



**NOTICE OF REGULAR MEETING
SEALY CITY COUNCIL
W. E. HILL COMMUNITY CENTER
1000 MAIN STREET
SEALY, TX 77474
TUESDAY, AUGUST 4, 2026
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

Comments may not be addressed to or at individuals and are limited to three minutes per speaker; however, if a large quantity of individuals has registered to speak, the time may be reduced. Speakers may not poll the council members or attendees.

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

F. Proclamation(s) and Special Recognitions

- **National 811 Day**

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.)

- Approve the July 21, 2026, Regular Minutes
- Accepting the Austin County Emergency Communications District Fiscal Year 2026-2027 Budget
- Approving the Final Payment to Vera Industries for the TxDOT Facility Utility Service Extensions
- Approving the 2026 Fantasy of Lights Rules and Guidelines
- Approving the City-Wide Event for the Fantasy of Lights being held on Saturday, December 5, 2026
- Approving the City-Wide Event for the Harvest Festival being held on Saturday, September 12, 2026, at the First United Methodist Church

- g) Accepting a Restricted Monetary Donation from John R. Selman and Maggie B. Selman Charitable Trust to the Parks Department in the amount of \$15,000, for the purpose of funding Shade Structures at the Jacqueline A. Cryan Memorial Park
- h) Discussion and Possible Action regarding Accepting a Donation from Ryan Ford and University CDJR for the Purchase and Payment of Annual Subscription Fees for a Flock ALPR Camera to be located on I-10 Frontage Road near dealerships
- i) Approving updates to Fiscal Year 2026-2027 Budget Calendar

H. Presentation(s)

- Austin County Residential and Commercial Developments by Austin County Engineer Jonathon Hopko

I. Business

1. Discussion and Review of Rexville Crossing Development and Economic Impact Analysis.
2. Discussion and Possible Action regarding Approving the Design for Wayfinding Signs.
3. Discussion and Possible Action regarding a possible Change Order for the Walking Trail associated with the Chapman B&PW Park Pond Expansion Project for Concrete Curb in lieu of Bender Board and replacing railroad ties with Concrete Curb in existing sections of the walkway.
4. Discussion and Possible Action regarding Approving a Professional Service Agreement with ACI Consulting Architects for Americans with Disabilities (ADA) Title II Transition Plan for the City Hall complex and a Space Utilization Survey for City facilities.
5. Discussion and Possible Action regarding an Ordinance Amending Chapter 62 – Natural Resources regarding Pipelines.
6. Discussion and Possible Action regarding an Ordinance Amending the Master Fee Schedule for Pipeline fees. (First of two readings)
7. Discussion and Possible Action regarding an Ordinance Amending Chapter 86 – Electric Bicycles, Micromobility devices, and small motor vehicles. (First of two readings)
8. Discussion and Possible Action regarding Approving Purchasing an Animal Control Vehicle.
9. Discussion and Possible Action regarding Purchasing a Police Vehicle.
10. Discussion and Possible Action regarding Approving and Adopting the 2026 Certified Appraisal Roll and Present Tax Rates to the City Council.

11. Discussion and Possible Action regarding the 2026 Proposed Tax Rate.
(City Council will take a Record Vote to Propose a Tax Rate)
12. Discussion and Possible Action regarding Setting a Date, Time, and Location for a Public Hearing on the Fiscal Year 2026-2027 Budget and Adoption of the Budget.
13. Discussion and Possible Action regarding Setting a Date, Time, and Location for a Tax Rate Public Hearing and Adoption of Tax Rate.
14. Discussion and Possible Action regarding Amendments to the City of Sealy Personnel Policies and Procedures Manual regarding Reporting Requirements, Potential Staffing Shortages, Updating Public Information Officers' Roles, and Language regarding Annual Health Insurance Benefits Contributions.
15. Discussion and Possible Action regarding Policy for Use of Vacation Leave before implementing NeoGov Software.

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

- a) **Texas Government Code, Section 551.087, Deliberation regarding Economic Development Negotiations; Closed Meeting.** This chapter does not require a governmental body to conduct an open meeting: (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- **Tax Abatement for Project Align**

- b) **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.

- **Shyanne Moore and Christopher Moore v. City of Sealy Et al., Cause No. 2026V-0103, in the 155th Judicial District Court Austin County, Texas**
- **Sheryl Musgrove v. City of Sealy, Texas; Case No.4:25-CV-04118, in the United States District Court, Southern District of Texas, Houston Division**

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

17. Reports, Announcements, or Requests from Councilmembers.

K. Adjourn

CERTIFICATION

I, Sandra Vrabec, City Secretary of the City of Sealy, do hereby certify that the above notice of the City of Sealy, Texas, City Council, was posted in a place convenient to the general public (and the City's website) in compliance with Chapter 551, of the Texas Government Code, and at least 3 business days before the scheduled time of the meeting.



Sandra Vrabec, City Secretary

F. PROCLAMATION(S)



PROCLAMATION

WHEREAS, National 811 Day is an annual initiative led by the U.S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration to ensure the practice of safe digging is echoed in communities by calling 8-1-1, a nationwide toll-free number. Calling 811 protects citizens, property, and all underground utilities of water, sewer, and gas

WHEREAS, a recent survey revealed that 19.5 million U.S. homeowners plan to dig this year for projects like gardening, installing a mailbox, and building a fence or deck, and 63 percent of those homeowners use the free Call 811 service before starting an excavation project. It is important to contact 811 beforehand to mark the approximate location of underground utilities; and

WHEREAS, buried beneath the ground is an extensive network of pipes, wires, and cables needed to transport natural gas, electricity, telecommunications, water, and sewage. When severe weather hits, underground natural gas distribution pipelines and other utility lines can be damaged by uprooted trees and shifted foundations. After the storm, call 811 to have the location of underground utilities marked, as gas lines could become tangled; and

WHEREAS, each and every day, the City of Sealy encourages contractors, businesses, and homeowners to call 811 before any type of digging begins, as this safety measure is a shared responsibility.

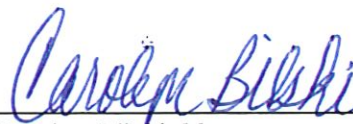
NOW, THEREFORE, I, Carolyn Bilski, Mayor of the City of Sealy, Texas, on behalf of the City Council, do hereby proclaim the day of August 11th as

NATIONAL SAFE DIGGING DAY.

in the City of Sealy, and encourage all citizens to practice the responsibility of calling 811 before any digging takes place.

SIGNED AND DATED this 4th day of August 2026.





Carolyn Bilski, Mayor

G. CONSENT AGENDA

a)



**MINUTES
SEALY CITY COUNCIL
W. E. HILL COMMUNITY CENTER
1000 MAIN STREET
SEALY, TX 77474
TUESDAY, JULY 21, 2026
6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for July 21, 2026, at 6:00 p.m. at the W. E. Hill Community Center located at 1000 Main Street, Sealy, Texas, 77474.

A. Call to Order

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

B. Invocation and Pledges of Allegiance

Councilwoman Curry gave the Invocation and Mayor Bilski led the Pledge of Allegiance

C. Roll Call and Certification of a Quorum

Present:

Carolyn Bilski
Chris Noack
Theadra Curry
Edward Zapalac

Mayor
Councilmember, Place 2
Councilmember, Place 4
Councilmember, Place 5, Mayor Pro Tem

Absent:

Robert Necker
Bradley Miller
Adam Burttschell

Councilmember, Place 1
Councilmember, Place 3
Councilmember, Place 6

None

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrablec, City Secretary
Tim Kirwin, City Attorney
Jennifer Matura, Finance Director
Russell Grimes, Chief of Police
Terry Hall, Police Sergeant
Patrick Parsons, Public Works Director
Mike Barrow, Assistant City Manager/Planner
Bill Atkinson, EDC Director
Whitney Robertson, HR

D. Petition(s) and Public Comments

Whitney Robertson to Observe
Matthew Benavidez to Observe

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

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

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

The motion carried.

F. 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.)

- a) Approve the July 7, 2026, Regular Minutes
- b) Approve the 2027 TMRS City Contribution Rate
- c) Approving a Resolution for Water Supply and Infrastructure Grant (WSIG) Texas Water Development Board (TWDB) Grant Application
- d) Approving Financial Report for the Month Ending May 2026
- e) Approving Resolution to Ratify the Sealy Keep Texas Beautiful Affiliate Bylaws, Organizational Structure, Name, and Mission/Vision
- f) Approving a Cargo Trailer for the Public Works Department for Gas Equipment in an amount not to exceed \$7,000
- g) Approving Replacing the Roof and Siding on the Lab Office Building at the Sewer Plant in an amount not to exceed \$20,000
- h) Approving Repairs of the HVAC System at the W. E. Hill Community Center in an amount not to exceed \$20,000
- i) Approving a request from Austin County to allow Voting at the W. E. Hill Community Center for the General Election on Tuesday, November 3, 2026, with Set Up: Friday, October 16, 2026: Early Voting Starting on Monday, October 19, 2026, and Pick Up on Wednesday, November 4, 2026

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

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

The motion carried.

G. Presentation(s)

- **Retail Coach**
- **Information on Flock Cameras**

H. Business

1. Discussion and Possible Action regarding Approving Placement of Flock Live View Camera at City Park.

A motion was made by Councilwoman Curry to Approve Placement of Flock Live View Camera at City Park.
Councilman Noack seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

2. Discussion and Possible Action regarding Awarding the Bid for the W. E. Hill Community Center to EP Remodeling Services, LLC, in an amount not to exceed \$98,000 and the Mayor to execute a Contract

A motion was made by Councilman Zapalac to Award the Bid for the W. E. Hill Community Center to EP Remodeling Services, LLC, in an amount not to exceed \$98,000 and the Mayor to execute a Contract.
Councilman Noack seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

3. Discussion and Possible Action regarding Approving a Resolution Adopting the City of Sealy Administrative Policy regarding Mandated, Compliance, and Regulatory Reporting.

A motion was made by Councilman Zapalac to table this agenda item.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

4. Discussion and Possible Action regarding Mandated, Compliance, and Regulatory Reporting from the Department Heads for the Period of April 1 – June 30, 2026 (Second Quarter of Calendar Year)

A motion was made by Councilman Zapalac to table this agenda item.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

The Following Agenda Item is a Working Budget based on estimated (uncertified) taxable values and other preliminary revenue assumptions available as of this date. Budget projections, property tax calculations, and the proposed tax rate remain subject to change upon receipt of the certified appraisal roll and completion of the Truth-in-Taxation process required by Chapter 26 of the Texas Tax Code.

5. Discussion and Possible Action regarding Working Budget for the Fiscal Year 2026-2027.

No action was taken.

K. 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.**
 - **Interlocal Agreement, Utility Billing, and Lease with Austin County Emergency Service District No. 2**
 - **Cryan Park Pond Project and Contract with Winstead House, LLC dba iDig Katy**

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

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

The motion carried. The City Council entered into Executive Session at 8:02 p.m.

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

The City Council reconvened into Open Session at 8:10 p.m.

No action was taken.

7. Discussion and Possible Action regarding Approving the recommendation from SEDC for Shade and Furnishings Project for the Jacqueline A. Cryan Park.

A motion was made by Councilman Zapalac to table this agenda item.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

8. Reports, Announcements, or Requests from Councilmembers.

Bilski	E-Waste Announcement happening on September 19 at the Bellville Recycling Center Landscaping looks good
Necker	Absent
Noack	None
Miller	Absent
Curry	None
Zapalac	Thank the Staff on the Trash update Calculation of Vacation Time 80% Time-Off
Burttschell	Absent

J. Adjourn

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

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

The motion carried. The City Council meeting adjourned at 8:14 p.m.

PASSED AND APPROVED this 4th day of August 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

b)

Sandra Vrablec

From: Carolyn Bilski
Sent: Wednesday, July 22, 2026 4:37 PM
To: Sandra Vrablec
Subject: Fw: ACECD FY27 Budget Proposal and Request for Support
Attachments: ACECD Budget Proposal FY 26-27.pdf

For agenda

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From: Roy Mercer <rmerc@ac-oem.com>
Sent: Wednesday, 22 July 2026 14:54:35
Subject: ACECD FY27 Budget Proposal and Request for Support

Good afternoon,

As required, the Austin County Emergency Communications District is submitting its proposed FY27 budget for October 2026 through September 2027.

The budget projects **\$236,982.00 in operating income**, **\$260,899.60 in expenses**, and **\$1,735.12 in interest income**, resulting in a projected net deficit of **\$22,182.48**. Major expenses include equipment upgrades, maintenance, telecommunications, auditing, insurance, and contracted services.

To further reduce costs, ACECD has removed employee payroll, benefits, and retirement expenses from the proposed budget. District work will instead be outsourced, with additional support and oversight provided by Board members.

Counties and emergency communications districts throughout Texas are also asking the Legislature to increase the wireless 9-1-1 service fee, which has remained at **\$0.50 per month for approximately 30 years**. Without additional funding, districts may be unable to replace aging equipment or maintain the technology needed for citizens to reliably report 9-1-1 emergencies.

We respectfully ask each city to support this effort by adopting its own resolution or formally supporting resolutions requesting an increase in the wireless 9-1-1 service fee.

Please contact us with any questions or concerns regarding the budget proposal or requested resolution.

Roy C. Mercer
Emergency Management Coordinator
Austin County
One East Main Street
Bellville, Texas 77418
Office Phone: (979) 865-6463 | Cell Phone: (979) 270-1449
Email: rmerc@ac-oem.com
Website: www.ac-oem.com
Facebook: <https://www.facebook.com/ACOEM1/>

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Austin County Emergency Communications District
FY27 Budget Proposal

Consolidated Accounts	Oct-Dec 2026 (Q1)	Jan-Mar 2027 (Q2)	Apr-Jun 2027 (Q3)	Estimates Jul-Sep 2027 (Q4)	FY 27 Budget Totals	FY 27 Proposal
Income						
Income	3,196.94	2,557.12	(294.20)	1,819.95	7,279.81	7,279.00
Southwestern Bell Telephone						
State Comptroller Cellular Fees	47,474.46	46,126.59	31,014.28	41,538.44	166,153.77	166,000.00
NexGen						
8x8, Inc	1,647.50	1,318.00	445.50	1,137.00	4,548.00	4,600.00
AccessLine Communications Corporation	122.74	268.09	264.86	218.56	874.25	900.00
ACN Communication Services, LLC						
Advantage Telephone Communications, LLC	9.69	9.69	9.69	9.69	38.76	40.00
Alrespring, Inc						
All In IT, LLC	9.60	9.60	3.20	7.47	29.87	30.00
Altaworx, LLC	47.97	63.96	15.99	42.64	170.56	170.00
AT&T Enterprises, LLC (AT&T Corp)	9,348.01	7,437.82	6,127.15	7,637.66	30,550.64	31,000.00
Bandwidth, Inc	581.99	594.78	195.06	457.28	1,829.11	200.00
BCM One Cloud Communications	1.98	1.00	1.00	1.33	5.31	5.00
Blue Address Signs						
BullsEye Telecom, Inc						
Cable One	1,035.02	1,023.29	25.58	694.63	2,778.52	2,800.00
Celco Partnership	10.50	10.50	7.00	9.33	37.33	38.00
Centurylink Communications	35.17	25.58	25.58	28.78	115.11	115.00
Clear Rate Communications, LLC	0.90	1.80	1.80	1.50	6.00	6.00
CNA Worldwide Operations						
Colorado Valley Telephone Cooperative	9.11	10.69	10.69	10.16	40.65	41.00
Comcast IP Phone, LLC	142.00	209.50	103.00	151.50	606.00	610.00
Compliance Solutions Inc	618.56	362.39	-	326.98	1,307.93	1,300.00
Consolidated Communications	-	-	(351.75)	-	(351.75)	
County Road Signs						
Cytracom LLC	2.00	3.00	3.00	2.67	10.67	11.00
Dialpad, Inc	25.25	37.14	22.78	28.39	113.56	114.00
Explicit Communications, LLC	25.62	38.37	36.97	33.65	134.61	135.00
Fidium Manage Services LLC	1,055.25	1,055.25	703.50	938.00	3,752.00	3,800.00
Frontier Communications (C)	445.35	615.95	202.77	421.36	1,685.43	1,700.00
Fusion LLC						
Fusion Telecom of Texas LTD LLP	77.52	-	77.52	51.68	206.72	210.00
Fuze Inc						
Go Technology Management, LLC						
Google Voice Inc	8.10	12.60	40.50	20.40	81.60	82.00
GoTo Communications, Inc.	9.90	12.60	12.60	11.70	46.80	47.00
Granite Telecommunications LLC	399.71	597.97	559.60	519.09	2,076.37	2,100.00
GTE Mobilnet Of South Texas LP	332.77	8.00	5.00	115.26	461.03	470.00
Hughes Networks Systems, LLC	32.23	35.63	23.16	30.34	121.36	122.00
Iloka, Inc						
Industry Telephone	-	(156.00)	1,701.68	515.23	2,060.91	2,100.00
Insurance Claim						
IntelePeer Cloud Communications, LLC						
Interface Security Systems, LLC						
iTalk Global Communications Inc						
Jivetel LLC	-	-	48.45	16.15	64.60	65.00
Konica Minolta Business Solutions U.S.A., Inc						
Level 3 Communications LLC	35.17	19.19	47.96	34.11	136.43	136.00
Lingo Communications						
Masergy Cloud Communications, Inc						
Matrix Telecom, LLC	155.62	276.40	274.60	235.54	942.16	940.00
MCI Communications Services LLC	3.20	6.40	6.40	5.33	21.33	21.00
MCI Metro Access Transmission Services LL						
MetTel of Texas, Inc	38.37	28.78	19.19	28.78	115.12	115.00
Mitel Cloud Services, Inc						
Momentum Telecom Inc	-	44.78	12.80	19.19	76.77	77.00
NEC Cloud Communications America Inc.						
New Horizons Communication	-	12.92	12.92	8.61	34.45	34.00
Nextiva, Inc	161.00	248.50	177.50	195.67	782.67	783.00
nexVortex, Inc						
Nuso, LLC	3.96	5.94	3.96	4.62	18.48	18.00
Ooma Inc	47.00	81.50	81.50	70.00	280.00	280.00
PNG Telecommunications Inc						
PowerNet Global Communications						
Preferred Long Distance	41.57	47.52	48.02	45.70	182.81	183.00
PS Lightwave, Inc	15.50	1.50	7.50	8.17	32.67	33.00
Redd Fox LLC						
RingCentral, Inc	163.35	152.95	183.15	166.48	665.93	666.00
Sangoma US, Inc	4.00	7.00	6.00	5.67	22.67	23.00
SIP US LLC	1.50	1.50	1.00	1.33	5.33	5.00
T-Mobile West LLC	26.00	-	13.00	13.00	52.00	52.00
Telecom Evolutions, LLC						
The IP Guys Net, LLC	639.54	959.31	639.54	746.13	2,984.52	3,000.00
Verizon	-	-	202.77	67.59	270.36	270.00

Austin County Emergency Communications District
FY27 Budget Proposal

ViaSat, Inc	24.53	26.31	25.42	25.42	101.68	102.00
Viirtue Inc	1.80	3.60	1.80	2.40	9.60	10.00
VolP Innovations LLC						
Voiply, LLC	-	16.15	6.46	7.54	30.15	30.00
Vonage America						
Vonage Business Inc	1,333.45	981.69	607.57	974.24	3,896.95	3,900.00
Wholesale Carrier Services, Inc						
Windstream Services	38.37	25.58	25.58	29.84	119.37	119.00
YMax Communications Corp	11.88	5.94	-	-	17.82	18.00
Zoom Voice Communications, Inc	12.92	25.84	19.38	19.38	77.52	77.00
Zultys, Inc.						
Austin County						
Billable Expense Income						
General Star Indemnity Company						
Markup						
Sale Of Asset (Truck)						
Sales of Product Income						
Services						
Shipping Income						
Uncategorized Income						
Total Income	69,464.57	65,270.21	43,465.98	59,511.56	237,712.32	236,982.00
Cost of Goods Sold						
Cost of Goods Sold						
Total Cost of Goods Sold						
Expense						
Expenses	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Auto (Travelers Insurance)						
Commercial Blanket (CNA Surety)	3,057.90	207.00	-	-	3,264.90	3,362.85
General Liability (Acuty)						
Health (TX Health Benefits Pool)	2,595.84	3,893.76	-	-	6,489.60	6,684.29
Inland Marine (Liberty Mutual)						
Property (Acuty)						
Vision (TMI)						
Workmans Comp (Texas Mutual)						
Office Equipment & Furniture						
SO Equipment Upgrade (AT&T Capital Services)	47,707.08	45,984.55	30,457.22	30,457.00	154,605.85	60,914.22
911 Office Copier (Ubeo-Lease)	638.20	1,150.04	390.00	390.00	2,568.24	1,560.00
Jeff's Laptop						
New ACECD Workstation						
Square Hardware						
Repairs & Maintenance	-	-	-	-	-	-
Generator (Zenith Power Systems)						
Office Building						
Truck						
L&M Pest Control	60.00	2,460.00	60.00	60.00	2,640.00	2,719.20
Plotter						
SO Equipment						
Hourly Repair (AT&T 0706020093322)						
Monthly Maintenance (AT&T 0706020093322)	15,376.73	4,042.50	4,248.00	4,500.00	28,167.23	29,012.25
Priority Dispatch (DO NOT PAY)						
Sprint (DO NOT PAY)						
Office Supplies	1,144.88	1,167.27	(2,276.93)	-	35.22	36.28
Utilities	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-
AT&T 08136592	-	2,596.42	-	2,600.00	5,196.42	5,352.31
AT&T 111057193148						
AT&T 287254183806						
AT&T 713 A61-0063 115 3	1,632.32	-	-	-	1,632.32	1,681.29
AT&T 7132382395272						
AT&T 9500	-	-	3,933.51	-	3,933.51	4,051.52
Department Of Information Resources	-	-	597.70	-	597.70	615.63
Frontier Communications	492.28	369.24	122.93	328.15	1,312.60	1,351.98
Greater Harris County 911 Emergency	1,076.50	-	-	-	1,076.50	1,108.80
Industry Telephone Company	(708.73)	78.00	1,020.73	130.00	520.00	535.60
Tyler Technologies	10,765.98	-	-	-	10,765.98	11,088.96
Voiance Language Services, LLC	135.32	15.64	65.96	72.31	289.23	297.90
Electricity (City Of Bellville)	688.31	728.13	341.38	585.94	2,343.76	2,414.07
Internet (Sparklight)	452.88	452.88	301.92	402.56	1,610.24	1,658.55
Bank Fees	1,416.11	-	-	-	1,416.11	1,458.59
Blue Address Signs (Trafco)						
Consulting	-	-	-	-	-	-
Austin County						60,000.00
Donna Cerny						24,000.00
Computer Work (BIS Consulting)	-	308.75	590.00	299.58	1,198.33	17,000.00
IT Maintenance						
Router Maintenance	281.25	-	(281.25)	-	-	-
Yearly Backups						

Austin County Emergency Communications District
FY27 Budget Proposal

Auditing (Seidel Schroeder)	3,300.00	13,200.00	-	-	16,500.00	16,995.00
GIS Manager (LJA Engineering)	-	-	388.86	-	388.86	400.53
Dues & Subscriptions	-	-	-	-	-	-
Adobe Acropro	-	-	-	-	-	-
Amazon Prime	-	-	-	-	-	-
Domain Listings	-	-	288.00	96.00	384.00	395.52
ESRI	-	-	-	-	-	-
Firefox PVT Network	-	-	-	-	-	-
GeoComm GIS Data Hub	-	-	-	-	-	-
Google GSuite	-	2.56	147.36	-	149.92	154.42
Google Workspace	-	0.24	358.18	-	358.42	369.17
Hostinger.com	-	-	-	-	-	-
Intuit Quickbooks Online	393.35	-	2,337.73	-	2,731.08	2,813.01
Log Me In Pro	-	-	-	-	-	-
Malware Bytes	-	-	-	-	-	-
Microsoft	-	-	-	-	-	-
Mozilla VPN	-	-	-	-	-	-
Streamline	1,500.00	628.00	328.00	328.15	2,784.15	2,867.67
Weebly	-	-	-	-	-	-
XAA Analysis-Dues	-	-	-	-	-	-
Shipping, Postage & Mail	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Fuel	-	-	-	-	-	-
Airline	-	-	-	-	-	-
Hotel	-	-	-	-	-	-
Parking	-	-	-	-	-	-
Travel Per Diem	118.31	59.04	-	-	177.35	-
Uniform Expense	-	-	-	-	-	-
Interest Paid	-	-	-	-	-	-
Payroll Expenses	-	-	-	-	-	-
Payroll Taxes	927.13	560.09	45.42	-	1,532.64	-
Salary-Administrative Assistant	12,119.22	7,321.45	(1,263.89)	-	18,176.78	-
Salary-Executive Director	-	-	-	-	-	-
Salary-Jeff	-	-	-	-	-	-
TCDRS - Match	2,864.83	23,848.98	(1,472.97)	-	25,240.84	-
Professional Fees	-	-	-	-	-	-
Purchases	-	-	-	-	-	-
Unapplied Cash Bill Payment Expense	-	-	-	-	-	-
Uncategorized Expense	-	-	-	-	-	-
Total Expense	108,035.69	109,074.54	40,727.86	40,249.69	298,087.78	260,899.60
Other Income						
Interest Earned	880.37	286.02	134.95	433.78	1,735.12	-
CD Interest	-	-	-	-	-	-
Checking Interest	-	-	-	-	-	-
Total Other Income	880.37	286.02	134.95	433.78	1,735.12	1,735.12
Other Expense						
Reconciliation Discrepancies	-	-	-	-	-	-
Total Other Expense	-	-	-	-	-	-
Total Net Income	(37,690.75)	(43,518.31)	2,873.07	-	(78,335.99)	(22,182.48)

c)



AGENDA ITEM NO: C

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding the Final Pay Request to Vera Industries for the TxDOT Facility Utility Service Extensions.

ANALYSIS

The contract was \$483,432.30 with an addition on \$3,507.11 and a reduction of \$1,037.60 for a total of \$485,901.70. The Final application for payment is \$48,590.17.

RECOMMENDATION

Staff recommends to approve the final payment to Vera Industries for the TxDOT Facility Utility Service Extensions.

FINANCIAL IMPACTS



Public Works Payment Application Processing Checklist

Vendor Name: Vera Industries LLC

Project Name: TxDOT Facility Utilities Service Extensions

Project #: 046-002

Pay App #: Final Pay App

Please initial and date then submit to the next department once your task is completed.

Order	Department/Staff	Task	Initial/Date Completed
1	PW Admin	Create pay app worksheet/check request	Bk 7/21/26
2	PW Director	Review/sign	PP 7/21/26
3	City Manager	Review/sign	
4	City Secretary/Mayor	Gets Mayor to sign	
5	Finance/Eren	Processes for payment	
6	City Secretary	Email or Mails signed copies to appropriate parties	

CITY OF SEALY, TEXAS

CHECK REQUEST

Paying bank account: General Operating Account Code: AP

Vendor set: City of Sealy Code: 01

Vendor name: Vera Industries LLC Code: 01157

Remittance address: 2440 Texas Parkway STE 268
Missouri City, TX 77489

General description

of disbursement: Final Pay App TxDOT Facility Utilities Service Extensions

Date check needed: ASAP General ledger date: 4/30/2026 P. O. number: _____

Stub comments: _____

GENERAL LEDGER DISTRIBUTION

	G/L Account	Project	Description	Amount
1.	56-511-56130	046-002	Final Pay App TxDOT Facility Utilities Service Exten	\$ -
2.	56-22500	046-004	Retainage	\$ 48,590.17
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
TOTAL CHECK AMOUNT:				\$ 48,590.17

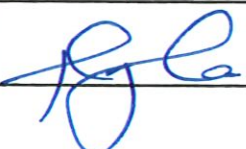
Print the above General Ledger Distribution information on the check stub? ☒ No ☐ Yes

Pay this disbursement on a check separate from other checks to this vendor? ☒ No ☐ Yes

CHECK HANDLING INSTRUCTIONS

- | | |
|--|---|
| ☐ Remit check directly to Vendor.
☒ Remit check with attached original paperwork directly to Vendor. (Attach copy of paperwork to Check Request.) | ☐ Present check to Requester for remittance.
☐ Present check to Approver for remittance. |
|--|---|

Other instructions: Submit one copy of payment application to Strand and one to the vendor

I/We certify that sufficient funds for this disbursement have been appropriated in the respective fiscal year's budget.			
Requester's Signature	Date	Approver's Signature	Date
	7/21/21		

Vera Industries, LLC

TxDOT Facility Utility Service Extensions

Project # 046-002

VENDOR NO. 01-011157

ORIGINAL CONTRACT AMT	\$	483,432.30
PLUS CHANGE ORDERS	\$	3,507.00
LESS CHANGE ORDERS	\$	1,037.60
ADJUSTED CONTRACT PRICE	\$	485,901.70

AMTS ENTERED FROM PAYMENT APPLICATIONS

PMT #	NET AMT		TOTAL		NET AMT DUE	
	EARNED TO DATE	RETAINAGE TO DATE	EARNED TO DATE	RETAINAGE TO DATE	CONTRACTOR TO DATE	
1	\$ 293,168.50	\$ 29,316.85	\$ 293,168.50	\$ 29,316.85	\$ 263,851.65	
2	\$ 466,822.70	\$ 46,682.27	\$ 466,822.70	\$ 46,682.27	\$ 420,140.43	
3	\$ 485,901.70	\$ 48,590.17	\$ 485,901.70	\$ 48,590.17	\$ 437,311.53	
4	\$ 437,311.53	\$ -	\$ 437,311.53	\$ -	\$ 437,311.53	
5			\$ -		\$ -	
6			\$ -		\$ -	
7			\$ -		\$ -	
8			\$ -		\$ -	
9			\$ -		\$ -	
10			\$ -		\$ -	

AMOUNTS TO ENTER ON CHECK REQUESTS

PMT #	EARNED THIS PERIOD		RETAINAGE THIS PERIOD		GL DATE	
	DEBIT (CREDIT)	DEBIT (CREDIT)	DEBIT (CREDIT)	DEBIT (CREDIT)	(PERIOD END DATE)	ENTER CK/ACH DATE WHEN PAID
TOTALS	\$ 485,901.70	\$ -	\$ -	\$ 485,901.70		
1	\$ 293,168.50	\$ (29,316.85)	\$ 263,851.65	1/31/2026		
2	\$ 173,654.20	\$ (17,365.42)	\$ 156,288.78	2/28/2026		
3	\$ 19,079.00	\$ (1,907.90)	\$ 17,171.10	4/30/2026		
4	\$ -	\$ 48,590.17	\$ 48,590.17	4/30/2026		
5	\$ -	\$ -	\$ -			
6	\$ -	\$ -	\$ -			
7	\$ -	\$ -	\$ -			
8	\$ -	\$ -	\$ -			
9	\$ -	\$ -	\$ -			
10	\$ -	\$ -	\$ -			



Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937
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July 20, 2026

Ms. Kimbra Hill, City Manager
City of Sealy
405 Main Street
Sealy, TX 77474

Re: TxDOT Facility Utility Service Extensions
Contract 1-2025
City of Sealy, Texas (OWNER)

Dear Kimbra,

In accordance with Article 15.06 of the General Conditions, this letter serves as our recommendation of final payment for Contract 1-2025. Enclosed is a copy of the final Application for Payment and accompanying documentation in accordance with the Contract Documents, including Consent of Surety to Final Payment, Affidavit of all bills paid, and Change Order No. 2. A final inspection, in accordance with Article 15.05 of the General Conditions, occurred on May 19, 2026. Based upon our observation of the Work during construction and final inspection, and our review of the final Application for Payment and accompanying documentation, it appears the Work has been satisfactorily completed. Therefore, we recommend final payment of the amount indicated on the enclosed final Application for Payment.

Furthermore, in accordance with Article 15.06 of the General Conditions and in support of our recommendation of payment of the final Application for Payment, this letter also provides our written notice to OWNER and CONTRACTOR (by copy of this letter) that the Work is acceptable, subject to stated limitations in this notice and to the provisions of Article 15.07 of the General Conditions.

The Preliminary Certificate of Substantial Completion fixed the Substantial Completion date at April 8, 2026, and established the Correction Period for the Work, as defined in Article 15.08 of the General Conditions. A review of the Work will be scheduled with OWNER during the Correction Period, or within 1 year of the date of Substantial Completion, whichever occurs first, to evaluate the Work for items that may require correction under the terms of the Contract.

Please call 979-836-7937 if there are any questions.

Sincerely,

STRAND ASSOCIATES, INC.®

Blake E. Faldyn

Enclosures

c/enc: Alejandro Vera, President, Vera Industries, LLC
Mike Barrow, Assistant City Manager and Planning Director, City of Sealy
Matt Yentz, Strand Associates, Inc.®
Justin Bilskemper, Strand Associates, Inc.®

TBPE No. F-8405
TBPLS No. 10030000

3903.089\RF\BEP\ajj\cdg\RF\BREDocuments\Specifications\Archive\2025\Sealy, City of (TX)\3903.089.1-2025.BEP(16) Specification Letters(h) Final Payment and Notice of Acceptability of Work\Final Payment.07202026.docx

**CONSENT OF SURETY
TO FINAL PAYMENT**

AIA Document G707

OWNER	☐
ARCHITECT	☐
CONTRACTOR	☐
SURETY	☐
OTHER	☐

Bond No. 3201802

TO OWNER:
(Name and address)

City of Sealy
415 Main Street
Sealy, TX 77474

PROJECT:
(Name and address)

TxDOT Facility Utility Service Extensions

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: General Construction

CONTRACT DATED:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Developers Surety and Indemnity Company
800 Superior Avenue E., 21st Floor
Cleveland, OH 44114

, SURETY,

on bond of
(Insert name and address of Contractor)

Vera Industries, LLC
2440 Texas Parkway
Missouri City, TX 77489

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of
any of its obligations to
(Insert name and address of Owner)

City of Sealy
415 Main Street
Sealy, TX 77474

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: May 29, 2026
(Insert in writing the month followed by the numeric date and year.)

Attest:
(Seal):

Dennie Bledsoe



Developers Surety and Indemnity Company

(Surety)

By

(Signature of authorized representative)

Michele Bonnin

Attorney-in-Fact

(Printed name and title)

**POWER OF ATTORNEY FOR
COREPOINTE INSURANCE COMPANY
DEVELOPERS SURETY AND INDEMNITY COMPANY**
59 Maiden Lane, 43rd Floor, New York, NY 10038
(212) 220-7120

KNOW ALL BY THESE PRESENTS that, except as expressly limited herein, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, do hereby make, constitute and appoint:

Michele Bonnin , of **The Woodlands, TX**

as its true and lawful Attorney-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said companies, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said company could do, but reserving to each of said company full power of substitution and revocation, and all of the acts of said Attorney-in-Fact, pursuant to these presents, are hereby ratified and confirmed. This Power of Attorney is effective **01/01/2026**

Surety Bond No.: 3201802
Principal: Vera Industries, LLC
Obligee: City of Sealy

This Power of Attorney is granted and is signed under and by authority of the following resolutions adopted by the Board of Directors of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY collectively, "Company" on February 10, 2023

RESOLVED, that Sam Zaza, President, Surety Underwriting, James Bell, Vice President, Surety Underwriting, and Craig Dawson, Executive Underwriter, Surety, each an employee of AmTrust North America, Inc., an affiliate of the Company (the "Authorized Signors"), are hereby authorized to execute a Power of Attorney, qualifying attorney(s)-in-fact named in the Power of Attorney to execute, on behalf of the Company, bonds, undertakings and contracts of suretyship, or other suretyship obligations; and that the Secretary or any Assistant Secretary of the Company be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney.

RESOLVED, that the signature of any one of the Authorized Signors and the Secretary or any Assistant Secretary of the Company, and the seal of the Company must be affixed to any such Power of Attorney, and any such signature or seal may be affixed by facsimile, and such Power of Attorney shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY have caused these presents to be signed by the Authorized Signor and attested by their Secretary or Assistant Secretary this August 7, 2024

By: _____

Printed Name: Sam Zaza

Title: President, Surety Underwriting



ACKNOWLEDGEMENT:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California

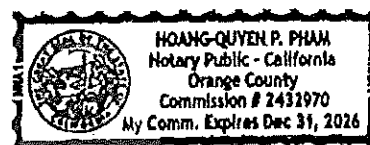
COUNTY OF Orange

On this 7 day of August, 2024, before me, Hoang-Quyen Phu Pham, personally appeared Sam Zaza who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacity, and that by the signature on the instrument the entities upon behalf which the person acted, executed this instrument.

I certify, under penalty of perjury, under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____



CORPORATE CERTIFICATION

The undersigned, the Secretary or Assistant Secretary of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in this Power of Attorney are in force as of the date of this Certification.

This Certification is executed in the City of Cleveland, Ohio, this August 2, 2024.

DocuSigned by:

By: _____

Janie Clark

Janie Clark, Assistant Secretary

8789803E22364A8

DocuSign Envelope ID: 5AB920B9-227B-46CB-BD53-C0E3A05A3E46

Ed. 0824

Signed and sealed this 29th day of May, 2026.

AFFIDAVIT OF BILLS PAID

THE STATE OF TEXAS
COUNTY OF Texas

Alejandro Vera, being duly sworn that he/she is President of
Vera Industries, of Brazoria County, Texas (hereinafter called "Company"); and

That said Company has performed work and/or furnished material for
City of Sealy (hereinafter called "Owner"), pursuant to a contract, dated
December, 2026, (hereinafter called "Contract") for the construction of:
Installation of gas, waterline, and sanitary sewer.

That all just and lawful invoices against the Company for labor, materials and expendable equipment
employed in the performance of the Contract have been paid in full prior to acceptance of payments for the Owner;
and

That no mechanic's or materialman's liens have been filed upon the property of the Owner or materials
incorporated into the Facilities

By: Alex Vera
Printed Name: Alejandro Vera
Title: President

ATTEST:

Printed Name: _____

THE STATE OF TEXAS
COUNTY OF Texas

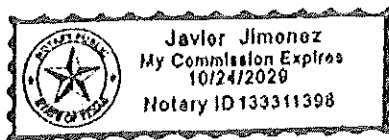
Before me, the undersigned authority, on this day personally appeared Alejandro Vera,
President of Vera Industries, a _____, known to me to
be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that
he/she executed the same as the act and deed of such Signing, for the purposes and
consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 1st day of June,
2026

Javier Jimenez
Notary Public in and for the
State of TEXAS

Printed Name: Javier Jimenez
Commission Expires: 10/24/29

(NOTARY SEAL)





Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937
www.strand.com

May 21, 2026

CHANGE ORDER NO. 2

PROJECT: TxDOT Facility Utility Service Extensions
OWNER: City of Sealy, Texas
CONTRACT: 1-2025
CONTRACTOR: Vera Industries, LLC

Description of Change

2a	Increase the quantity of Bid Item No. 12 from 119 to 140 LF (Unit Price: \$22.00 per LF).	ADD	\$462.00
2b	Add 1 each (EA) "Furnish and Install 2-Inch Polyethylene Ball Valve and Valve Box" at a rate of \$3,045.00 EA to the Application for Payment template.	ADD	\$3,045.00
TOTAL VALUE OF THIS CHANGE ORDER:			ADD \$3,507.00

Contract Price Adjustment

Original Contract Price	\$483,432.30
Previous Change Order Adjustments	(\$1,037.60)
Adjustment in Contract Price this Change Order	\$3,507.00
Current Contract Price including this Change Order	\$485,901.70

Contract Substantial Completion Date Adjustment

Original Contract Substantial Completion Date	March 31, 2026
Contract Substantial Completion Date Adjustments due to previous Change Orders	0 Days
Contract Substantial Completion Date Adjustments due to this Change Order	8 Days
Current Substantial Contract Completion Dates including all Change Orders	April 8, 2026

Contract Final Completion Date Adjustment

Original Contract Final Completion Date	April 20, 2026
Contract Final Completion Date Adjustments due to previous Change Orders	0 Days
Contract Final Completion Date Adjustments due to this Change Order	29 Days
Current Final Contract Completion Dates including all Change Orders	May 19, 2026

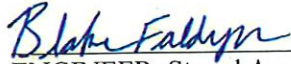
TBPE No. F-8405
TBPLS No. 10030000

RF:BEF:cdg\R\BRE\Documents\Specifications\Archive\2025\Sealy, City of (TX)\3903.089.1-2025 BEF(17) Change Orders\CO 2.docx

City of Sealy–Vera Industries, LLC
Contract 1-2025, Change Order No. 2
Page 2
May 21, 2026

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

RECOMMENDED

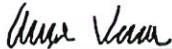


ENGINEER–Strand Associates, Inc.®

May 21, 2026

Date

APPROVED



CONTRACTOR–Vera Industries, LLC

5/28/26

Date

APPROVED

OWNER–City of Sealy, Texas

Date

APPLICATION FOR PAYMENT

OWNER: City of Sealy, TX PROJECT: TxDOT Facility Utilities Service Extensions
 CONTRACTOR: Vera Industries, LLC CONTRACT: 1-2025
 FOR PERIOD BEGINNING: 4/1/26 PAYMENT APPLICATION DATE: 5/28/26
 FOR PERIOD ENDING: 4/30/26
 PAYMENT APPLICATION NO.: Retainage

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT	\$ <u>483,432.30</u>
PLUS: ADDITIONS TO CONTRACT	\$ <u>3,507.00</u>
LESS: DEDUCTIONS FROM CONTRACT	\$ <u>(1,037.60)</u>
ADJUSTED CONTRACT AMOUNT TO DATE	\$ <u>485,901.70</u>

WORK PERFORMED

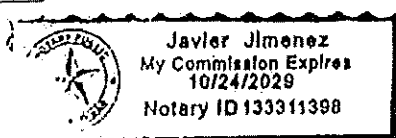
COST OF WORK COMPLETED	\$ <u>485,901.70</u>
PLUS MATERIALS STORED (ATTACH SCHEDULE)	\$ <u> </u>
NET AMOUNT EARNED TO DATE	\$ <u>485,901.70</u>
LESS AMOUNT OF RETAINAGE (5 PERCENT)	\$ <u>0.00</u>
SUBTOTAL	\$ <u>437,311.53</u>
LESS PREVIOUS PAYMENTS	\$ <u>437,311.53</u>
AMOUNT DUE THIS APPLICATION	\$ <u>48,590.17</u>

CONTRACTOR's Certification:

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under the Contract have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Liens, security interest of encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

☐ Required lien waivers attached.

