five years beginning with the fiscal year 2020 audit and will conclude with the fiscal year 2024 audit, which will be presented to City Council in April.

At least every five years, the request for proposal process is initiated to review and evaluate all qualified firms interested in providing these services to the City of Sealy. At this time, following completion of the existing five-year term, it is necessary for the City to issue a Request for Statement of Qualifications (RSQ) for professional auditing services. A copy of the proposed RSQ is attached as an exhibit to the resolution.

The City is requesting authorization to issue a RSQ for professional auditing services for the fiscal years ending on September 30, 2025, 2026, and 2027. Upon mutual agreement of the City and the audit firm, the contract can be extended for an additional year in each of the successive years to also provide auditing services for the fiscal years ending 2028 and 2029, for a total of five years.

STAFF RECOMMENDATION:

Staff recommends City Council's approval of the resolution approving the solicitation of proposals from qualified independent audit firms to perform the annual audit of the city's accounts and records.

RESOLUTION 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, APPROVING THE REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR QUALIFIED INDEPENDENT AUDIT FIRMS TO PERFORM THE ANNUAL AUDIT OF THE CITY'S ACCOUNTS AND RECORDS AND TO RENDER OPINION ON THE FINANCIAL STATEMENTS OF THE CITY.

* * * * *

WHEREAS, Section 7.07 of the City of Sealy Home Rule Charter states at the close of each fiscal year, and at such times as it may be deemed necessary, the City Council shall cause an independent audit to be made of all accounts of the City by a certified public accountant; and

WHEREAS, the Section II. A. of the City's Financial Management Policy requires the City to request qualifications from qualified independent audit firms and either affirm the current audit firm or select a new firm at least every five years; and

WHEREAS, it is the City's preference to rotate audit firms to ensure that the City's financial statements are reviewed and audited from an objective, impartial, and unbiased point of view; and

WHEREAS, the most recent request for qualifications from qualified audit firms for fiscal years ending September 30, 2020, 2021, and 2022, with the option of auditing the City's financial statements for two additional years thereafter was advertised on September 10th, 2020; and

WHEREAS, the initial contract/engagement letter with the current audit firm of BrooksWatson & Co., PLLC was executed on October 22nd, 2020;

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

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

SECTION 2. The Request for Statement of Qualifications "RSQ" to solicit interest from qualified audit firms is attached hereto as Exhibit "A."

SECTION 3. The City Manager or the City Manager's designee is hereby directed to issue a Request for Statement of Qualifications "RSQ" to solicit interest from qualified independent audit firms to perform the annual audit of the city's accounts and records and to render opinion on the financial statements of the city for fiscal years ending September 30, 2025, 2026, 2027 with the option of auditing the City's financial statements for two additional years thereafter.

SECTION 4. Severability. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Resolution 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 Resolution 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 of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 18th day of March 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

REQUEST FOR STATEMENTS OF QUALIFICATION

RSQ# 25-001

AUDITOR SERVICES

Issued by the City of Sealy, Texas

Sealed Statements of Qualification will be accepted until 2 PM CT, April 28, 2025 and then publicly opened and read aloud thereafter.

Legal Name of Responding Firm	
Contact Person	Title
Telephone Number	Email Address
Street Address of Principal Place of Business	City/State Zip
Complete Mailing Address	City/State Zip

Acknowledgment of Addenda: #1_____#2_____#3_____#4_____#5_____

By signing below, you hereby certify that the information contained in this submittal and any attachments is true and correct and may be viewed as an accurate representation of proposed goods or services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's submittal as non-responsive. You certify that no employee, board member, or agent of the City of Sealy has assisted in the preparation of this submittal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of any awarded contract. And furthermore, that you certify that you are legally authorized to sign this offer and to submit it to the City of Sealy, on behalf of said respondent by authority of its governing body.

Authorized Signature

City of Sealy - 415 Main Street – PO BOX 517 – Sealy TX 77474

Note: Complete and submit this page as the cover page of your Statements of Qualification.

Request for Statements of Qualification

1. Introduction

- A. Project Overview: The City of Sealy is requesting statements of qualifications from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2025, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America ("generally accepted auditing standards"), the standards set forth for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States ("generally accepted government auditing standards"), and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

There is no expressed or implied obligation for the City of Sealy to reimburse responding firms for any expenses incurred in preparing Statements of Qualification in response to this request.

- B. Contract Parties: The City of Sealy, may herein be referred to as "the City." The person or company responding to the solicitation may herein be referred to as the "Offeror."
- C. Questions:
- Clarifications: All questions related to requirements or processes of this RSQ should be submitted in writing to Jennifer Matura, Director of Finance at finance@ci.sealy.tx.us before the deadline for questions as stated in the schedule in Section 11.
 - Replies: Responses to inquiries that materially affect the content of this RSQ will be issued by written addendum. All such addenda issued by City before the submittal deadline shall be considered part of the RSQ. The City will not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
 - Acknowledgement of Addenda: The Offeror must acknowledge all addenda by signing and returning such document(s) or by initialing appropriate area of the RSQ response.
- D. Notification of Errors or Omissions: Offerors shall promptly notify the City of any omissions, ambiguity, inconsistency, or error that they may discover upon examination of this RSQ. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent, or obviously erroneous.
- E. Disclosure Requirements for Vendors (Conflict of Interest Questionnaire Form CIQ): Per Chapter 176 of the Texas Local Government Code a vendor who submits a response to a request for Statements of Qualification or bids to the City of Sealy shall file a completed conflict of interest questionnaire with the City.

If you have any questions about completing the Form, please consult your own legal counsel. An offense under Chapter 176 is a Class C misdemeanor.

- F. Form 1295 Certificate of Interested Parties: If selected for award of a contract, the Offeror may be required to file a Form 1295 with the Texas Ethics Commission. Texas law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity.

The City will notify the vendor to request the filing when necessary.

2. General Information

- A. Tax Exempt Status: City purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in your Statement of Qualifications. City will furnish a sales Tax Exemption Certificate upon request.
- B. Public Inspection of Statements of Qualifications: The City strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RSQ information. Responses to the RSQ are not available for public inspection until after the contract award. If the Offeror has notified the City, in writing, that a response to the RSQ contains trade secrets or confidential information, the City will generally take reasonable steps to prevent disclosure of such information, in accordance with the Texas Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.

3. RSQ Withdrawals and/or Amendments

- A. RSQ Withdrawal: The City reserves the right to withdraw this RSQ for any reason.
- B. RSQ Amendments: The City reserves the right to amend any aspect of this RSQ by formal written Addendum prior to the Statements of Qualification submittal deadline. The addenda will be posted on the same bidder websites where this solicitation was available for download.

4. Statement of Qualification Submittal Requirements

- A. Statement of Qualification Submission: **Failure to follow these submission instructions may result in disqualification of your submittal.** Please follow instructions for submittal in found in Section 17. Please submit to the following address:

Delivered in a sealed package to the following physical address:

City of Sealy
Attn: Director of Finance – Auditor RSQ
Sealy City Hall
415 Main Street
Sealy TX 77474

Or by US Mail to:

City of Sealy
Attn: Director of Finance – Auditor RSQ
PO Box 517
Sealy TX 77474

NOTE: After 2 PM and before 5 PM, on the due date, you are requested to email a copy of the signed original in PDF format to finance@ci.sealy.tx.us. This electronic copy DOES NOT serve as a substitute for the signed original paper submittal and copy. Failure to submit a signed original and paper copy will disqualify the firm from consideration for this solicitation. Submittal of the electronic copy is voluntary and failure to submit will not disqualify the firm from consideration.

IMPORTANT: Write **"SEALED STATEMENTS OF QUALIFICATION"** with the **RSQ Number, Name, and Due Date** on the outside of the shipping package. Failure to do so may result in a misdirected Statements of Qualification, which may become late if not delivered to the City's designated location as stated in Section 4A by the solicitation closing time. Faxed, emailed or late Statements of Qualification will be ineligible and not accepted for consideration. It is the responsibility of the respondent(s) to ensure that the Statements of Qualification are received at the City address as described above by the designated due date and time. City assumes no responsibility for delays caused by postage, mail courier, email, package misdirection or any other form of delivery. Late Statements of Qualification will not be opened nor considered in the evaluation of the Statements of Qualification.

Statements of Qualification may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening. Statements of Qualification received will be publicly opened after the solicitation closing time in the City Hall Council Chambers located at 415 Main Street. At the opening, only the names of the respondent(s) submitting a Statement of Qualification will be read aloud. No other information will be disclosed at that time. Statements of Qualification information is restricted and not publicly available until after award of a contract. All documents associated with the Statements of Qualification submitted, unless the respondent indicates a portion of the Statements of Qualification is proprietary, may be subject to public inspection in accordance with the Texas Public Information Act. All information obtained during this solicitation will become property of the City of Sealy.

After Statements of Qualification are opened, bidders may be contacted by the City to deliver an electronic copy of the Statements of Qualification via email to the specified email address.

- B. Submittal Packet – Required Content: All documents for consideration as part of the Statements of Qualification must be physically submitted to the City on or before the closing time. The City does reserve the right to request additional information during the evaluation process, including Best and Final Offers from those offerors submitting Statements of Qualification considered reasonably qualified.
- C. Submittal Deadline: It is the Offeror's responsibility to have the Statements of Qualification documents correctly physically submitted by the submittal deadline. No extensions will be granted, and no late submissions will be accepted.
- D. Responses to the RSQ Received Late: Offerors are encouraged to submit their response to the RSQ as soon as possible. The time and date of receipt as recorded with Purchasing Manager or designated receiver shall be the official time of receipt. The City is not responsible for late submission regardless of the reason. Late responses to the RSQ will not be considered under any circumstances.

- E. Alterations or Withdrawals of Response: Any submitted response to the RSQ may be withdrawn or a revised Statements of Qualification may be substituted before the RSQ submittal deadline. Responses to the RSQ cannot be altered, amended, or withdrawn by the Offeror after the submittal deadline, unless such alteration, amendment, or withdrawal notice is requested or approved in writing by the Finance Director.
- F. Validity Period: Once the submittal deadline has passed, any submitted Statements of Qualification document shall constitute an irrevocable offer to provide the commodities and/or services set forth in the Scope of Services. Such offer shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the City.