Dated 5/28/2026



Vera Industries
 CONTRACTOR
 By *Alejandro Vera*
 (Authorized Signature)
 By Alejandro Vera
 (Print Name)

Sworn to and subscribed before me on the 28 day of May, 20 26

[Signature]
 (Notary Public in and for the State of Texas)

Payment of the above AMOUNT DUE THIS APPLICATION is approved by

Dated _____

By _____
 (Authorized Signature-OWNER)

By _____
 (Print Name)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended by

Dated 6/1/2026 STRAND ASSOCIATES, INC.®

By *Blake Faldyn*
 (Authorized Signature)

By Blake Faldyn
 (Print Name)



PAY APPLICATION

2440 TEXAS PARKWAY, SUITE 268
MISSOURI CITY, TEXAS 77489

DATE:
PROJECT: TXDOT FACILITY UTILITY SERVICE EXTENSIONS
OWNER: CITY OF SEALY

PAY ESTIMATE: Retainage
PAY PERIOD
FROM: 5/1/2026
TO: 5/18/2026

SUBMITTED BY: ALEJANDRO VERA
(PROJECT MANAGER)

BILLING		AMOUNT DUE THIS ESTIMATE:	
ORIGINAL CONTRACT AMOUNT:	\$ 483,432.30	PAY ESTIMATE Retainage	\$ 48,590.17
REVISED CONTRACT AMOUNT:	\$ 485,901.70	RETAINAGE:	
CHANGE ORDER AMOUNT:	\$ 2,469.40		
EARNINGS TO DATE:	\$ 485,901.70		
DEDUCTIONS TO DATE:	\$ 48,590.17		
TOTAL AMOUNT PAID TO CONTRACTOR:	\$ 437,311.53		
PERCENTAGE OF WORK IN PLACE:	100.0%		
		TOTAL AMOUNT DUE TO CONTRACTOR THIS ESTIMATE: \$ 48,590.17	

ITEM NO.	DESCRIPTION	U/M	QTY	UNIT PRICE	SUBTOTAL	PREVIOUS QTY	PREVIOUS AMOUNT	CURRENT QTY	CURRENT PAYMENT	QTY TO DATE	PAYMENT TO
1	MOBILIZATION (NOT EXCEED 10% OF THE PROJECT COST, EXCL MOBILIZATION)	LS	1	\$ 24,000.00	\$24,000.00	1.00	\$ 24,000.00		\$ -	1.00	\$ 24,000.00
2	FURNISH & INSTALL 4" (ASTM) D-2513 (SDR) 11 POLYETHYLENE GAS MAIN BY OPEN CUT	LF	2,506.00	\$ 32.00	\$80,192.00	2506.00	\$ 80,192.00		\$ -	2,506.00	\$ 80,192.00
3	FURNISH & INSTALL 4" ASTM D-2513 SDR 11 POLYETHYLENE GAS MAIN BY BORE (NO CASING)	LF	65	\$ 102.00	\$6,630.00	65.00	\$ 6,630.00		\$ -	65.00	\$ 6,630.00
4	FURNISH & INSTALL 4" ASTM D-2513 SDR 11 POLYETHYLENE GAS MAIN INSIDE 8" WELDED STEEL CASING BY BORE (INCL TWO PLUGS & TWO VENTS PER HIGHWAY CROSSING)	LF	285	\$ 157.50	\$44,887.50	285.00	\$ 44,887.50		\$ -	285.00	\$ 44,887.50
5	FURNISH MATERIALS & EQUIPMENT TO MAKE THE CONNECTION TO THE EXISTING 4" GAS MAIN	EA	1	\$ 6,804.00	\$6,804.00	1.00	\$ 6,804.00		\$ -	1.00	\$ 6,804.00
6	FURNISH & INSTALL 4" POLYETHYLENE GAS GATE VALVE & BOX	EA	5	\$ 4,379.50	\$21,897.50	5.00	\$ 21,897.50		\$ -	5.00	\$ 21,897.50
7	FURNISH EQUIPMENT & MATERIALS TO MAKE GAS SERVICE TAP AND CONNECTION TO NEW METER	EA	1	\$ 6,804.00	\$6,804.00	1.00	\$ 6,804.00		\$ -	1.00	\$ 6,804.00
8	FURNISH & INSTALL 6" AWWA C900 DR18 WATER MAIN BY OPEN CUT	LF	592	\$ 65.50	\$38,776.00	592.00	\$ 38,776.00		\$ -	592.00	\$ 38,776.00
9	FURNISH & INSTALL 6" AWWA C900 DR18 RJB PVC WATER MAIN INSIDE 12" WELDED STEEL CASING BY BORE	LF	80	\$ 293.00	\$23,440.00	80.00	\$ 23,440.00		\$ -	80.00	\$ 23,440.00
10	FURNISH & INSTALL 6" AWWA C900 DR18 RJB PVC WATER MAIN BY OPEN CUT	LF	48	\$ 187.00	\$8,976.00	48.00	\$ 8,976.00		\$ -	48.00	\$ 8,976.00
11	FURNISH & INSTALL 6" AWWA C900 DR18 RJB PVC WATER MAIN BY BORE (NO CASING)	LF	245	\$ 85.50	\$20,947.50	245.00	\$ 20,947.50		\$ -	245.00	\$ 20,947.50
12	FURNISH & INSTALL 2" POLYETHYLENE WATER LINE BY OPEN CUT	LF	119	\$ 22.00	\$2,618.00	140.00	\$ 3,080.00		\$ -	140.00	\$ 3,080.00
13	FURNISH & INSTALL 6" X 12" TS&V	EA	1	\$ 16,669.00	\$16,669.00	1.00	\$ 16,669.00		\$ -	1.00	\$ 16,669.00
14	FURNISH & INSTALL FIRE HYDRANT ASSEMBLY (INCL ALL FITTINGS REQUIRED FOR INSTALLATION)	EA	1	\$ 18,269.00	\$18,269.00	1.00	\$ 18,269.00		\$ -	1.00	\$ 18,269.00
15	FURNISH & INSTALL 6" GATE VALVE & BOX	EA	1	\$ 4,217.50	\$4,217.50	1.00	\$ 4,217.50		\$ -	1.00	\$ 4,217.50
16	FURNISH EQUIPMENT & MATERIALS TO MAKE WATER SERVICE TAP AND CONNECTION TO NEW METER	EA	1	\$ 3,813.00	\$3,813.00	1.00	\$ 3,813.00		\$ -	1.00	\$ 3,813.00
17	REMOVE & DISPOSE OF THE EXISTING SANITARY SEWER	LF	20	\$ 35.00	\$700.00	20.00	\$ 700.00		\$ -	20.00	\$ 700.00
18	FURNISH & INSTALL 6" ASTM D3034 SDR 26 SANITARY SEWER BY OPEN CUT (0-6 FT DEPTH)	LF	350	\$ 65.00	\$22,750.00	350.00	\$ 22,750.00		\$ -	350.00	\$ 22,750.00
19	FURNISH & INSTALL 6" ASTM D3034 SDR 26 SANITARY SEWER BY OPEN CUT (GREATER THAN 6FT DEPTH)	LF	843	\$ 65.50	\$55,216.50	843.00	\$ 55,216.50		\$ -	843.00	\$ 55,216.50
20	FURNISH & INSTALL 4' DIA PRECAST CONCRETE MH	EA	3	\$ 17,110.50	\$51,331.50	3.00	\$ 51,331.50		\$ -	3.00	\$ 51,331.50
21	FURNISH & INSTALL 4' DIA PRECAST CONCRETE MH (GREATER THAN 5FT DEPTH)	VF	9.1	\$ 217.00	\$1,974.70	9.10	\$ 1,974.70		\$ -	9.10	\$ 1,974.70
22	FURNISH EQUIPMENT & MATERIALS TO MAKE 6" CONNECTION TO THE EXISTING MH	EA	1	\$ 3,253.00	\$3,253.00	1.00	\$ 3,253.00		\$ -	1.00	\$ 3,253.00
23	FURNISH EQUIPMENT & MATERIALS TO PERFORM TRENCH SAFETY (GREATER THAN 5FT DEPTH)	LF	1,976.00	\$ 1.50	\$2,964.00	1976.00	\$ 2,964.00		\$ -	1,976.00	\$ 2,964.00

ITEM NO.	DESCRIPTION	U/M	QTY	UNIT PRICE	SUBTOTAL	PREVIOUS QTY	PREVIOUS AMOUNT	CURRENT QTY	CURRENT PAYMENT	QTY TO DATE	PAYMENT TO DATE
24	FURNISH EQUIPMENT & MATERIALS TO PERFORM SITE RESTORATION	LS	1	\$ 9,471.00	\$9,471.00	1.00	\$ 9,471.00		\$ -	1.00	\$ 9,471.00
25	FURNISH EQUIPMENT & MATERIALS TO PERFORM TRAFFIC CONTROL IN ACCORDANCE W/ THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES	LS	1	\$ 5,793.00	\$5,793.00	1.00	\$ 5,793.00		\$ -	1.00	\$ 5,793.00
26	CO 1 - 2 IN GAS VALVE	LS	1	\$ 3,045.00	\$3,045.00	1.00	\$ 3,045.00		\$ -	1.00	\$ 3,045.00
					\$0.00		\$ -		\$ -	0.00	\$ -
			U/M	UNIT PRICE	SUBTOTAL		PREVIOUS AMOUNT		CURRENT AMOUNT		PAYMENT TO DATE
					\$485,439.70		\$ 485,901.70		\$ -		\$ 485,901.70

d)



SEALY CITY COUNCIL AGENDA ITEM NO: 4 Discussion and Possible Action regarding Approving the 2026 Fantasy of Lights Rules and Guidelines.
SUBMITTED BY: Charlie Wade, CVB Manager
MEETING DATE: July 21, 2026

STAFF REPORT

DESCRIPTION

Consideration and possible action to approve the parade rules for the 40th Annual Fantasy of Lights Parade scheduled for December 5, 2026.

ANALYSIS

The Fantasy of Lights Planning Team reviewed the parade route, staging procedures, participant requirements, safety measures, and parade operations for the 40th Annual Fantasy of Lights Parade. The proposed parade rules have been updated to provide clear guidance for participants and to support the safe and orderly operation of the parade.

The rules address participant drop-offs, staging, entry spacing, safety walkers, performance stops, vehicle groups, unloading procedures, and the return of parade entries following the conclusion of the route.

A copy of the proposed parade rules is included as an attachment for City Council's review. Upon approval, the rules will be incorporated into the parade registration materials and distributed to all parade participants.

FINANCIAL IMPACT

None

ATTACHMENTS

Proposed 2026 Fantasy of Lights Parade Rules

RECOMMENDATION

Staff recommends approval of the proposed parade rules for the 40th Annual Fantasy of Lights Parade.

Fantasy of Lights Parade Rules & Safety Guidelines

Purpose

The Fantasy of Lights Parade is a family-friendly community event. These rules are intended to protect participants, spectators, volunteers, animals, City staff, emergency personnel, and property while keeping the parade festive, organized, and enjoyable for everyone.

Participation in the parade is a privilege. By submitting an entry form and arriving at the staging area, each entry agrees to follow all parade rules, City requirements, and instructions from authorized officials.

Parade Schedule

Time	Activity
4:00 p.m.	Lineup / Staging Begins
5:00 p.m.	Main Street Closure Begins
5:30 p.m.	Final Lineup & Drop-off / Pre-Parade Safety Check
6:00 p.m.	Parade Begins
7:30 p.m.	Estimated Parade End

General Parade Rules

1. Authority of Parade Officials: All participants must follow the directions of City staff, parade officials, police, fire, EMS, and any authorized safety personnel. The City of Sealy, Sealy Police Department, Sealy Fire Department, and parade officials reserve the right to deny entry, reposition, remove, or disqualify any entry, vehicle, float, driver, rider, walker, animal, or participant before or during the parade if it is determined to be unsafe, noncompliant, disruptive, or not in the best interest of public safety. Decisions made by safety officials are final.

2. One Santa Only: Absolutely no Santas are permitted in any entry. There will be one Santa at the end of the parade arranged by the event coordinator. Any entry with a Santa will not be permitted to continue down the parade route. No exceptions.

3. Weather, Emergency, or Safety Modification/Cancellation: The City of Sealy reserves the right to delay, modify, reroute, suspend, or cancel the parade due to weather, road conditions, emergency response needs, public safety concerns, or any other circumstance that may affect the safety of participants, spectators, staff, volunteers, or the general public. All participants must follow instructions from City staff, police, fire, EMS, and parade officials regarding any delay, route change, emergency action, or cancellation.

4. Lights and Music: Each entry must be lit during the parade. Music must be family-friendly. Obscene language, obscene lyrics, and inappropriate content are prohibited. Each float must be self-contained with generator power or other safe power supply for illumination and music above and beyond state law requirements for moving vehicles.

5. No Throwing Items: Throwing, tossing, dropping, launching, or projecting candy, beads, toys, trinkets, liquids, ice, plastics, paper, confetti, flyers, or any other item from a float, trailer, vehicle, animal, or walking entry is strictly prohibited. Items may only be handed directly to

spectators by designated walkers. Walkers must remain with their entry, may not run toward spectators, and may not encourage children or spectators to enter the parade route. Violations may result in immediate removal and denial of participation in future parades.

6. Entry Leader and Emergency Contact: Each parade entry must designate one adult entry leader who is responsible for the entry and all participants associated with it. The entry leader must provide a working cell phone number on the parade application and be reachable before, during, and immediately after the parade. The entry leader is responsible for communicating all parade rules and safety instructions to the entry's drivers, riders, walkers, parents, minors, volunteers, and other participants.

7. Driver Requirements: All drivers must be at least 18 years old, possess a valid driver's license appropriate for the vehicle being operated, and provide proof of insurance upon request. Drivers must maintain a clear and unobstructed view in all directions and must remain in complete control of the vehicle at all times. Drivers may not use a cell phone, text, throw items, consume alcohol, interact with spectators, or engage in any activity that distracts from safely operating the vehicle.

8. Double-Decker and Elevated Floats Prohibited: Double-decker floats, two-level floats, rooftop riding areas, elevated platforms, or any float design that allows participants to ride above the main deck of the float are prohibited. No participant may ride on top of a vehicle, roof, rail, ladder, platform, or any elevated structure not approved by parade officials. This rule is in place for rider safety, fall prevention, overhead clearance, visibility, and emergency response concerns. No exceptions will be granted. Decorations may extend above the float deck only if securely attached and approved during staging inspection. Participants may not ride, stand, sit, or perform from any elevated level.

9. Height, Width, and Length Requirements: Standard parade floats, trailers, and decorated entries may not exceed 13 feet 6 inches in height, measured from the ground to the highest point of the entry, decoration, prop, signage, rider area, or equipment. Standard parade entries may not exceed 12 feet in width or 55 feet in total length, including the tow vehicle and trailer, unless otherwise permitted by parade officials.

10. Large Specialty Vehicles: Semi-trucks, 18-wheelers, concrete trucks, fire trucks, emergency vehicles, campers, utility vehicles, and other large specialty vehicles are permitted in the parade, provided they can safely maneuver the staging area, parade route, turns, and return route without creating a hazard, blocking emergency access, interfering with spectators, or damaging property. These vehicles must be decorated as appropriate for the parade and must comply with all driver, insurance, safety, and parade pace requirements.

11. Ground Clearance and Secured Materials: Floats and trailers must maintain a minimum 8 inches of ground clearance from the lowest part of the float frame. Nothing may drag on the roadway or interfere with tires, wheels, hitches, safety chains, steering, braking, driver visibility, or emergency equipment. Parade officials, police, fire, or the Fire Marshal may require an entry to modify or remove decorations, equipment, or materials before the parade if the entry creates a safety concern or cannot safely complete the route.

12. Go-Carts, ATVs, and Similar Vehicles: Go-carts, ATVs, four-wheelers, dirt bikes, mini-bikes, side-by-sides, golf carts, motorized scooters, riding lawn mowers, and similar recreational, off-road, or small motorized vehicles may participate only if approved by parade officials, decorated, insured as required, operated by an adult licensed driver age 18 or older, and driven at

a slow parade pace. No person under 18 may operate a motorized vehicle in the parade. Speeding, weaving, stunts, sudden acceleration, burnouts, horseplay, or unsafe operation will result in immediate removal.

13. Float Rider Safety: Riders must remain fully inside the float, trailer, or vehicle at all times while the parade is moving. Riders may not sit, stand, or climb on railings, sideboards, tailgates, ladders, roofs, hoods, fenders, bumpers, trailer edges, or any exterior surface of a vehicle or float. No one may jump on or off a moving float, trailer, or vehicle. Children must remain seated and away from the edge of the float, trailer, or vehicle while the parade is moving and must be supervised by an adult at all times.

14. Minor Supervision: All participants under 18 must be supervised by an adult. Entries carrying or including minors must have at least one adult age 21 or older present with the group at all times. Entries with children under age 13 must have at least one adult age 21 or older for every 10 children. Entries with minors ages 13 to 18 must have at least one adult age 21 or older for every 20 minors. Walking groups with minors must have adult supervisors at the front and rear of the group.

15. Safety Walkers: Parade officials may require safety walkers for any float, trailer, large vehicle, animal entry, go-cart/ATV/similar vehicle group, or entry with children. Floats or vehicles carrying children age 12 and under must have at least one adult safety walker on each side of the float unless waived by parade officials. Safety walkers must be at least 18 years old, remain alert, keep pace with the entry, and help maintain a safe distance between the entry and spectators. Safety walkers may not distribute candy, flyers, beads, or any other items while serving in this role. Their sole responsibility is to monitor safety, remain alert, keep pace with the entry, and help maintain a safe distance between the entry and spectators.

16. Parade Entry Spacing:

17. Parade Pace and Route Control: All entries must maintain a slow, steady parade pace and remain in their assigned position for the entire route. No speeding, weaving, revving engines, sudden acceleration, burnouts, stunts, horseplay, unsafe passing, or unsafe maneuvers are permitted. Participants may not leave the parade route and re-enter unless directed by police or parade officials. Any entry that leaves the route, drives unsafely, or re-enters the route without authorization will be removed and may be prohibited from future parades.

18. Float Rider Drop-Off and Return to Staging: The official parade route ends at the corner of 7th Street and Atchison Street. After the parade ends, floats and vehicles will return to the staging area; however, riders may not remain on floats, trailers, or exterior riding areas while traveling on streets that are not part of the controlled parade route.

19. Parade Stops, Performances, and Showcase Areas: Entries may be required to pause briefly at designated showcase, judging, or announcer areas to allow spectators, judges, and the announcer to view each entry. Any approved stop must be brief, controlled, and limited unless otherwise directed by parade officials.

20. No Leaving After Staging: Once an entry arrives in the staging area, the entry may not leave and return unless directed or approved by parade officials. Leaving the staging area after check-in disrupts the lineup, judging, announcer script, and public safety coordination. Any entry that leaves the staging area without authorization will be removed from the parade.

21. Alcohol, Illegal Substances, and Impairment: No illegal substance use or drinking of alcoholic beverages by participants is allowed before or during the parade. Participants may not be impaired, visibly intoxicated, or under the influence while participating, regardless of whether they are driving, riding, walking, or assisting with an entry. These actions will not be tolerated and may result in immediate removal of the participant or entire entry.

22. Disabled Entry or Emergency: If a float, vehicle, animal entry, or walking group becomes disabled or experiences a safety issue, the driver or entry leader must notify a parade official immediately and follow police or parade official instructions. If possible, the entry should move safely to the right side of the roadway so the parade may continue. A disabled entry may not rejoin the parade unless directed by police or parade officials.

23. Float Construction and Towing Safety: Floats, trailers, decorations, generators, lights, sound equipment, and all other materials must be securely attached and safely constructed. Trailers must have a properly rated hitch, safety chains, working lights as required by law, and tires in safe condition. Parade officials may inspect entries during staging and may deny participation to any entry with unsafe construction, unsecured materials, exposed hazards, or towing concerns.

24. Fire Extinguisher Requirement: Any float, trailer, vehicle, or entry using a generator, fuel-powered equipment, battery system, electrical lighting, or other electrical equipment must have at least one working ABC fire extinguisher readily accessible to an adult participant. The fire extinguisher must be appropriate for the type of equipment being used and must remain accessible during staging and throughout the parade. The Fire Marshal, Fire Department, or a parade official may require additional fire safety measures based on the entry type.

25. Generator and Electrical Safety: Generators, batteries, cords, lights, and electrical equipment must be safely secured and operated according to manufacturer instructions. Cords must not create trip hazards. Fuel must be stored safely and may not be handled while the parade is moving. Open flames, fireworks, pyrotechnics, and explosive devices are prohibited unless specifically approved in writing by the City and Fire Marshal.

26. Animal Entries: All horse entries must have a bun bag/diaper during the parade and must show proof of a negative Coggins Test within the past 12 months prior to the parade. Animal handlers must maintain control of animals at all times. Parade officials may remove any animal entry that appears unsafe, uncontrolled, or unsuitable for the parade environment.

27. Car Groups: Car club or vehicle group entries may include up to four vehicles per parade entry for spacing, lineup, judging, and announcer coordination purposes. Groups with more than four vehicles are welcome to participate but must register the additional vehicles as a separate parade entry.

28. Parade Judging: Judging will be conducted during the parade. Judges will be located at undisclosed locations along the parade route and will evaluate entries as they pass. Winners will be announced on Monday following the parade. Entries must remain in parade order, maintain parade pace, and follow all parade rules to remain eligible for judging.

29. Entry Acceptance: Entries will be included in the parade once the entry form has been submitted and accepted. Submission of an entry form does not prevent parade officials from removing or denying an entry if the entry is unsafe, noncompliant, incomplete, inappropriate, or otherwise not in the best interest of the event.

Staging and Parade End Instructions

18-Wheelers and Emergency Vehicles: Staging for 18-wheelers and emergency vehicles will take place on Tiger Lane. Please enter from Circle Drive before TJ Mills Stadium.

Floats: Floats will enter from Highway 90 on the teacher access road from the back of Sealy Junior High, across from the Sealy Fire Station.

Animal Entries with Trailers: Animal entries with trailers will be staged at the empty lot on the corner of 8th Street and Tiger Lane, across from First Baptist Church and the Sealy Junior High / Sealy ISD Administration Office.

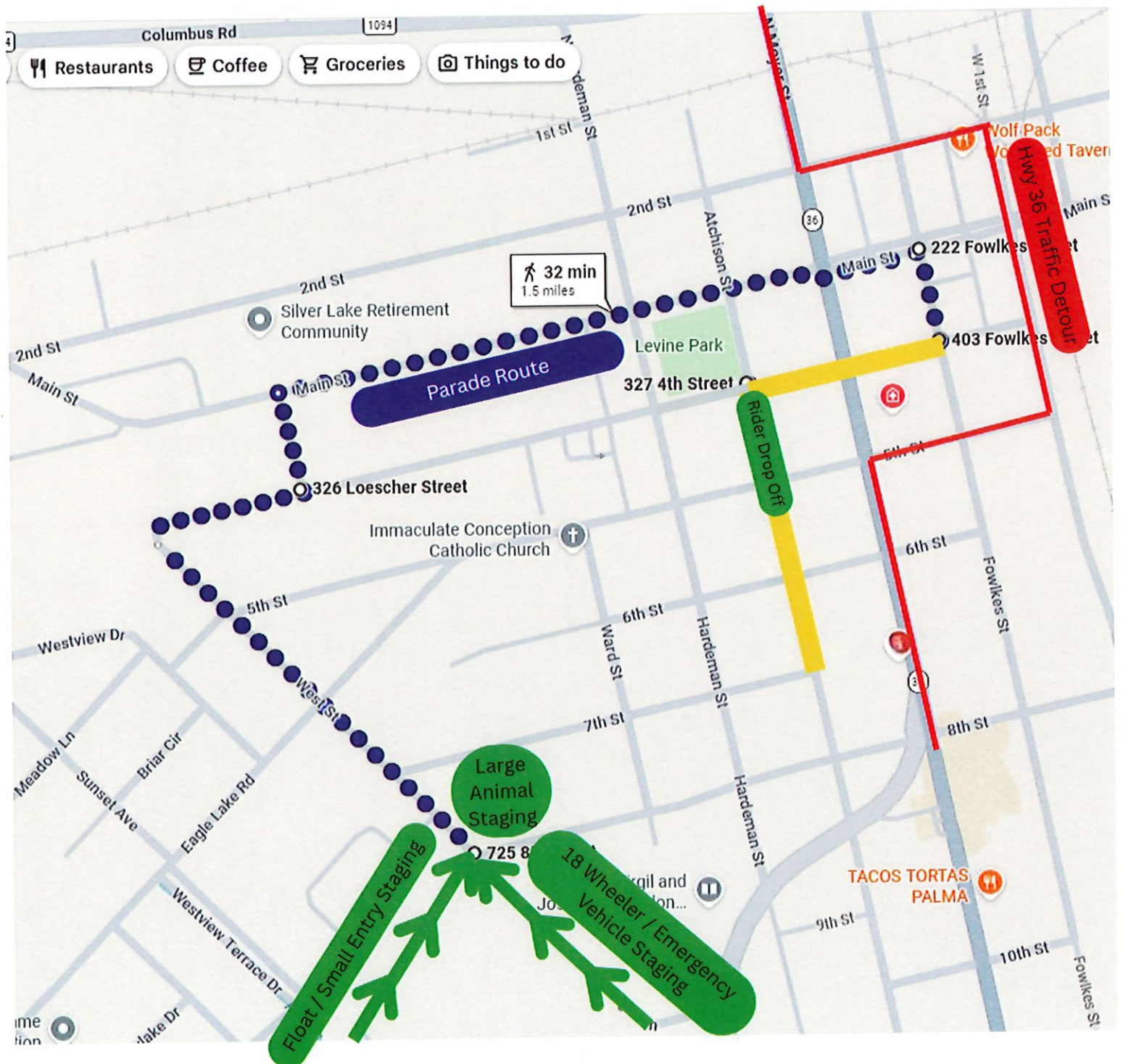
Participant Drop-Offs Before the Parade: Participant drop-offs before the parade must occur only in the designated staging/drop-off areas on 8th Street or Tiger Lane. All riders must be dropped off in the designated staging area no later than 5:30 p.m. Late drop-offs may not be permitted once parade staging is closed and traffic control are underway. Vehicles dropping off riders, walkers, performers, volunteers, or other participants may enter the designated drop-off area only long enough to unload passengers and any approved materials. Vehicles must immediately leave the staging area once drop-off is complete.

Parade End / Return to Staging Area: Float riders may be unloaded along the 600 block of Atchison Street and must move safely away from the roadway to their designated pick-up location. Riders may not remain on floats, trailers, or exterior riding areas while the entry returns to staging by way of Highway 36, Highway 90, or any other roadway not controlled as part of the official parade route. Entries must follow the directions of Sealy Police Department, fire, EMS, City staff, and parade officials at all times.

Participant Acknowledgment for Entry Form

By submitting an entry form, the applicant confirms that they have read, understand, and agree to follow all parade rules and safety instructions. The applicant is responsible for communicating these rules to all drivers, riders, walkers, parents, minors, volunteers, and participants associated with their entry. The applicant accepts responsibility for the conduct and safety of all participants in their entry and agrees to comply with all applicable laws, City requirements, and instructions from public safety officials. Failure to comply may result in removal from the parade and/or denial of future participation.

2026 Fantasy of Lights
Parade Staging, Route, and Detours
December 5, 2026
6:00 PM - 8:00 PM



Parade entries will not be allowed to transport float riders on trailers to the staging area. Riders must be dropped off on Atchison Street between 5th and 8th Street for pickup.

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AGENDA ITEM NO: e

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding approving the City-Wide Event for the Fantasy of Lights being held on Saturday, December 5, 2026.

CITY-WIDE EVENT DETAIL SUMMARY

Event application packet is provided. Below is a summary of that information.

Event Summary

- Applicant: Discover Sealy
- Nonprofit: No
- Using HOT Funds: Yes
- Event Description as stated on Event Notification Form: The 40th Annual Fantasy of Lights will be held on December 5th & include Kids Fantasy & the Fantasy of Lights parade. The afternoon activities will include bounce houses, a snow hill, rock climbing wall, & other activities for the kids. Merchandise vendors & food trucks will be set up throughout the day.
- Location: Levine Park
- Date: December 5, 2026
- Time:
 - Set up begins: 6 am
 - Event starts: 12 pm
 - Event ends: 8 pm
 - Clean up ends: 10 pm
- Number of anticipated participants: 7,000
- Alcohol served, sold or advertised as BYOB: No
- Food: Yes
- Inflatables or Other Carnival-Type Rides: Yes
- Music: Yes
- Sound amplification: Yes
- Sanitation Plan: The City will provide waste receptacles and portable restroom facilities.
- Insurance: Covered by the City of Sealy Insurance policy.
- City Street Closures: Yes, see attached map.
- TXDOT Road Closures: Yes, the Police Department will submit for approval 90 days in advance.

City Resources Needed

- Hall Rental: Yes
- Barricades for Street Closures: Yes
- Garbage Pick Up During/After Event: Yes
- Restrooms Refreshed/Restocked: Yes
- Health Inspection on Day of Event: No
- Hwy. 36 Banner Installation: Yes
- City Streets Light Pole Banner Installation: No

Proposed Permits/Fees Needed

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

Proposed City Approvals Needed

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

RECOMMENDATION

To approve the Sealy 40th Annual Fantasy of Lights event.

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: 6/3/2026 Date of Event: Dec 5, 2026 # of Days Prior to Event: 185

APPLICANT INFORMATION

Contact name Charlie Wade Contact Number 979-627-6148
Organization Discover Sealy Contact Email cwade@ci.sealy.tx.us
Organization's Physical Address: 330 Main Street Ste 8, Sealy, TX 77474
Organization's Mailing Address: 330 Main Street Ste 8, 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 Sealy 40th Annual Fantasy of Lights

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

The 40th Annual Fantasy of Lights will be held on December 5 and include Kids Fantasy
and the Fantasy of Lights parade. The afternoon activities will include bounce houses,
a snow hill, rock climbing wall, and other activities for the kids. Merchandise vendors
and food trucks will be set up through out the day. Please see attached documents for details.

Approved 5/21/2024 ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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: Kids Fantasy

☐ 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 December 5, 2026 Location(s) of Event Abu & Irene Levine Park

Time Set Up Begins 8:00 am; Time Event Starts 12:00 PM; Time Event Ends 6:00 PM;
Time Clean Up Ends 10:00 PM

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) 4,000 at peak

Activity #2 - Name: Sealy Fantasy of Lights Parade

☐ 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 December 5, 2026 Location(s) of Event Main Street

Time Set Up Begins 3:00 PM; Time Event Starts 6:00 PM; Time Event Ends 8:00 PM;
Time Clean Up Ends 10:00 PM

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) 7000

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.) _____

Approved 5/21/2024_ ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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? Public Parking, Citizens State Bank Lot (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 ON 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 6:00 AM; End Time 9:00 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:

Approved 5/21/2024_ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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? _____

(Please provide map of layout.)



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.

};(o[o]s)

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, trailer, or tent 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 Trucks:	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
<i>Selling ONLY Pre- Packaged Food that is not made in someone's personal kitchen</i>	<i>No permit is required</i>	<i>No permit is required</i>	N/A	<i>No permit is required</i>
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:

None

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 DJ sound system for musical performances and announcements

Location (on map) of Sound Amplification Used Main Street between Hardeman and Alchison

Number of Stages 1

Number of Performers/Bands 5 - Local student performances

Performer(s)/Band Name & Music Type Sealy Tigerettes and other student performance groups

Performance Date(s)

Date December 5, 2026; Start Time 12:00 PM; End Time 8:00 PM; Stage Location Main Street

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.

City provide use of waste receptacles.

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

Approved 5/21/2024_ ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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)

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 30 Jun 2024
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 30 Jun 2024
Signature Date

Charlie Wade

Print Name

ABOVE TWO SIGNATURES WITNESSED BY:

Printed Name and Title Signature

City-Wide Event Notification Form

OFFICE USE ONLY

Received by:

Bhaisur

Signature

6/3/2024

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 \$ _____ 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: \$ _____

(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

06/17/2026

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 _____

NOTE:

City street closures approved as stated; State road closure will be contingent on approved TXDOT Road Closure Permit, To be submitted in August. (90 days prior to event).

State Road Closure will be only for the time of the parade, beginning at 6 pm through 8 pm. as previous years requested. **Advise if this time changes.



Application for Use of Texas Right of Way
for Temporary Signs for Special Events
Please print or type information

Form 7057
(Rev. 01/01)
Page 1 of 1

Date: 03/11/28

To the Texas Department of Transportation (TxDOT)
c/o District Engineer Ryan Smpor, P.E. Wharton, Texas

This form must be received at least 7 days prior to proposed use on the right of way.

Applicant Charlie Wade proposes to place a
sign within the right of way of Highway 36 Location Sealy (1630 Moyer St.)
in Austin County, Texas.

☒ Check here for placement of multiple signs and submit the information requested on the Supplemental Sheet.

The temporary structure/vehicle will be placed 15 feet from the roadway and will have
the following characteristics:

Mounting Height 10' 6" Thickness _____

Sign Dimensions (Height, Width, Length) 4' x 36"

Sign Material Nylon Mesh

Sign Support Dimensions _____

Sign Support Material Handled by City of Sealy staff

Proposed Text Sealy Fantasy of Lights - First Weekend December

Background Color White Legend Color Teal

The right of way will be used FROM DATE 11/08/26 TO DATE 12/06/26
(maximum of 60 days) and the nature of the event is Annual town Christmas Festival

The sponsor of the event, if applicable, is City of Sealy, Sealy CVD

I will avoid or minimize impacts, and will, at my own expense, restore or repair damage resulting from this event.

I will be responsible for any damages or accidents that may occur during the term of this permit and save TxDOT and the State of Texas harmless.

I will abide by all applicable federal, state and local environmental laws, regulations, ordinances, and any conditions or restrictions required by TxDOT to protect natural and cultural resources of the right of way.

If this event causes hazardous traffic conditions to develop, I will cease the activity until corrective measures have been implemented.

It is expressly understood that TxDOT reserves the right to enforce the terms and conditions that it may deem necessary for the protection of the transportation facility and safety of the traveling public.

By signing below, I agree to the conditions/provisions included in this application. I am authorized to sign on the behalf of the organization holding the event.

Charise (Charlie) Wade
Applicant
Sealy CVD
By
Tourism Manager
Signature Charise Wade

330 Main St.
Mailing Address
Ste 8
Sealy TX 77474
City, State Zip
(979) 027-0140
Area Code Telephone Number

Approval

City of Sealy - Charise (Charlie) Wade

Name of Applicant

0107

Control Number

36

Highway Number

11/06/26

Start Date of Agreement

03

Section

Austin

County

12/06/26

Termination Date of Agreement

Signs must be constructed of heavy cardboard, plastic, fabric mesh or plywood, no thicker than 1/4 inch.

An approved sign must not:

- exceed 16 square feet in placed on the roadside to inform the traveling public;
- exceed four square feet if used to guide participants in a bicycle or pedestrian event;
- extend more than three feet beyond the pavement edge if the sign is a banner; or
- imitate or resemble any official traffic sign, signal, or device.

An approved sign may not be placed:

- in a location where it may prevent the driver of a vehicle from having a clear and unobstructed view of official signs and approaching or merging traffic;
- on any highway appurtenances, including, but not limited to bridges, traffic control devices, official signs, sign supports, and light standards, poles, and delineators;
- on a tree or other natural feature;
- less than 18 1/2 feet (clear) above the pavement if the sign is a banner placed over the pavement; or
- closer to the pavement edge than official highway signs, except for those signs used to guide participants in a bicycle or and pedestrian event.

TxDOT reserves the right to remove a sign if it becomes a hazard due to inclement weather, inadequate maintenance, accidental damage, or other hazardous cause. A sign approved for temporary use may not be erected more than 24 hours prior to the event. However, if the sign is a banner it may be installed no more than 30 days prior to the event.

It is understood that a sign must be removed within 24 hours of the completion of the event, except banners shall be removed within seven days of the completion of the event. A special event sign not removed within the allotted time is subject to removal by TxDOT and the applicant is liable for removal and disposal costs.

It is expressly understood that TxDOT does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway. In the event the party fails to comply with any or all of the requirements as set forth herein, the approval may be revoked and TxDOT may take appropriate action.

Ryan Simpor, P.E.

Name

Wharton Area Office

District Engineer

Signature of TxDOT Representative

Date of Final Approval

1512 FM 102

Address

Wharton

City,

(070) 532-3143

Area Code Telephone Number

TX 77400

State Zip

Supplemental Sheet

Location: 1270 North Moyer, Seely

This temporary sign will be placed 15 feet from the edge of the roadway and will have the following characteristics:

Mounting Height 10'6" Thickness _____

Sign Dimensions (Height, Width, Length) 4' X 3'

Sign Material Nylon Mesh

Sign Support Dimensions _____

Sign Support Material Installed by City of Seely staff

Proposed Text Seely Fantasy of Lights - First Weekend of December

Background Color White Legend Color Gold

Location: _____

This temporary sign will be placed _____ feet from the edge of the roadway and will have the following characteristics:

Mounting Height _____ Thickness _____

Sign Dimensions (Height, Width, Length) _____

Sign Material _____

Sign Support Dimensions _____

Sign Support Material _____

Proposed Text _____

Background Color _____ Legend Color _____

Location: _____

This temporary sign will be placed _____ feet from the edge of the roadway and will have the following characteristics:

Mounting Height _____ Thickness _____

Sign Dimensions (Height, Width, Length) _____

Sign Material _____

Sign Support Dimensions _____

Sign Support Material _____

Proposed Text _____

Background Color _____ Legend Color _____

Location: _____

This temporary sign will be placed _____ feet from the edge of the roadway and will have the following characteristics:

Mounting Height _____ Thickness _____

Sign Dimensions (Height, Width, Length) _____

Sign Material _____

Sign Support Dimensions _____

Sign Support Material _____

Proposed Text _____

Background Color _____ Legend Color _____

Location: _____

This temporary sign will be placed _____ feet from the edge of the roadway and will have the following characteristics:

Mounting Height _____ Thickness _____

Sign Dimensions (Height, Width, Length) _____

Sign Material _____

Sign Support Dimensions _____

Sign Support Material _____

Proposed Text _____

Background Color _____ Legend Color _____

2026 Fantasy of Lights Checklist

Operations & Logistics	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Event Command Post			Not Started	18-Nov	
Master Site Map			Complete	1-Nov	
Load-in / Load-out Schedule			Complete	1-Nov	
Vendor Check-in Process			Complete	18-Nov	
Electrical - Power Distribution Plan			Complete	1-Nov	
Generator Locations & Fuel Plan			Complete	1-Nov	
Extension Cord & Cable Covers			Complete	25-Nov	
Lighting for Parking Areas & Walkways			Complete	2-Dec	
Golf Carts / Utility Vehicles for Staff			Complete	25-Nov	
Traffic Flow Plan			Waiting on E	1-Nov	
VIP / Sponsor Parking			Complete	18-Nov	
Lost & Found Location			Complete	25-Nov	
Drone Policy			In Progress	1-Nov	
Security & Public Safety	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Road Closures			In Progress	1-Oct	
Heavy Barricades and/or heavy vehicles			In Progress	18-Nov	
Removable Street Barricades			Complete	18-Nov	
Police Presence (uniformed and plain cloths)			Complete	1-Oct	
Contracted Security (if needed)			Waiting on E	1-Oct	
Adequate Security Staff for Expected Crowd			In Progress	1-Nov	
Fire Marshal Walkthrough			In Progress	2-Dec	
First Aid Stations & EMS On-Site Support			In Progress	1-Nov	
Emergency Vehicle Access Lanes Marked			Not Started	18-Nov	
Weather Monitoring Plan & Lightning Protocol			Complete	18-Nov	
Evacuation Routes Mapped & Marked			Scheduled	18-Nov	
Communications Equipment for Rapid Response			Complete	25-Nov	
Crowd Capacity Monitoring Plan			Scheduled	18-Nov	
Emergency Contact List for Staff & Volunteers			In Progress	25-Nov	
Written Emergency Action Plan Distributed			In Progress	18-Nov	
Incident Report Forms Available			In Progress	25-Nov	
ADA Accessibility & Mobility Review			In Progress	1-Nov	

Signage & Wayfinding	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Directional signage (event grounds & surrounding areas)			Not Started	25-Nov	
Sponsor Signage			Not Started	18-Nov	
Hwy 36 Promotional Banner			Not Started	1-Nov	
Event Advertising Signage			Not Started	1-Nov	
Pet Policy Signage			Not Started	25-Nov	
Photography / Video Notice Signage			Not Started	25-Nov	
Restrooms and Porta-Cans	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Adequate Portable Restrooms for Attendance			Scheduled	1-Oct	
ADA-Accessible Portable Restrooms			Scheduled	1-Oct	
Well-Maintained Portable Units			Scheduled	25-Nov	
Trash & Recycling Stations Throughout Grounds			Scheduled	18-Nov	
Guest Services	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Information Tent (volunteer check-in, merchandise, assistance)			Not Started	25-Nov	
ATMs			Complete	18-Nov	
Public WiFi			Complete	18-Nov	
Seating & Shade (elderly & special needs guests)			Not Started	25-Nov	
Cooling Stations (if weather requires)			Not Started	25-Nov	
Shuttle Services (if needed)			Not Started	1-Nov	
Lost Child / Missing Person Protocol			Not Started	18-Nov	
Entertainment & Programming	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Performer Contracts Confirmed			In Progress	1-Oct	
Stage Schedule / Run-of-Show			Not Started	1-Nov	
Emcee / Stage Manager Assigned			Not Started	1-Nov	
Secondary Stage (if needed)			Not Started	1-Oct	
Street Performers			Not Started	1-Oct	
Performance Content Appropriate to Event			Not Started	1-Nov	
Opening Ceremony / Tree Lighting Plan			Not Started	1-Nov	
Sponsor & VIP Reconciliation Moments			Not Started	18-Nov	
Décor & Event Appearance	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Overall Appearance of Event Grounds & Buildings			Not Started	2-Dec	
Entrance & Gate Area presentation			Not Started	2-Dec	
Parking Lot & Entry Corridor Appearance			Not Started	2-Dec	
Holiday Lighting Displays & Power Safety			Not Started	2-Dec	
Protection of Historic Structures & Landscaping			Not Started	18-Nov	

Event Staff Management	Responsible Party	Assigned To	Status	Due Date	Notes / Details
Staff Roles & Assignments Confirmed			Not Started	1-Nov	
Staff Training on Procedures			Not Started	18-Nov	
Guest Interaction & Hospitality Standards			Not Started	18-Nov	
Staff Communication Protocol			Not Started	18-Nov	
Professional Appearance Standards			Not Started	25-Nov	
Staff Credentials / Badges			Not Started	25-Nov	
Volunteer Management	Responsible Party	Assigned To	Status	Due Date	Notes / Details
Volunteer Roles & Assignments			Not Started	1-Nov	
Volunteer Check-In Process			Not Started	18-Nov	
Volunteer Training & Briefings			Not Started	18-Nov	
Guest Interaction Expectations			Not Started	18-Nov	
Volunteer Communication Protocol			Not Started	18-Nov	
Volunteer Appearance Standards			Not Started	25-Nov	
Volunteer Appreciation Plan			Not Started	20-Dec	
Merchandise Vendors	Responsible Party	Assigned To	Status	Due Date	Notes / Details
Vendor Quality & Booth Presentation			Not Started	18-Nov	
Variety of Merchandise			Not Started	1-Oct	
Appropriate Vendor Count for Attendance			Not Started	1-Oct	
Merchandise Appropriate to Event			Not Started	1-Nov	
Vendor Layout & Accessibility			Not Started	1-Nov	
Vendor Insurance & Permits Verified			Not Started	1-Nov	
Food & Beverage Vendors	Responsible Party	Assigned To	Status	Due Date	Notes / Details
Quality & Variety of Food Offerings			Not Started	1-Oct	
Menu Appropriateness for Event			Not Started	1-Nov	
Adequate Number of Vendors for Crowd Size			Not Started	1-Oct	
Health Permits & Inspections Verified			Not Started	1-Nov	
Fire Safety Compliance			Not Started	18-Nov	
Wait Time & Line Management			Not Started	18-Nov	
Event Merchandise & Souvenirs	Responsible Party	Assigned To	Status	Due Date	Notes / Details
Logo Merchandise Availability			Not Started	1-Oct	
Variety of Souvenir Items			Not Started	1-Oct	
Affordable Pricing Structure			Not Started	1-Nov	
Unique & Commemorative Items			Not Started	1-Oct	
Inventory Management Plan			Not Started	18-Nov	