5. RSQ Evaluation and Contract Award

- A. Statements of Qualification Evaluation and Selection Criteria: Selection will be made using the information within the submitted responses and as provided by this RSQ and shall be in accordance with Texas Local Government Code, and the City's purchasing policy, each to the extent applicable. The City will evaluate all Statements of Qualification in accordance with Texas Government Code Section 2254.003 as follows:
 - Sec. 2254.003. SELECTION OF PROVIDER; FEES.
 - (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - (1) on the basis of demonstrated competence and qualifications to perform the services; and
 - (2) for a fair and reasonable price.
 - (b) The professional fees under the contract may not exceed any maximum provided by law.
- B. Completeness: If the response to the RSQ is incomplete or otherwise fails to conform to the requirements of the RSQ, the City alone will determine whether the variance is so significant as to render the Offer's Statements of Qualification non-responsive, or whether the variance may be cured by the Offeror or waived by the City, such that the response to the RSQ may be considered for award.
- C. Ambiguity: Any ambiguity in the response to the RSQ as a result of omission, error, lack of clarity or non-compliance by the Offeror with specifications, instructions and all conditions shall be construed in the favor of the City. In the event of a conflict between these standard RSQ requirements and details provided the Scope of Services or Statements of Qualification, the Appendices shall prevail.
- D. Additional Information: City may request any other information necessary to determine Offeror's ability to meet the minimum standards required by this RSQ.
- E. Partial Contract Award: City reserves the right to award one contract for some or all the requirements proposed or award multiple contracts for various portions of the requirements to different Offerors based on the responses to this RSQ, or to reject any and all responses to the RSQ and re-solicit the RSQ, as deemed to be in the best interest of City.

- F. Unit Prices and Extensions: If unit prices and their extensions do not coincide, the unit price governs (when applicable).
- G. Public Information: The requirements of Subchapter J, Chapter 552, Government Code, may apply to this solicitation and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.
- H. House Bill 89 Verification Form: Passed by the Legislature in 2017, House Bill 89 prohibits a governmental entity, including a school district, from entering into a contract for goods or services with a company unless the contract contains a written verification from the company that it does not boycott Israel and will not boycott Israel during the term of the contract (Texas Government Code 2270.002). The form must be completed and included in the Offeror's response unless exempted by the statute in order to ensure compliance with House Bill 89. Failure to enclose a verification form may result in Offeror's response being deemed non-responsive.
- I. City of Sealy Contract: The City of Sealy will accept a vendor's agreement for negotiation. Certain language will be required in the agreement as mandated by Texas state law, and all agreements will be subject to review by the City's legal counsel.

6. Insurance & Financial Responsibility Requirements

The City has the following financial responsibility provisions:

- A. Insurance: The firm shall agree to maintain insurance coverage for the following: general liability, automobile liability, workers' compensation, and professional liability. All policies must be written through insurance companies licensed to do business in the State of Texas.

The firm's current Certificate of Insurance (COI) must be returned as part of the proposal. Upon request, and at any time during the contract term, the firm must provide a then current COI.

7. Evaluation Process

All submissions in response to this solicitation will be evaluated in a manner consistent with the City's applicable rules and policies.

A Statements of Qualification review committee will be assembled to perform the evaluations. In the evaluation process, the evaluation committee will review all Statements of Qualification that have been received before the solicitation due date. Nonresponsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for submitting all requested information with their Statements of Qualification. The City reserves the right to disqualify any submission that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this solicitation.

The City reserves the right to be the sole judge as to the overall acceptability of any submission or to judge the individual merits of specific provisions within competing offers.

8. Statement of Qualification Evaluation Criteria

Max Points	Criteria
30	Firm's experience in providing audits as describes in scope of audit services to municipalities comparable in size to the City of Sealy and the audit firm's ability to independent and licensed to practice in the State of Texas
30	Qualifications of staff (i.e., experience and expertise of staff assigned to the audit, including work related experience, education, certification, tenure with the firm, and auditing strategy)
25	Offeror's total proposed price
10	References substantiating the firm's experience and success in providing audit services to similar governmental entities
5	Geographic location in relation to the City of Sealy

Interviews: The City reserves the right to require an interview, including a presentation by the Offeror, to supplement their written submission. These presentations will be scheduled, if required, after Statements of Qualification are received and prior to the award of the Contract.

9. Award of the Contract:

Upon completion of the evaluation process, the City may award a contract to one respondent whose submission is determined to be the most advantageous to the City.

10. Non-Appropriations Clause:

In the event no funds are appropriated by the City Council for this project in a future fiscal year, the City of Sealy has the right to terminate any resulting contract without penalties of any sort.

11. Key Events Schedule

Council Approval of RSQ:	March 18, 2025
Publish bid on PublicPurchase.com	March 26, 2025
First of two bid advertisements in newspaper: (The Sealy News)	March 26, 2025
Second of two bid advertisements in newspaper: (The Sealy News)	April 2, 2025
Deadline for technical questions:	April 14, 2025, 5 pm
Proposal submission deadline/Bid Opening:	April 28, 2025, 2 pm
Staff Review and Evaluation:	Through May 2, 2025
Council Consideration of Award of Contract:	May 6, 2025

12. Purpose

The City of Sealy is seeking to receive Statements of Qualification from certified public accountants to audit its financial statements for the fiscal year ending September 30, 2025, 2026, and 2027 with the option of auditing its financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America ("generally accepted auditing standards"), the standards set forth for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States ("generally accepted government auditing standards"), and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The City will consider a term contract of services for an initial term of one (1) year, with the option to renew for up to four (4) additional one-year terms upon mutual agreement.

13. Contact for Questions

Questions about this RSQ may be directed in writing to the City of Sealy Office, Director of Finance at finance@ci.sealy.tx.us

14. Scope and Intent

- A. General: The City is soliciting the services of qualified firms of certified public accountants to audit its financial records.
- B. Scope of Work to be Performed: The City of Sealy desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with accounting principles generally accepted in the United States of America.

The City of Sealy also desires the auditor to express an "in-relation-to" opinion on the fair presentation of its combining financial statements and schedules in conformity with auditing standards generally accepted in the United States of America. The auditor is not required to audit the introductory and statistical sections of the report. The statistical section, while not audited, should be reviewed by the auditor.

The auditor shall also perform certain limited procedures involving Required Supplementary Information required by the GASB, as mandated by accounting principles generally accepted in the United States of America.

The auditor should submit a list of requested client-prepared schedules to the City's Finance Director prior to the start of fieldwork. Because the Finance Department must carry on its normal operations during the audit, time constraints should be taken into account.

The comprehensive annual financial report (CAFR) shall be prepared in accordance with the most recently issued Governmental Accounting, Auditing, and Financial Reporting (GAAFR, or "Blue Book"), published by the Government Finance Officers Association of the United States and Canada (GFOA). The City will submit its CAFR to the GFOA for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will

be required to provide special assistance to meet the requirements of that program. Therefore, the City will search for a firm that actively participates in technically assisting clients that have previously been awarded the certificate.

The introductory and statistical sections of the CAFR will be prepared by the auditors, with assistance from City staff. The auditor will compile and prepare all financial statements and schedules in the financial section of the CAFR. The notes to the financial statements will be a joint effort of the City and the auditors and will be prepared by the auditor. The City reserves the right to edit the auditor's CAFR and make recommendations and/or modifications to the CAFR, in accordance with all applicable governmental reporting requirements. The auditor assumes full responsibility for printing and binding the CAFR. The auditor agrees to provide the City with a print-ready version of the CAFR in a Portable Document Format (PDF) file.

The auditors should have the City's CAFR completed at the earliest possible date, but no later than 180 days after fiscal year end. The auditor may also prepare written responses as required by the GFOA Certificate of Achievement for Excellence in Financial Reporting, resulting from the prior year CAFR review.

From time to time, the City may request the auditor to perform other audits and reviews not specifically provided for under this section. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract for any additional audits or reviews from whomever it chooses.

- C. Auditing Standards to be Followed: To meet the requirements of this request for proposals, the audit shall be performed in accordance with:
- Auditing standards generally accepted in the United States of America, as set forth by the American Institute of Certified Public Accountants,
 - Requirements of the Governmental Accounting Standards Board (GASB),
 - The standards for financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards,
 - The provisions of the Single Audit Act of 1996, as amended, and
 - The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.
- D. Reports to be Issued: Following completion of the audit of the fiscal year's financial statements, the auditor shall issue a report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. Any reports required by State and Federal grantors, AICPA, GASB, and GFOA shall also be prepared.

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial

statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the City Council and/or City Manager.

Auditors shall assure themselves that the City Council and City management are informed of each of the following:

- The auditor's responsibility under U.S. generally accepted auditing standards,
- Planned scope and timing of the audit,
- Significant audit findings:
 - Qualitative aspects of accounting practices,
 - Difficulties encountered in performing the audit,
 - Corrected and uncorrected misstatements,
 - Disagreements with management,
 - Management responsibilities,
 - Management consultations with other independent accountants, and
 - Other audit findings or issues,
- Other matters, and
- Significant audit adjustments.

E. Special Considerations:

- The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
- The City has determined that the United States Department of Housing and Urban Development will function as the oversight agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- The single audit, if required, will cover all federal and state grants and/or funding. Final products will include:
 - Supplemental schedule of federal and state financial assistance,
 - Report on internal control systems and on administration of federal and state financial assistance, and
 - Report on Compliance with laws and regulations.
- The City will implement the following new accounting standards for the fiscal year ending September 30, 2025; GASB 65, *Items Previously Reported as Assets and Liabilities*, GASB 66, *Technical Corrections – 2012 – an amendment of GASB Statements No. 10 and No. 62*, GASB 67, *Financial Reporting for Pension Plans – an amendment to GASB Statement No. 25*, and GASB 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*.

- F. Working Paper Retention and Access to Working Papers: All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years from the report issue date, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:
- The City of Sealy
 - U.S. Department of Housing and Urban Development
 - U.S. General Accounting Office (GAO)
 - Parties designated by the federal or state government or by the City as part of a quality review process.
 - Auditors of entities of which the City is a sub recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

- G. Contract Incorporation: Proposers shall be aware that the contents of the successful proposal will become a part of any subsequent contractual document that may arise from this RSQ. Failure of a proposer to accept this condition may result in proposal rejection.
- H. Budget to Actual Comparison: The successful auditor shall provide at the City's request, comparisons of budgeted to actual hours and rates by audit area and staff level beginning with interim work and ending with the final report. The auditor shall provide a final comparison of budgeted hours and rates to actual hours by audit area and staff level at the completion of the annual audit engagement.