Children's Activities	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Age-Appropriate Activities & Rides			In Progress	1-Oct	
Hands-On Craft & Activity Stations			In Progress	1-Nov	
Activities Accessible to All Abilities			In Progress	1-Nov	
Educational Exhibits & Demonstrations			Not Started	1-Nov	
Child Safety & ID Protocol			Not Started	18-Nov	
Weather Contingency Planning	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Large Tent - Historical Park			Not Started	1-Oct	
Large Tent - Lavine Park			Not Started	1-Oct	
Vendor Relocation Plan			Not Started	18-Nov	
Stage & Electrical Weather Protection			Not Started	18-Nov	
Public Weather Alerts Plan			Not Started	18-Nov	
Post-Event Operations	Reponsible Party	Assigned To	Status	Due Date	Notes / Details
Cleanup Crew Assignments			Scheduled	25-Nov	
Trash & Recycling Removal			Scheduled	6-Dec	
Equipment Breakdown Schedule			In Progress	25-Nov	
Rental Equipment Return			In Progress	6-Dec	
Lost & Found Management			Not Started	6-Dec	
Incident Reporting Review			Not Started	10-Dec	
Post-Event Staff Debrief			Not Started	10-Dec	
Volunteer Thank-You Process			Not Started	10-Dec	
Sponsor Thank-You & Recognition			Not Started	20-Dec	
Attendance & Economic Impact Tracking			Not Started	20-Dec	
Media Photo & Video Archive			Not Started	20-Dec	

2026 Fantasy of Lights Timelines

Planning Timeline

Deadline	Focus	Topic	Date	Completed by:
12-Dec-25	Debrief, dates, budget baseline	Post-event debrief & write a lessons-learned report (what to keep/kill/try)	9-Dec-25	
12-Dec-25	Mtg	Lock event dates and rain/backup plans; place preliminary venue/park holds	9-Dec-25	
19-Dec-25	Surveys	Internal Stakeholder Survey (City, PD, FD, EMS, Public Works)	17-Dec-25	
19-Dec-25		Participant Survey (Vendors, Volunteers, Performers, Parade Registrants, Attendees)	10-Dec-25	
26-Dec-25		Draft master budget (rev/exp), set fundraising & booth targets	30-Dec-25	
26-Dec-25		Confirm core leadership roles & workstreams	9-Dec-25	
31-Dec-25		Create a master timeline and comms cadence (weekly leads meeting)	9-Dec-25	
2-Jan-26		Decision Gate #1: Confirm dates, scope, and budget bands	2-Jan-26	
30-Jan-26	Theme, partners, permits runway	Choose theme/brand; brief designer on logo, style kit, key art	11-Mar-26	
6-Feb-26		Submit Event Notification Form / TX DOT Hwy Closure Notice / Banner Permit	11-Mar-26	
18-Feb-26		Meet with city staff (permits, street closures, sanitation, police/EMS, fire)	3-Jun-26	
19-Feb-26		Start Insurance quotes; outline Incident Action Plan framework		
2-Mar-26		Identify talent priorities (headline acts, parade marshal, special attractions)	2-Jun-26	
18-Mar-26		Accessibility advisor check (initial review)	18-Mar-26	
18-Mar-26		Outline site map v1 and traffic/parking plan (ADA, ride-share, shuttle ideas)	18-Mar-26	
27-Mar-26		Build sponsorship strategy: levels, benefits, inventory	18-Mar-26	
27-Mar-26		Deliverables: Theme one-pager, site map v1, sponsor menu v1.	20-Mar-26	
1-Apr-26	Sponsorship & grants, programming holds	Publish sponsorship deck; begin outreach & grant applications		
15-Apr-26		Place holds on staging, sound, lighting, generators, golf carts, restrooms		
1-May-25		Draft vendor & parade guidelines, pricing, and application forms	4-May-26	
1-May-25		Update website skeleton (dates, theme, contact, "interest" forms)	4-May-26	
13-May-26		Begin safety planning with PD/FD/EMS; identify command post location		
29-May-26		Decision Gate #2: Go/No-Go based on early sponsor traction & fixed costs	27-May-26	

Planning Timeline

Deadline	Focus	Topic		Completed by:
4-Jun-26	Announce + open pipelines	Release Save-the-Date (email + social + community partners)		
4-Jun-26	(Open after July 4th event)	Volunteer recruiting message templates		
4-Jun-26		Open vendor, parade, and volunteer interest forms		
4-Jun-26		Crisis Communication template (for weather, lost child, route change, etc)		
4-Jun-26		Contract priority entertainment & rental vendors; secure hotel blocks		
17-Jul-26		Finalize sponsorship benefits & activation map (banners, stage mentions, booths		
17-Jul-26		Create content plan (blog, reels, countdowns, press angles)		
31-Jul-26		Deliverables: Contracts in motion, applications live, marketing calendar		
14-Aug-26	Lock footprint & safety	Finalize site map v2 (booth count, utilities, waste, hydration, first aid, ADA)		
14-Aug-26		Submit/advance permits (TABC/health, fire, road closure, pyrotechnics if any)		
14-Aug-26		ADA onsite inspection (with a mobility advisor or a city ADA coordinator)		
21-Aug-26		Confirm power plan & distribution (loads, cable runs, light towers)		
28-Aug-26		Order long-lead items (custom signage, swag, awards)		
28-Aug-26		Build volunteer role descriptions & shift matrix; open volunteer signup		
28-Aug-26		Radio & communications plan		
28-Aug-26		Decision Gate #3 (Scope Lock): Freeze major program elements & footprint		
4-Sep-26	Marketing ramp + vendor mix	Paid media buys (print/radio/digital), PR pitching, community calendars		
4-Sep-26		Press kit & media asset folder for reporters		
4-Sep-26		Community ambassadors / street team activation		
18-Sep-26		Confirm vendor mix (food types, craft balance, nonprofit booths)		
18-Sep-26		Invoice sponsors (50-75% due); collect logos & activation needs		
25-Sep-26		Book security & overnight watch if equipment stays on site		
25-Sep-26		Draft Run of Show (high-level) and Parade Operations Plan		

Planning Timeline

Deadline	Focus	Topic		Completed by:
2-Oct-26	Training, print, and people	Volunteer recruitment push; assign captains; publish training schedule		
2-Oct-26		Credential printing test run		
2-Oct-26		Order all print (maps, yard signs, wayfinding, credentials, wristbands)		
2-Oct-26		Neighborhood & business notifications (closures, detours, noise)		
9-Oct-26		Digital signage / QR code checks (maps, schedules, ADA info)		
9-Oct-26		Lock medical plan (aid stations, EMS staging, lost child protocol)		
9-Oct-26		Accessibility check (routes, seating, parking, viewing areas)		
16-Oct-26	Final confirmations	Vendor placements & parade lineup draft; send acceptance packets		
16-Oct-26		Site walk-through with city, PD/FD/EMS, power, staging, sanitation		
30-Oct-26		Confirm deliveries & load-in schedule (by day/time)		
7-Nov-25		Volunteer training #1 (safety, radios, customer service)		
7-Nov-25		Approve final artwork; schedule last-mile social/PR hits.		
6-Nov-26	Packets & rehearsals	Email participant packets (map, check-in times, policies, parking)		
6-Nov-26		Lock Run of Show and Parade lineup; distribute to leads		
13-Nov-26		Emergency tabletop drill with PD/FD/EMS (30 minute walk through)		
13-Nov-26		Confirm money handling (cashless readers, deposits, reconciliation)		
20-Nov-26		Print clipboards: checklists, contact trees, incident forms, site maps		
20-Nov-26		Volunteer training #2; assign radios; finalize shift rosters		

Planning Timeline

Deadline	Focus	Topic		Completed by:
27-Nov-26	Execution	Mark sites, stake signage, lay power, light towers, sanitation placement		
27-Nov-26		Load-in by zones; credential & check-in desks operational		
27-Nov-26		Backup communications plan (If radios fail)		
27-Nov-26		Daily briefings (AM ops huddle, PM debrief)		
1-Dec-26		Sponsor hospitality check (what they receive the day of, signage correct, etc.)		
1-Dec-26		Push real-time updates on social & info booths		
5-Dec-26		Parade day: staging opens, radio check, hard stops, awards, tear-down lanes		
7-Dec-26	Closeout & reporting	Load-out & site restoration; vendor/sponsor thank-yous within 72 hours		
11-Dec-26		Financial reconciliation & KPI dashboard (attendance, revenue, vendor NPS, incidents)		
11-Dec-26		Sponsor recap reports (photos, metrics, shout-outs)		
18-Dec-26		Digital asset organization (photos, graphics, maps, vendor docs).		
18-Dec-26		Collect volunteer/attendee surveys; compile debrief report		
21-Dec-26		Press & social wrap-up report		
21-Dec-26		Archive assets & update the playbook for next year		

Role Owners

Category	Activity	Assigned to
Operations/Site	Footprint, rentals, power, sanitation, safety	
Programming/Parade	Schedule, bookings, Parade lineup & awards	
Sponsorship/Development	Deck, outreach, contracts, activations, recap	
Vendors/Marketplace	Application, placement, compliance	
Volunteers	Recruitment, training, scheduling, check-in	
Marketing/PR	creative, web, social, media buys, press	
Finance/Admin	Budget, insurance, permits, contracts, reconciliations	
Safety/EMS	Plans, drills, incident command, after-action	

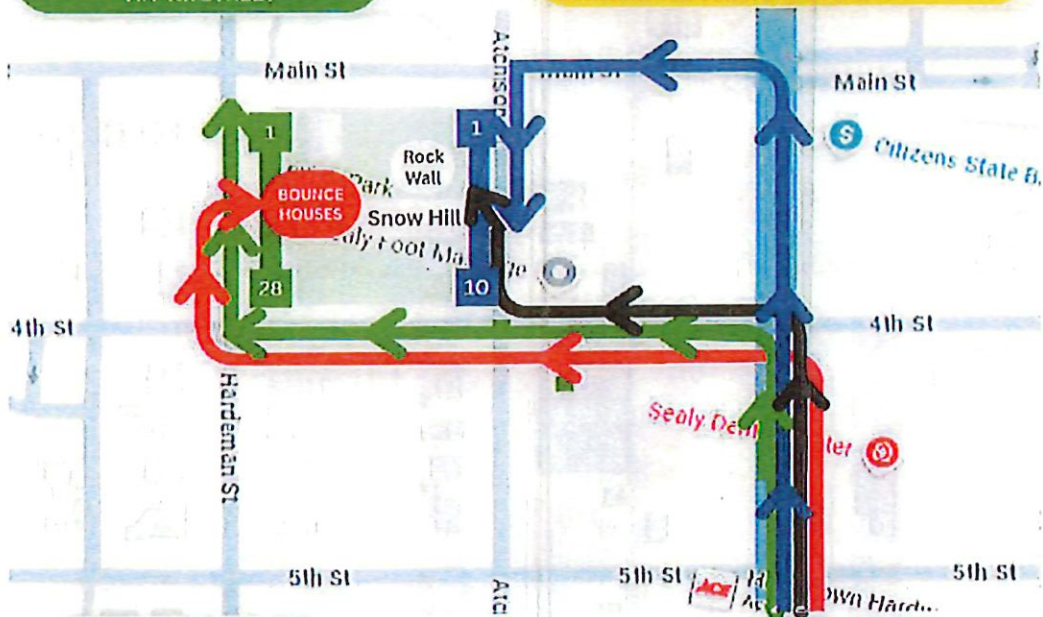
Checklists to Prepare

Item	Assigned to
Master timeline & contact tree	
Permit/insurance tracker	
Site map pack (attendee, vendor, emergency)	
Power/lighting plan	
Run of Show & parade Operations Plan	
Volunteer playbook & shift matrix	
Sponsor activation matrix & recap template	
Communications plan (pre, during, crisis)	

Vendor Load-In / Set-up
Saturday, December 5, 2026
9:00 AM - 3:00 PM

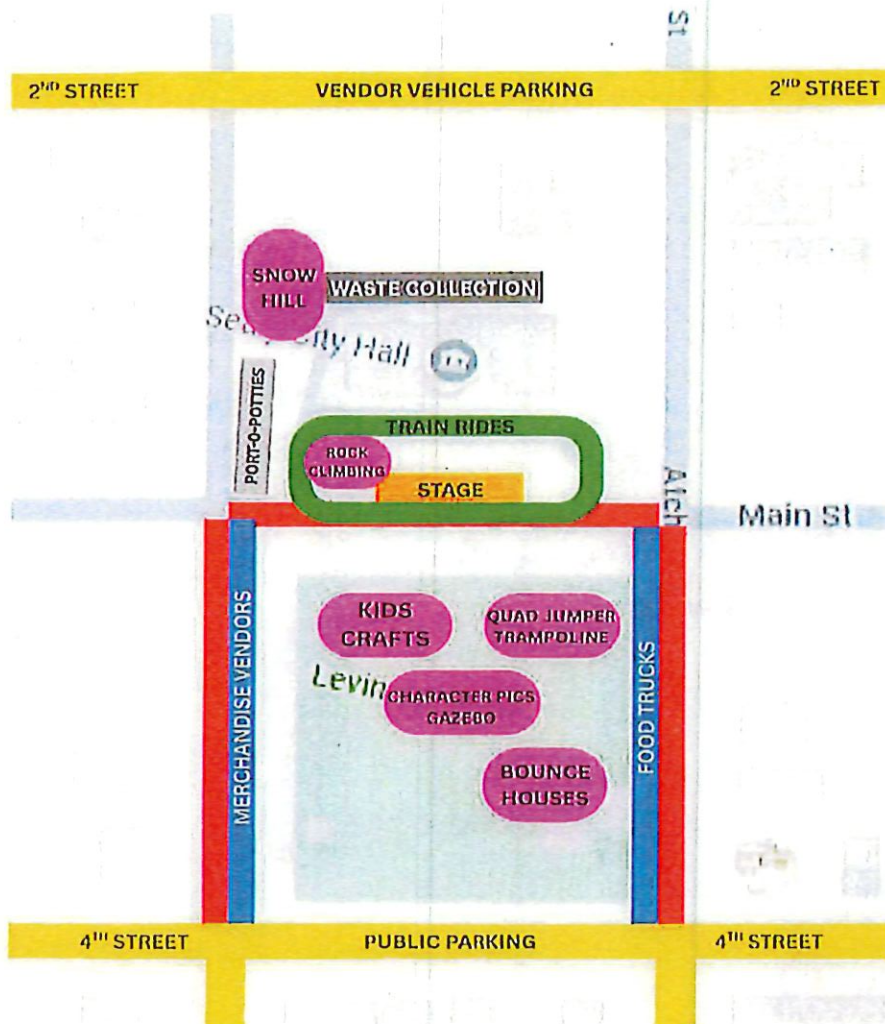
VENDOR LOAD-IN - 10:00 AM
VIA 4th STREET

- Behind City Hall on 2nd Street
(Must remain until parade end)

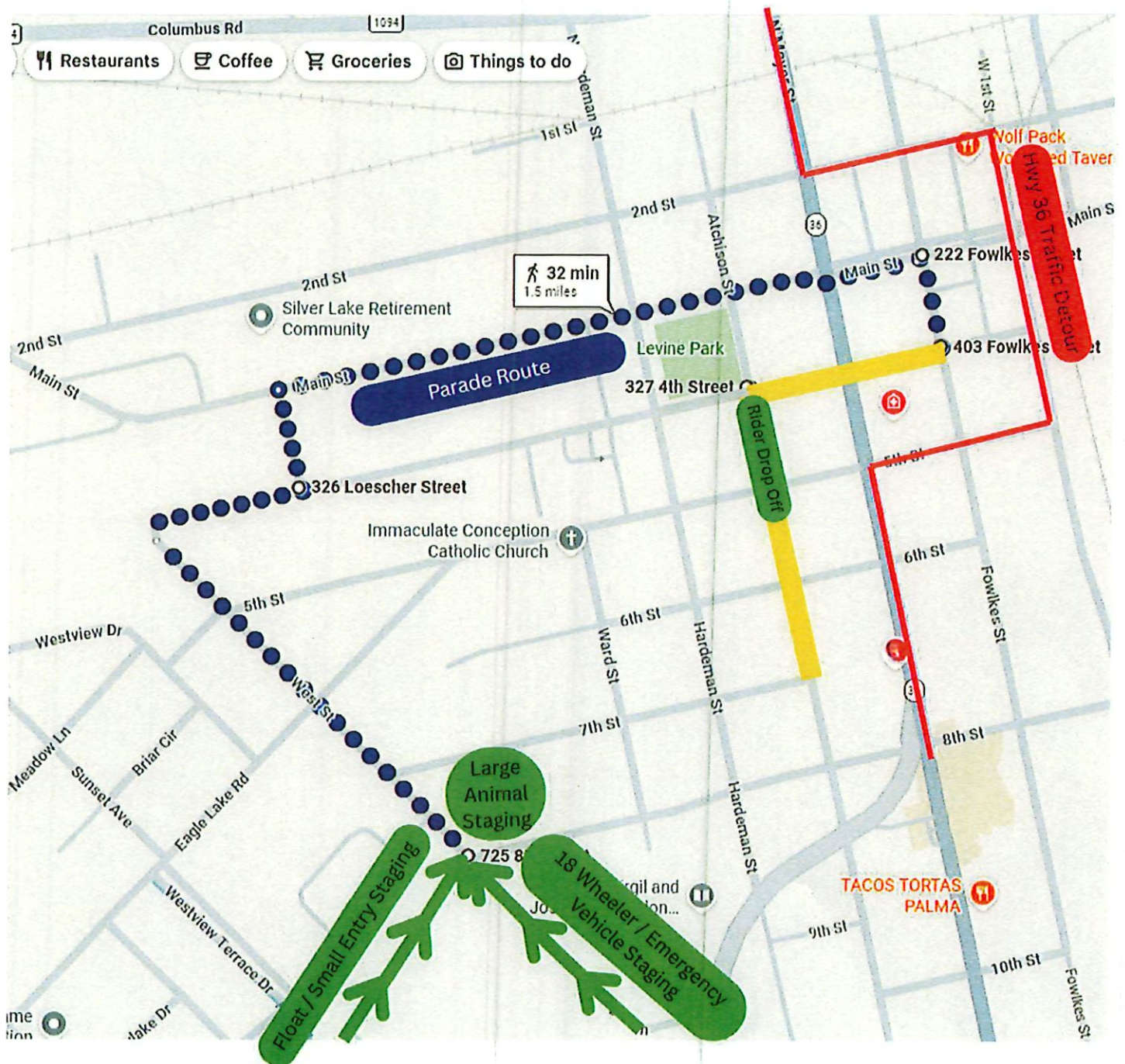


BOUNCE HOUSES - 8:30 AM
VIA 4TH STREET

KIDS FANTASY PARK MAP
Saturday, December 5, 2026
Noon - 6:00 PM



2026 Fantasy of Lights
Parade Staging, Route, and Detours
December 5, 2026
6:00 PM - 8:00 PM



Parade entries will not be allowed to transport float riders on trailers to the staging area. Riders must be dropped off on Atchison Street between 5th and 8th Street for pickup.

2026 Fantasy of Lights Security

Friday Set-up Timeline

Time	Activity	Location	Assigned to
	Hard barricades Soft Barricades/Comes Road Closed Signage Emergency vehicle access lanes Staging area security points Designated pedestrian crossing Crowd control fencing One-way pedestrian flow areas ADA access routes		

Saturday Morning Set-up Timeline

Time	Activity	Location	Assigned to
	Hard barricades Soft Barricades/Comes Road Closed Signage Emergency vehicle access lanes Staging area security points Designated pedestrian crossing Crowd control fencing One-way pedestrian flow areas ADA access routes		

Saturday Afternoon Set-up Timeline

Time	Activity	Location	Assigned to
	Hard barricades Soft Barricades/Comes Road Closed Signage Emergency vehicle access lanes Staging area security points Designated pedestrian crossing Crowd control fencing One-way pedestrian flow areas ADA access routes		

Saturday Parade Set-up Timeline

Time	Activity	Location	Assigned to
	Hard barricades Soft Barricades/Comes Road Closed Signage Emergency vehicle access lanes Staging area security points Designated pedestrian crossing Crowd control fencing One-way pedestrian flow areas ADA access routes		

2026 Fantasy of Lights Public Safety

Friday, Sealy Area Historical Park

Time		Staging Location	Assigned to
	Police EMS standby unit(s) First Aid Cooling/warming supplies AED locations Emergency response map Portable light towers Back-of-house lighting Emergency contact list		

Saturday, Morning Fun Run

Time		Location	Assigned to
	Police EMS standby unit(s) First Aid Cooling/warming supplies AED locations Emergency response map Portable light towers Back-of-house lighting Emergency contact list		

Saturday, Levine Park

Time		Location	Assigned to
	Police EMS standby unit(s) First Aid Cooling/warming supplies AED locations Emergency response map Portable light towers Back-of-house lighting Emergency contact list		

Saturday, Parade

Time		Location	Assigned to
	Police EMS standby unit(s) First Aid Cooling/warming supplies AED locations Emergency response map Portable light towers Back-of-house lighting Emergency contact list		

2026 Fantasy of Lights Signage

Event Promotion

Type	Quantity	Dimensions/Description	Vendor	Contact	Cost
HWY 36 Banner	2	Placed 15' from Roadway, Mounting Height 18.5', Dimensions 4' X 36', Sign Material Nylon Mesh, Proposed Text: , Background Color, Legend Color			
Pole Mounts	10	Main Street - Hardeman to Front Street			
Posters					
Flyers					

Sponsors

Type	Quantity	Dimensions/Description	Vendor	Contact	Cost
Presenting Sponsor	1	6 ft X 10 ft			
Legacy Lights Sponsor	1	4 ft X 8 ft			
Golden Glow Sponsor	5	3 ft X 6 ft			
Merry & Bright Sponsor	10	2 ft X 4 ft			
Christmas Cheer Sponsor	25	18 in X 24 in (yard sign size)			

Directions

Type	Quantity	Dimensions/Description	Vendor	Contact	Cost
Event Entrance/Welcome	4	Welcome to Fantasy of Lights	Wittenburg		
Directions		Kids Fantasy			
Directions		Main Stage			
Directions		Parade Route			
Directions		Vendors/Food Trucks			
Directions		Restrooms			
Directions		First Aid			
Directions		Information			
Parking		Public/Event Parking			
Parking		Reserved Parking			
Shuttle Drop-off/Pick-up					
Event Rules		No weapons, outside Alcohol, fireworks, pets leashed			
Drone prohibited		Unless approved in advance			
Parade Route		Parade Route - No Parking			
Parade Route		Tow-Away Zone			
Parade Route		Parade Staging			
Parade Route		Parade End/Float Exit			
Parade Route		Parade Crossing Closed			
Vendors		Load-in/Load-out			
Vendors		Vendor Parking			
ADA		ADA Parking			
ADA		ADA Accessible Route			
ADA		ADA Restrooms			
ADA		Accessible Viewing Area			
ADA		Service Animals Welcome			
Activities		Activity Rules			
Activities		Age/Height/Weight Restrictions			
Activities		Parent Supervision Required			
Activities		Waivers Required			
Guest Services		Lost Child Protocol			
Guest Services		Lost & Found			

2026 Fantasy of Lights Rest Rooms and Porta Cans

Friday

Time	Name of Vendor	Contact Info	Cost	Staging Location

Saturday Fun Run

Time	Name of Vendor	Contact Info	Cost	Staging Location
			\$0.00	W.E. Hill Center Restrooms

Saturday Levine Park

Time	Name of Vendor	Contact Info	Cost	Staging Location
	United Rental Park Restrooms	City of Sealy	\$500.00 \$0.00	NW corner of park East side of park

Saturday Parade

Time	Name of Vendor	Contact Info	Cost	Staging Location
	United Rental	City of Sealy	\$0.00	Intersection of Tiger, 8th, & West

2026 Fantasy of Lights Guest Services

Parking

Event	Date - Time	Location	Notes
Historical Park	Fri - 5 PM	Southwest corner of Main and Sillman	
Lavine Park	Sat - Noon	Street Parking	
Parade Line Up	Sat - 5 PM	Street Parking / TJ Mills Stadium	Floats pick up riders at TJ Mills
Parade Route	Sat - 6 PM	Street Parking / Downtown Lots	

Seating

Event	Date/Time	Location	Notes
Lavine Park	Sat - Noon	Pavilion	Party Rentals - Bellville
Parade Route	Sat - 6 PM	Main Street Bleachers	Add more for 2026 - Solid on Main

Shuttles

Event	Date/Time	Location	Notes
Kids Fantasy	Saturday		Colorado County Shuttles
Parade	Saturday	End of Parade Route to Staging for float riders	Possible School Bus Rental

Information Tent

Event	Date/Time	Location	Notes
Kids Fantasy	6-Dec	Levine Park	

2026 Fantasy of Lights Entertainment

Saturday Levine Park

Time	Type	Vendor	Phone	Email	Cost	Staging Location	Liab. Ins. Req.	Notes
	Dual Zip Line	Special Events Houston	713-261-8460	specialeventshouston@live.com		Levine Park	Yes	
	Quad Jumper Trampoline	Special Events Houston	713-261-8460	specialeventshouston@live.com		Levine Park	Yes	
	Grinch	Special Events Houston	713-261-8460	specialeventshouston@live.com		Levine Park	Yes	
	Santa Clause	Special Events Houston	713-261-8460	specialeventshouston@live.com		Levine Park	Yes	
	Trackless Train	Special Events Houston	713-261-8460	specialeventshouston@live.com		Levine Park	Yes	
	Bounce Houses & Elf Combo	Lone Star Bounce			\$499.00	South of pavillion	Yes	
	4 Person Rock Climbing Wall	Texas Jump N Splash			\$1,236.00	City Hall Front Lot	Yes	
	Snow Hill	Ice Express			\$10,310.00	East side of park	Yes	
	Mechanical Reindeer Rides	Sky High Party Rentals			\$2,300.00		Yes	
	Reindeer Rental	Rudolfs Reindeer Rental	936-689-6114	rudolfsreindeerrental@gmail.com			Yes	Not Available Saturday
	6 Pony Sweep	EIC Farms	281-356-4914	eicfarms@peoplepc.com			Yes	Pony's retired
Total					\$14,345.00			

Saturday Parade

Time	Type	Vendor	Phone	Email	Cost	Staging Location	Liab. Ins. Req.	Notes
6:00 PM	Snow Machines	Ice Express	713-941-7733	karla@iceexpress.com	\$300.00			
Total					\$300.00			

2026 Fantasy of Lights Décor

Friday

Item	Vendor	Website	Cost	Staging Location	Assigned to
Street Décor	Brand S			Main Street and Daniels Street	Bill/Katherine
Light Post Bows	Brand S			Main Street and Levine Park	
Historic Park	Brand S		\$8,750.00	Building Lighting	
Historic Park	Brand S			Flag Pole	

Saturday Levine Park

Item	Vendor	Website	Cost	Staging Location	Assigned to
Tree Lighting	Brand S		\$7,500.00	Park Trees	City Charlie Charlie
10 - Tree Trail	Walmart (FFFF036-5GR)	https://www.walmart.com/i/	\$499.90	East side on posts	
3 Sets Birch Tree	Walmart	https://www.walmart.com/i/	\$287.97	Gazebo	

Saturday Parade

Item	Vendor	Website	Cost	Staging Location	Assigned to

2026 Fantasy of Lights Event Staff

Event Planning

Time	Name	Email	Phone	Role	Staging Location
	Charlie Wade Bill Akinson Katherine Ellis Kimbra Hill Stephen Bozich Brooke Kaiser Mike Barrow Partrick Parsons Russell Grimes Scottie Riske			Lead Organizer EDC/CVB Director EDC/CVB Deputy Director City Manager Streets and Parks Superintendent Public Works Administrative Assistant Planning Director Public Works Director Sealy Chief of Police Sealy Police Captain Austin County EMS	

Saturday Levine Park

Time	Name	Contact Info	Role	Staging Location
	EDC/CVB			

Saturday Parade

Time	Name	Contact Info	Role	Staging Location
	Sealy PD City Staff			

2026 Fantasy of Lights Planning Committee

Core Leadership

Role	Name	Phone	Email	Organization
Event Director	Charlie Wade			Discover Sealy
City Liaison	Sandra or Brooke			
Operations/Logistics Lead	Patrick Parsons / Stephen Bozich			
Public Safety Representative	Russel Grimes or Scott Riske			

Functional Leads

Role	Name	Phone	Email	Organization
Parade & Entertainment Lead				
Vendor & Sponsorship Lead				
Volunteer & Kids Fantasy Lead				
Marketing & Communications Lead				
Infrastructure & Parks/Streets Lead				
Community / Nonprofit Liaison Lead				

Advisory / On-Call Members

Role	Name	Phone	Email	Organization
Legal / Risk Management				
EMS / Medical				
School District or Youth Org Rep				
Accessibility / ADA Advisor				

2026 Fantasy of Lights Vendors

Merchandise Vendors

Name	Primary Contact	Phone	Email	Merchandise Description

Food Trucks

Name	Primary Contact	Phone	Email	Merchandise Description

2026 Fantasy of Lights Sponsors

Saturday

Name	Primary Contact	Phone	Email	Sponsorship	Sponsorship

2026 Fantasy of Lights Souvenirs

Item	Vendor	Quantity	Price each	Total	Sale Price	Possible Profit

\$0.00

2026 Fantasy of Lights Marketing

Digital

Platform	Cost	No. of Ads	Primary Contact	Email
Discover Sealy Website				
City of Sealy				
Facebook				
Instagram				
Google Ads				

Print/Radio/TV

	Cost	No. of Ads	Primary Contact	Email
Austin County News Online				
San Antonio TV Stations				
Hwy 36 Banner	\$327.60	2800	City of Sealy	
Utility Bill Mailer				

Print/Radio/TV Story's

	Primary Contact	Email	Notes
Texas Highways	Editor-in-Chief: Emily Robe	emily.stone@txdot.gov	Oversees editorial direction; best senior contact.
Texas Highways	Deputy Editor: Mike Hoins	michael.hoinski@txdot.gov	Handles story development; great contact for pitches.
Texas Highways	Freelance / Story Pitches	letters@texashighways.com	General email for submitting story ideas.
Houston Chronicle	News Desk	citydesk@houstonchronicle.com	For submitting general news and story tips.
Houston Chronicle	Executive Editor: Wes Wilson	wes.wilson@houstonchronicle.com	Oversees news operations; can escalate unique stories.
Houston Chronicle	Lifestyle/Culture Editor: Tim	tim.malcolm@houstonchronicle.com	Manages lifestyle, travel, and Texas culture content.
Texas Country Reporter	Story Pitches	via website contact for	Submit through https://www.texascountryreporter.com/contact
Texas Monthly	General Pitches	editorial@texasmonthly.com	Main email for story ideas.
Texas Monthly	Culture Editor (current state	via texasmonthly.com/	Look for current lifestyle/culture editors online.
Austin American-Statesman	Newsroom	statesman@statesman.com	General submission inbox.
San Antonio Express-News	Lifestyle/Features Desk	life@express-news.net	Covers events and community features.
Community Impact Newspaper (K	Editor	editor.kfw@communityimpact.com	Best for local readership around Sealy/Houston.
Texas Co-op Power Magazine	Editorial Submissions	editor@texascoopower.com	Magazine distributed by electric co-ops.
Texas Heritage Magazine	Editorial Office	via texasheritagesociety.org	Great fit for historic + heritage festivals.
Texas Travel Alliance	Savannah Garza	savanna@texastravelalliance.org	Announcement in November newsletter confirmed
Only in Texas (OnlyInYourState.co	Pitch Stories	submit@onlyinyourstate.com	Online platform highlighting unique local events.

2026 Fantasy of Lights Event Report

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Date:					6-Dec
Time:					Noon - 6 pm
Location:					Levine Park
Weather:					
Attendance:	6910	5730	6700	3930	6747

Profit/Loss Report

	<u>ESTIMATED</u>	<u>ACTUAL</u>
Total Expenses:		
Total Income:		
Total Profit (Loss):	\$0.00	\$0.00
Total Budget:		
Amount over/under:	\$0.00	\$0.00

CVR Report

Total Attendees:
Total Rooms Booked:
HOT Revenue:

Changes from last year

Possible Parade Route Change - Rider Drop off on Atchison Street
Close Hardeman Street from 2nd Street to 4th Street for load-in/load-out
Water barricades in high volume areas where barricades are moved
Signage to notify drivers in advance of street closures
Updated parade rules to further promote safety protocols
Acknowledgement check boxes on registration form of specific parade instructions

Changes for next year

Sealy 40th Annual Fantasy of Lights - Discover Sealy - Charlie Wade

Date Received: 6/3/2026
 Date of Event: 12/5/2026
 # of Days Prior to Event: 185

Submit City-Wide Event Notification Form	90 Days Prior:	9/6/2026
Submit General site, route, road closure maps		
Attend City-Wide Event Review Process Meeting	80 Days Prior:	9/16/2026
Submit copy of proposed promotional literature	60 Days Prior:	10/6/2026
Attend City Council Meeting for Event Approval	59 Days Prior:	10/7/2026
	30 Days Prior:	11/5/2026
Provide Certificate of General Liability Insurance		
Pay Event Fee	20 Days Prior:	11/15/2026
Provide list of vendors w/ site layout		

Applicable Y or N

Applicable Y or N

f)



AGENDA ITEM NO: f

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding approving the City-Wide Event for the Harvest Festival being held on Saturday, September 12, 2026.

CITY-WIDE EVENT DETAIL SUMMARY

Event application packet is provided. Below is a summary of that information.

Event Summary

- Applicant: Chris Noack
- Nonprofit: Yes
- Using HOT Funds: No
- Event Description as stated on Event Notification Form: A community event featuring games, kid activities, silent auction, live auction, delicious food, connecting with friends and neighbors. A day of fun, fellowship, celebrating god and blessings together.
- Location: 200 Atchison St
- Date: 9/12/2026
- Time: 10:00am- 4:30pm
- Number of anticipated participants: 400
- Alcohol served, sold or advertised as BYOB: No
- Food: Yes
- Inflatables or Other Carnival-Type Rides: Yes
- Music: Yes
- Sound amplification: No
- Sanitation Plan: Trash will be placed into church dumpster
- Insurance: Not submitted as of 07/29/26
- City Street Closures: Yes, Atchison between Main St and 2nd St, see attached map.
- TXDOT Road Closures: No

City Resources Needed

- Hall Rental: No
- Barricades for Street Closures: Yes
- Garbage Pick Up During/After Event: No
- Restrooms Refreshed/Restocked: No
- Health Inspection on Day of Event: No

- Hwy. 36 Banner Installation: No
- City Streets Light Pole Banner Installation: No

Proposed Permits/Fees Needed

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

Proposed City Approvals Needed

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

RECOMMENDATION

To approve the 61st Annual Harvest Festival

61st Annual Harvest Festival - FUMC Sealy - Chris Noack

Date Received: 6/10/2026

Date of Event: 9/12/2026

of Days Prior to Event: 94

Submit City-Wide Event Notification Form	90 Days Prior:	6/14/2026	Applicable Y or N
Submit Genertal site, route, road closure maps			
Attend City-Wide Event Review Process Meeting	80 Days Prior:	6/24/2026	
Submit copy of propsed promotional literature	60 Days Prior:	7/14/2026	
Attend City Council Meeting for Event Approval	59 Days Prior:	7/15/2026	
Provide Certificate of General Liability Insurance	30 Days Prior:	8/13/2026	Applicable Y or N
Pay Event Fee	20 Days Prior:	8/23/2026	
Provide list of vendors w/ site layout			

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: 10/10/2026 Date of Event: 9/12/2026 # of Days Prior to Event: 94

APPLICANT INFORMATION

Contact name: Chris Noack Contact Number: 713-205-4192
Organization: FVMC Sealy Contact Email: chrismnoack@gmail.com
Organization's Physical Address: 200 Atchison St.
Organization's Mailing Address: Same as above

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: 61st Annual Harvest Festival (held on church property, but request a road closure)
Description of Event (you can also attach maps, site plan, proposed advertisements, schedule, information about volunteers, etc. to this form):

A community event featuring games, kid activities, a Silent + live auction, delicious food + connecting with friends + neighbors. A day of fun, fellowship + celebrating God's blessings together.

Approved 5/21/2024 ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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: Silent Auction

- | | | | |
|---|---|--|--|
| ☐ 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 9/12 Location(s) of Event FVMC Sealy

Time Set Up Begins 8; Time Event Starts 11; Time Event Ends 4;
Time Clean Up Ends 6

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) 400

Activity #2 - Name: Live Auction

- | | | | |
|---|---|--|--|
| ☐ 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 9/12 Location(s) of Event FVMC Sealy

Time Set Up Begins 8; Time Event Starts 11; Time Event Ends 4;
Time Clean Up Ends 6

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) 400

Activity #3 - Name: Kids Activities (games, train ride + bounce house)

- | | | | |
|---|---|--|--|
| ☐ 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 9/12 Location(s) of Event FVMC Sealy

Time Set Up Begins 8; Time Event Starts 11; Time Event Ends 4;
Time Clean Up Ends 6

Number of Anticipated Event Participants (This needs to include vendors, performers, audience, customers, volunteers, security, attendees, etc.) 400

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? Streets around FUMC Sealy (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) Michison between 2nd St + Main St. (see map)

Time city streets or state roads need to be closed: Begin Time 10; End Time 4:30

(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:

Approved 5/21/2024_ ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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? _____

(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

- tickets are for BBA plates, but no ticket required for entry.

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, trailer, or tent 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 of 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:

1 bounce house & 1 train 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 _____

Location (on map) of Sound Amplification Used _____

Number of Stages _____

Number of Performers/Bands _____

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.

Trash will be disposed in the FUMC Sealy
dumpster.

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 extrajurisdictional jurisdiction? ☒ Yes ☐ No

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

~~see attached~~
see attached proposed
marketing signs

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.

Possibly - we aren't
sure yet

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

Approved 5/21/2024_ ALWAYS REFER TO THE LATEST VERSION OF THIS DOCUMENT LOCATED ON THE CITY'S WEBSITE

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.) *maybe*
- ☐ 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)

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.

Chris Noack

6/10/24

Signature

Date

Chris Noack

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.

Chris Noack

6/10/24

Signature

Date

Chris Noack

Print Name

ABOVE TWO SIGNATURES WITNESSED BY:

Printed Name and Title

Signature

City-Wide Event Notification Form

OFFICE USE ONLY

Received by:

Blaizer

Signature

06/10/2024

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 \$ _____ 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: \$ _____

(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

Date

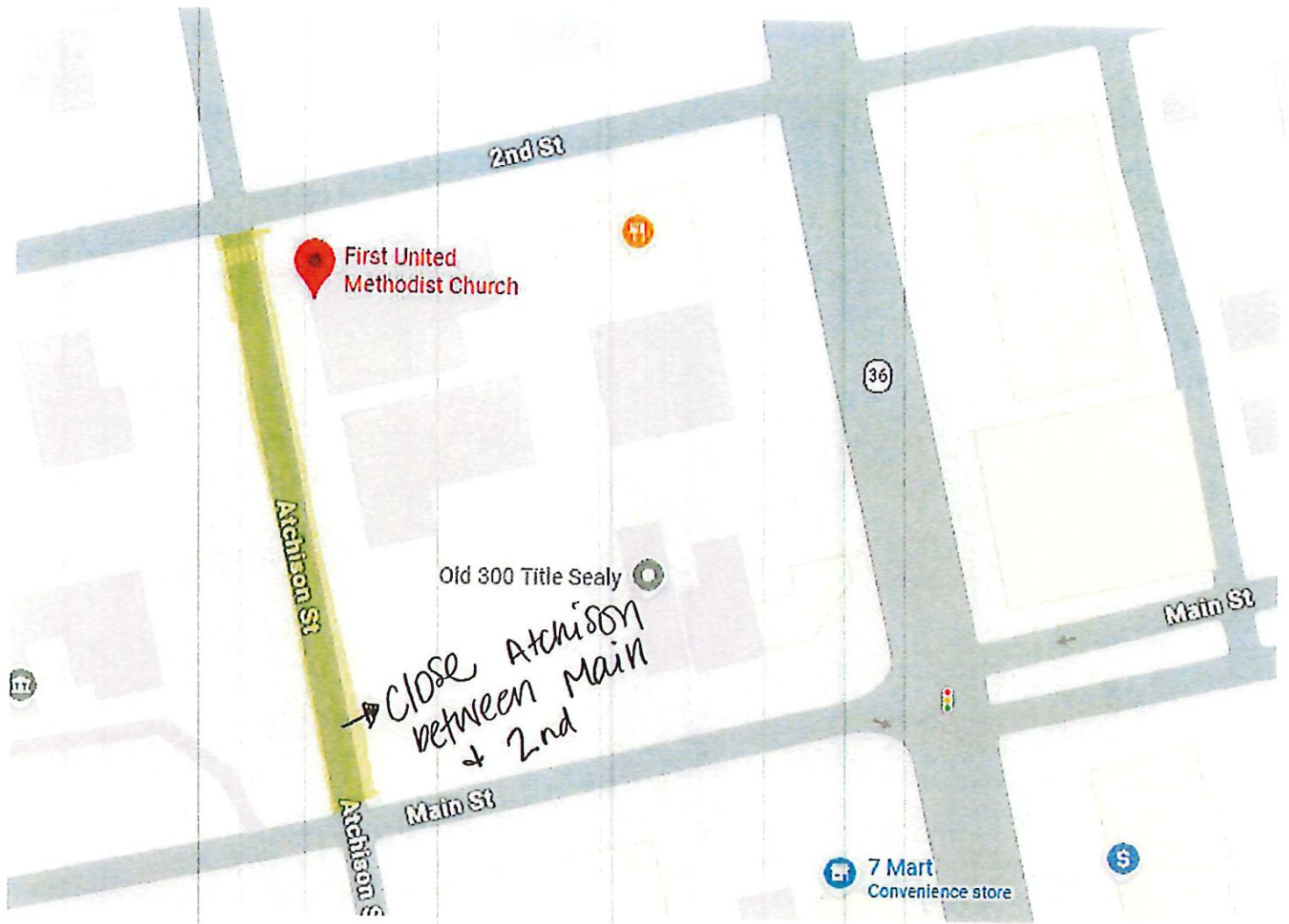
City Street Closures: ☐ Approved ☐ Denied ☐ N/A

State Road Closures: ☐ Approved ☐ Denied ☐ N/A

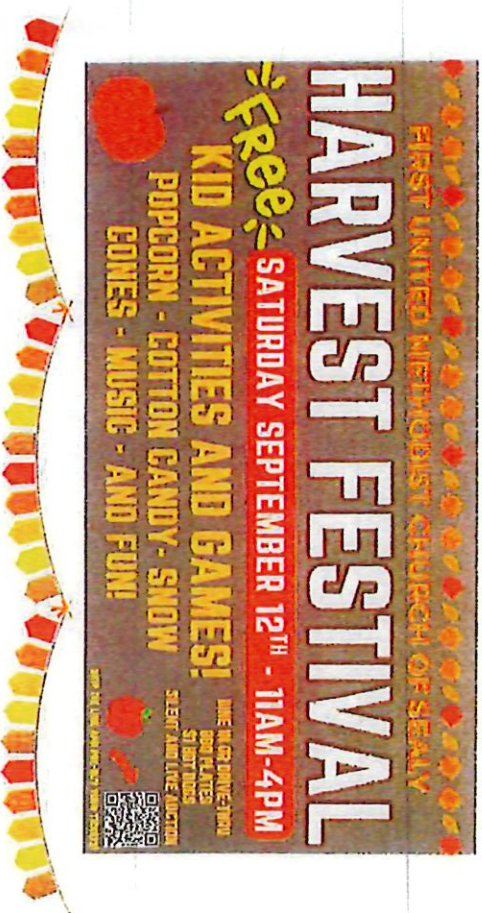
TABC Permit (Alcohol Sales): ☐ Approved ☐ Denied ☐ N/A

Security Required by SPD? ☐ Yes ☐ No

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



BANNER EXAMPLE



FIRST UNITED METHODIST CHURCH OF SEALY

HARVEST FESTIVAL

Free SATURDAY SEPTEMBER 12TH - 11AM-4PM

KID ACTIVITIES AND GAMES!
POPCORN - COTTON CANDY- SNOW
CONES - MUSIC - AND FUN!

ONE HOUR DANCE- JAZZ
BOP PLATES
STREET FOOD
SILENT AND LIVE AUCTION

QR CODE

SPONSORED BY THE CHURCH OF SEALY

POSTER AND YARD SIGN



FIRST UNITED METHODIST CHURCH OF SEALY

HARVEST FESTIVAL

SATURDAY SEPTEMBER 12TH - 11AM-4PM

Free KID ACTIVITIES AND GAMES!
POPCORN - COTTON CANDY- SNOW
CONES - MUSIC - AND FUN!

ONE HOUR DANCE- JAZZ
BOP PLATES
STREET FOOD
SILENT AND LIVE AUCTION

QR CODE

SPONSORED BY THE CHURCH OF SEALY

81TH ANNUAL
HARVEST FESTIVAL
FIRST UNITED METHODIST CHURCH OF SEALY
SATURDAY SEPTEMBER 12TH - 11AM-4PM

Free KID ACTIVITIES AND GAMES!
POPCORN - COTTON CANDY- SNOW
CONES - MUSIC - AND FUN!

ONE HOUR DANCE- JAZZ
BOP PLATES
STREET FOOD
SILENT AND LIVE AUCTION

QR CODE

SPONSORED BY THE CHURCH OF SEALY

g)



AGENDA ITEM NO:

Accepting Restricted Monetary Donation from John R. Selman and Maggie B. Selman Charitable Trust to the Parks Department in the amount of \$15,000 for the purpose of funding Shade Structures at the Jacqueline A. Cryan Memorial Park

SUBMITTED BY: Patrick Parsons, Public Works Director

MEETING DATE: August 4, 2026

STAFF REPORT

SUMMARY

The City of Sealy has received a donation in the amount of \$15,000 from John R. Selman and Maggie B. Selman Charitable Trust. The donor has indicated that the donation is restricted to the Parks Department for the purpose of funding Shade Structures at the Jacqueline A. Cryan Memorial Park.

In accordance with the City's Naming and Donation Policy, donations that are restricted and exceed \$5,000 must be formally accepted by City Council.

ANALYSIS

Staff has received the \$15,000 donation which will be used for the restricted purpose to fund Shade Structures at the Jacqueline A. Cryan Memorial Park and sent a thank you letter on behalf of City Council of the City of Sealy to the John R. Selman and Maggie B. Selman Charitable Trust.

FINANCIAL IMPACT

There is no negative fiscal impact to the City. The \$15,000 donation for shade structures at the Jacqueline A. Cryan Memorial Park will allow more people to comfortably enjoy the park throughout the year, enhancing both the quality of life and the recreational opportunities available to our community.

RECOMMENDATION

Staff recommends that City Council accept the donation in the amount of \$15,000, restricted to the use of the Parks Department for the purpose of funding Shade Structures at the Jacqueline A. Cryan Memorial Park.

Municipal Naming of City Facilities and Donation Policy

City of Sealy



Section 1. Purpose

The purpose of the Municipal Naming and Donation Policy is to create a consistent procedure regarding requests and efforts to name or rename City-owned land, facilities, and amenities including, but not limited to, parks, recreational facilities, buildings, streets, and the designation of commemorative names and plaques for equipment and accessories such as railings, benches, tables, bricks, and playground equipment ("City Property"), that are in unison with the goals and interests of the community and will enhance the quality of life for the City of Sealy. The Policy shall also serve the purpose of establishing a formal process for acceptance and documentation of donations made to the City. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

The City Council reserves the right to remove the name or rename any street, park, facility, or major feature.

Definitions:

Restricted donations are those donations that the donor specifies for a particular City department, location, or purpose.

Unrestricted donations are those donations given to the City for unspecified use.

Section 2. General Provisions for Naming

- a) The City Council shall have the final authority to name and rename City Property.
- b) Under extraordinary circumstances that would cast a negative image upon the City, any naming of City Property may be revoked at the discretion of the City Council.
- c) The names of people, companies, or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the City of Sealy should be avoided.
- d) The donation of any real or personal property to the City, shall not obligate the City to name City Property after such a donor.
- e) Existing names are deemed to have historic recognition. The City's policy is to retain the name of the existing City Property. Furthermore, the City will consider renaming City Property to commemorate a person or persons, posthumously, only when the person or persons have made a major, overriding contribution to the City and whose distinctions are as yet unrecognized.
- f) It is the intent of this policy to prohibit, except under extraordinary circumstances with a majority vote (4 to 3) of the City Council, the changing of street names that have existing homes or businesses using the street name in their address, or streets which connect with adjacent jurisdictions.
- g) Street naming and renaming shall be made by City Council Resolution or Ordinance or as a result of approval and recordation of a subdivision plat.

- h) All costs including staff time, labor, and materials associated with the installation of plaques, monuments, and/or replacement of signs resulting from this policy will be borne by the individual, group, or organization sponsoring the request.
- i) A corporation, association, individual, or other legally created entity making a major gift may request that the name of that benefactor be associated with the name of the park, facility, or major feature. These requests will be evaluated on an individual basis by the City Council with input from any associated City boards and commissions. As a guideline, the threshold for naming shall include the following:
 - a. Deeding to the City the land on which a park or facility will be located;
 - b. Payment of one-half or more of the capital costs of constructing the facility or park; or
 - c. The creation of a long-term endowment for the repair and maintenance of the facility or park.

Section 3. Naming Criteria

1) Parks, City-owned buildings, and recreational facilities:

- a. Naming shall begin as early in the development and/or acquisition as possible.
- b. Names should be appropriate to the park, City-owned building, or recreational facility by reflecting the native wildlife, history, flora, fauna, geographic area, or natural geologic features related to the community of Sealy.
- c. Names can be from significant historical events, cultural attributes, a local landmark, or a historical figure.
- d. Areas that can be recognized include points of entry, walkways, trails, a room or patio within a City Property such as group picnic areas, and physical features such as tables, benches, railings, playground equipment, artwork, statues, bricks, and fountains.
- e. Names that reflect the City's ethnic and cultural diversity are encouraged. The signage shall be in English.
- f. Commemorative names honoring individuals or families should be based on the following criteria:
 - Made lasting and significant contributions to the protection of natural or cultural resources of the City;
 - Made substantial contributions to the betterment of a specific City Property consistent with the established standards for the property;
 - Made substantial contributions to the advancement of commensurate types of recreational opportunities within the City;
 - Be associated with an economic development or redevelopment activity; or
 - Had a positive impact on the lives of Sealy's residents.

2) Streets:

- a) Names shall be unique, easily discernible, and simple to pronounce for public safety considerations. Similar-sounding or duplicate street names shall not be considered.
- b) Street names may recognize native wildlife, flora, fauna, or natural geologic features related to the community and the City.

- c) Street names shall not contain more than 18 letter characters, including any combinations of spaces, letters, or designations in the base portion of the name.
- d) Cumbersome, corrupted, or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, ethnicity, religious affiliation, political affiliation, or other social factors are not acceptable.
- e) Names for public and private streets in a new subdivision shall be proposed by the developer, reviewed by all appropriate boards and commissions, and approved by the City Council. The street names are adopted by the City when the final subdivision plat for the development is recorded.

3) Commemorative street names and plaques:

- a) Commemorative street name signs are additions to the street name and will not change the street address. The existing street name shall be retained and a supplemental sign or plaque(s) shall be installed. Commemorative street name signs shall consider the same criteria for the naming of streets.
- b) Commemorative plaques shall be placed in common areas within the City of Sealy. The applicant or sponsoring group/organization will be responsible for the cost of the plaque. If a special recognition ceremony is requested, the applicant may be charged for the cost.
- c) Criteria for commemorative street names and plaques are as follows;
 - 1) Names honoring deceased individuals, groups, or families should be based on one or more of the following criteria:
 - i. Made lasting and significant contributions to the protection of natural or cultural resources of the City;
 - ii. Made substantial contributions to the betterment of the City which has positively impacted the lives of the citizens of the City;
 - iii. Be associated with an economic development or redevelopment activity in fulfillment of the City's mission; or
 - iv. Commemorates a significant historical event.
 - 2) Names of living persons shall be considered only under one or more of the following circumstances:
 - v. The honoree contributed 50% or more of the cost of a major facility (A contribution is not required to be monetary. Land and buildings count towards contributions.).
 - vi. The honoree initiated or contributed major time to the establishment of the City project;
 - vii. The overwhelming belief (public opinion) that the honoree would likely be honored for that facility posthumously;
 - viii. No other individual now living has, or is likely to have, greater public support for being honored;
 - ix. The honoree has given extraordinary service to the City and to the community; or

- x. The honoree has attained national or international prominence and achievement.
- 3) Naming after an individual who has served as a City Official or as a City employee shall occur after the person has separated from City service and should be based on one or more of the following criteria;
 - xi. Made contributions over and above the normal duties required by their positions;
 - xii. Had a positive impact on the past and future development of programs, projects, or facilities in the City;
 - xiii. Made significant volunteer contributions to the community outside the scope of their job;
 - xiv. Had exceptionally long tenure with the City; a minimum of ten (10) years; or
 - xv. Has significant public support for a memorial to the City official or City employee on the occasion of their death or retirement.

Section 4. Naming Procedure

- a) A request shall be submitted in writing on the Standard Naming Application (Exhibit A). An application fee and hard costs for the sign or plaque placement will be at the expense of the applicant, such as sign procurement and installation costs. An application fee is established and will be based on the most currently adopted City's Master Fee Schedule. The payment of the application fee is required at the time of application submission. The submitted request should include:

The proposed name;

A short explanation of why the street, facility, park, or feature should be named or renamed; and

A description of the proposed namesake's contributions to the community or other justification for naming a street, facility, park, or feature that name.

- b) The applicant shall be able to provide clear evidence that the individual to be honored has made a significant contribution to the economic vitality and/or quality of life in the Sealy community.
- c) The application will be reviewed for completeness based on the naming criteria by City staff (City Manager's Designee). All recommendations or suggestions will be given the same consideration without regard to the nomination source.
- d) Completed applications will be forwarded for review to the City Council and all applicable boards and commissions.
- e) Following the recommendation from the appropriate boards and commissions regarding the naming of new City property, the City Council shall hold a public hearing on the proposed name. Following the public hearing, the City Council may adopt an ordinance officially naming the street, facility, park, or feature

- f) For the renaming of existing City-owned property, the City shall publish in the official paper of record, shall send notification letters to impacted properties as required by state statute, and shall hold a public hearing on the proposed name change at the sole cost of the applicant. Following the public hearing, the City Council may adopt an ordinance officially renaming a City-owned street, facility, park, or feature.
- g) The naming/renaming request will be placed on an agenda for either the Parks Board, Planning Commission, Main Street Board, EDC Board, City Council, or all Boards and Commissions as a noticed public hearing for ultimately the City Council's consideration.

Section 5. General Provisions for Donations

1. General Provisions

- a) The City welcomes unrestricted donations as well as restricted donations that enhance City services, reduce costs that the City would incur in the absence of the donation, or that otherwise would provide a benefit to the City. The City may decline any donation without comment or cause. A restricted donation means those donations that the donor specifies for a particular City department, location, or purpose. Unrestricted donations are those donations given to the City for unspecified use. A donor wishing to make a donation to the City will be required to submit a Standard Donation Agreement (Exhibit B)
- b) Donors shall not expect, nor shall the City grant, any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City. To avoid the possible appearance of extra considerations, City staff of the Planning Department are not authorized to solicit donations to the City.
- c) No City Council member, Commissioner, employee, or volunteer shall solicit donations in excess of \$500 in money or in-kind services for any City project, program, activity, or event ("supported activity") unless the City Council has approved a fundraising plan for the supported activity. A recommended form for a Fundraising Plan is attached as Exhibit C to be revised as appropriate for the fundraising goal and type of supported activity in question.
- d) Donations must be directly related to providing goods or services to the public or for another valid public purpose. Donations may be offered in the form of cash, real or private property, benches, trees, and facilities. Donations shall not be used for the personal financial gain of any City elected or appointed official or employee.
- e) Offers of donations for gratuitous purposes (e.g. holiday gift baskets, etc.) to any employee, department, or the City shall be made available to benefit all employees.
- f) The net benefit of a donation should be considered when determining whether to accept a donation. To ensure sustainability, the net benefit includes all lifecycle costs of ownership, including maintenance, repair, clean-up, administrative, and any potential liability or expenses that may be associated with the donation.

i. Donations may not be used to implement new ongoing programs or services unless a permanent source of revenue is identified to support the program or service.

ii. Potential costs and liabilities should be considered if a donation of personal property or of a service does not include the same indemnification, insurance, bonding, or warranties that the City would normally receive through procurement of personal property or services.

iii. Real property may be donated to the City provided that it will not expose the City to an unreasonable risk of litigation or liability, because of the physical condition of the property or the existence of claims, liens, and encumbrances against the property.

g) Council members, City officials, and other City staff are responsible for reporting fundraising activities and donations as required by applicable laws and regulations.

h) the donation of items such as benches, plaques, trees, and other physical features shall be accepted and displayed for a minimum of ten years, or the destruction or deterioration of the donation, whichever comes first. If a group of donors wishes to contribute multiple items for an improvement project, a plan shall be prepared and brought before City Council and all other applicable boards and commissions for approval.

2. Procedures

a) Restricted or Unrestricted donations of \$5,000 or less may be accepted by the City Manager. Unrestricted donations of more than \$5,000 and restricted donations of more than \$5,000 must be brought to the City Council for approval and acceptance. The City Manager may accept or decline any donation in the City Manager's sole discretion and may choose to request City Council consideration of any donation.

b) Monetary and other forms of donations that are restricted for the use of public relations events, including but not limited to; Kid Fish, Blue Santa, and National Night Out may be accepted by the City Manager at the City Manager's sole discretion. The donors who make these restricted donations will not be required to fill out a Standard Donation Agreement form.

c) De minimis food donations may be accepted by the department head receiving the donation and will not be subject to filling out a Standard Donation Agreement. Such shall be available to all city departments.

d) Any monetary donation associated with a requested improvement to a city-owned park or facility, of any value, shall require the approval of the City Council.

e) The City Council shall consider proposed donations beyond the authority of the City Manager set forth above and proposed donations referred to it by the City Manager. The City Council may accept or decline any donation at its sole discretion.

f) All donations will receive appropriate recognition as determined by the City Manager or City Council when the donation is accepted, considering the nature and level of the donation. Upon request of the donor or if specified in a City initiated request for donors, limited forms of promotional activity (such as a logo or name placement on signs, flyers, and other materials related to a program or activity supported by the donation) are permitted and whose extent will be governed by the City Council. The

appearance of traditional commercial advertising should be avoided and the size of donor recognition should be in keeping with the size of non-recognition information used in the materials. The agreed-upon form of recognition should be identified in the donor receipt or a donation agreement. Any naming of City parks, property, or facilities shall follow the guidelines set forth in the Municipal Naming and Donation Policy. Should the donor choose to remain anonymous, the City will not publicly acknowledge receipt or recognition of such donation, but disclosure may be required per the Texas Public Information Act.

g) A Donation Acceptance Form (Exhibit D) is required to be completed by the receiving Department Director or the City manager's Office for all donations provided to the City.

i. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Council by the City Manager's Office.

ii. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.

iii. Each original Donation Acceptance Form shall be maintained by the City Secretary's Office.

h) Acknowledgement of the donation should be in writing and be the responsibility of the Department Director who is the beneficiary of the donation. Unrestricted donations shall be acknowledged by the City Manager. A copy of the Standard Donation Agreement should be forwarded to the donor(s).

i) When donations with a value in excess of \$100 are accepted or upon the request of the donor, the City will issue the donor a Donation Receipt (Exhibit E) indicating the amount of the donation or describing the goods or services donated within 30 days of receiving the donation. (In accordance with the Internal Revenue Code the City does not provide an estimated value of in-kind donations; donors may refer to IRS Publication 561 for more information on valuing a donated property.) The donation receipt shall also include the date of the donation, the name of the donor, the purpose of the donation (if a restricted donation), a brief description of any public recognition that will be made by the City, and note that the donor received no goods or services in exchange. The original receipt shall be submitted to the donor and the City shall retain a copy. The City shall not provide any financial or tax advice or donation statements.

j) Before acceptance of a restricted donation valued at more than \$500 or an unrestricted donation valued at more than \$5,000, the respective obligations of the donor and the City shall be set forth in the Standard Donation Agreement form. The City Manager or City Council may require donation agreements for donations valued at any amount.

k) The City shall maintain records for the receipt of all donations and shall comply with all reporting requirements and regulations.

April 18, 2023

EXHIBIT A – STANDARD NAMING APPLICATION

APPLICATION FOR THE CITY OF SEALY
NAMING, RENAMING, OR COMMEMORATION
OF CITY-OWNED PROPERTIES, INCLUDING STREETS OR
BUILDING FACILITIES, AND INTERIOR SPACES, THEREOF.

Date: _____

To: City of Sealy
405 Main Street
Sealy, TX 77474

City of Sealy:

I/We, the undersigned, do hereby petition the City of Sealy, Texas, to approve the naming, renaming, or commemoration of City-owned properties, including streets, or building facilities and interior spaces thereof, on the property described as:

Applicant Name: (Please print or type:) _____

General Location or Street Address: _____

Reason for Naming or Renaming: _____

Description of The Namesake's Contribution: _____

Please Check the Appropriate Application Category:

☐ Naming or Renaming

☐ City-Owned Street

Please attach the petition signed by at least 60 percent of the number of owners of properties abutting the portion of the street to be renamed.

Existing Name: _____

Proposed Name: _____

Proposed Rename, if applicable: _____

☐ City-Owned Property—Park or Library

Existing Name: _____

Proposed Name: _____

Proposed Rename, if applicable: _____

☐ Other City-Owned Property (other than park property, or library property, or street)

Existing Name: _____

Proposed Name: _____

Proposed Rename, if applicable: _____

April 18, 2023

☐

Commemorative Designation

A commemorative designation shall not change the official name of the street, building, or other City property, but shall allow for placement of the signs, plaques, or other items to be placed on the building or property or below the existing street signs.

☐

City-Owned Street

☐

City-Owned Property—Park or Library

☐

Other City-Owned Property (other than Park property, or Library property, or street)

Existing Name: _____

Proposed Commemoration Rename

April 18, 2023

EXHIBIT B – STANDARD DONATION AGREEMENT

City of Sealy Standard Donation Agreement

The undersigned Donor wishes to make a donation to the City of Sealy as described in more detail below.

The donor is (check and complete all that apply):

- ☒ donating \$ 15,000.00 in a lump sum
- ☐ donating \$ _____ in _____ (monthly, quarterly, etc.) payments of \$ _____ in _____ installments.
- ☐ donating the following (describe products, services, investment securities, real property, etc.):

☒ If this box is checked, this donation is restricted to the following uses:

Parks Department to use for the purchase of shade structures at the Jacqueline A. Cryan Memorial Park.

- ☐ If this box is checked, this donation shall remain anonymous, but I understand and acknowledge my donation may be subject to disclosure under the Texas Public Information Act:

The city will publicly recognize donor(s) (as described in policy) by

_____[describe recognition]:

- ☐ If this box is checked this donation is being made at the behest of Council Member/Commissioner/City Staff Member _____.

In connection with administering this agreement, Donor and City shall work through the following primary representatives:

	City of Sealy	Donor
Primary Representative:	Patrick Parsons	John R. Selman and Meggie B. Selman Charitable Trust
Address:	415 Main St, Sealy, Tx 77474	

April 18, 2023

Telephone:	979-627-6113	
Fax:	979-885-3513	
Cell Phone:	979-398-4008	
E-mail:	pparsons@ci.sealy.tx.us	

In addition to the foregoing, the Donor and City understand and agree that:

1. The City will provide the Donor with a donation receipt indicating the amount of the donation or the estimated value of goods or services donated within 30 days of receiving the donation.
2. Donor's contribution to the City will be recognized publicly as described above.
3. Except as provided above, the City may use the donation in any manner at its sole discretion and Donor has no right or obligation to control the City's use of the donation.
4. Donor has not and will not receive any goods or services in exchange for the donation and the City will not grant any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City.
5. Donor confirms that unless indicated otherwise above this donation is not made at the behest of a City Council Member or of any member of the Planning or Heritage Preservation Commissions or staff of the Community Development Department.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

Donor

John R. Selman and Maggie e B. Selman Charitable Trust

Name

Title

Date: _____

City of Sealy

Kimbra Hill, City Manager

Date: _____

ATTEST:

Sandra Vrablec, City Secretary

Date: _____

EXHIBIT C – FUNDRAISING PLAN FORM



City of Sealy Fundraising Plan

Fundraising Plan Title & Purpose: *Please provide a title and description for your fundraising project.*

Fundraising Participants: *Please list the names for all groups and individuals that will be conducting fundraising.*

Donation Type/Amount: *Please describe the types and amount of donations that will be sought.*

Anticipated Donors: *Please describe who will be approached for donations.*

Donor Recognition Plan: *Please describe how donors will be recognized.*

Fundraising Timeline:

Council Review of Fundraising Plan:

Fundraising Start:

Fundraising Completion:

Council Review of Donations:

Donor Recognition Complete:

Restrictions/Reporting: *Please identify any restrictions or reporting requirements associated with this fundraising plan.*

April 18, 2023

EXHIBIT D – DONATION ACCEPTANCE FORM



City of Sealy Donation Acceptance Form

This is to confirm that on 07/20/2026 [insert date]

☒ the City of Sealy

☐ City of Sealy employee: _____
received from _____
[insert donor name and address]:

☐ a monetary contribution of \$ _____

☐ a non-monetary contribution consisting of [describe goods, services, property, securities, etc.]:

No goods or services were provided by the City of Sealy in return for the contribution.

[City employee name]

April 18, 2023

EXHIBIT E – DONATION RECEIPT



City of Sealy Donation Receipt

This is to confirm that on 07/20/2026 [insert date]

☒ the City of Sealy

☐ City of Sealy employee

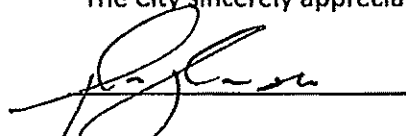
received from _____
[insert donor name and address]:

☒ a monetary contribution of \$ 15,000.00

☐ a non-monetary contribution consisting of [describe goods, services,
property, securities, etc.]:

No goods or services were provided by the City of Sealy in return for the contribution.

The City sincerely appreciates your donation.



City of Sealy



(979) 885-3511

***** R E P R I N T R E C E I P T*****

REC#: 00467162 7/20/2026 12:11 PM

OPER: EJ TERM: 005

REF#: 1443

PAID BY: JOHN & MAGGIE SELMAN TRUST

TRAN: 100.0008 DEPOSIT - OTHER GF

JOHN & MAGGIE SELMAN TRUST

CRYAN PARK SHADE & SEATING

Deposits - Other 15,000.00CR

TENDERED: 15,000.00 CHECK

APPLIED: 15,000.00-

CHANGE: 0.00

THANK YOU!
HAVE A GREAT DAY!

h)



AGENDA ITEM NO: h

Discussion and Possible Action to Accept Restricted Donations from Ryan Ford and University Chrysler Dodge Jeep Ram and Approve an Additional Flock Safety Automated License Plate Recognition Camera

SUBMITTED BY: Russell Grimes, Chief of Police

MEETING DATE: August 4th, 2026

STAFF REPORT

DESCRIPTION

Discussion and possible action to:

1. Accept a restricted monetary donation of **\$1,500 from Ryan Ford**;
2. Accept a restricted monetary donation of **\$1,500 from University Chrysler Dodge Jeep Ram**; and
3. Approve the installation and operation of one additional Flock Safety Automated License Plate Recognition camera within the Texas Department of Transportation right-of-way along the Northeast Interstate 10 Service Road near the Ryan Ford and University Chrysler Dodge Jeep Ram dealerships.

The combined donations of **\$3,000** are designated to fund the annual cost of the additional ALPR camera. Both dealerships have expressed their intent for their respective \$1,500 contributions to recur annually, subject to future confirmation and acceptance by the City.

BACKGROUND

Ryan Ford and University Chrysler Dodge Jeep Ram have each offered to contribute \$1,500 toward the cost of an additional Flock Safety Automated License Plate Recognition camera to support public safety and the investigation of vehicle-related crimes in the commercial area surrounding the dealerships.

The proposed camera would be located within the Texas Department of Transportation right-of-way along the Northeast Interstate 10 Service Road, near the two dealerships. The final installation location will be subject to site evaluation, utility and communications availability, applicable TxDOT requirements, and any necessary permits or authorizations.

The proposed camera would supplement the Sealy Police Department's existing ALPR network and improve vehicle detection coverage along the Interstate 10 corridor and the surrounding commercial area. This area experiences significant vehicle traffic and includes businesses that may be affected by stolen vehicles, vehicle burglaries, stolen license plates, organized retail theft, fraud, and other offenses involving motor vehicles.

ALPR cameras capture images of vehicles and license plates traveling within the camera's field of view and may generate alerts when a detected license plate matches an authorized law enforcement hot list. Authorized personnel may also search historical ALPR records (up to 30 days) for legitimate law enforcement purposes in accordance with departmental policy, applicable law, and established auditing requirements.

The camera will be operated under the same access, retention, search, documentation, and auditing requirements applicable to the Police Department's existing ALPR systems.

DONATION AND RECOGNITION

The donations from Ryan Ford and University Chrysler Dodge Jeep Ram are restricted donations designated specifically for the annual cost of the proposed ALPR camera.

The City's Municipal Naming of City Facilities and Donation Policy establishes the process for accepting, documenting, and recognizing donations made to the City. In accordance with that policy, the City will complete the applicable donation acceptance documentation and enter into a Standard Donation Agreement with each donor.

Any public acknowledgement or donor recognition associated with the camera will be administrative and informational in nature and will not provide either donor with operational control, access to ALPR data, preferential law enforcement services, procurement consideration, or influence over the City's use or operation of the camera.

Acceptance of the donations does not constitute the naming of City property or create any permanent naming rights. Any donor recognition will remain subject to the City's Municipal Naming of City Facilities and Donation Policy and the approval of the City.

FISCAL IMPACT

Ryan Ford will contribute **\$1,500**, and University Chrysler Dodge Jeep Ram will contribute **\$1,500**, for a combined total of **\$3,000**.

The combined donations are intended to fund the annual cost of one additional Flock Safety ALPR camera. No direct expenditure from the City's General Fund is anticipated for the initial annual camera cost, other than incidental staff time associated with contracting, permitting, installation coordination, administration, and system oversight.

Although both donors have expressed an intent to continue their contributions annually, future donations are not guaranteed and will remain subject to confirmation, acceptance, and compliance with City policy. Continued operation of the camera in future years will be contingent upon the availability of donated funds, budget authorization, contractual terms, and continued approval by the City.

PUBLIC BENEFIT

The additional ALPR camera would enhance the Police Department's ability to identify vehicles associated with criminal activity entering or leaving the area and the Interstate 10 corridor.

The camera may assist investigators and patrol officers with:

- Stolen vehicles and stolen license plates;
- Vehicle burglaries and automobile thefts;
- Fraudulent vehicle purchases and dealership-related crimes;
- Organized retail and cargo theft investigations;
- Missing or endangered persons;
- Wanted persons associated with identified vehicles; and
- Other criminal investigations in which vehicle information is relevant.

ALPR alerts and historical searches will be used only for legitimate law-enforcement purposes and in accordance with Police Department policy, applicable law, access controls, retention requirements, and audit procedures. An ALPR alert does not independently establish probable cause for an arrest and must be verified and investigated by an officer.

RECOMMENDATION

Staff recommends that the City Council:

1. Accept the restricted donation of **\$1,500 from Ryan Ford**;
2. Accept the restricted donation of **\$1,500 from University Chrysler Dodge Jeep Ram**;
3. Authorize the City Manager to execute the applicable Standard Donation Agreements and related documents;

4. Approve the acquisition, installation, and operation of one additional Flock Safety Automated License Plate Recognition camera along the Northeast Interstate 10 Service Road near the two dealerships;
5. Authorize staff to coordinate with Flock Safety, TxDOT, the donors, and other appropriate entities to determine the final installation location and obtain any required permits or approvals; and
6. Authorize the City Manager to execute any related agreements or documents necessary to implement the project, subject to legal review and available donated funding.

ATTACHMENTS

Attachment A: City of Sealy Municipal Naming of City Facilities and Donation Policy, dated April 18, 2023

Attachment B: Ryan Ford Standard Donation Agreement

Attachment C: University Chrysler Dodge Jeep Ram Standard Donation Agreement

Attachment D: Proposed ALPR Camera Location Map

Attachment E: Flock Safety Quote or Cost Proposal

April 18, 2023

EXHIBIT B – STANDARD DONATION AGREEMENT

**City of Sealy
Standard Donation Agreement**

The undersigned Donor wishes to make a donation to the City of Sealy as described in more detail below.

The donor is (check and complete all that apply):

- ☒ donating \$ 1,500 in a lump sum
- ☐ donating \$ _____ in _____ (monthly, quarterly, etc.) payments of \$ _____ in _____ installments.
- ☐ donating the following (describe products, services, investment securities, real property, etc.):

☒ If this box is checked, this donation is restricted to the following uses: Sealy Police Department

☐ If this box is checked, this donation shall remain anonymous, but I understand and acknowledge my donation may be subject to disclosure under the Texas Public Information Act:

The city will publicly recognize donor(s) (as described in policy) by

_____ [describe recognition]:

☐ If this box is checked this donation is being made at the behest of Council Member/Commissioner/City Staff Member _____.

In connection with administering this agreement, Donor and City shall work through the following primary representatives:

	City of Sealy	Donor
Primary Representative:	Russell Grimes	Ruben Flores / Ryan Ford
Address:	1320 Rexville Road Sealy, TX, 77474	3796 NE 110 Frontage Rd., Sealy, TX, 77474

April 18, 2023

Telephone:	979-885-2913	979-885-7700
Fax:		
Cell Phone:		
E-mail:	RGrimes@ci.sealy.tx.us	

In addition to the foregoing, the Donor and City understand and agree that:

1. The City will provide the Donor with a donation receipt indicating the amount of the donation or the estimated value of goods or services donated within 30 days of receiving the donation.
2. Donor's contribution to the City will be recognized publicly as described above.
3. Except as provided above, the City may use the donation in any manner at its sole discretion and Donor has no right or obligation to control the City's use of the donation.
4. Donor has not and will not receive any goods or services in exchange for the donation and the City will not grant any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City.
5. Donor confirms that unless indicated otherwise above this donation is not made at the behest of a City Council Member or of any member of the Planning or Heritage Preservation Commissions or staff of the Community Development Department.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

Donor

City of Sealy

Ruben Flores General Manager
Name *Title*

Date: 07/07/2026

Kimbra Hill, City Manager

Date: _____

ATTEST:

Sandra Vrablec, City Secretary

Date: _____

April 18, 2023

EXHIBIT D – DONATION ACCEPTANCE FORM



City of Sealy Donation Acceptance Form

This is to confirm that on 07/07/2026 [insert date]

☐ the City of Sealy

☒ City of Sealy employee: Russell Grimes
received from Ruben Flores 3796 NE I10 Frontage Rd., Sealy, TX, 77474
[insert donor name and address]:

☒ a monetary contribution of \$ 1,500.00

☐ a non-monetary contribution consisting of [describe goods, services, property, securities, etc.]:

No goods or services were provided by the City of Sealy in return for the contribution.

[City employee name]

April 18, 2023

EXHIBIT E – DONATION RECEIPT



City of Sealy Donation Receipt

This is to confirm that on 07/07/2026 [insert date]

☐ the City of Sealy

☒ City of Sealy employee

received from Ruben Flores 3796 NE I10 Frontage Rd., Sealy, TX, 77474

[insert donor name and address]:

☒ a monetary contribution of \$ 1,500.00

☐ a non-monetary contribution consisting of [describe goods, services, property, securities, etc.]:

No goods or services were provided by the City of Sealy in return for the contribution.

The City sincerely appreciates your donation.

City of Sealy

April 18, 2023

EXHIBIT B – STANDARD DONATION AGREEMENT

**City of Sealy
Standard Donation Agreement**

The undersigned Donor wishes to make a donation to the City of Sealy as described in more detail below.

The donor is (check and complete all that apply):

- ☒ donating \$ 1,500 in a lump sum
☐ donating \$ in (monthly, quarterly, etc.) payments of \$ in installments.
☐ donating the following (describe products, services, investment securities, real property, etc.):

- ☒ If this box is checked, this donation is restricted to the following uses: Sealy Police Department
☐ If this box is checked, this donation shall remain anonymous, but I understand and acknowledge my donation may be subject to disclosure under the Texas Public Information Act:

The city will publicly recognize donor(s) (as described in policy) by

[describe recognition]:

- ☐ If this box is checked this donation is being made at the behest of Council Member/Commissioner/City Staff Member .

In connection with administering this agreement, Donor and City shall work through the following primary representatives:

	City of Sealy	Donor
Primary Representative:	Russell Grimes	University - CDJR.
Address:	1320 Rexville Road Sealy, TX, 77474	3704 NE I10 Frontage Rd., Sealy, TX, 77474

April 18, 2023

Telephone:	979-885-2913	979-291-0079
Fax:		
Cell Phone:		
E-mail:	RGrimes@ci.sealy.tx.us	

In addition to the foregoing, the Donor and City understand and agree that:

1. The City will provide the Donor with a donation receipt indicating the amount of the donation or the estimated value of goods or services donated within 30 days of receiving the donation.
2. Donor's contribution to the City will be recognized publicly as described above.
3. Except as provided above, the City may use the donation in any manner at its sole discretion and Donor has no right or obligation to control the City's use of the donation.
4. Donor has not and will not receive any goods or services in exchange for the donation and the City will not grant any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City.
5. Donor confirms that unless indicated otherwise above this donation is not made at the behest of a City Council Member or of any member of the Planning or Heritage Preservation Commissions or staff of the Community Development Department.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

Donor

City of Sealy

Name Title
Date: 06/16/2026

Kimbra Hill, City Manager

Date: _____

ATTEST:

Sandra Vrabec, City Secretary

Date: _____

April 18, 2023

EXHIBIT D – DONATION ACCEPTANCE FORM



City of Sealy Donation Acceptance Form

This is to confirm that on 06/16/2026 [insert date]

☐ the City of Sealy

☒ City of Sealy employee: Russell Grimes
received from University CDJR 3704 NE I10 Frontage Rd., Sealy, TX, 77474
[insert donor name and address]:

☒ a monetary contribution of \$ 1,500.00

☐ a non-monetary contribution consisting of [describe goods, services, property, securities, etc.]:

No goods or services were provided by the City of Sealy in return for the contribution.

[City employee name]

April 18, 2023

EXHIBIT E – DONATION RECEIPT



City of Sealy Donation Receipt

This is to confirm that on 06/16/2026 [insert date]

☐ the City of Sealy

☒ City of Sealy employee

received from University CDJR 3704 NE I10 Frontage Rd., Sealy, TX, 77474
[insert donor name and address]:

☒ a monetary contribution of \$ 1,500.00

☐ a non-monetary contribution consisting of [describe goods, services,
property, securities, etc.]:

No goods or services were provided by the City of Sealy in return for the contribution.

The City sincerely appreciates your donation.

Russell Grimes
City of Sealy

flock safety

ORDER FORM

This order form ("Order Form") hereby incorporates and includes the terms of the previously executed agreement (the "Terms") which describe and set forth the general legal terms governing the relationship (collectively, the "Agreement"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the "Effective Date")

Customer: TX - Sealy PD
 Legal Entity Name: TX - Sealy PD
 Accounts Payable Email: batkinson@ci.sealy.tx.us

Initial Term: 12 Months
 Renewal Term: 12 Months
 Payment Terms: Net 30

Address: P.o. Box 517 Sealy, Texas 77474

Billing Frequency: Annual Plan - First Year Invoiced at Signing.
 Retention Period: 30 Days

Hardware and Software Products

Recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	1	Included

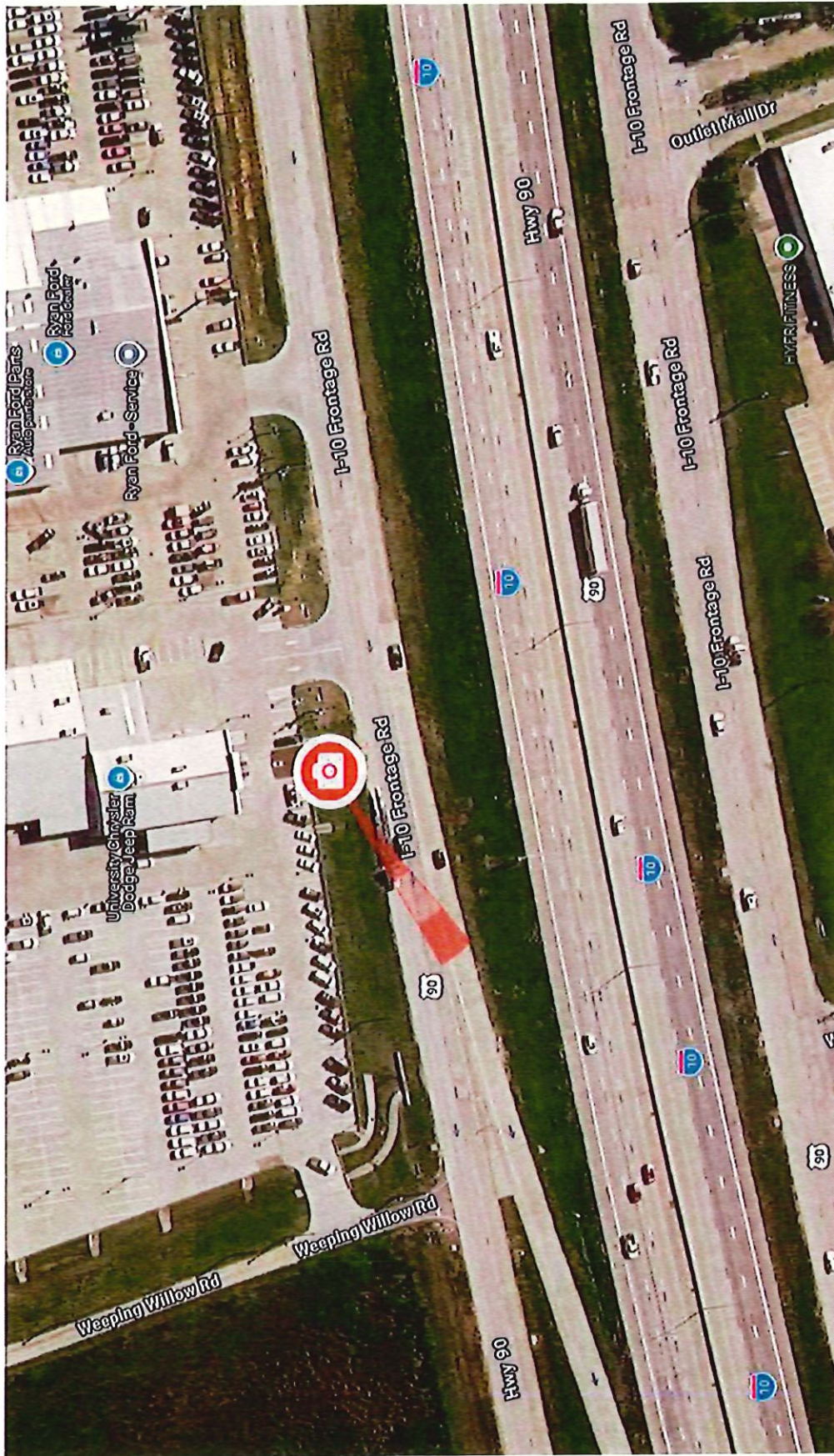
Professional Services and One Time Purchases

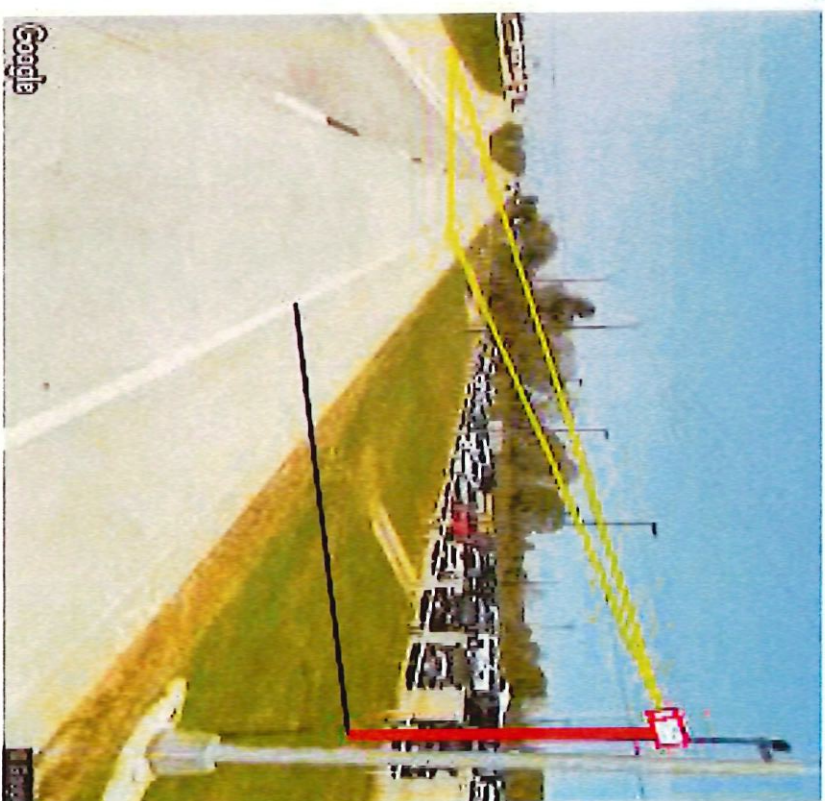
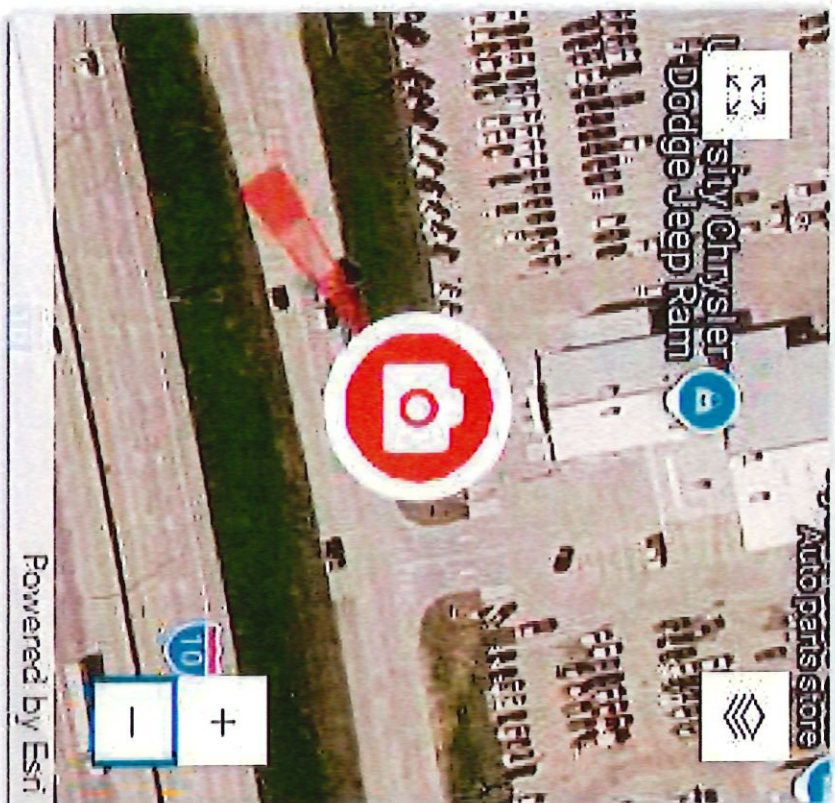
Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$0.00	1	\$0.00
Subtotal Year 1:			\$3,000.00
Annual Recurring Subtotal:			\$3,000.00
Discounts:			\$650.00
Estimated Tax:			\$0.00
Contract Total:			\$3,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

If Customer is located in any of the state(s) listed at <https://www.flocksafety.com/legal/state-required-provisions>, the applicable state-required terms set forth therein are incorporated into the Agreement.





i)



CONSENT AGENDA

Approving Updates to the Fiscal Year 2026-2027 Budget Calendar

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

At the March 17, 2026, City Council meeting, the City Council approved the Fiscal Year 2026-2027 Budget Calendar. The approved calendar was based on the *Sealy News* publishing legal notices on Wednesdays.