15. Description of the Government

- A. Background Information: The City of Sealy is a political subdivision located in the southeastern part of Texas and is the largest municipality in Austin County. It is situated approximately 50 miles west of downtown Houston at the crossroads of Interstate Highway 10 and State Highway 36. The City of Sealy currently has a land area of 14 square miles and an estimated population of 7,051, based on data provided by the U.S. Census Bureau.

The City operates under a home rule charter with a Council-Manager form of government. Policymaking and legislative authority are vested in the City Council, which consists of a Mayor and six other Council members. The Mayor and Council members are elected at-large on a non-partisan basis to serve three-year staggered terms. The City Council is responsible, among other things, for enacting local legislation in the form of ordinances, adopting the budget, appointing committees, determining policy, and appointing the City Manager. In turn, the City Manager is the chief executive officer and is responsible for the administration of the policies and ordinances of the City, for overseeing the day-to-day operations of the City, and for the employment of all the City employees. The City provides a full range of municipal services including public safety, the construction and maintenance of streets and other infrastructure, and recreational and cultural activities. The City also provides the public with water, sanitary sewer, natural gas, and solid waste collection and disposal services on a user fee basis.

Additional information on the government can be found in the City's code of ordinances and home rule charter located at:

https://library.municode.com/tx/sealy/codes/code_of_ordinances

- B. More detailed information on the government and its finances can be found on the City's website regarding:
- CAFR
 - Annual Operating Budget
- C. Budgetary Basis of Accounting: The City budgets on a basis consistent with generally accepted accounting principles.
- D. Federal and State Financial Assistance: The City may receive grants and/or financial assistance, including, but not limited to: Community Development Block Grant Funds from GLO and TDA, Federal Criminal Justice Division grants, Federal Emergency Management Agency (FEMA), Texas Parks and Wildlife, American Rescue Plan Act, HGAC, and the State of Texas.
- E. Pension Plans: The City participates in the Texas Municipal Retirement System (TMRS), a multi-employer defined benefit plan administered by the State of Texas.
- F. Component Units: The City is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, component units are included in the City's financial statements.

The Management of the City identified the following component units for inclusion in the City's financial statements:

- The financial statements of the Sealy Economic Development Corporation, Public Improvement District Number One, Tax Increment Reinvestment Zone #2, and Sealy Development Authority are included as component units of the City. These component units are included within the scope of the City's annual audit but do not separately issue financial statements.
- G. Joint Ventures: The City does participate in joint ventures with other governments.
- H. Magnitude of Finance Operations:

The Finance Department consists of 5 employees. The principal functions performed and the numbers of employees assigned to each function are as follows:

<u>Function</u>	<u>No. of Employees</u>
Director of Finance	1
Administrative Services Manager	1
Administrative Assistant (AA) – Accounts Payable, Accounts Receivable, and Payroll	1
AA – Utility Billing	1
AA – Customer Service	1

In addition to the duties specified above, the Administrative Assistants, along with personnel in Municipal Court and in the Planning and Community Development Department, are responsible for cash collections from the public.

Additional detailed information on the City and its finances can be found in the City's previous comprehensive annual financial reports and budget documents, which are available on the City's financial transparency website located at:

http://www.ci.sealy.tx.us/page/financial_transparency

I. Computer Systems:

Software

The City uses the INCODE application developed by Tyler Technologies for its financial, accounting, utility billing, human resources/payroll, and building projects/permitting software. Municipal Court uses the MCRS application developed by Utility Data Systems of Texas for the input of citations and traffic tickets, maintaining the docket, and entering judgments and payments. All departments use personal computers that are networked with a server. The following applications interface with the Financial System to produce transaction records. These include:

<u>Major Application</u>	<u>Frequency</u>
Payroll	Bi Weekly
Utility Billing	Monthly

J. Date Audit May Commence: The City will have all records ready for audit and all management personnel available to meet with the firm's personnel as of January 5, 2026.

K. Schedule: The schedule for the 2025 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the City exercises its option for additional audits).

Each of the following should be completed by the auditor no later than the dates indicated.

- Interim Work
The auditor shall complete interim work by November 2025.
- Detailed Audit Plan and Programs
The auditor shall provide the City by October 14, both a detailed audit plan and a list of all schedules to be prepared by the City.
- Fieldwork
The auditor shall complete all fieldwork by February 27, 2026.
- Draft Reports
The auditor shall have drafts of the audit report[s] and recommendations to management available for review by the City Manager and the chief financial officer by March 6, 2026.

D.

- L. Entrance Conferences: Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if the City exercises its option for additional audits).

At a minimum, the following conferences should be held by the dates indicated on the schedule:

<u>Meeting</u>	<u>Month of</u>
Entrance conference with Finance and Accounting Staff <i>The purpose of this meeting will be to discuss prior audit issues and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.</i>	July of 2025
Entrance conference with City Manager and Finance Director To provide a high level audit plan	October of 2025
Exit conference with the City Manager and Finance Director <i>The purpose of this meeting will be to present the City's Comprehensive Annual Financial Report (CAFR), Management Letter, Single Audit Report, and the Governance Letter.</i>	March of 2026

Written Progress Reports shall be attached to each billing for services submitted by the auditor. Such billings will be expected on a frequency basis not less than monthly beginning with interim work and ending with the Exit Conference.