In early July 2026, the City was notified by the *Sealy News* that its publication date would shift to Thursdays. As a result, several statutory publication deadlines associated with the budget and tax rate adoption process required adjustment to ensure compliance with state law.

The revised budget calendar included with this item reflects the updated publication schedule and outlines the timeline for adopting a tax rate that exceeds the voter-approval tax rate (VAR) but is less than the de minimis rate.

FINANCIAL IMPACT

None.

RECOMMENDATION

Accept the updated Fiscal Year 2026-2027 Budget Calendar.

Attachments:

1. Revised Fiscal Year 2026-2027 Budget Calendar
2. Texas Municipal League (TML) Guidance Document for Statutory Budget and Tax Rate Deadlines

Updated Calendar

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
					CITY HALL CLOSED	
5	6	7	8	9	10	11
12	13	14	15	Budget posted w/ City Secretary & on City Website	17	18
19	20	Received certified values	22	23	24	25
26	MEET W/ ACAD THIS WEEK	MEET W/ ACAD THIS WEEK	MEET W/ ACAD THIS WEEK	MEET W/ ACAD THIS WEEK	31	15th day since budget posted - can hold public hearing after this date

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JULY 26	JULY 27	JULY 28	JULY 29	JULY 30	JULY 31	1
	MEET W/ ACAD THIS WEEK	MEET W/ ACAD THIS WEEK	MEET W/ ACAD THIS WEEK	MEET W/ ACAD THIS WEEK	15th day since budget posted - can hold public hearing after this date	
2	3	4	5	6	7	8
		CC Meeting - 1. Approve certified roll, 2. Present tax rates, 3. Vote on proposed tax rate, 4. Set date for budget PH, 5. Set date for Tax rate PH	Website - 1. Post Tax Rate PH, 2. Budget PH			
9	10	11	12	13	14	15
	Send Notice to Paper - 1. Budget PH, 2. Tax Rate PH			Publication Date - 1. Budget PH, 2. Tax Rate PH		
16	17	18	19	20	21	22
						10th day budget PH published - can hold budget PH after this date
23	24	25	26	27	28	29
Special CC Meeting - Budget PH & Budget Adoption	Special CC Meeting - 1. Must adopt budget (if not done on 23rd), 2. Tax Rate Hearing & Adoption	Notify ACAD of adopted tax rate, Post adopted budget on city website				
30	31					

SEPT 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 CITY HALL CLOSED	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Deadline to file approved budget with City Secretary & County Clerk	OCTOBER 1 FISCAL YEAR 26/27 COMMENCES, ACAD MAILS PROPERTY TAX BILLS	OCTOBER 2	OCTOBER 3

TML Guidance Document

Deadlines When the Tax Rate Exceeds the Voter-Approval Rate

These are absolute deadlines and assume the city waits until the last minute for each step. In most cases the city would be well advised to act in advance of these dates.

Sunday, March 29: Financial Statement from Municipal Audit Due

If the city's fiscal year ends on September 30, this is the last day for the city to timely file the financial statement with the city secretary, which is required within 180 days after the last day of the city's fiscal year.¹

Note – New Penalty: A city that fails to meet this deadline may be limited to the no-new-revenue tax rate in the following tax year.²

Saturday, July 18: Deadline to File Proposed Budget

This is the last day for the city's budget officer to file a proposed budget with the municipal clerk if the city plans to wait until August 17 to adopt the tax rate.³ The statute requires the budget officer to file the budget before the 30th day before the date the tax rate is adopted – thus, if a city plans to adopt its tax rate before August 18, the proposed budget must be filed sooner.

Note – Budget Cover Page: The proposed budget must contain a special cover page if the budget will raise more revenue from property taxes than the previous year.⁴ The city secretary must post the proposed budget on the city's website if the city maintains one.⁵ Additionally, the proposed budget must include a line item comparing expenditures in the proposed budget and actual expenditures for the same purpose in the preceding year for: (1) notices required to be published in the newspaper; and (2) directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action.⁶

Friday, July 25: Tax Rolls Due

The chief appraiser must deliver the certified appraisal roll or certified estimate of taxable value to the assessor.⁷

¹ Tex. Loc. Gov't Code § 103.003.

² Tex. Loc. Gov't Code § 103.005.

³ Tex. Loc. Gov't Code § 102.005.

⁴ Tex. Loc. Gov't Code § 102.005(b).

⁵ Tex. Loc. Gov't Code § 102.005(c); Tex. Tax Code § 26.18(5).

⁶ Tex. Loc. Gov't Code § 140.0045.

⁷ Tex. Tax Code § 26.01.

Note – Estimated Tax Values: A chief appraiser may submit a certified estimate of taxable value in lieu of a certified appraisal roll if the appraisal review board for the appraisal district does not approve the appraisal records for the district by July 20.⁸ If the assessor receives a certified estimate of taxable values, the officer or employee designated by the city council must calculate the no-new-revenue tax rate and voter-approval tax rate using the estimate.⁹

Friday, August 7: Submit Tax Rates to City Council **Tuesday, August 4th**

The designated officer or employee must submit the no-new-revenue and voter-approval tax rates to the city council by this date, or as soon thereafter as practicable.¹⁰ The designated officer or employee must post the calculated no-new-revenue tax rate and voter-approval tax rates, along with certain debt information, on the home page of the city's website in the form prescribed by the comptroller.¹¹

Note – Comptroller Tax Rate Calculation Forms: The designated officer or employee shall use the tax rate calculation forms prescribed by the comptroller in calculating the no-new-revenue and voter-approval tax rates.¹² These rates may not be submitted to the city council, and the city council may not adopt a tax rate, until the designated officer or employee certifies on the tax rate calculation forms that the person has accurately calculated the tax rates and used values from the city's certified appraisal roll in performing the calculations.¹³ As soon as practicable after the designated officer or employee calculates the no-new-revenue tax rate and the voter-approval tax rate for the city, the designated officer or employee shall submit the tax rate calculation forms used in calculating the rates to the county assessor-collector for each county in which all or part of the city is located.¹⁴

Note – De Minimis Rate Calculation: A city with a population of less than 30,000 has an additional option: the "de minimis" rate. Put simply, this is a rate that will impose an amount of taxes equal to \$500,000 more than the previous year, while taking the debt rate into account.¹⁵ While there is no requirement that the designated officer or employee calculate the de minimis rate, the city will need to know this rate to use it. Cities are encouraged to communicate with their designated officer or employee to confirm the calculation of the de minimis rate.

Thursday, August 13th

Thursday, August 6: Deadline to Publish Notice of Budget Hearing in the Newspaper **** See sections referencing exceed VAR, lower than de minimis**

⁸ Tex. Tax Code § 26.01(a-1).

⁹ Tex. Tax Code § 26.04(c-2).

¹⁰ Tex. Tax Code § 26.04(e).

¹¹ Tex. Tax Code § 26.04(e).

¹² Tex. Tax Code § 26.04(d-1).

¹³ Tex. Tax Code § 26.04(d-2).

¹⁴ Tex. Tax Code § 26.04(d-3).

¹⁵ Tex. Tax Code § 26.01(8-a).

This is the last day to publish notice of the budget hearing (not later than the 10th day before the budget hearing).¹⁶ Note that the notice may not be published earlier than the 30th day before the hearing, making July 17 the earliest date possible for publication for an August 16 budget hearing.

Note – Required Notice Language: The budget hearing notice must contain specific information about property tax increases.¹⁷

Monday, August 10: Proposed Tax Rate Approval **Tuesday, August 4th**

City council should hold a record vote approving a proposed tax rate. Although there is not a statutorily defined procedure for the city council to follow in determining the proposed tax rate, this date effectively serves as the deadline, as the required notices of the tax rate hearing include the proposed tax rate (see note below).

Monday, August 10: Continuous Internet and Television Notice of Tax Rate Hearing **Wednesday, August 5th**

Internet and television notice of the tax rate public hearing begins be posted continuously for at least seven days immediately before the public hearing on the proposed tax rate increase and at least seven days immediately before the date of the vote proposing the increase in the tax rate.¹⁸

Note – Specific Content Requirements: For content of the Internet and television notice, see Sections 26.06(b-1), (b-2), and (b-3) of the Tax Code.

Note – Record Vote Required: The required notice of the tax rate hearing requires the names of all members of the governing body, showing how each voted on the proposed tax rate, and indicating the absences, if any, during the vote on the proposed tax rate.¹⁹

Note – Special Notice Provisions: The tax rate notice requirements for a city change when the de minimis rate exceeds the voter approval rate.²⁰ Note that, in the unlikely event that a city with a population of less than 30,000 has a de minimis rate that does not exceed its voter-approval rate, these modified notice provisions are not available to the city.

¹⁶ Tex. Loc. Gov't Code § 102.0065(c).

¹⁷ Tex. Loc. Gov't Code § 102.0065(d).

¹⁸ Tex. Tax Code § 26.065.

¹⁹ Tex. Tax Code §§ 26.06(b-1), (b-2) ; § 26.061(b).

²⁰ Tex. Tax Code § 26.063.

Note – Low Tax Levy Cities: A city that has a “low tax levy” under Section 26.052 of the Tax Code (a city that levies \$500,000 or less in total property taxes and has a tax rate of \$.50 or less per \$100 of valuation) may choose to provide notice of its tax rate under that section instead of Sections 26.04(e) and 26.06. A “low tax levy” city that chooses to provide notice under Section 26.052 is not required to hold a public hearing on the tax rate; however, the city is required to provide mailed or published notice of the tax rate no later than seven days before the date the city adopts the tax rate.²¹ If the city chooses to publish notice of the tax rate in the newspaper, the city must also provide public notice of its proposed tax rate by posting notice of the proposed tax rate, along with the information in Section 26.052(e), prominently on the home page of the city’s website.²²

**** See sections
referencing
exceed VAR,
lower than
de minimis**

Thursday, August 13th

~~Wednesday, August 12:~~ **Notice of Tax Rate Hearing or Meeting to Adopt Tax Rate**

This is the last day to publish notice of the public **tax rate hearing** because the hearing **may not be held before the fifth day after the date the notice of the hearing is given.**²³

Note – Notice Options: The notice may be delivered by mail to each property owner or may be published in a newspaper.²⁴ If the notice is published in the newspaper, the city must also post the notice prominently on the home page of the city’s website from the date the notice is first published until the public hearing is concluded.²⁵ The notice must be in the form prescribed by Tax Code Section 26.06 or 26.061 and must include the table described in Tax Code Section 26.062.

Note – Election-Related Notice: A city under 30,000 population for which the de minimis rate exceeds the voter-approval rate that adopts a rate triggering an automatic election or the right to petition for an election must modify the notice in accordance with Tax Code Section 26.063.

**** See sections
referencing
exceed VAR,
lower than
de minimis**

Sunday, August 23rd

~~Sunday, August 16:~~ **Budget Hearing**

This is the last day for the city to conduct a hearing on the proposed budget (**budget hearing shall be before the date of the tax levy**).²⁶ Note that the **hearing must be held after the 15th day after the proposed budget is filed with the clerk.**²⁷

²¹ Tex. Tax Code § 26.052(c).

²² Tex. Tax Code § 26.052(f).

²³ Tex. Tax Code § 26.06(a).

²⁴ Tex. Tax Code § 26.06(c).

²⁵ Tex. Tax Code § 26.06(c).

²⁶ Tex. Loc. Gov’t Code § 102.006.

²⁷ Tex. Loc. Gov’t Code § 102.006.

Note – Open Meetings Act Posting Requirements: The Open Meetings Act notice for the budget hearing must include a physical copy of the proposed budget, unless the proposed budget is clearly accessible on the city’s website. Additionally, the notice must include, for the median-valued homestead property, a comparison of the property tax bill for the current and upcoming fiscal years, if: (1) the proposed budget (including the proposed tax rate) is adopted; and (2) the no-new-revenue rate is adopted.²⁸

Note – Action Required: The city must take some sort of action on the budget at the conclusion of the hearing.²⁹ This action could be the adoption of the budget or a vote to postpone the final budget vote. It is generally accepted that the city need not adopt the budget at the end of the hearing. Additionally, because the hearing must be held before the date of the tax levy, regardless of whether the city adopts the budget at the end of the hearing, the city may not adopt the tax rate on the same day.

**** See sections
referencing
exceed VAR,
lower than
de minimis**

Sunday, August 23rd or Monday, August 24th

~~Monday, August 17:~~ Budget Adoption

The city should adopt the budget no later than this date.³⁰ A city may only levy taxes in accordance with budget, and because the levy cannot take place later than August 18 (see below), this is the effective deadline for property taxing cities. A vote to adopt the budget must be a record vote.³¹

Note – Separate Ratification Vote Requirement: The city council must take a separate ratification vote to adopt any budget that will raise total property tax revenue.³²

Note – Specific Content Requirements: The budget must contain a special cover page that includes: (a) a specific statement on whether the budget raises more, less, or the same amount of property tax revenue compared to the previous year’s budget; (b) the record vote of each member of the city council by name voting on the adoption of the budget; (c) the city property tax rates for the preceding and current fiscal years, including the adopted rate, no-new-revenue tax rate, no-new-revenue maintenance and operations tax rate, voter-approval tax rate, and debt rate; and (d) the total amount of city debt obligations secured by property taxes.³³

²⁸ Tex. Gov’t Code § 551.043(c).

²⁹ Tex. Loc. Gov’t Code § 102.007.

³⁰ Tex. Loc. Gov’t Code § 102.009.

³¹ Tex. Loc. Gov’t Code § 102.007(a).

³² Tex. Loc. Gov’t Code § 102.007(c).

³³ Tex. Loc. Gov’t Code § 102.007(d).

The adopted budget, including the cover page, must be posted on the city's website if the city has one.³⁴ The city council shall include as an appendix to the city's budget for a fiscal year the tax rate calculation forms used by the designated officer or employee to calculate the city's no-new-revenue tax rate and the voter-approval tax rate for the tax year in which the fiscal year begins.³⁵

**** Note – Budget Adoption Deadline in Certain Circumstances:** A city with a population of less than 30,000 adopting a tax rate that exceeds the voter-approval tax rate but is lower than the de minimis tax rate may adopt its budget as late as August 24 (see below). Under this scenario, the deadline for the budget hearing would be August 23 and the deadline for notice of the budget hearing would be August 13.

Note – Open Meetings Act Posting Requirements: The Open Meetings Act notice of the meeting to adopt the budget must include a physical copy of the proposed budget, unless the proposed budget is clearly accessible on the city's website. Additionally, the notice must include, for the median-valued homestead property, a comparison of the property tax bill for the current and upcoming fiscal years, if: (1) the proposed budget (including the proposed tax rate) is adopted; and (2) the no-new-revenue rate is adopted.³⁶

Monday, August 24th

~~Monday, August 17:~~ Tax Rate Hearing and Adoption

The city must, no later than this date, hold its tax rate hearing and adopt a tax rate if the adopted rate exceeds: (1) the city's voter-approval tax rate; or (2) in certain cities with a population of less than 30,000, the greater of the city's voter-approval tax rate or de minimis tax rate.³⁷ The city council must adopt a tax rate that exceeds the voter-approval tax rate not later than the 71st day before the November uniform election date; however, the city council must order the automatic election by no later than the 78th day before the November election date under Election Code Section 3.005(c), effectively making the deadline to adopt the tax rate the 78th day before the November uniform election date.

Note – Tax Rate Hearing: The hearing must be held on a weekday that is not a public holiday.³⁸ The city council may vote on the proposed tax rate at the public hearing.³⁹ If the city council does not vote on the proposed tax rate at the public hearing, the city council shall announce at the public hearing the date, time, and place of the meeting at which it will vote on the proposed tax rate, and that meeting may not be held later than the seventh day after the date of the public hearing.⁴⁰

³⁴ Tex. Loc. Gov't Code § 102.008(a)(2).

³⁵ Tex. Tax Code § 2.04(e-5).

³⁶ Tex. Gov't Code § 551.043(c).

³⁷ Tex. Tax Code § 26.05(a).

³⁸ Tex. Tax Code § 2.06(a).

³⁹ Tex. Tax Code § 26.06(d).

⁴⁰ Tex. Tax Code § 26.06(e).

Note – Tax Rate Adoption Motion: The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no-new-revenue tax rate) percent increase in the tax rate.” If the tax rate will exceed the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council.⁴¹ Tax Code Section 26.05 contains several other precise requirements regarding notice in the tax rate ordinance itself that must be complied with if the city adopts a rate exceeding the no-new-revenue tax rate.

Note – Earliest Possible Date for Hearing: The city council may not hold its public hearing or public meeting to adopt a tax rate until the fifth day after the date the chief appraiser of each appraisal district in which the city participates has delivered its tax estimate notice under Tax Code Sec. 26.04(e-2) and made various types of tax rate information and the tax rate calculation forms available to the public via the property tax database under Tax Code Sec. 26.17(f).⁴²

Note – Failure to Adopt Tax Rate: A city that fails to adopt a tax rate before the statutory deadlines may not adopt a rate that exceeds the voter-approval tax rate.⁴³ If the city does not then adopt a rate before the deadline to adopt a rate that does not exceed the voter-approval rate, which is September 29, the city is limited to the lower of the previous year’s tax rate or the no-new-revenue tax rate.⁴⁴ Additionally, city council must ratify that rate before the fifth day after the establishment of a tax rate under that provision.⁴⁵

Monday, August 17: Order Tax Rate Approval Election

If the city adopts a rate exceeding the voter-approval tax rate or, in the case of certain cities with a population of less than 30,000, the greater of the voter-approval tax rate or the de minimis tax rate, the city must **order the automatic election** to approve the tax rate no later than the 78th day before the November uniform election date.⁴⁶

⁴¹ Tex. Tax Code § 2.05(b).

⁴² Tex. Tax Code § 26.05(d-1).

⁴³ Tex. Tax Code § 26.05(a).

⁴⁴ Tex. Tax Code § 26.05(c).

⁴⁵ Tex. Tax Code § 26.05(c).

⁴⁶ Tex. Elec. Code § 3.005(c).

Note – Proposition Wording: At the election, the ballots shall be prepared to permit voting for or against the proposition: “Approving the ad valorem tax rate of \$_____ per \$100 valuation in (name of city) for the current year, a rate that is \$_____ higher per \$100 valuation than the voter-approval tax rate of (name of city), for the purpose of (description of purpose of increase). Last year, the ad valorem tax rate in (name of city) was \$_____ per \$100 valuation.” The ballot proposition must include the adopted tax rate, the difference between the adopted tax rate and the voter-approval tax rate, and the city’s tax rate for the preceding tax year in the appropriate places.⁴⁷

Monday, August 24: Tax Rate Adoption Deadline in Certain Circumstances

A city with a population of less than 30,000 adopting a tax rate that exceeds the voter-approval tax rate but is lower than the de minimis tax rate must adopt its tax rate not later than the 71st day before the November uniform election date.⁴⁸

Note – Separate Votes for M&O and Debt Components: City council must separately approve the maintenance and operations component and the debt service component of the tax rate.⁴⁹

Note – Tax Rate Adoption Motion: The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no-new-revenue tax rate) percent increase in the tax rate.” If the tax rate will exceed the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council.⁵⁰ Tax Code Section 26.05 contains several other precise requirements regarding notice in the tax rate ordinance itself that must be complied with if the city adopts a rate exceeding the no-new-revenue tax rate.

Note – Effect on Budget Adoption Deadline: If a city takes advantage of this provision, the later deadline for the tax rate adoption will push the deadline for budget adoption to August 24 (see above). Under this scenario, the deadline for the budget hearing would be August 23 and the deadline for notice of the budget hearing would be August 13.

⁴⁷ Tex. Tax Code § 26.07(c).

⁴⁸ Tex. Tax Code § 26.05(a).

⁴⁹ Tex. Tax Code § 26.05(a).

⁵⁰ Tex. Tax Code § 26.05(b).

H. PRESENTATION(S)

I. BUSINESS

ITEM #1



AGENDA ITEM NO: 1

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Review of Rexville Crossing Economic Impact Analysis.

ANALYSIS

See the Economic Impact Analysis for Rexville Crossing Development.

Rexville Crossing is a 238 lot Residential Development covering a total of 82.9 acres located on the south side of Rexville Road immediately west of Cane Crossing residential subdivision. The 238 lots are comprised of 78 lots that are 60' x 120' and 160 lots that are 50' x 110'. There would be a dedication of right-of-way to increase the width of Rexville Road, as well as dedication of utility/drainage easement abutting Rexville Road.

Of the 82.9 acres, their Concept Plan shows about 17 acres of usable recreational open space park land which is a little over 20% of the development's acreage.

The 50' x 110' lot sizes shown in the concept plan is a variance to our minimum standards and a development agreement would have to be approved. Section 87-52(b) requires that 1.8 acres of land be dedicated to the city for park land per 100 lots. In this case with 238 lots, $238 / 100 \times 1.8 = 4.284$ acres. When an area of less than five acres is required to be dedicated, the city shall accept or reject the dedication of such public park within 60 days following approval of the preliminary plat. However, this would be worked out in the development agreement. Section 87-52(d), requires that a developer responsible for dedication may elect to meet up to 50 percent of the requirements of Section 87-52(b) by the provision of private neighborhood park land. Credit for private park land will be governed by the following criteria:

- a. The land offered as private neighborhood park land must be open and accessible to all residents of the platted subdivision. Land or facilities which are excluded to a portion of the subdivision residents will not be considered as private neighborhood park land.
- b. Land which is unencumbered by easements, detention areas and facilities, lake and drainage channel borders, or other similar characteristics will qualify for private neighborhood park land at full credit. Land which has recreation facilities on it such as tennis courts, swimming pools, playing fields, recreation buildings, etc., will also qualify for full credit.
- c. Land which is encumbered by easements, lake and drainage channel borders, or other similar characteristics, excluding detention areas and facilities, will qualify for private neighborhood park land on the basis of one-third credit. Additional conditions also apply to encumbered private neighborhood park land.
 1. Pipeline easements shall have an average minimum width of 30 feet and a minimum width of 20 feet. Hike/bike paths shall be all-weather, with landscaping and sodding installed according to the construction standards of the city. Paths must also be connected to recreational areas as part of an open space system.
 2. Lake borders shall have side slopes of a 3:1 ratio unless otherwise approved by the city. The average minimum width of the border shall be 30 feet and the minimum width of the border shall be 20 feet. Hike/bike paths shall be all-weather, with landscaping and sodding installed according to the construction standards of the city. Paths must also be connected to recreational areas as part of an open space system.
 3. Lakes will qualify for private neighborhood park land on the basis of one-sixth credit. Nature reserves, or land which is generally undeveloped and unsuitable for organized recreational activities without

substantial development effort, but that does provide desirable aesthetic qualities, such as wetlands and other wooded areas, will qualify for private neighborhood park land on the basis of one-ninth credit. Not more than 50 percent of the private neighborhood park land provision may be satisfied with lakes, nature reserves, or a combination of the two.

Note: What this essentially says is that the acreage they would be required to dedicate to the city is less than 5 acres. With that, I assume that the city would want to reject this dedication and since the developer is providing their development with private park land, they may elect to meet up to 50 percent of the requirements of Section 87-52(b) by the provision of private neighborhood park land (See Section 87-52(d)). The concept plan shows eligible private neighborhood park land of about 17 acres and this would not include the detention pond. Since the 238 lots require 4.284 acres of park land, and they show to be providing this and more, the other 50% must be met with 2.142 acres dedicated park land to the city for public park, or cash payment for the other 50%. If the city rejects the dedication of land (2.142 acres), then cash payment is the alternative the city would accept. The cash payment would equal $238 \text{ lots} \times 50\% = 119 \text{ lots}$, $119 \text{ lots} \times \$1,200 \text{ per lot} = \$142,800$.

- The developer paid their Developer Deposit October 2025.
- The developer has worked with Strand to work out utilities for water, sewer, and gas and those issues are resolved and known to the developer what they will have to provide.
- I have discussed with developer's team: the plat submittal for preliminary plat, dedication of 80 feet right-of-way between the two tracts of land, and dedication of additional right-of-way and utility easement along Rexville Road, whew they have already given to the county and would be transferred to the city.
- The county residential development just west of this Rexville Crossing Development, has already improved Rexville Road in front of this Rexville Crossing Development.

RECOMMENDATION

If the City accepts the Economic Impact Analysis that was performed by Impact Data Source, and wishes for me to notify Rexville Crossing developer that he may proceed with Development Agreement Application and Annexation Application.

FINANCIAL IMPACTS

See the Economic Impact Analysis for Rexville Crossing.



CONCEPTUAL SITE PLAN SEALY, TX



LEGEND

- NET BOUNDARY (20' W)
- COMMON OPEN SPACE PROVIDED 210 AC
- RESTORATION OPEN SPACE PROVIDED 17.20 AC
- POD SURFACE AREA PROVIDED 7.20 AC

OPEN SPACE PROVIDED:

- RESTORATION OPEN SPACE PROVIDED 17.20 AC
- POD SURFACE AREA PROVIDED 7.20 AC
- NET BOUNDARY (20' W)

7.20 AC

17.20 AC

210 AC

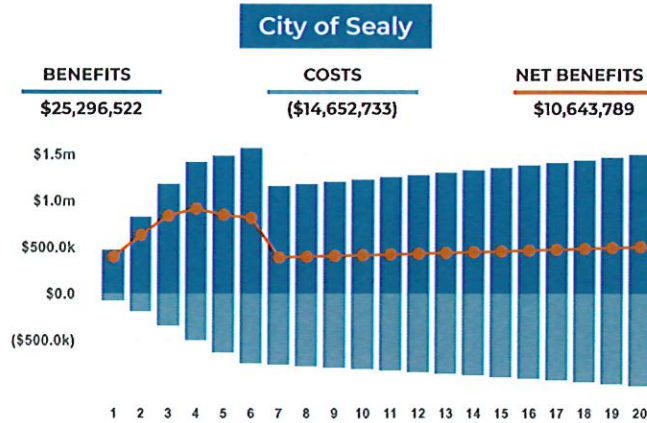
4.40 AC





IMPACT REPORT
REXVILLE CROSSING
DRAFT July 30, 2026

☒ Residential ☒ Housing Development



NET BENEFITS \$10,643,789

Present Value \$6,915,625

BENEFITS

Sales Taxes	\$796,101
Real Property Taxes	\$0
FF&E Property Taxes	\$0
Inventory Property Taxes	\$0
New Residential Property Taxes	\$7,174,383
Hotel Occupancy Taxes	\$0
Building Permits and Fees	\$2,946,370
Utility Revenue	\$10,726,790
Utility Franchise Fees	\$2,643,056
Miscellaneous Taxes and User Fees	\$1,009,823
Benefits Subtotal	\$25,296,522

COSTS

Cost of Government Services	(\$3,925,943)
Cost of Utility Services	(\$10,726,790)
Costs Subtotal	(\$14,652,733)

RESIDENTIAL IMPACT



238 Single-Family Units

238 New Households

\$122,521 Avg. Household Income

643 Residents

119 K-12 Students

JOBS



0 Total

0 Direct

0 Spin-off

CAPITAL INVEST.



\$94,767,702

Residential Dev. +
Buildings + FF&E

NET BENEFITS OVER 20 YEARS

CITY \$10,643,789

COUNTY \$6,596,056

SCHOOL DISTRICT \$6,751,647

OTHER \$26,480,434

Rexville Crossing - Impact Report



DRAFT July 30, 2026

Project Type: Residential
Industry: Housing Development
Prepared By: Impact DataSource, LLC

Purpose & Limitations

This report presents the results of an economic and fiscal analysis prepared by Impact DataSource, LLC using Impact DashBoard, a customized web application developed by Impact DataSource for use by economic development professionals.

Impact DashBoard utilizes estimates, assumptions, and other information developed by Impact DataSource from its independent research effort.

This report, generated by the Impact DashBoard application, is intended to assist economic development stakeholders in making an evaluation of the economic and fiscal impact of business activity in the community. This report does not purport to contain all of the information that may be needed to conclude such an evaluation. This report is based on a variety of assumptions and contains forward-looking statements concerning the results of operations of the subject firm. Impact DataSource made reasonable efforts to ensure that the project-specific data entered into Impact DashBoard reflects realistic estimates of future activity. Estimates of future activity involve known and unknown risks and uncertainties that could cause actual results, performance, or events to differ materially from those expressed or implied in this report.

Impact DataSource makes no representation or warranty as to the accuracy or completeness of the information contained herein and expressly disclaims any and all liability arising from or related to the use of this report or any errors or omissions it may contain.

Introduction

This report presents the results of an economic impact analysis performed using Impact DashBoard, a model developed by Impact DataSource. The report estimates the impact that a potential project will have on the local economy and estimates the costs and benefits for local taxing districts over a 20-year period.

Description of the Project

Rexville Crossing is a proposed 238-lot single-family residential subdivision on 82.90 gross acres at 4717 Rexville Road, currently within the City of Sealy's extraterritorial jurisdiction (ETJ) in Austin County, Texas. The site fronts the Interstate 10 corridor approximately 50 miles west of Houston. The site is anticipated to be annexed into the City of Sealy, which would place it on the city's tax roll and bring it under city utility service. The project is being developed by Texas Community Developers, LLC, with Bowman Consulting serving as project engineer/planner. The subdivision will include two lot products: 78 lots at 60' x 120' on the northeast portion of the site (40.17 acres) and 160 lots at 50' x 110' on the southwest portion (39.41 acres).

ESTIMATED NUMBER OF LOTS, SF, COST, & SALES PRICE

	60' X 120' LOTS	50' X 110' LOTS
Lots	78	160
Home Size	1,700–3,200 SF	1,500–2,400 SF
Construction Cost	\$245,000–\$400,000	\$224,000–\$320,000
Target Sales Price	\$325,000–\$500,000	\$275,000–\$395,000

An existing pond on the northern parcel will be improved and amenitized with a soccer field, playground, and parking, providing a publicly accessible community amenity. The project also includes a 23.5-acre park dedication and an 8.5-acre detention pond. Build-out is planned over six years, from 2027 through 2032, following a site preparation period in 2026.

HOMES DELIVERED

2027	25
2028	40
2029	50

2030	50
2031	40
2032	33
Total	238

Total site and infrastructure investment is approximately \$24.5 million, comprising land acquisition (\$3.5 million), site work, streets, utilities, off-site improvements, detention/drainage, public/community improvements, and soft costs/contingency. Excluding land acquisition, the modeled infrastructure spend used for the fiscal impact analysis is approximately \$21.0 million.

Utilities (water, sewer, drainage) will be constructed by the developer and connected to city infrastructure, subject to city review and acceptance.

Temporary Construction Impact

The Project will include an initial period of construction lasting 6 year where \$94.8 million will be spent to construct new buildings and other real property improvements. It is assumed that 50.0% of the construction expenditure will be spent on labor. The construction activity is estimated to support the following number of direct construction workers.

ESTIMATED NUMBER OF DIRECT CONSTRUCTION JOBS AND SALARIES

	AMOUNT
Total Construction Expenditure	\$94,767,702
Estimated Percent of Total Construction Costs for On Site Labor	50.0%
Estimated Construction Period, In Years	6.0
Estimated Average Annual Construction Workers' Salaries	\$69,000
Estimated Number of Direct Construction Jobs to be Created and Supported	114.5

The construction activity will support temporary economic impacts in the community in the form of construction employment and sales for local construction firms.

TEMPORARY ECONOMIC IMPACT OF PROJECT-RELATED CONSTRUCTION ACTIVITY

	DIRECT	SPIN-OFF	TOTAL
Temporary Construction Workers (Job Years)*	686.7	270.3	957.0
Temporary Construction Workers (Annual Avg During Construction)	114.5	45.0	159.5
Salaries Paid to Construction Workers	\$47,383,851	\$14,224,632	\$61,608,483
Revenues or Sales for Businesses Related to Construction	\$94,767,702	\$43,792,155	\$138,559,857

A job year is defined as full employment for one person for 2080 hours in a 12-month span.

Economic Impact Overview

The table below summarizes the residential development planned for the project.

RESIDENTIAL DEVELOPMENT SUMMARY	
IMPACT	TOTAL
Development Cost	\$73,762,102
Percent of Development Cost Added to Tax Rolls	125.0%
New Residential Market Value	\$92,202,628
Residential Units or Homes	238
Percent of Units Occupied by New Residents	100.0%
Number of Units Occupied by New Residents	238
Total New Household Income	\$29,160,000
Average Household Income per New Household	\$122,521
Average Local Taxable Spending per New Household	\$7,658

The table below summarizes the economic impact of the project over the first 20 years in terms of job creation, salaries paid to workers, and taxable sales.

SUMMARY OF ECONOMIC IMPACT OVER 20 YEARS IN CITY OF SEALY			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Jobs	0	0	0
Annual Salaries/Wages	\$0	\$0	\$0
Salaries/Wages over 20 Years	\$0	\$0	\$0
Taxable Sales/Purchases in City of Sealy	\$13,622,857	\$0	\$13,622,857

Totals may not sum due to rounding

The Project is expected to result in new residential property and new residents as summarized below.

SUMMARY OF POPULATION IMPACT OVER 20 YEARS IN CITY OF SEALY	
IMPACT	TOTAL
Number of Units Occupied by New Residents	238
Number of New Residents in the City	643
Number of New School Students	119

The new taxable property to be supported by the Project over the next 20 years is summarized in the following table.

SUMMARY OF TAXABLE PROPERTY OVER THE FIRST 20 YEARS IN CITY OF SEALY							
YR.	NEW RESIDENTIAL PROPERTY	LAND	BUILDINGS...	FF&E	INVENTORIES	NON-RESIDENTIAL PROPERTY	TOTAL PROPERTY
1	\$9,672,003	\$0	\$0	\$0	\$0	\$0	\$9,672,003
2	\$25,354,251	\$0	\$0	\$0	\$0	\$0	\$25,354,251
3	\$45,205,341	\$0	\$0	\$0	\$0	\$0	\$45,205,341
4	\$65,521,477	\$0	\$0	\$0	\$0	\$0	\$65,521,477
5	\$82,320,715	\$0	\$0	\$0	\$0	\$0	\$82,320,715
6	\$96,764,103	\$0	\$0	\$0	\$0	\$0	\$96,764,103
7	\$98,699,385	\$0	\$0	\$0	\$0	\$0	\$98,699,385
8	\$100,673,373	\$0	\$0	\$0	\$0	\$0	\$100,673,373
9	\$102,686,840	\$0	\$0	\$0	\$0	\$0	\$102,686,840
10	\$104,740,577	\$0	\$0	\$0	\$0	\$0	\$104,740,577
11	\$106,835,389	\$0	\$0	\$0	\$0	\$0	\$106,835,389
12	\$108,972,097	\$0	\$0	\$0	\$0	\$0	\$108,972,097
13	\$111,151,539	\$0	\$0	\$0	\$0	\$0	\$111,151,539
14	\$113,374,569	\$0	\$0	\$0	\$0	\$0	\$113,374,569
15	\$115,642,061	\$0	\$0	\$0	\$0	\$0	\$115,642,061
16	\$117,954,902	\$0	\$0	\$0	\$0	\$0	\$117,954,902
17	\$120,314,000	\$0	\$0	\$0	\$0	\$0	\$120,314,000
18	\$122,720,280	\$0	\$0	\$0	\$0	\$0	\$122,720,280
19	\$125,174,686	\$0	\$0	\$0	\$0	\$0	\$125,174,686
20	\$127,678,179	\$0	\$0	\$0	\$0	\$0	\$127,678,179

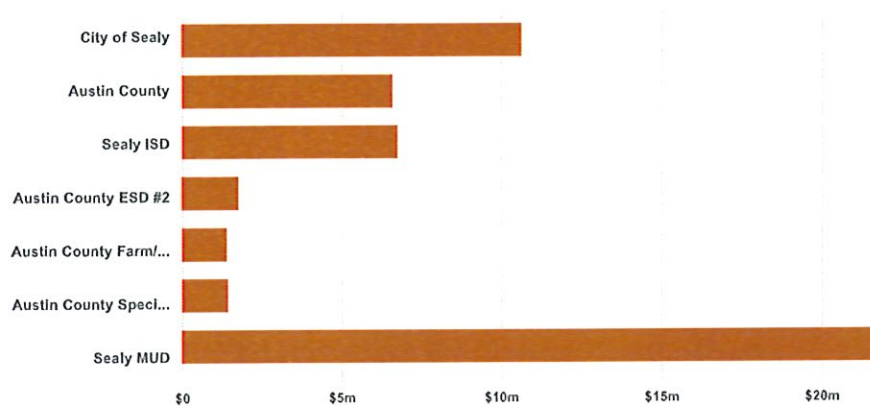
Fiscal Impact Overview

The Project will generate additional benefits and costs, a summary of which is provided below. The source of specific benefits and costs are provided in greater detail for each taxing district on subsequent pages.

FISCAL NET BENEFITS OVER THE NEXT 20 YEARS				
	BENEFITS	COSTS	NET BENEFITS	PRESENT VALUE*
City of Sealy	\$25,296,522	(\$14,652,733)	\$10,643,789	\$6,915,625
Austin County	\$8,476,593	(\$1,880,537)	\$6,596,056	\$3,790,226
Sealy ISD	\$32,615,938	(\$25,864,291)	\$6,751,647	\$3,837,398
Austin County ESD #2	\$1,770,255	\$0	\$1,770,255	\$1,006,229
Austin County Farm/Market RD	\$1,403,084	\$0	\$1,403,084	\$797,526
Austin County Special Road & Bridge	\$1,440,353	\$0	\$1,440,353	\$818,710
Sealy MUD	\$21,866,741	\$0	\$21,866,741	\$12,429,255
Total	\$92,869,487	(\$42,397,560)	\$50,471,926	\$29,594,969

*The Present Value of Net Benefits expresses the future stream of net benefits received over several years as a single value in today's dollars. Today's dollar and a dollar to be received at differing times in the future are not comparable because of the time value of money. The time value of money is the interest rate or each taxing entity's discount rate. This analysis uses a discount rate of 5.0% to make the dollars comparable.

Net Benefits Over the Next 20 Years

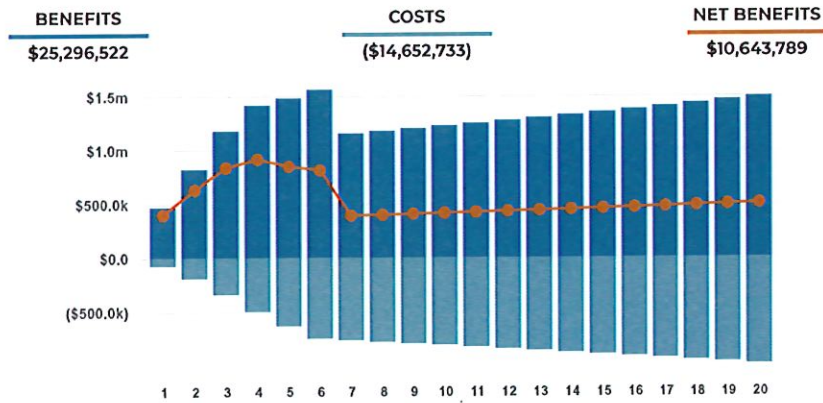


City of Sealy Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by City of Sealy over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: CITY OF SEALY			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Sales Taxes	\$204,343	\$591,758	\$796,101
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$7,174,383	\$7,174,383
Hotel Occupancy Taxes	\$0	\$0	\$0
Building Permits and Fees	\$2,946,370	\$0	\$2,946,370
Utility Revenue	\$0	\$10,726,790	\$10,726,790
Utility Franchise Fees	\$0	\$2,643,056	\$2,643,056
Miscellaneous Taxes and User Fees	\$0	\$1,009,823	\$1,009,823
Benefits Subtotal	\$3,150,713	\$22,145,809	\$25,296,522
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	\$0	(\$3,925,943)	(\$3,925,943)
Cost of Utility Services	\$0	(\$10,726,790)	(\$10,726,790)
Costs Subtotal	\$0	(\$14,652,733)	(\$14,652,733)
Net Benefits	\$3,150,713	\$7,493,076	\$10,643,789

Annual Fiscal Net Benefits for City of Sealy

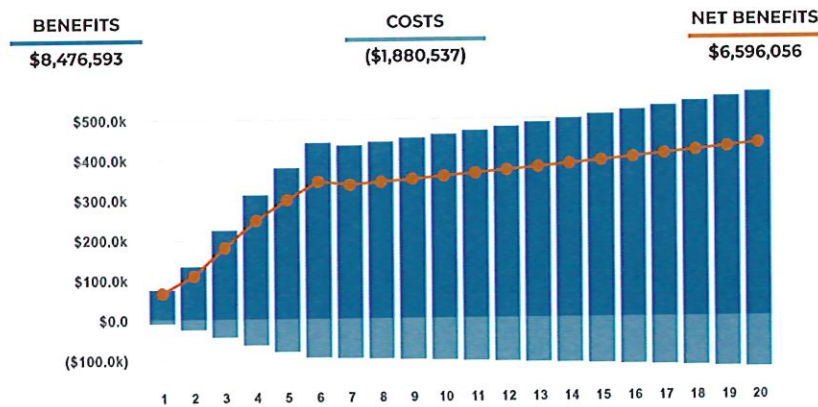


Austin County Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Austin County over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: AUSTIN COUNTY			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Sales Taxes	\$139,190	\$355,055	\$494,245
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$6,735,527	\$6,735,527
Miscellaneous Taxes and User Fees	\$0	\$1,246,822	\$1,246,822
Benefits Subtotal	\$139,190	\$8,337,403	\$8,476,593
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	\$0	(\$1,880,537)	(\$1,880,537)
Costs Subtotal	\$0	(\$1,880,537)	(\$1,880,537)
Net Benefits	\$139,190	\$6,456,866	\$6,596,056

Annual Fiscal Net Benefits for Austin County

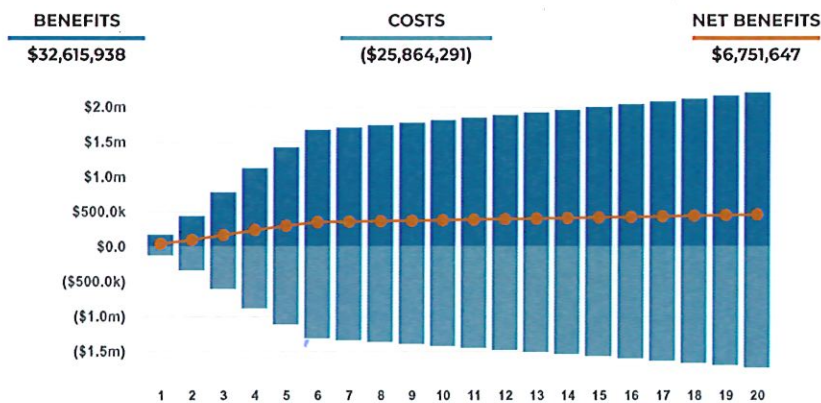


Sealy ISD Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Sealy ISD over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: SEALY ISD			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$18,833,919	\$18,833,919
Addtl. State & Federal School Funding	\$0	\$13,782,018	\$13,782,018
Benefits Subtotal	\$0	\$32,615,938	\$32,615,938
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost to Educate New Students	\$0	(\$13,320,900)	(\$13,320,900)
Reduction in State School Funding	\$0	(\$12,543,390)	(\$12,543,390)
Costs Subtotal	\$0	(\$25,864,291)	(\$25,864,291)
Net Benefits	\$0	\$6,751,647	\$6,751,647

Annual Fiscal Net Benefits for Sealy ISD



Austin County ESD #2 Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Austin County ESD #2 over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: AUSTIN COUNTY ESD #2			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$1,770,255	\$1,770,255
Benefits Subtotal	\$0	\$1,770,255	\$1,770,255
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
Costs Subtotal	\$0	\$0	\$0
Net Benefits	\$0	\$1,770,255	\$1,770,255

Annual Fiscal Net Benefits for Austin County ESD #2

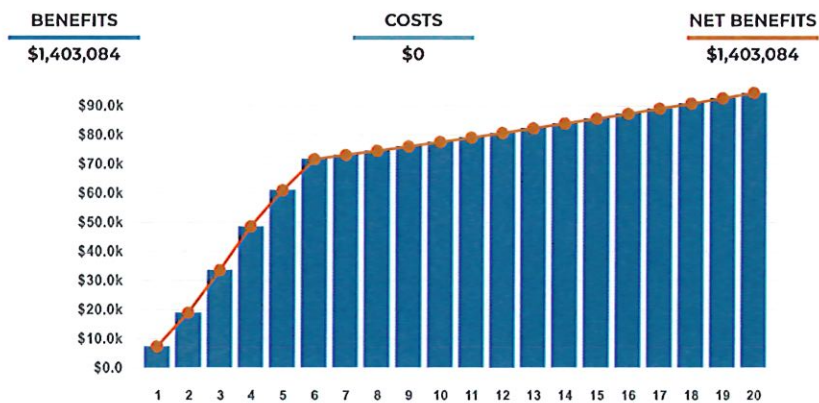


Austin County Farm/Market RD Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Austin County Farm/Market RD over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: AUSTIN COUNTY FARM/MARKET RD			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$1,403,084	\$1,403,084
Benefits Subtotal	\$0	\$1,403,084	\$1,403,084
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
Costs Subtotal	\$0	\$0	\$0
Net Benefits	\$0	\$1,403,084	\$1,403,084

Annual Fiscal Net Benefits for Austin County Farm/Market RD

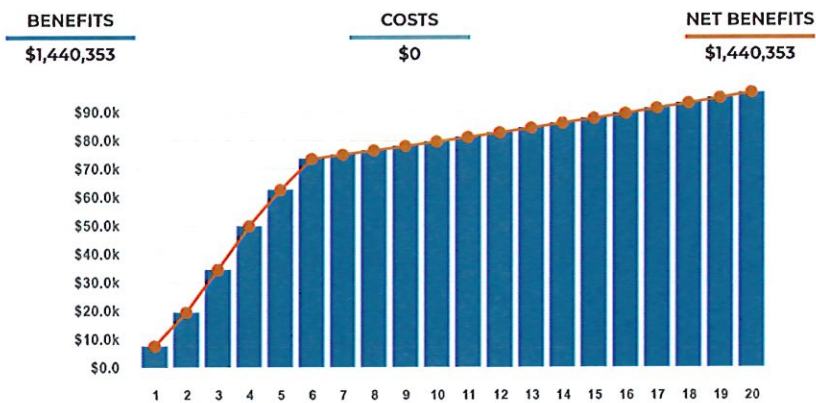


Austin County Special Road & Bridge Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Austin County Special Road & Bridge over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: AUSTIN COUNTY SPECIAL ROAD & BRIDGE			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$1,440,353	\$1,440,353
Benefits Subtotal	\$0	\$1,440,353	\$1,440,353
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
Costs Subtotal	\$0	\$0	\$0
Net Benefits	\$0	\$1,440,353	\$1,440,353

Annual Fiscal Net Benefits for Austin County Special Road & Bridge

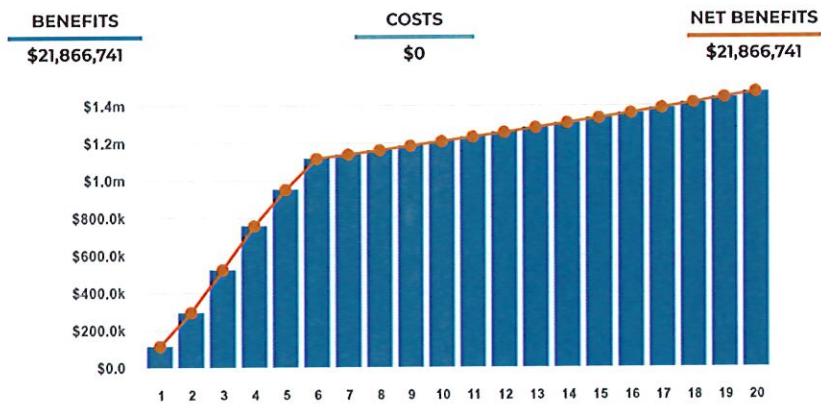


Sealy MUD Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Sealy MUD over the next 20 years of the Project.