16. Assistance To Be Provided to The Auditor and Report Preparation

- A. Finance Department and Clerical Assistance: The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of City's Finance Department.
- B. Electronic Data Processing (EDP) Assistance: EDP be available to provide systems documentation and explanations. The auditor will be provided internet access through the City's network. City staff will perform any system inquiry or data extraction from various computer systems upon auditor's request.
- C. Statements and Schedules to be Prepared by the Staff of the City: The City staff will prepare all trial balances, supporting schedules, analytical review schedules and PBCs (Prepared by Client Schedules) as agreed with the auditor. The City will prepare draft and final financial statements.
- D. Work Area, Telephone, Photocopying and FAX Machines: The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to the City's network for internet and printing, WIFI, a telephone line, photocopying facilities and a FAX machine.

E. Report Preparation:

- CAFR – The City reserves the right to edit the auditor’s CAFR and make recommendations and/or modifications to the CAFR, in accordance with all applicable government reporting requirements. The auditor assumes full responsibility for printing and binding the CAFR. The auditor agrees to provide the City with a print-ready version of the CAFR in a Portable Document Format (PDF) file.
- Single Audit – Report preparation, editing and printing shall be the responsibility of the auditor.
- Management Letter – Report preparation, editing and printing shall be the responsibility of the auditor.
- Governance Letter – Report preparation, editing and printing shall be the responsibility of the auditor.

17. Requirements

- A. Required Statements of Qualification: In order for a response to this RSQ to be considered complete, and to be evaluated for a contract award by the city, offeror must submit a Statement of Qualifications in to parts, each submitted in a separate sealed envelope bound together with a binder clip, signed by a person having the authority to bind the firm in a contract and clearly marked as indicated in sections below:

- Technical Proposal
- Dollar Cost Proposal

B. Technical Proposal Contents

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

- Cover page
 - Completed and signed copy of Page 1 of this solicitation
- Transmittal Letter
 - A signed letter of transmittal briefly stating the offeror’s understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty (60 days). The response may include the firm’s strengths, the local office’s strengths, and the firm’s audit philosophy.
- Auditor Qualifications

The City realizes that the audit firm may have local government audit and consulting expertise nationally. While this is important, the City is most interested in local government expertise available in the “local office.” The local office is defined as the office from which the audit engagement will be managed and primarily staffed.

 - Detail the firm’s overall qualifications and abilities to meet the specific requirements of this RSQ, including the size of the firm, the number of offices, and the number of partners and staff in the local office.
 - Identify which local office would be assigned to this engagement and list the qualifications and background of the personnel who will be directly involved with this audit. Include the names of the partners, managers, and staff that will be assigned to the

City's engagement. Describe the experience of personnel and include resumés as an appendix.

- If the offeror is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.
- An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Texas.
- Provide a list of local government clients served by the local office in the past five years and give a contact name, telephone, and email address for each. Please designate which are current clients. In addition, indicate the number of clients who have achieved the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Describe the results of your firm's and local office's most recent peer review and its status under the AICPA peer review program.
- The firm should provide an affirmative statement that it is independent of the City as defined by generally accepted auditing standards/the U.S. Government Accountability Officer's Government Auditing Standards (1994).
- The firm should also provide an affirmative statement that is independent of all of the component units of the City as defined by those same standards.
- The firms should also list and describe the firm's professional relationships involving the City or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
- In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.
- Describe the firm's policy in rotating partners and managers and discuss the audit staff turnover that has occurred in the local office due to resignations or terminations in the past 24 months. Disclose the firm's policies regarding staff education and development.
- Outline the audit plans for the audit work to be performed. Describe what your firm's philosophy will be with respect to the audit of the City.
- Include any remarks or elaboration which the proposer believes is important for a clear understanding of the proposed services and/or the proposer's capabilities.
- The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- Each offeror must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the offeror or in which the offeror has been judged guilty or liable.
- Specific Audit Approach
 - The proposal should set forth a work plan, including explanation of the audit methodology to be followed to perform the services as specified in this RSQ. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs,

and financial and other management information systems. In addition, proposers are required to provide the following information on their audit approach:

1. Proposed segmentation of the engagement,
 2. Level of staff and number of hours to be assigned to each proposed segment of the engagement,
 3. Sample sizes and the extent to which statistical sampling is to be used in the engagement,
 4. Type and extent of analytical procedures to be used in the engagement,
 5. Approach to be taken to gain and document an understanding of the City's internal control structure,
 6. Approach to be taken in determining laws and regulations that will be subject to audit test work, and
 7. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- **Separate Sealed Envelope**
 - The Technical Proposal shall be submitted in a separate sealed envelope marked on the outside of the shipping package as follows:

SEALED STATEMENTS OF QUALIFICATION

RSQ# 25-001

FOR

CITY OF SEALY, TEXAS

FOR

AUDIT SERVICES

DUE APRIL 28TH, 2025, 2 PM CT

C. Sealed Dollar Cost Bid

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this RSQ. The total all-inclusive (not-to-exceed) maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

- The sealed dollar cost bid should include:
 - Name of Firm
 - Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the fee estimate, and authorized to sign a contract with the City,
 - A total all-inclusive maximum price for each of the fiscal years ending September 30, 2025, 2026, and 2027 for a single audit (if required),
 - A total all-inclusive maximum price for the preparation of the City CAFR (including notes to the financial statements) and identification of the fees for out-of-pocket expenses separately for each of the fiscal years ending September 30, 2025, 2026, and 2027,
 - A time budget by employee classification for the audit, and
 - The method to be employed to calculate future year audit costs (i.e., for the additional two-year extension option).