NET BENEFITS OVER 20 YEARS: SEALY MUD			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$0	\$0	\$0
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$21,866,741	\$21,866,741
Benefits Subtotal	\$0	\$21,866,741	\$21,866,741
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
Costs Subtotal	\$0	\$0	\$0
Net Benefits	\$0	\$21,866,741	\$21,866,741

Annual Fiscal Net Benefits for Sealy MUD



Methodology

Overview of Methodology

The Impact DashBoard model combines project-specific attributes with community data, tax rates, and assumptions to estimate the economic impact of the Project and the fiscal impact for local taxing districts over a 20-year period.

The economic impact as calculated in this report can be categorized into two main types of impacts. First, the direct economic impacts are the jobs and payroll directly created by the Project. Second, this economic impact analysis calculates the spin-off or indirect and induced impacts that result from the Project. Indirect jobs and salaries are created in new or existing area firms, such as maintenance companies and service firms, that may supply goods and services for the Project. In addition, induced jobs and salaries are created in new or existing local businesses, such as retail stores, gas stations, banks, restaurants, and service companies that may supply goods and services to new workers and their families.

The economic impact estimates in this report are based on the Regional Input-Output Modeling System (RIMS II), a widely used regional input-output model developed by the U. S. Department of Commerce, Bureau of Economic Analysis. The RIMS II model is a standard tool used to estimate regional economic impacts. The economic impacts estimated using the RIMS II model are generally recognized as reasonable and plausible assuming the data input into the model is accurate or based on reasonable assumptions. Impact DataSource utilizes adjusted county-level multipliers to estimate the impact occurring at the sub-county level.

Two types of regional economic multipliers were used in this analysis: an employment multiplier and an earnings multiplier. An employment multiplier was used to estimate the number of indirect and induced jobs created or supported in the area. An earnings multiplier was used to estimate the amount of salaries to be paid to workers in these new indirect and induced jobs. The employment multiplier shows the estimated number of total jobs created for each direct job. The earnings multiplier shows the estimated amount of total salaries paid to these workers for every dollar paid to a direct worker. The multipliers used in this analysis are listed below:

CITY OF SEALY		
Employment Multiplier	(Type II Direct Effect)	1.0
Earnings Multiplier	(Type II Direct Effect)	1.0

Most of the revenues estimated in this study result from calculations relying on (1) attributes of the Project, (2) assumptions to derive the value of associated taxable property or sales, and (3) local tax rates. In some cases, revenues are estimated on a per new household, per new worker, or per new school student basis.

The company or Project developer was not asked, nor could reasonably provide data for calculating some other revenues. For example, while the city will likely receive revenues from fines paid on speeding tickets given to new workers, the company does not know the propensity of its workers to speed. Therefore, some revenues are calculated using an average revenue approach.

This approach uses relies on two assumptions:

1. The taxing entity has two general revenue sources: revenues from residents and revenues from businesses.
2. The taxing entity will collect (a) about the same amount of miscellaneous taxes and user fees from each new household that results from the Project as it currently collects from existing households on average, and (b) the same amount of miscellaneous taxes and user fees from the new business (on a per worker basis) will be collected as it collects from existing businesses.

In the case of the school district, some additional state and federal revenues are estimated on a per new school student basis consistent with historical funding levels.

Additionally, this analysis sought to estimate the additional expenditures faced by local jurisdictions to provide services to new households and new businesses. A marginal cost approach was used to calculate these additional costs.

This approach relies on two assumptions:

1. The taxing entity spends money on services for two general groups: revenues from residents and revenues from businesses.
2. The taxing entity will spend slightly less than its current average cost to provide local government services (police, fire, EMS, etc.) to (a) new residents and (b) businesses on a per worker basis.

In the case of the school district, the marginal cost to educate new students was estimated based on a portion of the school's current expenditures per student and applied to the headcount of new school students resulting from the Project.

Additionally, this analysis seeks to calculate the impact on the school district's finances from the Project by generally, and at a summary level, mimicking the district's school funding formula.

According to the Texas Education Agency, any property added to local tax rolls, and the local taxes that this generates, reduces the amount of state funding equivalent to local taxes collected for maintenance and operations. The school district retains local taxes received for debt services and the corresponding state funding is not reduced. However, according to the Texas Education Agency, the school district will receive state aid for each new child that moves to the District. The additional revenues for the school district are calculated in this analysis.

About Impact DataSource

Established in 1993, Impact DataSource is an Austin, Texas-based economic consulting firm. Impact DataSource provides high-quality economic research, specializing in economic and fiscal impact analyses. The company is highly focused on supporting economic development professionals and organizations through its consulting services and software. Impact DataSource has conducted thousands of economic impact analyses of new businesses, retention and expansion projects, developments, and activities in all industry groups throughout the U.S.

For more information on Impact DataSource, LLC and our product Impact DashBoard, please visit our website www.impactdatasource.com



DRAFT July 30, 2026

ITEM #2



2

CITY COUNCIL AGENDA ITEM: Discussion and Possible Action regarding Approving the Design for Wayfinding Signs

MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

The City of Sealy Convention and Visitors Bureau has contracted with MERJE to develop a coordinated wayfinding sign system that improves navigation, reinforces Sealy's identity, and creates a consistent experience for residents and visitors. The proposed design package includes directional, informational, parking, attraction, and community destination signs, along with kiosk structures and related enhancement elements. The August 4 presentation is intended to obtain City Council feedback and direction on the preferred design developed through the Wayfinding Sign Citizen Committee so MERJE can complete design development, technical coordination, programming, and bid-ready documents to meet the goal of final design in FY 25-26 and implementation as proposed in the FY 26-27 Budget.

BACKGROUND

On June 23, 2026, the Wayfinding Sign Committee reviewed the preliminary design and discussed the color palette, pole and base materials, logo treatment, parking and information symbols, surface texture, sidewalk compass, and the need for a full-scale sample. City staff and MERJE subsequently refined the design direction. Subsequently, the City Manager, Assistant City Manager, Executive Director of the EDC, Convention and Visitors Bureau Manager, and Assistant Director of the EDC also met with MERJE as part of the design review process and provided the following analysis for City Council to discuss.

ANALYSIS

The current design direction presented for Council review includes:

- **Color palette:** Sealy Blue as the primary color, Brick Red as the accent color, and black poles.
- **Color verification:** Because the current Sealy Blue sample may appear lighter than intended, MERJE will prepare options comparing Sealy Blue with a deeper navy and any appropriate mixed-metal accents.
- **Sign system:** A coordinated menu of directional, informational, parking, attraction, community destination, and kiosk sign types, with consistent graphics, materials, finishes, and messaging.
- **Field verification:** MERJE and staff will conduct a joint site-check visit to confirm proposed locations, visibility, placement conditions, and programming before the design is finalized.
- **Samples:** Final color and material options will be prepared for Council review before fabrication.
- **TxDOT coordination:** MERJE will continue working with Kelly Rother of the Texas Department of Transportation regarding technical requirements and placement affecting the state highway system.
- **Transmit Council Direction:** Following the August 4 meeting, staff will transmit Council's comments to MERJE. MERJE will incorporate the feedback into the design and prepare an in-person presentation for the September 15, 2026, City Council meeting.
- **Approval on August 4 establishes design direction only:** This action will not authorize fabrication, installation, construction, or expenditure of implementation funds.

- **MERJE will complete the final design development package:** This package will include sign menu, specifications, and related documentation suitable for public bidding by in early October FY 26-27.

FINANCIAL IMPACT

There is no immediate financial impact associated with approving the design direction. The proposed FY 2026–2027 incremental implementation plan identifies a total of \$90,000: \$60,000 from the Convention and Visitors Bureau for attraction-related signage and \$30,000 from the Economic Development Corporation for community and City destinations, including locations such as City Hall and the library.

MERJE will present at the September 15, 2026, meeting the proposed phasing and associated costs for Council consideration. Any procurement, fabrication, or installation authorization will be presented separately in accordance with applicable budget and purchasing requirements.

RECOMMENDATION

Staff recommends that the City Council approve the proposed wayfinding sign design direction, subject to the following:

- Use Sealy Blue as the primary color, Brick Red as the accent color, and black poles, with MERJE to provide Sealy Blue and deeper navy comparison options before final design approval;
- Authorize staff and MERJE to complete field verification, programming, TxDOT coordination, material and color samples, and the final sign menu;
- Direct MERJE to incorporate Council feedback and return for an in-person presentation on September 15, 2026; and
- Direct MERJE to complete bid-ready design and specification documents by late September or early October 2026 for project execution in FY 2026-2027.

ITEM #3



AGENDA ITEM NO: 3

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding a possible Change Order for the Walking Trail associated with the Chapman B&PW Park Pond Expansion Project for Concrete Curb in lieu of Bender Board and replacing railroad ties with Concrete Curb in existing sections of the walkway.

ANALYSIS

Some of the walking trail still has the wood timber boarder with asphalt. The wood timbers are in need of replacement however we already have established the concrete border on other sections of this trail. Staff would like to continue with this as it low maintenance and reduces safety risk for our visitors who use the trail. There is approximately 1,170' of additional curb and crushed granite needed to match existing sidewalk. Below is the correct condition of the existing sections that are needing replacement.

- 440' asphalt with wood timber border
- 280' mixture of gravel and asphalt with wood timbers
- 450' Mixture of gravel and asphalt with wood timbers

The following are pictures of what the walking trail currently looks like for reference.

RECOMMENDATION

Staff recommends that Strand initiate a change order to include the removal of the existing wood timber boarders and asphalt and then install a concrete border with crushed granite to match the newer existing walking trail.

FINANCIAL IMPACTS

Though we do not have a quote on these changes we do know that the bid came in approximately 1 million dollars lower than expected which means there is room for additional improvements.









ITEM #4



AGENDA ITEM NO: 4

Discussion and Possible Action regarding Approving a Professional Services Agreement with ACI Consulting Architects for ADA Title II Transition Plan for the City Hall complex and a Space Utilization Survey for City facilities.

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

The City of Sealy owns and maintains numerous facilities that support essential municipal operations, including City Hall, Municipal Court, the Police Department, Public Works facilities, parks, community buildings, and other operational facilities. Many of these buildings were constructed decades ago to serve a substantially smaller organization with fewer employees, less public traffic, and significantly lower technology demands than exist today.

During the July 21, 2026, City Council budget workshop, the City Manager presented the need for both an ADA Title II Transition Plan for the City Hall/Municipal Court Complex and a comprehensive Space Utilization Study for all City facilities as part of the City's long-term facilities planning initiative. During that discussion, the City Manager outlined the operational challenges associated with the City's aging facilities, recent emergency infrastructure failures, and the importance of developing a comprehensive facilities strategy before making additional significant capital investments. Council expressed its agreement with the proposed approach and directed staff to proceed with obtaining a proposal and presenting a Professional Services Agreement for Council's consideration.

Since that discussion, the City has continued to experience facility-related infrastructure challenges that reinforce the need for comprehensive planning. Recent emergency plumbing failures at City Hall and the Police Department HVAC failure, which resulted in significant condensation damage and the temporary relocation of Police Department operations, have demonstrated that many of the City's facilities are experiencing age-related infrastructure failures that extend well beyond isolated maintenance issues.

As the City has grown, staffing levels and service demands have increased considerably. Offices originally designed for a single employee now routinely accommodate two or more employees, with some office spaces housing as many as four workstations. Existing buildings no longer provide adequate office space, meeting areas, storage capacity, technology infrastructure, or public service areas to efficiently support current municipal operations.

Likewise, the City's electrical, plumbing, mechanical, communications, and data infrastructure was designed decades ago and is no longer capable of efficiently supporting

today's operational and technological requirements. Modern municipal operations require substantially greater electrical capacity, fiber optic connectivity, security systems, network infrastructure, audiovisual technology, and workstations than were contemplated when many of these facilities were originally constructed.

Several City facilities, including the City Hall/Municipal Court Complex, were constructed using Concrete Masonry Unit (CMU) construction. Unlike conventional framed buildings, modifications within CMU structures typically require demolition of masonry walls and floors to install or expand electrical systems, plumbing, communications infrastructure, fiber optic cabling, HVAC systems, accessibility improvements, or other building systems. Consequently, even relatively minor renovation projects can become significantly more complex and costly.

Recent emergency plumbing repairs further illustrated these challenges. During the course of replacing deteriorated sewer lines and repairing plumbing infrastructure, walls and floors required demolition to access utilities concealed within the building. As repairs progressed, additional infrastructure deficiencies were discovered that had not been visible until demolition occurred. This pattern demonstrates the increasing likelihood that future emergency repairs will continue to uncover additional deficiencies associated with aging facilities.

Rather than continuing to invest taxpayer dollars addressing infrastructure failures one emergency at a time, staff believes it is appropriate to first determine the City's long-term facility needs through professional planning and analysis. These studies will provide City Council with the information necessary to make strategic decisions regarding future capital investments while reducing the likelihood of making significant expenditures that may later prove inconsistent with the City's long-term facility needs.

ANALYSIS

Staff solicited a proposal from a qualified architectural firm to assist the City in evaluating its existing facilities and developing a long-term facilities planning strategy. The proposed Professional Services Agreement includes two complementary planning efforts: preparation of an ADA Title II Transition Plan for the City Hall/Municipal Court Complex and a comprehensive Space Utilization Study for all City facilities.

ADA Title II Transition Plan – City Hall/Municipal Court Complex

Title II of the Americans with Disabilities Act requires public entities to evaluate their facilities, programs, services, and activities to identify architectural barriers that limit accessibility for individuals with disabilities and to develop a transition plan establishing priorities for achieving compliance.

The proposed ADA Title II Transition Plan will provide a comprehensive evaluation of the City Hall/Municipal Court Complex and will:

- Evaluate accessibility throughout the facility;
- Identify architectural barriers affecting employees and the public;
- Recommend corrective measures to improve accessibility;

- Prioritize improvements based upon need and feasibility;
- Develop conceptual cost estimates; and
- Establish a phased implementation plan to assist the City with future capital planning.

Completion of the Transition Plan will provide City Council with a professional assessment of existing accessibility conditions and a roadmap for planning future ADA-related improvements in a logical and fiscally responsible manner.

Space Utilization Study – All City Facilities

The Space Utilization Study will evaluate all City-owned facilities to determine whether existing buildings adequately support current operations and anticipated future organizational needs.

The study will evaluate, among other items:

- Existing office configurations and staffing allocations;
- Departmental adjacencies and workflow;
- Public service and customer service areas;
- Meeting, conference, and training space;
- Storage and records management needs;
- Technology and communications infrastructure;
- Building functionality and operational efficiencies;
- Opportunities for renovation, expansion, consolidation, or reconfiguration; and
- Future space requirements based on projected organizational growth.

Following completion of the assessment, the architect will provide recommendations regarding whether individual facilities should be renovated, expanded, reconfigured, repurposed, consolidated, or ultimately replaced.

Together, these studies will provide City Council with an objective, professional assessment of the City's existing facilities and establish a long-term planning framework for future capital improvements. Rather than continuing to address facility deficiencies individually as they arise, the City will be better positioned to prioritize projects, coordinate improvements, and make informed investment decisions based on comprehensive planning.

Approval of this agreement will allow the City to begin the professional planning process necessary to evaluate existing facilities, identify accessibility improvements required under the Americans with Disabilities Act, establish a long-term facilities planning framework, and provide City Council with the information necessary to make informed, fiscally responsible decisions regarding future capital investments.

RECOMMENDATION

Staff recommends approval of the Professional Services Agreement and authorizing the Mayor to execute the agreement provided the contractor provides a Certificate of Insurance that meets the insurance requirements of the agreement, completes the Conflict of Interests form, completes the Disclosure of Business Relationships, and files Form 1295 and returns a copy back.

FINANCIAL IMPACTS

Funding for these professional services has already been appropriated by City Council in the FY 2026-2027 Budget within the Building Services Capital Outlay Buildings budget. Accordingly, approval of the Professional Services Agreement utilizes funding that has already been allocated for architectural and long-range facility planning services and does not require an additional budget appropriation.

Approval of this agreement does not authorize any future renovation, expansion, or construction project. The agreement authorizes only the professional planning services necessary to evaluate existing facilities, identify ADA accessibility needs, establish long-term facility recommendations, and provide City Council with the information needed to make informed decisions regarding future capital investments.

This project was budgeted in the Building Services Capital Outlay Building Improvements (10-550-56050) for \$100,000.

CITY OF SEALY
CITY HALL
1968

MAYOR FRANK KRAMPITZ, JR.

COMMISSIONER DR. E. E. VYKOUKAL

COMMISSIONER JOHN R. SEEMAN

IN MEMORIUM

HARRY H. NOWAK MAYOR 1949-1967

J. D. KEDING CITY CLERK 1949-1967

ARCHITECT WM. F. WORTHAM, JR., AIA

CONTRACTOR J. L. DRYMALLA CO.



SERVICES AGREEMENT

This AGREEMENT ("Agreement") is entered into by and between the undersigned, the

City of Sealy, Texas ("City")
415 Main Street
Sealy, TX 77474
Attn: Kimbra Hill ("staff member")

and

ACI Consulting Architects ("CONTRACTOR")

Section 1. Services: CONTRACTOR will perform the designated services and/or provide the designated products as set forth in **Exhibit A**, which is attached hereto and incorporated for all purposes. The work under this Agreement shall be completed as detailed in **Exhibit A**. The terms and conditions of this Agreement take precedence over all exhibits and attachments.

Section 2. Term and Termination: This Agreement shall begin upon execution (signed by the City) and shall terminate **twelve (12) months** thereafter. After the initial term, both parties may mutually agree to extend this Agreement, if the City exercises the option to renew. The CONTRACTOR reserves the right not to renew this Agreement.

This Agreement may be terminated, upon thirty (30) days written notice, by the CITY without cause or by the CONTRACTOR for cause. This Agreement may be terminated immediately by the CITY for cause. Upon termination, CITY shall pay CONTRACTOR, at the rate set out in **Exhibit A**, attached hereto and incorporated herein for all purposes, for Services satisfactorily performed up to the date of termination. Notwithstanding any provision in this Agreement to the contrary, CITY will not be required to pay or reimburse CONTRACTOR for any services performed or for expenses incurred by CONTRACTOR after the date of the termination notice that could have been avoided or mitigated by CONTRACTOR.

Section 3. Compensation: The CONTRACTOR shall be paid for the services and reimbursable travel expenses, if approved, as set forth in **Exhibit A**. The CITY shall pay the CONTRACTOR in accordance with the Texas Government Code, Chapter 2251.

The CONTRACTOR must submit invoices for all services, which invoices must include dates and hours of service and details of services provided. Invoices must reference the executed contract number or purchase order number. Invoices shall be submitted to the CITY staff member. Payment for delivery of Services rendered shall not be unreasonably withheld or delayed. The

CITY shall be under no obligation to pay for services rendered without prior authorization. Invoices shall also be submitted electronically to Accounts Payable ap@ci.sealy.tx.us with a copy to the appropriate CITY staff member.

The CONTRACTOR shall be provided with a purchase order number from the CITY and such number shall be referenced on all invoices submitted to the CITY. When the CITY believes there is an error on the invoice received from CONTRACTOR, the CITY has until the 21st day after receipt to notify the vendor of the dispute. If resolved in favor of the CITY, the vendor must submit a new invoice and the CITY has thirty (30) days to pay. If the dispute is resolved in favor of the vendor, interest is due from the original date on which the invoice would have become overdue.

Section 4. Travel: See Exhibit A.

Section 5. Limit of Appropriation and Fiscal Funding. The CONTRACTOR clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the CITY shall have available the amount budgeted by the CITY for to discharge any and all liabilities which may be incurred by the CITY pursuant to this Agreement and that the total maximum compensation that the CONTRACTOR may become entitled to hereunder and the total maximum sum that the CITY shall become liable to pay to the CONTRACTOR hereunder shall not under any conditions, circumstances, or interpretations, hereof, exceed the said total maximum sum provided for in this section without prior written permission from the CITY. The CITY'S fiscal year is October 1 through September 30. If this Agreement extends beyond September 30th, there shall be a fiscal funding out. If, for any reason, funds are not appropriated to continue the contract in the new fiscal year, this Agreement shall become null and void on the last day of the current appropriation of funds without penalty of any kind or form to the CITY. The not to exceed amount over the life of this agreement is **\$20,750.00** unless changed through a mutually executed amendment, broke down as follows:

Fee for work as identified on Exhibit A:	\$15,750.00
City's Discretionary Contingency:	\$ 5,000.00

Section 6. Relationship of the Parties: CONTRACTOR is an independent CONTRACTOR and is not an employee, partner, joint venture, or agent of CITY. The CONTRACTOR understands and agrees that he/she will not be entitled to any benefits generally available to Sealy CITY employees. CONTRACTOR shall be responsible for all expenses necessary to carry out the services under this agreement, and shall not be reimbursed by CITY for such expenses except as otherwise provided in this Agreement.

Section 7. Authority of the Project Manager: All Services to be performed by the CONTRACTOR hereunder shall be performed to the satisfaction of the CITY'S project manager, namely the Sealy City Manager or designee. The CITY'S project manager shall decide any and all questions, which may arise as to the quality or acceptability of the Services performed by the CONTRACTOR and the decisions of the CITY'S project manager in such cases shall be final and binding on both parties. However, nothing contained herein shall be construed to authorize the CITY'S project manager to alter, vary or amend this Agreement.

Section 8. Intellectual Property: This Agreement shall be an agreement for services and the parties intend and consider any work created as a result of this Agreement, including any and all documentation, images, products or results, to be a work for hire under federal copyright law. Ownership of the work shall belong to and remain the exclusive property of CITY. The work may be edited at any time within the CITY'S discretion. If the work would not be considered a work-for-hire under applicable law, CONTRACTOR hereby assigns, transfers and conveys any and all

rights, title and interest to CITY, including without limitation all copyrights, patents, rights of reproduction, rights to ownership, and right to secure registrations, renewals, reissues and extensions thereof. As the sole copyright holder of the work, CITY maintains and asserts the rights to use, reproduce, make derivative works from, and/or edit the work in any form of medium, expression or technology now known or hereafter developed, at any time within the CITY's discretion. CONTRACTOR shall not sell, disclose or obtain any other compensation for the Services provided herein. If the work is one to which the provisions of 17 U.S.C. § 106A apply, the CONTRACTOR hereby waives and appoints CITY to assert on the CONTRACTOR's behalf the CONTRACTOR's moral rights or any equivalent rights regarding the form or extent of any alteration to the work (including, without limitation, removal or destruction) or the making of any derivative works based on the work, including, without limitation, photographs, drawings or other visual reproductions of the work, in any medium, for CITY purposes.

Notwithstanding CITY's ownership of the Work Product, CITY acknowledges and agrees that: (i) CONTRACTOR has the right to re-use any of its know-how, ideas, concepts, methods, processes, or similar information, however characterized, whether in tangible or intangible form, and whether used by CONTRACTOR in the performance of Services or not, at any time and without limitation, and (ii) CONTRACTOR retains ownership of any and all of its intellectual property rights that existed prior to the Effective Date including, but not limited to, all training, exam, testing or assessment products, inventions (patentable or otherwise), discoveries, improvements, copyrightable works, survey content, and any other media, materials, or other objects.

Section 9. Confidentiality: During the term of this Agreement, CONTRACTOR may come in contact with confidential information of CITY. CONTRACTOR agrees to treat as confidential the information or knowledge that becomes known to CONTRACTOR during performance of this Agreement and not to use, copy, or disclose such information to any third party unless authorized in writing by CITY. This provision does not restrict the disclosure of any information that is required to be disclosed under applicable law. CONTRACTOR shall promptly notify CITY of any misuse or unauthorized disclosure of its confidential information and upon expiration of this Agreement shall return to CITY all confidential information in CONTRACTOR's possession or control. CONTRACTOR shall further comply with all CITY information security policies that may apply and shall not make any press releases, public statements or advertisement referring to the Services provided under this agreement or the engagement of CONTRACTOR without the prior written approval of CITY.

The CITY may send confidential information or claimed confidential information to the Texas Attorney General as required by the Texas Attorney General as required by the Texas Public Information Act and any disclosure to the Texas Attorney General is not a violation of this Agreement. Furthermore, if the Texas Attorney General requires the City to release information, confidential or otherwise, the City shall not be in violation of this Agreement.

Section 10. Warranties and Representations: CONTRACTOR warrants and agrees that CONTRACTOR shall perform the Services and conduct all operations in conformity with all applicable federal, state, and local laws, rules, regulations, and ordinances. For any Service performed on premises owned or controlled by CITY, CONTRACTOR warrants and agrees that CONTRACTOR will perform the Services in compliance with all CITY rules, including but not limited to, prohibitions related to tobacco use, alcohol, and other drugs.

Section 11. Licenses/Certifications: If applicable, CONTRACTOR agrees to obtain, at its own cost, any and all approvals, licenses, filings, registrations and permits required by federal, state or local laws, regulations or ordinances, required for the performance of the Services.

Section 12. Performance/Qualifications and Assignment: CONTRACTOR agrees and represents that CONTRACTOR has the personnel, experience, and knowledge necessary to qualify CONTRACTOR for the particular duties to be performed under this Agreement. CONTRACTOR warrants that all services performed under this Agreement shall be performed consistent with generally prevailing professional or industry standards. The CITY and the

CONTRACTOR bind themselves and their successors, executors, administrators, and assigns to this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement. Neither the CITY nor the CONTRACTOR shall assign, sublet or transfer its or his interest in this Agreement without the written consent of the other, which consent will not be unreasonably withheld. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto.

Section 13. Conflict of Interest: CONTRACTOR warrants, represents, and agrees that CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with CONTRACTOR's performance of the services hereunder. CONTRACTOR further warrants and affirms that no relationship or affiliation exists between CONTRACTOR and CITY that could be construed as a conflict of interest with regard to this Agreement. Pursuant to Section 2252.908, Texas Government Code, if this Agreement requires an action or vote by the CITY Board or CITY Council or has a value of at least \$1 million, CONTRACTOR further warrants that CONTRACTOR has submitted a disclosure of interested parties to the CITY and CITY.

Section 14. Insurance: CONTRACTOR shall maintain during the term hereof in full force and effect the following insurance:

- i. Comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the CONTRACTOR'S performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence for injury to persons (including death), and for property damage;
- ii. Statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of CONTRACTOR'S employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and
- iii. Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.

All policies of insurance shall be endorsed and contain the following provisions:

- i. Name CITY, its officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance and Professional Liability;
- ii. Provide for at least thirty (30) days prior written notice to the CITY for cancellation of the insurance;
- iii. Provide for a waiver of subrogation against the CITY for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance, except for Professional Liability Insurance. The CONTRACTOR shall provide written notice

to the CITY of any material change of or to the insurance required herein.

A certificate of insurance and copies of the policy endorsements evidencing the required insurance shall be submitted prior to commencement of services and upon request by CITY.

COVERAGES SHALL BE WITH A COMPANY (WITH AT LEAST AN A- BEST RATING) ACCEPTABLE TO THE CITY PURCHASING AND RISK MANAGEMENT DIVISION AND A COPY OF THE CERTIFICATE OF COVERAGE SHALL BE DELIVERED TO THE CITY ON OR BEFORE THE DATE OF THIS AGREEMENT.

Section 15. Indemnification: Except as provided herein, CONTRACTOR shall indemnify and hold harmless CITY, and each of its directors, officers, officials, agents, representatives, and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including without limitation attorneys' fees and reasonable litigation costs, arising out of, connected with, or resulting from any acts or omissions of CONTRACTOR or any agent, employee, SUBCONTRACTOR, or supplier of CONTRACTOR in the execution or performance of this contract. If any action or proceeding shall be brought by or against the CITY in connection with any such claim, action, suit, demand, proceeding, cost, damage, or liability, the CONTRACTOR, on notice from the CITY, shall defend the CITY against such action or proceedings at CONTRACTOR's expense, by or through attorneys reasonably satisfactory to the CITY. The CONTRACTOR's obligations under this section shall not be limited to the limits of coverage of insurance maintained or required to be maintained by the CONTRACTOR under this Agreement. CONTRACTOR agrees to provide engineering or architectural services, as applicable, hereunder as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect, as applicable, and in accordance with the generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the CONTRACTOR's trade or profession to comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the services provided hereunder and the CONTRACTOR's performance. CONTRACTOR shall and does hereby agree to indemnify and hold harmless the CITY, its officers, officials, agents, representatives, and employees from any and all damages, loss, or liability of any kind, whatsoever, including, but not limited to, death, injury, or property damages, to the extent caused by the intentional, knowing, reckless, or negligent act or omission (hereinafter referred to as "fault") of the CONTRACTOR, its officers, agents, employees, invitees or other persons for whom it is legally liable, with regard to the performance of engineering and architectural services, as applicable, pursuant to this Agreement, and the CONTRACTOR will reimburse the CITY's reasonable legal costs, including reasonable attorney's fees, in proportion to CONTRACTOR's liability for such engineering and architectural services, as applicable.

Section 16. Force Majeure: Neither the CONTRACTOR, its suppliers nor the CITY will be liable for any failure or delay in this Agreement due to any cause beyond its reasonable control, including acts of war, epidemics, acts of God, earthquakes, floods, embargos, riots, sabotage, labor shortages or disputes, governmental acts, including, but not limited to, measures taken to address or contain disease outbreaks, or failure of the Internet (not resulting from the negligence or willful misconduct of CONTRACTOR), provided that the delayed party: (a) gives the other party prompt notice of such cause, and (b) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. If the CONTRACTOR is unable to provide services for a period of ten (10) consecutive days as a result of a continuing force majeure event, the CITY may cancel the contract without penalty.

Section 17. Jurisdiction: CITY and CONTRACTOR agree that any dispute under this

Agreement shall be brought in a court of competent jurisdiction in Austin County, Texas, and that this Agreement shall be governed by Texas law, except for the conflict of law provisions.

Section 18. Prohibition on Boycotting Israel. (ONLY NEEDED IF CONTRACT IS OF \$100,000 OR GREATER AND COMPANY HAS 10 OR MORE F.T.E'S): Pursuant to Section 2271.002, Texas Government Code, CITY may not enter into a contract for goods or services unless the contract contains a written verification that the CONTRACTOR: (1) does not boycott Israel; and (2) will not boycott Israel during the term of this Agreement. By executing this Agreement, CONTRACTOR verifies that CONTRACTOR does not boycott Israel or will not boycott Israel during the term of this Agreement.

Section 19. Engaging in Business with Sudan, Iran or Foreign Terrorist Organizations Prohibited. Pursuant to Section 2252.152, Texas Government Code, CONTRACTOR warrants, represents, and agrees that CONTRACTOR is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts as a company that engages in business with Sudan, Iran or a foreign terrorist organization.

Section 20. No Boycott of Energy Companies. By signing and entering into the Agreement, CONTRACTOR certifies and verifies, pursuant to Chapter 2271 and Chapter 809 of the Government Code, it does not boycott energy companies and will not boycott energy companies during the term of this Agreement. "Boycott energy company" has the meaning assigned by Section 809.001, Government Code.

Section 21. No Boycott of Firearms. By signing and entering into the Agreement, CONTRACTOR verifies, pursuant to Chapter 2274 of the Texas Government Code, that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and verifies it will not discriminate during the term of this Agreement against a firearm entity or firearm trade association. "Discriminate against a firearm entity or firearm trade association" has the meaning assigned by Section 2274.001(3), Government Code.

Section 22. Entire Agreement: This Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, and understanding, oral or written between the parties relating to this Agreement. This Agreement may not be modified except by mutual written agreement of the parties executed subsequent to this agreement.

Section 23. Severability: In the event that any provision(s) of this Agreement shall for any reason be held invalid, illegal, or unenforceable, the invalidity, illegality or unenforceability of that provision(s) shall not affect any other provision(s) of this Agreement, and it shall further be construed as if the invalid, illegal, or unenforceable provision(s) had never been a part of this Agreement.

Section 24. Address and Notices and Communication: The parties contemplate that they will engage in informal communications with respect to the subject matter of this Agreement. However, any formal notices or other communications ("Notice") required to be given by one party to the other party under this Agreement shall be given in writing addressed to the party to be notified at the address set forth below for such party, (i) by delivering the same in person, (ii) by depositing the same in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, or (iii) by depositing the same with a nationally recognized courier service guaranteeing "next day delivery," addressed to the party to be notified, (iv) by sending the same by telefax with confirming copy sent by mail, or (v) by sending the same by electronic mail with confirming copy sent by mail. Notice deposited in the United

States mail in the manner hereinabove described shall be deemed effective from and after the date of such deposit. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties, until changed by providing written notice in accordance hereunder, shall be as follows:

All notices and communications under this Agreement shall be mailed to the CONTRACTOR at the following address:

ACI Consulting Architects
Attn: Jeromy G. Murphy, AIA, RAS, ICC
401 Franklin Street
Suite 2400-138
Houston, TX 77002
Email: JMurphy@acico.com
Phone: (713) 864-8494

All notices and communications under this Agreement shall be sent to the following address:

City of Sealy
Attn: Kimbra Hill
415 Main
P.O. Box 517
Sealy, TX 77474
Email: khill@ci.sealy.tx.us
Phone: (979) 885-3511

Section 25. Cooperative Purchasing Contract. Deleted.

Section 26. Public Information. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this contract 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.

*****Signatures Follow on Next Page*****

For City of Sealy:

Signature

Name and title

Date

For Contractor:

Signature

Name and title

Date

EXHIBIT A
SERVICES and Fees



July 31, 2026

Kimbra Hill, City Manager
City of Sealy
415 Main Street
Sealy, Texas 77474

Re: ADA and Space Utilization Services

Ms. Hill,

ACI Consulting Architects is pleased to offer the City of Sealy, TX this proposal for an Architectural Barriers Survey (Title II ADA) and Space Utilization Study for these City of Sealy facilities:

- City Hall and Municipal Court Building - 415 Main Street
- Planning Department Building - 405 Main Street
- W. E. Hill Community Center – 1000 Main Street
- Police Department Building – 1320 Rexville Road
- Public Works Barn – 210 Main Street

Architectural Barriers Survey

This will be a general review of the site and public spaces within the buildings. This includes survey of the “path of travel” including exterior accessible routes, site arrival points, parking, entrances, public and common use areas, restrooms, drinking fountains and public telephones (if applicable).

The assessment is based on the 1991 ADA Standards and the 2010 ADA Standards for Accessible Design.

Areas of non-compliance will be documented in a written report with photographs and reference to the applicable standards.

The assessment will include recommendations for barrier removal as required by ADA, Title II to meet the obligation to provide program access. This report can be used to determine the extent of accessibility improvements that will be required in the event of a facility renovation or alteration.

Space Utilization Survey, Analysis and Architectural Program

The purpose of this study is to evaluate how the facilities are currently used, analyze deficiencies in present usage, and define spatial requirements for future needs.

Phase 1: Space Utilization Survey

- Review existing architectural floor plans (if available) and conduct on-site field verifications to record current layout configurations, desk counts, room capacities, and functional allocations.
- Conduct key leadership interviews to understand department workflows, operational pain points and spatial needs.

Phase 2: Analysis & Gap Identification (Data Evaluation)

- Evaluate data to determine square footage per employee, desk-to-person ratios, and efficiency metrics across departments.
- Identify spatial bottlenecks (e.g., lack of small meeting rooms) and underperforming real estate (e.g., oversized offices or empty cubicle banks).
- Compare current usage metrics against industry standards and current work best practices.

Phase 3: Architectural Program (Requirements & Future Strategy)

- **Space Requirements Schedule:** Quantify future spatial needs—detailing the exact types, counts, net square footages, and target capacities for individual, collaborative, and support spaces.
- **Adjacency & Workflows:** Map strategic relationships (blocking/stacking principles) defining which teams or space types should sit near one another.
- **Conceptual Test Fits & Options:** Create preliminary 2D block diagrams or test-fit plans on existing floor plates to test how the proposed program fits within the building's physical footprint.

Proposed Fee Structure

Description	Fee
ADA Survey and Report	
405 & 415 Main Street	\$2200
Community Center – 1000 Main Street	\$800
Police Dept - 1320 Rexville Road	\$500
Public Works Barn – 210 Main Street	\$250
Space Utilization Survey (all facilities)	
Phase 1: Data Collection	\$3000 (include 1 virtual meeting and 1 revision)
Phase 2: Analysis	\$3000 (include 1 virtual meeting and 1 revision)
Phase 3: Architectural Program	\$6000 (include 1 virtual meeting and 1 revision)
Total	\$15,750.00

Approved additional services beyond those outlined above will be billed at \$275.00/hour.

General Conditions

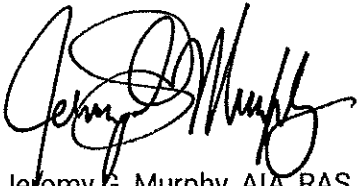
1. ACI will provide its findings in written report format for each phase of work, as applicable.
2. ACI will rely on the information furnished by the Client, including construction documents, reports, and as-built drawings. ACI is not responsible for the accuracy or completeness of information provided by others. Services do not include creation of as-builts or field verification of dimensions.
3. Services provided under this proposal are limited to evaluation of the ADA Standards for Accessible Design accessibility requirements. Evaluation for compliance with other codes, standards, or regulations is not included unless specifically identified in this proposal.
4. Where applicable, ACI's review of proposed corrective measures is limited to assessing whether the design intent appears to align with ADA requirements. ACI does not provide design services, construction documents, or means and methods.
5. **This report and any associated findings are intended solely for the use of the Client. No other party is entitled to rely upon this report without the express written consent of ACI. ACI assumes no duty or**

liability to any third party arising from the use or reliance upon this report. The Client agrees to indemnify and hold ACI harmless from any claims by third parties arising from such use or reliance.

6. It is mutually agreed, in undertaking these proposed services, that ACI is assuming none of the responsibilities of the Architect-of-Record, not is ACI assuming as a sub-contractor or otherwise on behalf of the Client, any of the responsibilities that the Client has undertaken through its contract with its client.
7. The Client agrees that the maximum liability of ACI, its employees, or subcontractors for services performed under this agreement shall be limited to the total fees paid.

Thank you for this opportunity. We look forward to working with you.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jeromy G. Murphy". The signature is stylized with large, flowing loops.

Jeromy G. Murphy, AIA, RAS, ICC
ACI Consulting Architects

Print Name

Authorized Signature

Date

EXHIBIT B

- Attachment I – HB 89
- Attachment II – Disclosure of Business Relationships
- Attachment IV – Conflict of Interest Questionnaire

LOCAL 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: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

ITEM #5

This ordinance is a draft and has not been fully reviewed by City Staff after the City Attorney has made revisions because of the needed timing for this item.