If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested in the RSQ or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work should be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates as specified in the proposal.

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month.

The contents of the proposals submitted will be considered confidential information by the City during the evaluation process. However, upon final award of the contract by City Council, all proposals will be available to the public for review and inspection.

- The Sealed Dollar Cost Proposal shall be submitted in a separate sealed envelope marked on the outside of the shipping package as follows:

SEALED DOLLAR COST PROPOSAL

RSQ# 25-001

FOR

CITY OF SEALY, TEXAS

FOR

AUDIT SERVICES

DUE APRIL 28TH, 2025, 2 PM CT

18. Evaluation Procedures

Proposals will be evaluated to ascertain which proposal best meets the needs of the City. During the evaluation process, the City reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. Oral presentations and/or interviews may be arranged to assist in making the final selection.

- A. Audit Selection Committee: Proposals submitted will be evaluated by an Audit Proposal Review Committee selected by the City. The Audit Proposal Review Committee will make a recommendation of the top firms to the City's Audit Committee.
- B. Review of Proposals: The Audit Proposal Review Committee will use a point formula during the review process to score proposals. Each member of the Audit Proposal Review Committee will first score each technical proposal by each of the criteria described in Section VII C below. The Audit Proposal Review Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum

score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

- C. Evaluation Criteria: The evaluation of the proposals will be made based on the criteria listed below. While pricing is a consideration, it is clearly not the primary factor in the selection of the firm. The contract award will not necessarily be made to the firm that provides the lowest cost proposal. The contract award will be based primarily on demonstrated competence and qualifications using the listed criteria. It is important that the proposal be clear and complete. Incomplete responses will not be considered under any circumstances.

Max Points	Criteria
30	Firm's experience in providing audits as describes in scope of audit services to municipalities comparable in size to the City of Sealy and the audit firm's ability to independent and licensed to practice in the State of Texas
30	Qualifications of staff (i.e., experience and expertise of staff assigned to the audit, including work related experience, education, certification, tenure with the firm, and auditing strategy)
25	Offeror's total proposed price
10	References substantiating the firm's experience and success in providing audit services to similar governmental entities
5	Geographic location in relation to the City of Sealy

- D. Oral Presentations: During the evaluation process, the Audit Proposal Review Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide Firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.
- E. Final Selection: The City Council will select a firm based upon the recommendation of the Audit Proposal Review Committee.
- F. Right to Reject Proposals: Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

APPENDICES

- A. Organizational Chart
- B. Proposer Warranties
- C. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price

CERTIFICATIONS

Attachment I: House Bill 89 Verification

Attachment II: Disclosure of Business Relationships with Iran, Sudan, or A Foreign Terrorist Organization

Attachment III: Historically Underutilized Business Certification

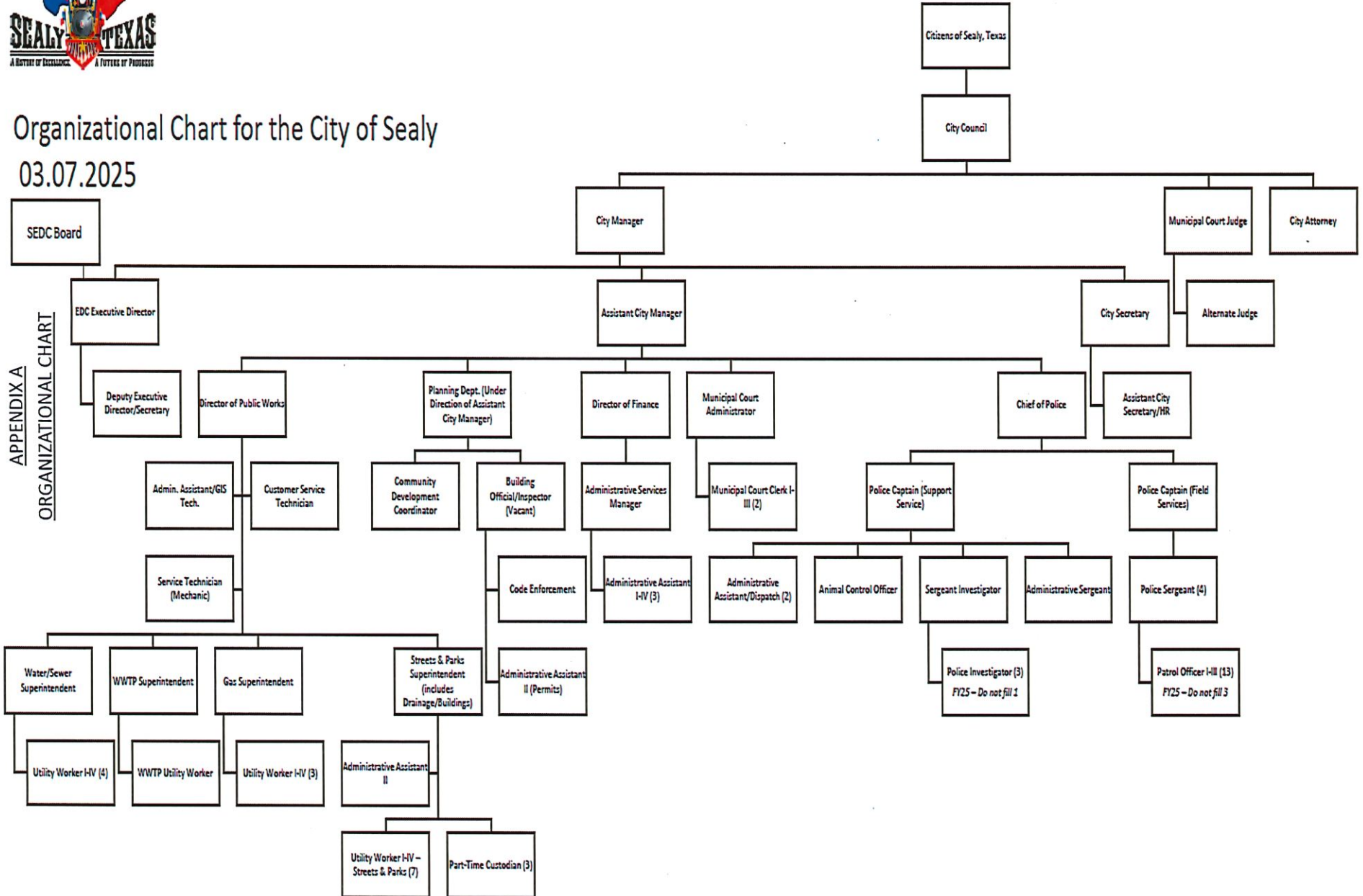
Attachment IV: Conflict of Interest Questionnaire