AGENDA ITEM NO: 5/6

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding Ordinance Amending Chapter 62 – Natural Resources regarding Pipeline Transportation. (First of two readings)

ANALYSIS

With the addition of Article IV to Chapter 62, the ordinance amendment covers pipeline transportation policies and permitting within the city's jurisdiction. It regulates operating, building, maintaining, and abandoning pipelines transporting oil, gas, brine, or other liquids and gases. It would be administered by the city manager or designee assigned by the city manager. This same ordinance has been in place in Morgans Point, Texas and has been successful in regulating pipelines, creating a permitting process, and creating a permitting fee, an annual fee, a transfer fee, and a fee for an extension of a permit. It requires that pipelines be buried at a specified depth when installed under a ditch or drainage structure, and when within 20 feet of or under any street, proposed street, or street designated on the master plan or official city map. It also allows for the city manager to determine that a greater or lesser depth be required. It also requires that pipelines that cross public streets, public properties and public rights-of-way be constructed to a 90 degree angle and existing public streets at the time of construction of a pipeline shall be bored under and shall not be cut for constructing, relocating, or repositioning a pipeline. Backfill of pipeline shall follow city standards and if the area settles later, the permittee shall be required to make further necessary corrections to the settled area. AS-BUILT drawings are required after construction is complete.

Section 62-211 provides for liability protection to the city by requiring that the permittee hold the city harmless from liability for injury or damage to any person or person's property caused by the construction, relocation, repositioning, maintenance, operation, repair or removal of any part or all of such pipeline within any public right-of-way or easement, and pay the city all damages caused by same. There is also a notification process to the city manager for emergency and for the police department.

Section 62-212 provides for permittee to furnish insurance prior to any construction, repair, adjustment, relocation, reposition, replacement, or abandonment and shall maintain at all times during the life of the permit, commercial general liability insurance for bodily injury and property damage in the minimum combined single limit amount of \$10,000,000. This is twice as much as Morgans Point's ordinance they adopted in 2010.

If city council adopts the ordinance amendment, city staff will get a list of all pipeline owners within the city limits and ETJ to provide them notice of the ordinance.

RECOMMENDATION

Recommend approval.

FINANCIAL IMPACTS

I think the financial impacts go well beyond any permit fees and annual payments. The protections for future successful land development and city infrastructures is important. Just as the city regulates construction of roads, drainage, utilities, and structures, the city should be reviewing plans for pipelines and their locations and possible conflicts.

ARTICLE IV. PIPELINE TRANSPORTATION¹

Sec. 62-90 – 62-199. – Reserved.

Sec. 62-200. Declaration of policy.

The city council declares that the policy of the city in the manner of granting to any person the privilege to operate, construct, maintain or abandon any pipe or pipeline within the jurisdiction of the city for the purpose of thereby transporting oil, gas, brine or any other liquid or gaseous substance whatsoever is regulated, to the extent allowed by state law, by this article. The provisions of this article shall be administered by the city manager or his designee.

Sec. 62-201. Definitions.

All words, terms and phrases used in this article shall be given their normal and ordinary meanings; however, the following words or terms shall have the meanings ascribed below:

Abandonment means the physical removal of all pipeline pipes, valves and any appurtenances thereto, from the pipeline right-of-way and to give up with the intent to never again claim a right to transport any commodity through that particular pipeline.

Permittee means the person to whom a permit is issued under the provisions of this article. In the context of the permit application process, "permittee" shall be construed to mean permittee for a permit.

Pipeline means any pipeline or part thereof, including pipe, valves and any appurtenances thereto, which is or has been used for the transportation of a commodity into, across, under or over the city. "Pipeline" shall include any pipe, valve, appurtenance or portion of any pipeline crossing the property of any entity operating in whole or part, in the city. "Pipeline" shall not include any pipeline, pipe, valve or appurtenance when located entirely on, within or under a person's property. For purposes of this chapter, commodity includes any liquid or gaseous substance or other product capable of being transported through a pipeline and which is, or may become, flammable, toxic or otherwise hazardous to human, animal or plant health and/or life.

Relocation means the horizontal or vertical movement of a pipeline.

Reposition means the movement of a pipeline when such movement is necessary for the public construction or public improvement: construction, maintenance and improvement of streets, water lines, sanitary sewer lines, storm sewers, ditches and public utilities.

Sec. 62-202. Exemptions.

This article shall not extend to:

- (1) Any person now or hereafter providing natural gas service for residential and business use only within the city pursuant to a franchise from the city as a gas distribution utility;
 - (2) Raw or potable water pipelines, valves and appurtenances; or
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- (3) City, county or state agencies for storm drainage or sanitary sewer service pipelines, valves and appurtenances, except industrial wastes transported by pipeline to treatment facilities outside the corporate city limits.

Sec. 62-203. Permit required.

No person shall operate or commence the construction, relocation, reposition or abandonment of a pipeline within the city without a permit being obtained from the city for such pipeline under the terms of this article.

(Ord. No. 10-567, § 1, 1-25-2010)

Sec. 62-204. Application for permit.

A person desiring a permit shall submit a written application to the city manager and concurrently therewith shall pay a nonrefundable fee to the city. The application form, which can be obtained from the city manager, shall be submitted to the city manager, in duplicate, with the following information contained thereon:

- (1) The name, business address, telephone number and e-mail address of the pipeline owner and operator;
 - (2) The names, titles, telephone numbers and e-mail addresses of the following persons:
 - a. The person submitting the information;
 - b. The principal contact for submittal of information; and
 - c. The 24-hour emergency contact (and an alternate 24-hour contact), who:
 - 1. Can initiate appropriate actions to respond to a pipeline emergency;
 - 2. Has access to information on the location of the closest shutoff valve to any specific point in the city or its jurisdiction or adjacent jurisdiction; and
 - 3. Can furnish the common name of the material then being carried by the pipeline.
 - (3) The origin point and destination of the pipeline being constructed, adjusted, relocated, replaced, repositioned, repaired or abandoned.
 - (4) A description of the commodity(s) transported or to be transported through the pipeline. A copy of the material safety data sheets for the commodity(s) shall be included with the submittal if the owner or operator is required by federal or state law to have material safety data sheets available;
 - (5) The maximum allowable operating pressure on the pipeline as determined according to the U. S. Department of Transportation and Railroad Commission of Texas procedures or the maximum design strength for unregulated pipelines, if applicable;
 - (6) The normal operating pressure range of the pipeline;
 - (7) The maximum allowable temperature under which the substance or product may be pumped or otherwise caused or permitted to flow through any and all of the particular portions of the pipeline, if applicable;
 - (8) Engineering plans, drawings, maps with summarized specifications showing the horizontal pipeline location, the pipeline covering depths and location of shutoff valves within the corporate limits and ETJ of the city or, if none, the nearest location. The location of shutoff valves must be known in order for emergency responders to clear the area for access to the valves. To the extent that information can be reasonably obtained, drawing shall show the location of other pipelines and utilities that will be crossed or paralleled within five feet;
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- (9) A summary description of the time, location, manner, means and methods of the proposed construction or operation, including but not limited to the following:
- a. Detailed cross section/profile drawings for all public way crossings if requested by the city manager;
 - b. A plan accurately showing the location, course and alignment of the subject pipeline, including valve locations (existing and proposed), and all public ways in which the subject pipeline shall be or has been laid, provided that the degree of accuracy shall not be required to exceed the accuracy which can be practicably achieved by using United States Geological Survey (USGS) Topographic maps.
- (10) A statement that the pipeline will comply with the applicable standards required by this article as well as all applicable federal, state and local laws and regulations;
- (11) A statement that the permittee shall, at any time in the future, where such pipeline or portion thereof crosses or is laid within, under or across any street, road or utility right-of-way, drainage way or public way existing or projected at the time the permit is issued, reposition such pipeline (which shall include lowering or raising the pipeline, as well as casing it, if required) at the permittee's sole expense, when the city reasonably requires such action incidental to public construction or public improvement: construction, maintenance and improvement of streets, water lines, sanitary sewer lines, storm sewers, ditches and public utilities. The city shall give the permittee prior written notice of the need for repositioning location and such notice shall be mailed certified mail, return receipt requested, to the permittee as designated in the application. The permittee shall have four months to complete such repositioning; and
- (12) A statement that the permittee shall notify the city manager at least 48 hours prior to performing any scheduled repairs or maintenance on the pipeline. For unscheduled emergency repairs or maintenance, taken to protect the public health, safety or welfare, the permittee shall notify the city police department as soon as practical but no later than one hour after commencing repairs or maintenance.

The city manager expressly reserves the right to require the submission of reasonably necessary additional information if the city manager requires the information to meet the requirements of this article. The permittee shall be notified by the city manager of the missing information within ten business days from the date of the application. The permittee shall have 45 days from the date of the filing of the application to provide such information. No action shall be taken on the permit application during this duration.

Sec. 62-205. Display of permits.

Upon approval, a permit shall be executed in duplicate originals by the city manager. One duplicate original shall be delivered to the permittee and the other shall be retained by the city. A copy of the permit shall be conspicuously displayed at each point where the pipeline, construction, relocation, repositioning or abandonment intersects any public street, right-of-way, easement or public property within the corporate limits of the city for the effective period of the permit.

Sec. 62-206. Transference of permit.

Permits may be transferred after prior written notice to the city manager, on a form provided by the city manager, which notice shall set forth the full name and address of the transferee, the full name and address of the transferee's registered agent or owner (if an unincorporated entity) and an agreement that the transferee shall be bound by all provisions of the application and permit as originally acted upon and granted by the city. The transfer application shall be signed by an authorized officer, owner or representative of both the transferor and the transferee and shall be accompanied by a nonrefundable transfer fee. It should be noted that in the case of failure

of the transferee, the original permittee shall remain responsible for the fulfillment of all provisions of the application and permit as originally acted upon and granted by the city.

Sec. 62-207. Permit fees.

- (a) Every permit requested under the terms and conditions of this article, with the exception of those permits necessitated due to the repositioning of a pipeline at the request or required by the city or another governmental entity, shall provide for the payment by the permittee to the city of a nonrefundable application fee of \$1,500.00 per pipeline.
- (b) Every permit granted under the terms and conditions of this article shall provide for the payment of an annual fee thereafter in the amount of \$1,000.00 per pipeline per year, payable annually in advance on or before July 1 of each year.
- (c) Every permit transfer shall be accompanied by a nonrefundable transfer fee of \$300.00. No permit transfer application shall be considered complete until all fees have been paid to and received by the city.

Sec. 62-208. Permit expiration.

- (a) If construction, relocation, reposition or abandonment of the pipeline does not commence within two years from the date of the permit, the permit shall be void unless the permittee makes written application for an extension. The city manager may grant an extension for one additional year only. The application for an extension shall require an additional fee of \$1,500.00.
- (b) Pipelines abandoned after the date of this article shall have their permit voided and shall not thereafter be subject to the terms of this article except as follows:
 - (1) The owner or operator shall report to the city manager, in writing, the abandonment of a pipeline that has been permitted in accordance with this article.
 - (2) All known abandoned pipelines shall be purged, disconnected from all sources or suppliers of gas, hazardous liquids and chemicals, and shall be capped, plugged or sealed at each end within the city limits.
 - (3) At no time will any hazardous liquids or chemicals be allowed to be collected in any open pits or ponds.

Sec. 62-209. Construction requirements.

All pipelines shall be constructed in accordance with the following guidelines:

- (1) All pipelines shall be constructed in accordance with the latest applicable minimum standards, established by the United States Department of Transportation, Railroad Commission of Texas, or any other entity having regulatory authority over pipeline safety and construction matters. In the case of conflict between this article and standards issued by one of the above regulatory authorities, the more restrictive shall control.
- (2) All pipelines shall be buried to specified depths, as follows:
 - a. Pipelines which run under or within 20 feet of any street or streets and/or any proposed street which has been designated on the master plan for the city or the official city map of the city, shall be buried to a depth of at least six feet measured between the top of the pipeline and the natural surface of the ground.
 - b. Pipelines which run under any ditch and/or drainage area or structure shall be buried to a depth of at least five feet measured between the top of the pipeline and the ultimate channel or structure depth. Permittee is responsible for determining the ultimate depths from the appropriate agency and reporting said information with permit application.

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- c. Pipelines for areas not mentioned in subsection (1) or (2) above shall be buried to a minimum depth of four feet measured between the top of the pipeline and the natural surface of the ground.
 - d. Provided further, if at any particular point or points the city manager determines that a greater or lesser depth be required, such permit shall not be granted except upon agreement by the permittee to comply with such depth requirement.
- (3) All pipelines shall cross public streets, public properties and public rights-of-way as closely as possible to a right (90;deg;) angle.
 - (4) All public streets, roads and ways in existence at the time of construction of a pipeline shall be bored under and shall not be cut for the purpose of constructing, relocating or repositioning a pipeline.
 - (5) All pipeline related excavations in any public right-of-way shall be backfilled in a manner satisfactory to the city; and if after once refilling such excavation the earth within the excavated area settles so as to leave a depression, the permittee shall be required to make further necessary fills as ordered by the city. All areas shall be graded and maintained so as to provide drainage of the area.
 - (6) The permittee shall be required to repair all portions of any street across or along and under which pipelines are laid and place the same in as good a state of repair and condition as they were at the time of the construction, repair or removal was commenced, such repairs to be to the satisfaction of the city.
 - (7) Upon completion of the pipeline, the permittee shall provide the city manager with three as-built (or record) drawings of the pipeline, showing the route, distances and shut-off valve locations. These drawings shall be submitted in digital format acceptable to the city, in addition to paper prints.

Sec. 62-210. Pipeline location.

- (a) Where feasible, a new pipeline shall be located within existing pipeline corridors. The feasibility of locating new pipelines in established corridors in the city shall be considered from the perspective of the pipeline owner or operator, taking into consideration the following:
 - (1) The availability and cost of corridor space;
 - (2) The availability and cost of right-of-way to and from the corridor;
 - (3) Technical, environmental, safety, efficiency and cost issues related to building, operating and maintaining both the portion of the pipeline that would be located in the corridor and the lengths of pipeline required to gain access to and from routing through a corridor;
 - (4) Any delays in right-of-way acquisition or pipeline construction that may result from routing through a corridor;
 - (5) The availability of an alternative right-of-way to the owner or operator; and
 - (6) All other matters that a prudent pipeline owner or operator would consider in selecting the route for a new pipeline.

Provided that the owner or operator has considered in good faith the use of existing corridors within the city, the determination of the owner or operator as to the feasibility shall be determinative, unless there is clear and convincing evidence that contradicts the conclusion of the owner or operator.
- (b) When it is not feasible for a new pipeline to be located within an existing corridor, the pipeline should, to the extent practical:
 - (1) Follow property boundaries of fee parcels or existing easements to avoid unnecessary fragmentation of land and avoid diagonal routes that would create slivers of land between public ways, except if following:
 - a. Manmade or topographical features is in the public interest;

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- b. Boundary lines or existing easements is impractical under the circumstances;
 - c. Boundary lines or existing easements poses safety concerns; or
 - d. Boundary lines or existing easements would not be feasible.
- (2) Avoid areas of unique recreational or aesthetic importance, environmentally sensitive areas and areas of historical or cultural significance, unless appropriate mitigation measures are undertaken to the satisfaction of the city manager; and
 - (3) Avoid conflict with existing or planned urban developments as well as the location of planned future streets and laying of planned water, sanitary sewer and storm sewer lines, structures and ditches incident to such future development.

Sec. 62-211. Liability.

- (a) A condition of granting any permit shall require the permittee to hold the city harmless from liability for injury or damage to any person or person's property caused by the construction, relocation, repositioning, maintenance, operation, repair or removal of any part or all of such pipeline within any public right-of-way or easement; and shall require the permittee to pay to the city all damages caused to the city by construction relocation, repositioning, maintenance, operation, repair or removal of such pipeline or any part thereof.
- (b) Except in an emergency, the permittee shall notify the city manager 48 hours before commencing at any time excavation in any portion of any said unpaved or unimproved street, and not wholly close any street, but shall at all times maintain a route of travel along and within such roadway area, to the extent such travel was allowed prior to the excavation.
- (c) In the event of an emergency, it being evident that immediate action is necessary for the protection of the public and to minimize property damage and loss of investment, permittee may, at its own risk make necessary emergency repairs, notifying the city police of this action as soon as practical, but not later than one hour after commencing repairs or maintenance.

Sec. 62-212. Insurance and bonding requirements.

- (a) Under this article, a permittee must furnish, prior to any construction, repair, adjustment, relocation, reposition, replacement, or abandonment and shall further maintain at all times during the life of the permit, commercial general liability insurance for bodily injury and property damage, including explosion, collapse and underground hazard, coverage in the minimum combined single limit amount of \$ 10,000,000.00 as it pertains to all pipelines or other facilities owned by the permittee in the public way in the jurisdiction. Such policy shall name the city, its officers, agents and employees as additional insureds.
- (b) A certificate of insurance specifying the coverage required in this subsection of this section with an insurance company having acceptable insurance rating shall be furnished to the city manager prior to the issuance of any permit. Such certificates of insurance shall provide that at least 30 days prior written notice for the termination or modification of the required insurance shall be given to the city.
- (c) In lieu of liability insurance, a permittee shall furnish evidence of financial responsibility and standing with the Texas Secretary of State office, which demonstrates the permittee's qualifications as a self-insurer. Such evidence may take the form of the most recent corporate financial report which is acceptable to the city council as giving assurance of the permittee's financial ability to comply with the requirements of this section.

Sec. 62-213. Pipeline permit updates.

It shall be the responsibility of the permittee to provide, in writing, updated information on the following aspects of each permit as such information changes:

- (a) Name and mailing address of the pipeline owner.
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- (b) Name and telephone number of two officers or persons available on a 24-hour basis who can furnish or obtain immediately, information as to the pressure at the point or points of input nearest to the city and the common name of the commodity carried by the pipeline.
 - (c) A description of the commodity(s) being transported through the pipeline. A copy of the material safety data sheets for the commodity(s) shall be included with the update if the owner or operator is required by federal or state law to have material safety data sheets available.

This information will be provided with the annual update or upon transference or any change in ownership.

Sec. 62-214. Pipeline signs.

Every pipeline, new or existing, within the corporate limits of the city shall bear at all times, in plain, indelible lettering, signs denoting the ownership of said pipeline, permanently affixed in the pipeline right-of-way where said pipeline rights-of-way cross public streets, public properties or public rights-of-way.

Sec. 62-215. Penalties.

Any violation of any section, subsection or part of this article shall be deemed a misdemeanor and such violation thereof during all or any portion of any day shall be a separate offense and misdemeanor; and upon final conviction, every person, firm, association, corporation or partnership guilty of such violation shall be fined in a sum not more than \$2,000.00 per each day of violation.

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, ADDING A NEW ARTICLE IV OF CHAPTER 62; PROVIDING RULES AND REGULATIONS FOR PIPELINES; 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 providing rules and regulation for pipelines in the best interest of the government and protects health and life 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 Article IV of Chapter 62 of the City of Sealy, Texas, Code of Ordinances is added to read as follows:

"Chapter 62 – NATURAL RESOURCES

* * * *

ARTICLE IV. PIPELINE TRANSPORTATION

Sec. 62-100. Declaration of policy.

The city council declares that the policy of the city in the manner of granting to any person the privilege to operate, construct, maintain or abandon any pipe or pipeline within the jurisdiction of the city for the purpose of thereby transporting oil, gas, brine or any other liquid or gaseous substance whatsoever is regulated, to the extent allowed by state law, by this article. The provisions of this article shall be administered by the planning director or their designee.

Sec. 62-101. Definitions.

All words, terms and phrases used in this article shall be given their normal and ordinary meanings; however, the following words or terms shall have the meanings ascribed below:

Abandonment means the physical removal of all pipeline pipes, valves and any appurtenances thereto, from the pipeline right-of-way and to give up with the intent to never again claim a right to transport any commodity through that particular pipeline.

Permittee means the person to whom a permit is issued under the provisions of this article. In the context of the permit application process, "permittee" shall be construed to mean permittee for a permit.

Pipeline means any pipeline or part thereof, including pipe, valves and any appurtenances thereto, which is or has been used for the transportation of a commodity into, across, under or over the city. "Pipeline" shall include any pipe, valve, appurtenance or portion of any pipeline crossing the property of any entity operating in whole or part, in the city. "Pipeline" shall not include any pipeline, pipe, valve or appurtenance when located entirely on, within or under a person's property. For purposes of this chapter, commodity includes any liquid or gaseous substance or other product capable of being transported through a pipeline and which is, or may become, flammable, toxic or otherwise hazardous to human, animal or plant health and/or life.

Relocation means the horizontal or vertical movement of a pipeline.

Reposition means the movement of a pipeline when such movement is necessary for the public construction or public improvement: construction, maintenance and improvement of streets, water lines, sanitary sewer lines, storm sewers, ditches and public utilities.

Sec. 62-102. Exemptions.

This article shall not extend to:

- (1) Any person now or hereafter providing natural gas service for residential and business use only within the city pursuant to the city's gas distribution utility;
- (2) Raw or potable water pipelines, valves and appurtenances; or
- (3) City, county or state agencies for storm drainage or sanitary sewer service pipelines, valves and appurtenances, except industrial wastes transported by pipeline to treatment facilities outside the corporate city limits.

Sec. 62-103. Permit required.

No person shall operate or commence the construction, relocation, reposition or abandonment of a pipeline within the city without a permit being obtained from the city for such pipeline under the terms of this article.

Sec. 62-104. Application for permit.

A person desiring a permit shall submit a written application to the planning director and concurrently therewith shall pay a nonrefundable fee to the city. The application form, which can be obtained from the city and contain all relevant information that the planning director determines is necessary.

The planning director expressly reserves the right to require the submission of reasonably necessary information if the planning director requires the information to meet

the requirements of this article. The permittee shall be notified by the planning director of the missing information within ten business days from the date of the application. The permittee shall have 45 days from the date of the filing of the application to provide such information. No action shall be taken on the permit application during this duration.

Sec. 62-205. Display of permits.

A copy of the permit shall be conspicuously displayed at each point where the pipeline, construction, relocation, repositioning or abandonment intersects any public street, right-of-way, easement or public property within the corporate limits of the city for the effective period of the permit.

Sec. 62-206. Transference of permit.

Permits may be transferred after prior written notice to the planning director, on a form provided by the city. The transfer application shall be accompanied by a nonrefundable transfer fee.

Sec. 62-207. Permit fees.

- (a) Every permit requested under the terms and conditions of this article, with the exception of those permits necessitated due to the repositioning of a pipeline at the request or required by the city or another governmental entity, shall provide for the payment by the permittee to the city of a nonrefundable application fee in amount set forth by the city council in a schedule of fees.
- (b) Every permit granted under the terms and conditions of this article shall provide for the payment of an annual fee thereafter in amount set forth by the city council in a schedule of fees per pipeline per year, payable annually in advance on or before July 1 of each year.
- (c) Every permit transfer shall be accompanied by a nonrefundable transfer fee of in amount set forth by the city council in a schedule of fees. No permit transfer application shall be considered complete until all fees have been paid to and received by the city.

Sec. 62-208. Permit expiration.

- (a) If construction, relocation, reposition or abandonment of the pipeline does not commence within two years from the date of the permit, the permit shall be void unless the permittee makes written application for an extension. The planning director may grant an extension for one additional year only. The application for an extension shall require an additional fee in amount set forth by the city council in a schedule of fees.
- (b) Pipelines abandoned after the date of this article shall have their permit voided and shall not thereafter be subject to the terms of this article except as follows:
 - (1) The owner or operator shall report to the planning director, in writing, the abandonment of a pipeline that has been permitted in accordance with this article.

- (2) All known abandoned pipelines shall be purged, disconnected from all sources or suppliers of gas, hazardous liquids and chemicals, and shall be capped, plugged or sealed at each end within the city limits.
- (3) At no time will any hazardous liquids or chemicals be allowed to be collected in any open pits or ponds.

Sec. 62-209. Construction requirements.

All pipelines shall be constructed in accordance with the following guidelines:

- (1) All pipelines shall be constructed in accordance with the latest applicable minimum standards, established by the United States Department of Transportation, Railroad Commission of Texas, or any other entity having regulatory authority over pipeline safety and construction matters. In the case of conflict between this article and standards issued by one of the above regulatory authorities, the more restrictive shall control.
- (2) All pipelines shall be buried to specified depths, as follows:
 - a. Pipelines which run under or within 20 feet of any street or streets and/or any proposed street which has been designated on the master plan for the city or the official city map of the city, shall be buried to a depth of at least six feet measured between the top of the pipeline and the natural surface of the ground.
 - b. Pipelines which run under any ditch and/or drainage area or structure shall be buried to a depth of at least five feet measured between the top of the pipeline and the ultimate channel or structure depth. Permittee is responsible for determining the ultimate depths from the appropriate agency and reporting said information with permit application.
 - c. Pipelines for areas not mentioned in subsection (1) or (2) above shall be buried to a minimum depth of four feet measured between the top of the pipeline and the natural surface of the ground.
 - d. Provided further, if at any particular point or points the planning director determines that a greater or lesser depth be required, such permit shall not be granted except upon agreement by the permittee to comply with such depth requirement.
- (3) All pipelines shall cross public streets, public properties and public rights-of-way as closely as possible to a right (90;deg;) angle.
- (4) All public streets, roads and ways in existence at the time of construction of a pipeline shall be bored under and shall not be cut for the purpose of constructing, relocating or repositioning a pipeline.
- (5) All pipeline related excavations in any public right-of-way shall be backfilled in a manner satisfactory to the city; and if after once refilling such excavation the earth within the excavated area settles so as to leave a depression, the permittee shall be required to make further necessary fills as ordered by the city. All areas shall be graded and maintained so as to provide drainage of the area.

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- (6) The permittee shall be required to repair all portions of any street across or along and under which pipelines are laid and place the same in as good a state of repair and condition as they were at the time of the construction, repair or removal was commenced, such repairs to be to the satisfaction of the city.
 - (7) Upon completion of the pipeline, the permittee shall provide the planning director with three as-built (or record) drawings of the pipeline, showing the route, distances and shut-off valve locations. These drawings shall be submitted in digital format acceptable to the city, in addition to paper prints.

Sec. 62-210. Pipeline location.

Where feasible, a new pipeline shall be located within existing pipeline corridors.

Sec. 62-211. Liability.

- (a) A condition of granting any permit shall require the permittee to hold the city harmless from liability for injury or damage to any person or person's property caused by the construction, relocation, repositioning, maintenance, operation, repair or removal of any part or all of such pipeline within any public right-of-way or easement; and shall require the permittee to pay to the city all damages caused to the city by construction relocation, repositioning, maintenance, operation, repair or removal of such pipeline or any part thereof.
- (b) Except in an emergency, the permittee shall notify the planning director 48 hours before commencing at any time excavation in any portion of any said unpaved or unimproved street, and not wholly close any street, but shall at all times maintain a route of travel along and within such roadway area, to the extent such travel was allowed prior to the excavation.
- (c) In the event of an emergency, it being evident that immediate action is necessary for the protection of the public and to minimize property damage and loss of investment, permittee may, at its own risk make necessary emergency repairs, notifying the city police of this action as soon as practical, but not later than one hour after commencing repairs or maintenance.

Sec. 62-212. Insurance and bonding requirements.

- (a) Under this article, a permittee must furnish, prior to any construction, repair, adjustment, relocation, reposition, replacement, or abandonment and shall further maintain at all times during the life of the permit, commercial general liability insurance for bodily injury and property damage, including explosion, collapse and underground hazard, coverage in the minimum combined single limit amount of \$10,000,000.00 as it pertains to all pipelines or other facilities owned by the permittee in the public way in the jurisdiction. Such policy shall name the city, its officers, agents and employees as additional insureds.
- (b) A certificate of insurance specifying the coverage required in this subsection of this section with an insurance company having acceptable insurance rating shall be furnished to the planning director prior to the issuance of any permit. Such certificates of insurance shall provide that at least 30 days prior written notice for the termination or modification of the required insurance shall be given to the city.

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- (c) In lieu of liability insurance, a permittee shall furnish evidence of financial responsibility and standing with the Texas Secretary of State office, which demonstrates the permittee's qualifications as a self-insurer. Such evidence may take the form of the most recent corporate financial report which is acceptable to the city council as giving assurance of the permittee's financial ability to comply with the requirements of this section.

Sec. 62-213. Pipeline permit updates.

It shall be the responsibility of the permittee to provide, in writing, updated information on the following aspects of each permit as such information changes:

- (a) Name and mailing address of the pipeline owner.
- (b) Name and telephone number of two officers or persons available on a 24-hour basis who can furnish or obtain immediately, information as to the pressure at the point or points of input nearest to the city and the common name of the commodity carried by the pipeline.
- (c) A description of the commodity(s) being transported through the pipeline. A copy of the material safety data sheets for the commodity(s) shall be included with the update if the owner or operator is required by federal or state law to have material safety data sheets available.

This information will be provided with the annual update or upon transference or any change in ownership.

Sec. 62-214. Pipeline signs.

Every pipeline, new or existing, within the corporate limits of the city shall bear at all times, in plain, indelible lettering, signs denoting the ownership of said pipeline, permanently affixed in the pipeline right-of-way where said pipeline rights-of-way cross public streets, public properties or public rights-of-way."

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 not to exceed \$2,000.00. 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 and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 4th day of August 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

ITEM #6



AGENDA ITEM NO: 5/6

SUBMITTED BY: Mike Barrow, Assistant City Manager
MEETING DATE: August 4, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding Ordinance Amending Chapter 62 – Natural Resources regarding Pipeline Transportation. (First of two readings)

ANALYSIS

With the addition of Article IV to Chapter 62, the ordinance amendment covers pipeline transportation policies and permitting within the city's jurisdiction. It regulates operating, building, maintaining, and abandoning pipelines transporting oil, gas, brine, or other liquids and gases. It would be administered by the city manager or designee assigned by the city manager. This same ordinance has been in place in Morgans Point, Texas and has been successful in regulating pipelines, creating a permitting process, and creating a permitting fee, an annual fee, a transfer fee, and a fee for an extension of a permit. It requires that pipelines be buried at a specified depth when installed under a ditch or drainage structure, and when within 20 feet of or under any street, proposed street, or street designated on the master plan or official city map. It also allows for the city manager to determine that a greater or lesser depth be required. It also requires that pipelines that cross public streets, public properties and public rights-of-way be constructed to a 90 degree angle and existing public streets at the time of construction of a pipeline shall be bored under and shall not be cut for constructing, relocating, or repositioning a pipeline. Backfill of pipeline shall follow city standards and if the area settles later, the permittee shall be required to make further necessary corrections to the settled area. AS-BUILT drawings are required after construction is complete.

Section 62-211 provides for liability protection to the city by requiring that the permittee hold the city harmless from liability for injury or damage to any person or person's property caused by the construction, relocation, repositioning, maintenance, operation, repair or removal of any part or all of such pipeline within any public right-of-way or easement, and pay the city all damages caused by same. There is also a notification process to the city manager for emergency and for the police department.

Section 62-212 provides for permittee to furnish insurance prior to any construction, repair, adjustment, relocation, reposition, replacement, or abandonment and shall maintain at all times during the life of the permit, commercial general liability insurance for bodily injury and property damage in the minimum combined single limit amount of \$10,000,000. This is twice as much as Morgans Point's ordinance they adopted in 2010.

If city council adopts the ordinance amendment, city staff will get a list of all pipeline owners within the city limits and ETJ to provide them notice of the ordinance.

RECOMMENDATION

Recommend approval.

FINANCIAL IMPACTS

I think the financial impacts go well beyond any permit fees and annual payments. The protections for future successful land development and city infrastructures is important. Just as the city regulates construction of roads, drainage, utilities, and structures, the city should be reviewing plans for pipelines and their locations and possible conflicts.

Ordinance

ORDINANCE 2026-

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING THE MASTER FEE SCHEDULE; PROVIDING FOR REPEAL; 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 Master Fee Schedule will be for the good of the government and ensures that the City is capturing reasonable and appropriate revenues;

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

Section 1. The facts and recitations set forth in the preamble of this Ordinance are found to be true and correct.

Section 2. The City of Sealy, Texas adopts the Master Fee Schedule as provided for in Exhibit "A" which is attached hereto and incorporated herein for all purposes.

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 the 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 regulations 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 and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 4th day of August 2026.

PASSED, APPROVED, AND ADOPTED at this second reading on the 18th day of August 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

Master Fee Schedule – Track Changes

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-03

EXHIBIT "A"

Type	Fee
ANNEXATION* APPLICATION FEES	
Due upon application for 1st Tract of land	\$1,500.00
Due upon application for each additional tract of land	\$1,500.00
<i>*See DEVELOPMENT DEPOSITS, INSPECTIONS, AND ADDITIONAL REVIEWS AND MEETINGS FOR PROFESSIONAL SERVICES & OTHER FEES PER POLICY for additional applicable fees</i>	
RIGHT-OF-WAY USE PERMIT APPLICATION	
Utility Installation within City of Sealy Right-of-Way	\$100.00 per location
Fees are doubled if work begins before the issuance of a valid permit.	
NETWORK NODES	
Construction Permit	\$500.00 for 1st five nodes
Each additional nodes not to exceed 30 nodes	\$250.00 per node
Annual Collocation fee	\$20.00
Annual public right-of-way rate	\$250.00 per network node site installed in the city right-of-way
Public right-of-way rate adjustment:	
As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice.	
NODE SUPPORT POLES	
Construction Permit	\$1,000.00
Annual public right-of-way rate fee	\$250.00
Public right-of-way rate fee:	
As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice.	
PIPELINE TRANSPORTATION	
Pipeline Permit Application Fee (Sec 62-207)	\$1,500.00
Pipeline Permit Annual Fee (due on or before July 1 each year)(Sec 62-207)	\$1,000.00
Pipeline Permit Transfer Fee (Sec 62-207)	\$300.00
Pipeline Permit 1-year Extension Fee (Sec 62-208)	\$1,500.00

Master Fee Schedule – Clean Copy

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
NEW CONSTRUCTION/ADDITIONS RESIDENTIAL PERMIT FEES	
All Single-Family & Duplex New Residential Construction	\$0.70 per square foot (rounded up) plus \$35.00 Permit issuance Fee
BUILDING PERMIT FEES	
(To include Flatwork, Driveways, Sidewalks, Accessory Structures, and Initial Placement of Manufactured Home)	
Contractor Registration fee (yearly)	\$100.00
Permit Issuance Fee	\$35.00
Valuation of less than \$1,000.00, without inspection	No fee
Valuation of less than \$1,000.00, with inspection	\$75.00/inspection
Valuation of \$1,001.00 to \$50,000.00	\$30.00 for 1st \$1,001.00 plus \$5.00 each add'l 1,000.00 or fraction thereof
Valuation of \$50,001.00 to \$100,001.00	\$260.00 for 1st \$50,001.00 plus \$4.00 each add'l 1,000.00 or fraction thereof
Valuation of \$100,001.00 to \$500,000.00	\$460.00 for 1st \$100,001.00 plus \$3.00 each add'l 1,000.00 or fraction thereof
Valuation of over \$500,001.00	\$1,660.00 for 1st \$500,001.00 plus \$2.00 each add'l 1,000.00 or fraction thereof
Reinspection Fees*	\$75.00 - 1st reinspection
	\$75.00 - 2nd reinspection
	\$75.00 - 3rd reinspection
Fees are doubled if work begins before the issuance of a valid permit.	
Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
COMMERCIAL BUILDING PERMIT FEES	
Contractor Registration fee (yearly)	\$100.00
Permit Issuance Fee	\$35.00
Less Than \$10,000.00	No fee unless inspection required, in which case, a \$75.00 inspection fee shall be charged
\$10,000-\$50,000.00	\$550.00 for 1st \$10,001.00 plus \$5.75 for each additional thousand or fraction thereof
\$50,001.00 - \$100,000.00	\$800.00 for 1st \$50,001.00 plus \$4.75 for each additional thousand or fraction thereof
\$100,001.00 - \$500,000.00	\$1,000.00 for 1st \$100,001.00 plus \$3.50 for each additional thousand or fraction thereof
\$500,001.00 - \$1,000,000.00	\$3,500.00 for 1st \$500,001.00 plus \$3.00 for each additional thousand or fraction thereof
\$1,000,001.00 and greater	\$4,064.00 for 1st \$1,000,001.00 plus \$3.00 for each additional thousand or fraction thereof
Commercial Plan Review Fee (this provision and fee is not applicable to single-family or (two family (duplex) residential structures)	One-half of commercial permit fee
* 3rd+ submittals for review will be charged	1/2 of the original Commercial Plan Review Fee

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
COMMERCIAL BUILDING PERMIT FEES (Continued)	
Certificate of Occupancy or Temporary Certificate of Occupancy	Fee is included in Permit Fee, but New Use or New Tenant is \$100.00
	\$75.00 - 1st reinspection
	\$75.00 - 2nd reinspection
	\$75.00 - 3rd reinspection
Reinspection Fees*	
Fees are doubled if work begins before the issuance of a valid permit.	
Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
Moving of any building or structure	\$250.00
Demolition of any building(s) or structure(s):	
0 - 100,000 cubic feet	\$250.00
100,001 cubic feet and over	\$2.50 per 1,000 cubic feet
* Fees are doubled if work begins before the issuance of a valid permit.	
MISCELLANEOUS FEES	
Overnight Camping Permit (Chapter 66)	\$30.00 per unit
Circus Permit	\$100.00
Fireworks Permit (Chapter 34)	\$45.00
Banner Fee	\$50.00 per location
Donation Collection Boxes (Chapter 42)	\$150.00 for permit and medallion + \$150.00 each additional medallion
Fire Hydrant Testing Report	\$200.00 per flow test, testing static, residual, and flow
Land Disturbance Permit for 6 months (only two 3-month extensions)	\$100.00 first acre + \$20.00 each additional acre or fraction thereof; each 3-month extension is \$100 (limit 2 extensions)
NAMING AND DONATION POLICY FEE	
Application Fee	\$75.00
HEALTH PERMIT FEES	
Retail Food Stores and Food Service Establishments (annual)	1-4 employees \$200.00, 5-9 employees \$300.00, 10-25 employees \$400.00, 26+ employees \$500.00 (Number of employees is based on number of employees on largest shift)
Mobile Vending Food Unit(s)	\$50.00 per month (30 day period)
Temporary Food Service Permit	\$50.00
14 days	\$50.00
Multiple Events (yearly)	\$200.00

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
SAFETY INSPECTION FEES	
Day Care Facility; Foster Home Facility; or Commercial Business Inspections	\$100.00 per yearly inspection
Industrial Safety Inspections for Electrical Turn On and Reinspect for TCO	\$300.00
Nursing/Assisted Living Facility or School	\$300.00
Manufactured Home Safety Inspections	\$100.00
EVENT PERMIT	
LEVEL 1: Small events – 150 people or less	\$100.00
LEVEL 2: Mid-size events - 151-500 people	\$250.00
LEVEL 3: Large events – 501 or more people	\$500.00
Mass Gathering Permit (Chapter 66) <i>(Based on est. crowd size)</i>	
300-500 people	\$250.00
501-1000 people	\$500.00
1000 or more people	\$750.00
GAME ROOM FEES- COIN OPERATED / AMUSEMENT REDEMPTION MACHINES	
License Fee & Inspection per machine	\$60.00
Plus, fee per machine (tax)	\$15.00
SEXUALLY ORIENTED BUSINESS	
New or Renewal Sexually Oriented Business License	\$500.00
Employee License	\$100.00
MULTI-FAMILY FEES	
License fee (Sec 14-433)	\$25.00 per. dwelling unit
Replacement license (Sec 14-433)	\$10.00
Reinspection fee (Section 14-437)	A fee of \$20.00 for each reinspection of each noted violation in a dwelling unit, but not to exceed \$40.00 per unit, within an apartment complex
Exterior Reinspection Fee (Sec 14-437)	A reinspection fee of \$20.00 for each exterior violation item reinspected shall be assessed for inspections that are required to verify that a violation has been repaired or corrected.

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
MOBILE HOME PARK FEES	
Original mobile home park or recreational vehicle park license (section 58-86 (a))	\$300.00
Renewal of mobile home park license (section 58-86(b))	\$100.00
Transfer of mobile home park or recreational vehicle park license (section 58-81)	\$50.00
Transfer or replacement of mobile home (section 58-46 (b))	\$75.00
Mobile Home Reinspection fee (section 58-46 (a))	\$25.00
DRAINAGE REVIEW FEE	
Small Site Projects (Less than 10 acres)	\$2,500.00 + \$30.00 processing fee
Small to Medium Residential Subdivisions (20 to 60 lots)	\$4,000.00 + \$30.00 processing fee
Large Residential Subdivisions (over 60 lots)	\$6,000.00 + \$30.00 processing fee
Large Sites (10 acres or larger)	\$8,000.00 + \$30.00 processing fee
All 3rd Party Reviews above will be charged an Administrative Fee	10% of the Review Fee
* 3rd+ submittals for review by engineer will be charged	½ of the review fee
CULVERT INSTALLATION	
20 feet Driveway	\$650 plus the cost of the pipe and materials
30 feet Driveway	\$850 plus the cost of the pipe and materials
UTILITIES DEVELOPMENT REVIEW FEE	
Utility-Master Plan Model Reviews (Large Residential, > 60 Lots)	\$4,000.00
Utility-Master Plan Model Reviews (Small-Medium Residential, 20 to 60 Lots)	\$3,000.00
Utility-Master Plan Model Reviews (Large Site, > 10 Acres)	\$4,000.00
Utility-Master Plan Model Reviews (Small Site, < 10 Acres)	\$2,500.00
Lift Station Reviews (One Lift Station > 20 gpm)	\$6,500.00
Lift Station Reviews (Each Additional Lift Station > 20 gpm)	\$2,500.00
Traffic Impact Analysis Reviews (One Intersection)	\$1,500.00
Traffic Impact Analysis Reviews (Each Additional Intersection)	\$1,000.00

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

Type	Fee
UTILITIES DEVELOPMENT REVIEW FEE (Continued)	
All 3rd Party Reviews above will be charged an Administrative Fee	10% of the Review Fee
* 3rd+ submittals for review by engineer will be charged	½ of the review fee
SUBDIVISION PLAT REVIEW	
Land plan/conceptual plan	\$1,500.00
Preliminary plat/residential	Base \$500.00 plus \$10.00 per lot
Preliminary plat/commercial - industrial	Base \$500.00 plus \$20.00 per acre
Final plat/residential	Base \$500.00 plus \$10.00 per lot
Final plat/commercial - industrial	Base \$500.00 plus \$10.00 per acre
All 3rd Party Reviews above will be charged an Administrative Fee	10% of the Review Fee
Lot line Adjustment	\$20.00
Plat amendment	\$300.00
Variance Request	Residential \$200.00
Hardship Permit	Commercial \$500.00
Comprehensive sign variance program	\$75.00
Parkland Dedication Fees - Chapter 87, Section 87-52 (c)(3)	\$150.00
* 3rd+ submittals for review by engineer will be charged	\$1200.00 per. Lot
	½ of the review fee
CIVIL AND ENGINEERING PLAN REVIEW FEES	
Civil Drawings with Plats:	
Residential (Large, > 50 lots)	\$10,000.00
Residential (Small-Medium, < 50 lots)	\$7,500.00
Non-Residential (Large Site, > 5 acres)	\$7,500.00
Non-Residential (Small Site, < 5 acres)	\$5,000.00
Plats and Re-Plats, No Civil Drawings:	
Residential (Large, > 50 lots)	\$2,500.00
Residential (Small-Medium, < 50 lots)	\$2,000.00
Non-Residential (Large Site, > 5 acres)	\$2,000.00

Type	Fee
CIVIL AND ENGINEERING PLAN REVIEW FEES (Continued)	
Non-Residential (Small Site, < 5 acres)	\$1,500.00
All 3rd Party Reviews above will be charged an Administrative Fee	10% of the Review Fee
* 3rd+ submittals for review by engineer will be charged	½ of the review fee
ECONOMIC DEVELOPMENT & DEVELOPMENT POLICIES AND FEES	
Tax Increment Reinvestment Zone (TIRZ)	\$1,500.00 per application*
Public Improvement Utilities District (PID)	\$1,500.00 per application*
Municipal Utility District (MUD)	\$1,500.00 per application*
Chapter 312 Agreement	\$1,500.00 per application*
Chapter 380 Agreement	\$1,500.00 per application*
Development Agreement	\$1,500.00 per application*
<i>*See DEVELOPMENT DEPOSITS, INSPECTIONS, AND ADDITIONAL REVIEWS AND MEETINGS FOR PROFESSIONAL SERVICES & OTHER FEES PER POLICY for additional applicable fees</i>	
DEVELOPMENT DEPOSITS, INSPECTIONS, AND ADDITIONAL REVIEWS AND MEETINGS FOR PROFESSIONAL SERVICES & OTHER FEES PER POLICY	
Development of less than 1 acre	Minimum \$1,000.00
Development of 1 acre - 4.99 acres	Minimum \$2,500.00
Development of 5 acres - 49.99 acres	Minimum \$5,000.00
Development of 50 acres - 199.99 acres	Minimum \$10,000.00
Development of 200 acres or more	Minimum \$15,000.00
Processing Fee For Development Deposits	\$75.00
Project Notices, Advertisements, Postage & Necessary Fees*	Actual Costs
City Engineer*	Actual Costs
City Attorney*	Actual Costs
Economic Impact Analysis Consultant*	Actual Costs
Administrative Fee for all Inspections, Reviews, and Meetings	10% of the Inspection, review, and meeting costs
*The applicant will pay all costs for consultant services including but not limited to Legal services, Engineering Services, Economic Impact Analysis, postage, notices, advertising, and any other necessary fees will be billed "at-cost" on a project-by-project basis to the applicant. These costs will be drawn against the deposit funds.	