Attachment V: Insurance Requirements



Organizational Chart for the City of Sealy

03.07.2025



APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Sealy.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

SEALED DOLLAR COST PROPOSAL

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE FISCAL YEAR ENDED SEPTEMBER 30, 2025, 2026, 2027

Quoted Hourly Rates			
	FY 2025	FY 2026	FY 2027
Partners	\$	\$	\$
Managers	\$	\$	\$
Supervisory Staff	\$	\$	\$
Staff	\$	\$	\$
Other (specify)	\$	\$	\$
Total for Services	\$	\$	\$
Out-of-pocket expenses	\$	\$	\$
Meals and lodging	\$	\$	\$
Transportation	\$	\$	\$
Other (specify)	\$	\$	\$
Total all-inclusive maximum price for the FYE audit	\$	\$	\$

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

Please provide estimate of fees for the following 2 years.

FY 2028 _____

FY 2029 _____

The person signing this proposal is entitled to represent the firm empowered to submit the bid, and authorized to sign a contract with the City.

Printed Name

Signature

Date

CERTIFICATIONS

ATTACHMENT I: HOUSE BILL 89 VERIFICATION

I, _____, [Person Name] the undersigned representative of _____ [Company or Business Name] (hereafter referred to as Company) being an adult over the age of eighteen (18) years of age, does hereby depose and verify that the Company named above, under the provisions of Texas Government Code Chapter 2271:

1. Does not currently boycott the country of Israel; and
2. Will not boycott the country of Israel during the term of the contract with City of Sealy, Texas.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. Pursuant to Section 2270.002 of the Texas Government Code, Respondent certifies that either
 - a. it meets an exemption criterion under Section 2270.002; or
 - b. it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Respondent shall state any facts that make it exempt from the boycott certification in its Response. (HB 793 –exemptions).

EXEMPTIONS APPLY TO THE FOLLOWING:

- A. Contract between a governmental entity and a company with less than 10 full-time employees
- B. Contract has a value of less than \$100,000 paid wholly or partly from public funds of the governmental entity

Signature: _____ Date: _____

ATTACHMENT II:

DISCLOSURE OF BUSINESS RELATIONSHIPS WITH IRAN, SUDAN, OR A FOREIGN TERRORIST ORGANIZATION

Texas S.B. 252 (Effective 9/1/2017): provides that (1) the City may not enter into a governmental contract with a Provider that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to contract prohibition under this subchapter.

By signing below, Offeror acknowledges that it has read and understands that it does not appear on the list maintained by the Texas Comptroller of Public Accounts.

Name of Offeror: _____

Signature of Authorized Representative: _____

Date: _____

**ATTACHMENT III:
HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. The City recognizes the certifications of the State of Texas Program administered by the Texas Comptroller of Public Accounts.

For consideration of points in the evaluation process, an offeror who is certified by the Comptroller as a HUB with active status should complete the information at the bottom of this page.

Companies seeking information concerning HUB certification should contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

Vendor CMBL Information as Registered with Texas Comptroller's Office

Vendor ID from CMBL: _____

Vendor Name from CMBL: _____

HUB Status is active: Yes _____ no

Date HUB Status Expires: _____

Acknowledgment

By signing its submission, Offeror acknowledges that it has read and understands the above requirements for acceptance of the Offeror's Statements of Qualification.

Name of Offeror: _____

Signature of Authorized Representative: _____

Date: _____

**ATTACHMENT IV:
CONFLICT OF INTEREST QUESTIONNAIRE**

VENDOR: ATTACH YOUR COMPLETED CIQ FORM HERE

Attachment V:
INSURANCE REQUIREMENTS

VENDOR: INSURANCE REQUIREMENTS GOES HERE

Item #12
Presentation(s) by
Staff

None

Item #13

*Reports or Requests
from the City Manager
and Discussion*

Item #14
Reports,
Announcements, or
Requests from
Councilmembers

L. Adjourn