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
ANNEXATION* APPLICATION FEES	
Due upon application for 1st Tract of land	\$1,500.00
Due upon application for each additional tract of land	\$1,500.00
<i>*See DEVELOPMENT DEPOSITS, INSPECTIONS, AND ADDITIONAL REVIEWS AND MEETINGS FOR PROFESSIONAL SERVICES & OTHER FEES PER POLICY for additional applicable fees</i>	
RIGHT-OF-WAY USE PERMIT APPLICATION	
Utility Installation within City of Sealy Right-of-Way	\$100.00 per location
Fees are doubled if work begins before the issuance of a valid permit.	
NETWORK NODES	
Construction Permit	\$500.00 for 1st five nodes
Each additional nodes not to exceed 30 nodes	\$250.00 per node
Annual Collocation fee	\$20.00
Annual public right-of-way rate	\$250.00 per network node site installed in the city right-of-way
Public right-of-way rate adjustment:	
As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice.	
NODE SUPPORT POLES	
Construction Permit	\$1,000.00
Annual public right-of-way rate fee	\$250.00
Public right-of-way rate fee:	
As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice.	
PIPELINE TRANSPORTATION	
Pipeline Permit Application Fee (Sec 62-207)	\$1,500.00
Pipeline Permit Annual Fee (due on or before July 1 each year)(Sec 62-207)	\$1,000.00
Pipeline Permit Transfer Fee (Sec 62-207)	\$300.00
Pipeline Permit 1-year Extension Fee (Sec 62-208)	\$1,500.00

Type	Fee
TRANSPORT FACILITIES	
Construction permit	\$500.00
Each additional node	\$250.00 per node
Public right-of-way rate fee	\$28.00/month per node
Public right-of-way rate fee:	
As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice; however, no rate is required if the network provider is already paying the city an amount equal to or greater than the amount of other city right-of-way fees for access lines under Chapter 283 of the Code or cable franchise fees under V.T.C.A., Utility Code, Chapter 66.	
MICRO NETWORK NODES	
No Application Fee	
Collocation of network nodes on service poles	\$20.00/year per service pole
ELECTRICAL PERMIT FEES	
Permit Issuance Fee	\$35.00
Meter loop and service:	
Up to and including 200 amps	\$25.00
Over 200 amps to and including 250 amps	\$30.00
Over 250 amps	\$40.00
Panels with eight (8) or more circuits	\$25.00/each
Electrical outlets and fixtures	\$1.00/each
Solar Panel System	6000 watts or less is \$250.00, each additional 1,000 watts is \$25.00 or fraction thereof
Generator System	25 kW or less is \$150.00, each additional kW is \$5.00 or fraction thereof
Electrical appliances - domestic:	
Range receptacle	\$10.00/each
Clothes dryer	\$10.00/each
Cooking top	\$10.00/each
Ovens	\$10.00/each
Garbage disposal	\$10.00/each
Dishwashers	\$10.00/each
Window air conditioner receptacle	\$5.00/each

Type	Fee
ELECTRICAL PERMIT FEES (Continued)	
Motors and transformers, permanently installed:	
Up to and including 1 HP	\$5.00/each
Over 1 HP through and including 10 HP	\$15.00/each
Over 10 HP (plus \$0.30 per HP)	\$25.00/each
Streamers and festoon lighting per circuit	\$15.00/each
Ball Park & parking lot light poles (no outlet or fixture charge)	\$55.00/each
Pole with guy wires	\$15.00/each
Temporary installation such as wood saws, floor-surfacing machines, paint spraying apparatus, and the like	\$30.00/installation
Temporary installation of commercial sound equipment	\$35.00/installation
Temporary lighting installations	\$30.00/installation
Temporary installation such as carnivals or similar installation for amusement show display or similar uses - 10 kVA or less	\$35.00/kVA
Temporary installation such as carnivals or similar installation for amusement show display or similar uses - all loads above 10kVA	\$25.00/kVA
Temporary saw pole	\$30.00/installation
Temporary cut-ins made permanent	\$40.00/installation
Miscellaneous electric requiring inspection	\$30.00
*Additions to old work shall be charged for at the same rate as new work	
Reconnection fee	\$30.00
Sign Inspection and installation	\$80.00
Plan examination fee	one-half of permit fee
Plan re-examination fee due to alteration of approved plans	one-half of permit fee
*Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
	\$75.00 - 1st reinspection
	\$75.00 - 2nd reinspection
	\$75.00 - 3rd reinspection
Reinspection Fees*	

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
PLUMBING PERMITS	
Permit Issuance Fee	\$35.00
Gas Test Fee	\$45.00
Plumbing fixture, floor drain or trap (including water and drainage piping)	\$10.00/each
Gas piping and up to 4 outlets	\$30.00 and \$10.00 each additional outlet
House sewer	\$20.00/each
House sewer having to be replaced and repaired	\$25.00/each
Cesspool	\$25.00/each
Septic tank and seepage pit or drain field, grease traps	\$200.00 each
Water heater and/or vent	\$20.00/each
Installation, alteration or repair of water piping and/or water treating equipment	\$20.00/each
Repair or alteration of drainage or vent piping	\$20.00/each
Vacuum breakers or backflow protective devices installed subsequent to the installation of the piping or equipment served - up to 5	\$20.00 and \$10.00 each additional
Lawn Sprinkler System	\$35.00
*Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
*Fees are doubled if work begins before the issuance of a valid permit.	
*A plumbing, gas permit may be canceled by the applicant at any time within 30 days of issuance. If no work has been done under such permit, the plumbing and mechanical inspector shall refund 75 percent of the permit fee paid; however, in no case shall the city retain less than \$25.00 to cover administrative costs.	
Reinspection Fees*	
	\$75.00 - 1st reinspection
	\$75.00 - 2nd reinspection
	\$75.00 - 3rd reinspection
MECHANICAL PERMIT FEES	
Contractor Registration fee (yearly)	\$100.00
Permit Issuance Fee	\$35.00

Type	Fee
MECHANICAL PERMIT FEES (Continued)	
Inspect heating, ventilation, ductwork, air conditioning, and refrigeration system	\$30.00 for 1st \$1,000.00 or fraction thereof, of valuation plus \$4.00 each add '1 \$1,000.00
Inspect repairs, alterations, and additions to an existing system	\$10.00 plus \$4.00 for each \$1,000.00 or fraction thereof
Boiler Inspections (based upon Btu input):	
33,000 Btu (1BHp) to 165,000 (5 Bhp)	\$15.00
165,001 Btu (5BHp) to 330,000 (10 Bhp)	\$25.00
330,001 Btu (10BHp) to 1,165,000 (52 Bhp)	\$35.00
1,165,001 Btu (52 Bhp) to 3,300,000 (98 Bhp)	\$55.00
Over 3,300,000 Btu (98 Bhp)	\$75.00
Reinspection fee of a heating, ventilation, air conditioning, or refrigeration system, boiler installation	\$15.00
Temporary operation inspection fee	\$15.00
Self-Contained units less than two tons	Total cost of all units combined
	\$75.00 - 1st reinspection
	\$75.00 - 2nd reinspection
	\$75.00 - 3rd reinspection
Reinspection Fees*	
*Mechanical permit may be canceled by the applicant at any time within 30 days of issuance. If no work has been done under such permit, the plumbing and mechanical inspector shall refund 75 percent of the permit fee paid; however, in no case shall the city retain less than \$25.00 to cover administrative costs.	
*Fees are doubled if work begins before the issuance of a valid permit.	
*Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
COMMERCIAL FIRE ALARM SYSTEM	
Contractor Registration Fee (yearly)	\$100.00
Permit Issuance Fee	\$35.00
Fire Alarm System Inspection Fee	\$200.00
plus, each device	\$2.00
After hours and weekends	\$250.00 per inspection

Type	Fee
COMMERCIAL FIRE ALARM SYSTEM (Continued)	
Reinspection Fees*	
*Fees are doubled if work begins before the issuance of a valid permit.	\$150.00 - 1st reinspection
*Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	\$150.00 - 2nd reinspection
	\$150.00 - 3rd reinspection
COMMERCIAL FIRE SUPPRESSION SYSTEM INSPECTIONS	
Contractor Registration Fee (yearly)	\$100.00
Permit Issuance Fee	\$100.00
Automatic Fire Sprinkler System Wet/Dry Fee	\$200.00
plus, each head	\$2.00
All Inspections, including inspections for items listed under Commercial and Multi-Family Fire Code Plan Review	\$200.00
After hours and weekends	\$400.00 per inspection
	\$150.00 - 1st reinspection
	\$150.00 - 2nd reinspection
	\$150.00 - 3rd reinspection
Reinspection Fees*	
*Fees are doubled if work begins before the issuance of a valid permit.	
*Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
COMMERCIAL AND MULTIFAMILY FIRE CODE PLAN REVIEW	
Fire Sprinkler system installation first 10,000 square feet	\$200.00
Fire Sprinkler system each additional 10,000 square feet	\$100.00
Fire Sprinkler Remove, Add, or Release over 1-25 sprinkler heads	\$100.00
Fire Sprinkler Remove, Add, or Release over 25 sprinkler heads	\$100.00
Fire Sprinkler Specialty Systems to include dry, foam, anti-freeze, and fixed-fire suppression will be in addition to fee above for each system.	\$150.00

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
COMMERCIAL AND MULTIFAMILY FIRE CODE PLAN REVIEW (Continued)	
Fire Alarm system installation first 20,000 square feet	\$100.00
Fire Pump - each pump, Smoke Control System, Standpipe System, Underground Private Fire Main, Fire Protection Water Supplies, Emergency Standby Power Systems - Generator, and Fire Apparatus Access Roads - Site	\$125.00
Private Fire Hydrant - each	\$25.00
Premise Identification - Address	\$25.00
Key Box - Rapid Entry Access	\$25.00
Elevator Operation and Service Keys	\$100.00
Emergency Standby Power Systems - Generators	\$75.00
Commercial Kitchen Hoods - Suppression System not included (fee for specialty system above)	\$75.00
Commercial Kitchen Cooking Oil Storage	\$75.00
Fire Protection Systems Required	\$75.00
Portable Fire Extinguishers	\$75.00
Interior Finishes and Decorative Vegetation	\$200.00
Mechanical Refrigeration - Cold Storage	\$900.00
Stationary Battery Storage	\$150.00
Dry Cleaning Facilities	\$300.00
Combustible Dust-Producing Operations	\$300.00
Motor Fuel Dispensing Facilities	\$300.00
Lumber Yard / Agro-Industrial / Solid Biomass / Woodworking Facilities	\$350.00
Flammable Finishes	\$300.00
Compressed Gases	\$350.00
Carbon Dioxide Beverage Dispensing	\$200.00
Liquefied Petroleum Gases - except Propane	\$300.00
Temporary Fuel Storage / Dispensing	\$150.00
Aviation Facilities	\$800.00

Type	Fee
COMMERCIAL AND MULTIFAMILY FIRE CODE PLAN REVIEW (Continued)	
Low-Pile Storage	\$200.00
High Pile Storage	\$1,000.00
Hazardous Materials	\$1,000.00
Access Control Locks	\$150.00
COMMERCIAL FUEL TANKS	
Contractor Registration Fee	100
Permit Issuance Fee	35
Underground Fuel Tank Removal	\$250.00 per tank
Underground Fuel Tank Installation	\$250.00 per tank
Aboveground Fuel Tank Installation	\$250.00 per tank
Fuel Dispenser	\$25.00 each
After hours and weekends	\$500.00 per inspection
	\$75.00 - 1st reinspection
	\$75.00 - 2nd reinspection
	\$75.00 - 3rd reinspection
Reinspection Fees*	
*Fees are doubled if work begins before the issuance of a valid permit.	
*Reinspection fees are required for failed inspections and must be paid prior to the reinspection.	
WOODCHIPPING SERVICES	
CHIPPING RATES:	
No free minute will be provided as in the past. Chipping is to be billed at a rate of:	\$3.00 for the first minute with a minimum charge of \$5.00
City crews to determine if the pickup would be more cost effective for the customer using the tractor or chipping. No stumps or bushes will be chipped. Trunk pieces to be no larger than 8-inch diameter and no longer than 3 feet in length. Chipping to be done on the first full week of each month.	
HEAVY LIMB PICK-UP:	
No free minutes will be provided as in the past. Heavy pick-up is to be billed at a rate of:	\$4.50 per minute, with a minimum charge of \$25.00
All limbs to be stacked with the ends facing the curb in a neat pile. No limbs over six feet (6') in length. Root balls are required to have the dirt removed prior to pick-up. Heavy pick-up to be completed the first week of each month following the chipping process.	

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
FINANCIAL POLICIES	
RETURNED PAYMENTS:	
Collection of a check or bank draft drawn on an account with insufficient funds or returned unpaid for any other reason	\$30.00
DEBIT/CREDIT CARD PROCESSING SERVICES:	
Any City-provided goods and services paid for in person, by telephone, fax, or via the internet	3.5% of transaction amount or a minimum of \$0.95, whichever is larger
ELECTRONIC CHECK PROCESSING SERVICES:	
Any City-provided goods and services paid for in person, by telephone, fax, or via the internet	\$1.95 per payment
Any payment not honored by a credit card company subsequent to approval	\$30.00
UTILITY BILLING SERVICES:	
Any request for external notices to insert literature into city utility billing envelopes; literature must first be approved by the City Manager prior to placement.	30% markup from City's cost, rounded to the nearest whole dollar, to be paid in advance of services.
*All customers incurring delinquent charges of \$10.00 or more shall be assessed an administrative fee in accordance with the fee schedule adopted by the council	\$30.00
Utility Bad Debt Payment:	30% reimbursement for collection cost
BLUEBONNET GROUNDWATER CONSERVATION DISTRICT FEES	
Based on consumption for each water meter	\$0.07 per 1,000 gallons
WASTEWATER/SEWER DISCHARGE FEES	
Wastewater Discharge Permit	\$200.00
Renewing and/or transferring wastewater	\$100.00
Fee for monitoring, inspection, and surveillance procedures, including the cost of collections	\$100.00

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

Type		Fee	
DRAINAGE DISCHARGE FEES			
Residential			\$2.00 per month/ per unit
Non-Residential			Base fee of \$2.00 multiplied by number of ERU's
IMPACT FEES			
Water and sewer impact fees are calculated using the size of the proposed water meter. The base fee for a 5/8-inch meter is multiplied by the AWWA 'Ratio to			
Water			\$3,381.00 base fee
	5/8" Displacement Type	\$3,381.00	4" Compound
	5/8" x 3/4" Displacement Type	\$3,381.00	4" Turbine Vertical Shaft
	3/4" Displacement Type	\$5,071.50	4" Turbine High Velocity
	1" Displacement Type	\$8,452.50	6" Compound
	1.5" Displacement Type	\$16,905.00	6" Turbine Vertical Shaft
	2" Displacement Type	\$27,048.00	6" Turbine High Velocity
	2" Compound	\$27,048.00	8" Compound
	3" Compound	\$59,167.50	8" Turbine High Velocity
	3" Turbine Vertical Shaft	\$74,382.00	10" Turbine High Velocity
	3" Turbine High Velocity	\$118,335.00	12" Turbine High Velocity
Sewer			\$3,784.00 base fee
	5/8" Displacement Type	\$3,784.00	4" Compound
	5/8" x 3/4" Displacement Type	\$3,784.00	4" Turbine Vertical Shaft
	3/4" Displacement Type	\$5,676.00	4" Turbine High Velocity
	1" Displacement Type	\$9,460.00	6" Compound
	1.5" Displacement Type	\$18,920.00	6" Turbine Vertical Shaft
	2" Displacement Type	\$30,272.00	6" Turbine High Velocity
	2" Compound	\$30,272.00	8" Compound
	3" Compound	\$66,220.00	8" Turbine High Velocity
	3" Turbine Vertical Shaft	\$83,248.00	10" Turbine High Velocity
	3" Turbine High Velocity	\$132,440.00	12" Turbine High Velocity
* Refer to the AWWA Equivalency Table for Corresponding Unit Ratio			

Proposed to City Council August 4, 2026

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

Type	Fee
WATER AND SANITARY SEWER RATES	
Water:	
Radio Transmission Fee (per. Month)	\$0.89
Fixed charges (per. month)	
¾ -inch	\$20.70
1-inch	\$30.80
1 ½ -inch	\$78.50
2-inch	\$122.90
3-inch	\$282.50
4-inch	\$480.90
6-inch	\$1,111.80
8-inch	\$1,333.00
10-inch	\$1,666.30
0-2,000 gallons (minimum charge)	\$2.00 or fraction thereof
2,001-8,000 gallons (per 1,000 gallons)	\$4.30 or fraction thereof
8,001-23,000 gallons (per 1,000 gallons)	\$5.60 or fraction thereof
Greater than 23,000 gallons (per 1,000 gallons)	\$6.90 or fraction thereof
Bulk Water Rates: Bulk Water/Fire Hydrant Meters:	
Meter Set Up & Maintenance Charge	\$200.00 initial set up & \$50.00 per month
Per 1,000 gallons	\$50.00 or fraction thereof
Sanitary Sewer:	
Fixed charges (per. month)	
Residential	\$24.50
Commercial	\$80.70
Industrial	\$122.30
Government	\$80.70
Non-Profit Flat <8,000 gal Water usage and <1-1/2 in water service - (flat rates do not have a volumetric component)	\$24.00
Residential Flat – (flat rates do not have volumetric component)	\$43.08

Type	Fee
WATER AND SANITARY SEWER RATES (Continued)	
Commercial Flat – (flat rates do not have volumetric component)	\$58.90
0-2,000 gallons	\$2.30 or fraction thereof
Greater than 2,000 gallons	\$5.21 or fraction thereof
Sanitary Sewer Surcharge	
Industrial Waste Established Surcharges:	
(a) The surcharges are to provide for the reimbursement of costs to the city to provide treatment for those wastes of quantity and strength produced by industrial processes, including wastes of characteristics difficult to treat for final disposal, but are accepted without pretreatment.	
(b) These surcharges are in addition to base sewer service charge, sanitary sewer connection charges and/or industrial cost recovery charges established by the city.	
(c) All surcharges established in this subdivision shall be an obligation of the permittee as a condition of keeping his permit valid.	
Computation of Surcharge:	
The surcharges to be determined for producers of industrial waste will be computed by the use of the following formula:	
$S = BC \times F \times [(A/100 - 1) + (B/250 - 1) + (C/400 - 1) + (D/250 - 1)]$	
S = Surcharge in dollars	
BC = Base sewer service charge in dollars	
A = Total of actual measured oil and grease in mg/l, but not less than 100.	
B = Total of actual measured BOD in mg/l, but not less than 250.	
C = Total of actual measured COD in mg/l, but not less than 400.	
D = Total of actual measured suspended solids in mg/l, but not less than 250.	
F = Cost factor which is the factor of \$0.40	
For single- unit consumers with City water service, the billing rate structure consists of two components: A monthly fixed charge for the service, regardless of water meter size, plus Tiered volumetric charges per thousand gallons of water consumed, as registered by the meter serving the consumer and based on a winter averaging calculation specified below.	

Type	Fee
Sanitary Sewer Surcharge (Continued)	
For multiple- unit consumers utilizing a single water meter, the billing rate structure consists of two components: A monthly fixed charge for the service, regardless of water meter size, multiplied by the number of units being served plus Tiered volumetric charges per thousand gallons of water consumed, as registered by the water meter serving the consumer and based on a winter averaging calculation specified below. In calculating the charge, the number of gallons specified in each tier is multiplied by the number of units being served to determine the upper consumption limit for that tier.	
Note: Sanitary sewer charges for residential and commercial accounts are calculated based upon water consumed as registered by the water meter serving each consumer.	
1. To qualify for sewer averaging, an account with sewer service must have had metered water service available throughout all four months of the previous November through February time period (the "designated winter months"). Metered water consumption for only the current occupant at a service address will be considered in the calculation of the average. The calculation will not include metered water consumption for any former occupants at the same service address.	
2. Sewer averaging will be recalculated at the commencement of each fiscal year, starting with the billing for October consumption taking place on or about November 25 and continuing throughout the remainder of the fiscal year. An average of each qualifying account's water consumption for the four designated winter months will be calculated and billed in accordance with the applicable sewer rate table currently in effect. If an account with metered water service does not have water consumption for any of the designated winter months, those months will be excluded from the averaging calculation. Once the average has been calculated, it will be used as a basis for billing the account each month for the entire fiscal year until a new average has been established.	
3. An account with metered water service that does not qualify for sewer averaging will be billed for sewer service based on a default average water consumption of 5,000 gallons per month, billed in accordance with the applicable sewer rate table currently in effect. The account will continue to be billed in this manner until such time when an average can be established.	
4. An account with sanitary sewer service but without metered water service will be billed at the flat rate specified above.	
WATER / SANITARY SEWER TAPS FEES	
Water Tap Fees:	
3/4-inch service	\$1,400.00
1 inch service	\$1,675.00
Boring fee shall be charged if the main is located on the opposite side of the street (per foot)	\$30.00
Services of larger sizes will be determined by the Water Superintendent on a cost-plus basis. Installation fee shall be paid prior to installation and connection	

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

Type	Fee
WATER / SANITARY SEWER TAPS FEES (Continued)	
Sanitary Sewer Tap Fees:	
4-inch service	\$1,100.00
Additional tap or larger than four inches (4") will be determined by Water/Sewer Superintendent including a proper allowance for labor performed.	
Boring fee shall be charged if the main is located on the opposite side of the street (per foot)	\$50.00
* The boring fee should only be charged for an original sewer tap installation.	
WATER / SANITARY SEWER / SOLID WASTE SERVICE DEPOSITS	
Residential: Owner Occupied	\$75.00
Residential: Senior Citizen (65 or over)	\$40.00
Residential: Tenant and/or mobile home	\$125.00
Commercial	
Bulk Water	1 1/2 times estimated bill; however, the minimum deposit shall be no less than \$250.00 \$2,000.00
NATURAL GAS TAPS FEES	
Gas Tap Fees For Connection: The rates applicable for a gas service tap for residential, commercial, and industrial use are as follows:	
One inch (1") residential service tap: service line up to 100 feet in length, meter, and regulator)	\$1,200.00
Boring fee shall be charged if the gas main is located on the opposite side of the street (per foot)	\$30.00
For all service taps over one inch (1") in size or service lines over 100 feet in length: actual cost of installation, including, but not limited to, the cost of materials, labor, equipment, and overhead will be charged.	
The one inch (1") tap fee shall be paid before the tap is made. The larger taps may be billed to owner and will be due within ten (10) days after receipt of bill.	
NATURAL GAS RATES	
For single-unit consumers, the billing rate structure consists of three components:	
1. Monthly fixed charge for the service, based on the type of consumer, plus	
2. (Based on the type of consumer), a volumetric charge per hundred cubic feet (CCF) of gas consumed, as registered by the gas meter serving the consumer during the billing period, plus	

Type	Fee
NATURAL GAS RATES (Continued)	
3. Fuel adjustment factor per CCF of gas consumed that adjusts monthly to pass-through the actual cost of gas (as provided to the City through the contract with its current gas supplier).	
For multiple-unit consumers utilizing a single gas meter, the billing rate structure consists of three components:	
1. Monthly fixed charge for the service, based on the type of consumer, multiplied by the number of units being served, plus	
2. (Based on the type of consumer), a volumetric charge per hundred cubic feet (CCF) of gas consumed, as registered by the gas meter serving the consumer during the billing period, plus	
3. Fuel adjustment factor per CCF of gas consumed that adjusts monthly to pass-through the actual cost of gas (as provided to the City through the contract with its current gas supplier).	
The following rates shall be charged for each month of service from the City's natural gas system. Charges for gas supplied by the City's gas system shall be based on the gas consumed, as registered by the gas meter serving each consumer.	
Fixed Charges (per month)	
Residential	\$11.95
Commercial	\$41.20
Industrial	\$618.00
Governmental	\$59.90
Volumetric Base Charges (per CCF)	
Residential	\$0.97
Commercial/Governmental	\$1.43
Small Industrial – Monthly Usage 25,000 CCF and under	\$1.04
Medium Industrial – Monthly Usage 25,001 to 50,000 CCF	\$0.74
Large Industrial – Monthly Usage 50,001 to 100,000 CCF	\$0.74
Extra Large Industrial – Monthly Usage 100,001 CCF and Above	\$0.74
* Industrial Contracts: The City may negotiate industrial contracts as needed regarding rates, charges, and deposits.	
GAS SERVICE DEPOSITS	
Residential: Owner-occupied	\$75.00
Residential: Senior citizen (age 65 or older)	\$40.00
Residential: Tenant-occupied/mobile home or manufactured home	\$300.00

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

Type		Fee
GAS SERVICE DEPOSITS (Continued)		
Commercial	1 ½ times the estimated monthly bill; however, the minimum deposit shall be no less than \$250.00	
All deposits shall be paid in cash by the customer before any connection shall be made. Any deposit shall be refunded only after the customer gives notice to the City that such service is to be disconnected. All deposits shall be held by the City as security for the payment of all services rendered by the City to the customer, as well as for damages to any City property. The City Manager is authorized to adjust the deposit(s) for service on a case-by-case basis.		
Providing for payment: The bill for gas service shall become due and payable at the City office of said City on the first (1st) day of each month. A ten percent (10%) penalty shall be added if paid after the tenth (10th) day of the month, and shall be delinquent if not paid on or before the twentieth (20th) day of such month. The City Manager, or his/her designee, is authorized to waive penalties on a case-by-case basis.		
For billing purposes, multi-family dwellings containing more than one (1) independent dwelling unit that share one (1) meter shall be billed that number of minimum charges whether occupied or not.		
Disconnect and Reconnect: The City shall cause service of said system to be disconnected and discontinued on and after the date that any bill shall become delinquent.		
Administrative Fee		
All customers having delinquent bills of ten dollars (\$10.00) or more shall be assessed an administrative fee, regardless of whether service is disconnected or not; this fee, along with the full amount of the delinquent bill, must be paid in order to maintain service connection or to attain service reconnection.		\$30.00
After hours and weekends connection/reconnection of service		\$30.00
Service charge will be made for any requested summer disconnection and winter reconnection of gas service		\$15.00

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

Type	Fee
SOLID WASTE RATES	
Solid waste and recyclables shall be picked up and removed by the City's contractor, Texas Disposal Systems ("TDS"), from each residence and non-residential establishment within the City at the following rates. When residential and non-residential activities are located within the same building, the commercial billing fee schedule will be applied to the utility account. For multiple-unit customers, the monthly fixed charge will be multiplied by the number of units. If the disposal of solid waste of a particular establishment is prohibited under the terms of the operating permit of the landfill facility being utilized by the City or its contractor, such establishment must make arrangements for a qualified individual or entity to collect and dispose of its solid waste at a properly permitted facility.	
TDS will not be collecting customers' garbage or recyclables on any scheduled collection day that falls on New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.	
The City contracts with TDS for once-a-week residential solid waste collection services at the following rates and charges:	
Each residence will also be provided curbside collection one (1) time per month on the customer's last day of pickup for the month. TDS will collect up to three (3) cubic yards per pick up of bulky waste or brush collected. Brush must be cut no longer than four (4) feet in length and three (3) inches in diameter. Brush must be bundled and tied and each bundle must weigh less than thirty-five (35) pounds for safety. There is no charge for this service other than the monthly residential rate listed above.	
Single-stream recycling will be collected one (1) time every-other-week for each Residential Unit. The Contractor will provide one (1) ninety-six (96) gallon cart specifically for this service. There is no charge for this service other than the monthly residential rate listed above.	
RESIDENTIAL RATES AND CHARGES	
Standard service (one cart)	\$36.80
Each additional cart	\$18.80
RESIDENTIAL SERVICE DEPOSITS	
Residents having water, sanitary sewer, or natural gas service with the City are not required to pay an additional deposit for solid waste service. If the resident has only solid waste service, the following cash deposit shall be charged each customer:	
Owner Occupied	\$75.00
Senior Citizen (65 or older)	\$40.00
Tenant-occupied/mobile or manufactured home	\$125.00
* All deposits shall be paid in cash by the customer before any service shall be provided. Any deposit shall be refunded only after the customer gives notice to the City that such service is to be discontinued. All deposits shall be held by the City as security for the payment of all services rendered by the City to the customer, as well as for damages to any City property. The City Manager is authorized to adjust the deposit(s) for service on a case-by-case basis.	

Type	Fee
COMMERCIAL RATES AND CHARGES	
Every customer having a commercial building utility connection is presumed to be making substantial use of the solid waste collection service and is required to establish such service with the City. If a commercial customer desires recycling service at its location, it shall establish such service through the City of Sealy.	
Customers that utilize roll-off containers must contract directly with TDS for their garbage collection needs. These entities may contact TDS at (800) 375-8375.	

Commercial pricing for Container Service:

Commercial – Solid Waste							
Container Size	Fixed Charges (Per Month)						Extra Pick-Up
	1x Per Week	2x Per Week	3x Per Week	4x Per Week	5x Per Week	6x Per Week	
2CY	\$209.10	\$389.60	\$573.60				\$125.10
3CY	\$243.00	\$462.80	\$678.90				\$130.40
4CY	\$287.70	\$541.40	\$798.60	\$1,052.30	\$1,306.00		\$133.60
6CY	\$389.60	\$725.50	\$1,066.70	\$1,397.20	\$1,738.50		\$142.80
8CY	\$486.00	\$902.30	\$1,320.40	\$1,738.50	\$2,153.10	\$2,464.20	\$169.70
Cart (96 Gallon)	\$85.86						
Lock Bars							\$46.50
Casters							\$46.50

Type		Fee	
Commercial Recycling:			
Commercial - Recycle			
	Fixed Charges (Per Month)		
Container Size	Every Other Week	1x Per Week	2x Per Week
4CY		\$144.70	\$244.70
6CY		\$194.70	\$330.50
8CY		\$243.00	\$411.80
Cart (96 Gallon)		\$34.00	\$69.10
All waste must be containerized			
Providing for Payment; Discontinue Service:			
Bills for solid waste and recycling services shall become due and payable at the City office of said City on the first day of each month.			
A ten percent (10%) penalty shall be added to the bill if paid after the tenth (10th) day of the month, and a bill shall be delinquent if not paid on or before the twentieth (20th) day of such month.			
The City shall have the right to discontinue the solid waste and recycling services to any person (or premises) that fails or refuses to make timely payment of solid waste and recycling services.			
Administrative Fee			
All customers having delinquent bills of ten dollars (\$10.00) or more shall be assessed an administrative fee, regardless of whether service is disconnected or not; this fee, along with the full amount of the delinquent bill, must be paid in order to maintain solid waste and recycling services.		\$30.00	
It shall be presumed that every person having an active residential, apartment, or commercial building is making substantial use of the solid waste and recycling services and shall be charged for such services. The City Manager, or his/her designee, is authorized to waive service and/or penalties on a case-by-case basis.			
For billing purposes, multi-family dwellings containing more than one (1) independent dwelling shall be billed for each unit the minimum charges whether occupied or not.			

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type		Fee			
CITY RENTAL VENUES					
FACILITY – GENERAL PUBLIC USE (4 hours)		DEPOSIT	BASE RATE	ADDITIONAL HOURS	
Liedertafel Hall		\$350.00	\$850.00 (up to 4 hrs.)	\$50.00/hr	
Mark A. Chapman Park Pavilion		\$100.00	\$180.00 (up to 4 hrs.)	\$25.00/hr	
W. E. Hill Community Center		\$250.00	\$450.00 (up to 4 hrs.)	\$50.00/hr	
Abe & Irene Levine Park Pavilion		\$50.00	\$40.00 (all day)	N/A	
FACILITY – NON PROFIT USE (3 hours) (3 days per yr.)		DEPOSIT	BASE RATE	ADDITIONAL HOURS	
Liedertafel Hall		\$150.00	\$150.00 (up to 3 hrs.)	\$50.00/hr	
Mark A. Chapman Park Pavilion		\$150.00	\$150.00 (up to 3 hrs.)	\$25.00/hr	
W. E. Hill Community Center		\$150.00	\$150.00 (up to 3 hrs.)	\$50.00/hr	
FACILITY – NON PROFIT USE (Reoccurring Meetings)		DEPOSIT	HOURLY RENTAL RATE		
Mark A. Chapman Park Pavilion		\$150.00	\$25.00/hr		
ADDITIONAL FEES (deducted from deposit or directly billed)		Liedertafel Hall	Mark A. Chapman Park Pavilion	W. E. Hill Community Center	Abe & Irene Levine Park Pavilion
Tables/Chairs not cleaned and/or returned to storage		\$25	\$25	\$25	N/A
Garbage not removed and taken from facility		\$25	\$25	\$25	\$25
Restrooms not cleaned		\$50	\$50	\$50	N/A
Air/Heat or lights left on		\$75	\$75	\$75	\$50
Debris left in or around the facility creating unsanitary or unhealthy conditions, such as food, diapers, etc.		\$100	\$100	\$100	\$50
Not securing the facility upon departure		\$100	\$100	\$100	N/A
Use of confetti, tape, nails or tacks within the facility		\$50	\$50	\$50	\$50
Floors not swept (or mopped in the case of a spill)		\$50	\$50	\$50	N/A
Facility key not picked up or returned on time		\$25	\$25	\$25	N/A
Day Prior for Decorating (Up to three hours. Can be deducted from security deposit)		\$50/hr	N/A	N/A	N/A
Day Prior for Decorating (Four hours. Can be deducted from security deposit)		\$150	N/A	N/A	N/A
Day Prior for Decorating Base Rate for five or more hours (paid up front, not eligible for deduction from security deposit)		\$500	N/A	N/A	N/A

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2026-

EXHIBIT "A"

Type	Fee
CITY SECRETARY FEES	
Alcohol Beverage License	
Wine & Malt Beverage Retailer's Off-Premise Permit (BQ)	\$30.00 annually (or not to exceed \$60.00 for a two-year period)
Wine Only Package Store Permit (Q)	\$37.50 annually (or not to exceed \$75.00 for a two-year period)
Local Distributor's Permit (LP)	\$50.00 annually (or not to exceed \$100.00 for a two-year period)
Wine & Malt Beverage Retailer's Permit (BG) (previously known as <i>Wine & Beer Retailer's Permit</i>)	\$87.50 annually (or not to exceed \$175.00 for a two-year period)
Package Store Permit (P)	\$250.00 annually (or not to exceed \$500.00 for a two-year period)
Mixed Beverage Permit (MB)	\$375.00 annually* (or not to exceed \$750.00 for a two-year period)
* There is a 3-year exemption period for mixed beverage permits. No local fee can be charged for the first three years after the TABC license is first issued	
Peddlers and Solicitors Permit	\$30.00 (covers up to 6 people)
Replacement Identification Cards	\$5.00/replacement card
Requests for Public Information	Reference Texas Administrative Code - CH. 70.3 for definitions/clarification
Standard paper copy	\$0.10 per page
Nonstandard copy	
Diskette	\$1.00
Magnetic tape	Actual cost
Data cartridge	Actual cost
Tape cartridge	Actual cost
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital video disc (DVD)	\$3.00
JAZ drive	Actual cost

ITEM #7



AGENDA ITEM NO: 7

Discussion and Possible Action to Approve an Ordinance Establishing Rules and Regulations for Electric Bicycles, Micromobility Devices, and Small Motor Vehicles

SUBMITTED BY: Russell Grimes, Chief of Police

MEETING DATE: August 4th, 2026

STAFF REPORT

DESCRIPTION

Discussion and possible action to approve the first reading of an ordinance adding a new Article III to Chapter 86 of the City of Sealy Code of Ordinances to establish rules and regulations governing electric bicycles, micromobility devices, mopeds, pocket bikes, Mini motorbikes, and other small motor vehicles operated within the City of Sealy.

BACKGROUND

The increased availability and use of electric bicycles, motor-assisted scooters, electric skateboards, hoverboards, pocket bikes, and other micromobility devices has created a need for clear and consistent local operating standards.

Many of these devices are capable of traveling at speeds that create safety concerns when operated on public streets, sidewalks, bicycle paths, and other public areas. The differences between electric bicycles, micromobility devices, mopeds, pocket bikes, and similar vehicles may also create uncertainty regarding where the devices may lawfully be operated and what safety requirements apply.

The proposed ordinance establishes definitions and operating requirements intended to protect the operators of these devices, pedestrians, motorists, and other members of the public. The ordinance is also intended to provide clear guidance to parents, riders, law enforcement officers, and the community regarding lawful and safe operation.

PUBLIC SAFETY CONSIDERATIONS

The proposed ordinance is intended to address several public safety concerns associated with the operation of electric bicycles, micromobility devices, and small motor vehicles.

Electric bicycles and micromobility devices may travel significantly faster than conventional bicycles or pedestrian traffic. Their operation on sidewalks may create hazards for pedestrians, particularly children, older adults, and individuals with mobility limitations. Operation on high-speed roadways may also place riders at increased risk of serious injury.

The ordinance provides reasonable operating restrictions while preserving the lawful use of electric bicycles and motor-assisted scooters on appropriate public roadways. Helmet requirements, minimum-age provisions, adult-supervision requirements, nighttime equipment standards, and restrictions on designated roadways are intended to reduce preventable collisions and injuries.

The proposed graduated enforcement structure also allows the Sealy Police Department to emphasize education and voluntary compliance, particularly for juveniles and first-time offenders, while retaining appropriate penalties for repeated or more serious violations.

ENFORCEMENT AND COMMUNITY EDUCATION

Following adoption, the Sealy Police Department intends to conduct a public education campaign before beginning routine enforcement. Educational materials may be distributed through the City's website, social media, local schools, community organizations, and public safety events.

The Police Department may also develop a safety class for eligible first-time violators. The intent of the class would be to educate riders and parents regarding helmet use, roadway safety, visibility, applicable traffic laws, prohibited areas, and the safe operation of electric bicycles and micromobility devices.

Enforcement would be conducted in a manner consistent with the ordinance, applicable state law, and the circumstances of each individual violation.

FISCAL IMPACT

FINANCIAL IMPACT

Adoption of the ordinance is not expected to create a significant financial impact on the City. Any costs associated with public education materials or safety classes are anticipated to be absorbed within the Sealy Police Department's existing operating budget.

LEGAL REVIEW

The proposed ordinance has been reviewed and approved as to form by the City Attorney before final adoption.

RECOMMENDATION

Staff recommends that the City Council approve the first reading of the ordinance adding a new Article III to Chapter 86 of the City of Sealy Code of Ordinances and establishing rules and regulations for electric bicycles, micromobility devices, and small motor vehicles.

ATTACHMENT

1. Draft Ordinance No. 2026-_____ — Electric Bicycles, Micromobility Devices, and Small Motor Vehicles

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, ADDING A NEW ARTICLE III OF CHAPTER 86; PROVIDING RULES AND REGULATIONS FOR ELECTRIC BICYCLES, MICROMOBILITY DEVICES, AND SMALL MOTOR VEHICLES; 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 providing rules and regulation for electric bicycles, micromobility devices, and small motor vehicles provides safeguards and protection for operators of such equipment and vehicles as well as members of the public;

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 Article III of Chapter 86 is amended to read as follows:

"Chapter 86 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

* * * * *

ARTICLE III. – ELECTRIC BICYCLES, MICROMOBILITY DEVICES, AND SMALL MOTOR VEHICLES

Sec. 86-53. Definitions.

Class 1 electric bicycle means an electric bicycle equipped with a motor that assists the rider only when the rider is pedaling and with a top assisted speed of 20 miles per hour or less.

Class 2 electric bicycle means an electric bicycle equipped with a motor that may be used to propel the bicycle without the pedaling of the rider and with a top assisted speed of 20 miles per hour or less.

Class 3 electric bicycle means an electric bicycle equipped with a motor that assists the rider only when the rider is pedaling and with a top assisted speed of more than 20 but less than 28 miles per hour.

Electric bicycle means a bicycle equipped with fully operable pedals and an electric motor of fewer than 750 watts and with a top assisted speed of 28 miles per hour or less.

Moped means a motor vehicle that is equipped with a rider's saddle and designed to have when propelled not more than three wheels on the ground, that cannot attain a speed in one mile of more than 30 miles per hour, and the engine of which (1) cannot produce more than five-brake horsepower; and (2) if an internal combustion engine, has a piston displacement of 50 cubic centimeters or less and connects to a power drive system that does not require the operator to shift gears.

Micromobility device means a self-propelled transportation device designed primarily for individual use for short-distance travel with: (1) a deck designed to allow a person to stand or sit while operating the device; (2) a braking system capable of stopping the device under typical operating conditions; and (3) is capable of propulsion by an electric motor, by human power, by gas, or by a combination thereof. The term includes motor-assisted scooters, hoverboards, balance boards, electric skateboards, and electric roller skates. The term does not include all-terrain vehicles, mopeds, motorcycles, electric bicycles, motorized mobility devices, electronic personal assistive mobility devices, or a neighborhood electric vehicle, all of which are defined and subject to regulations pursuant to the Texas Transportation Code.

Pocket bike or minimotorbike means a self-propelled vehicle that is equipped with an electric motor or internal combustion engine having a piston displacement of less than 50 cubic centimeters, is designed to propel itself with not more than two wheels in contact with the ground, has a seat or saddle for the use of the operator, is not designed for use on a highway, and is ineligible for a certificate of title under V.T.C.A., Transportation Code ch. 501.

Top assisted speed means the speed at which the bicycle's motor ceases propelling the bicycle or assisting the rider.

Sec. 86-54. Electric bicycles—Class 1, 2, and 3.

Class 1, 2, and 3 electric bicycle riders shall ride as near as practicable to the right curb or edge of the roadway, unless:

- (a) The person is passing another vehicle moving in the same direction; or

- (b) The person is preparing to turn left at an intersection or onto a private road or driveway; or
- (c) A condition on or off the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal, or surface hazard prevents the person from safely riding next to the right curb or edge of the roadway.

Sec. 86-55. Electric bicycles—Age restrictions.

- (a) All riders of class 1 and 2 electric bicycles under the age of 17 shall wear a helmet. All riders of class 3 electric bicycles under the age of 18 shall wear a helmet.
- (b) Class 1 and class 2 electric bicycle riders under the age of 12 shall be accompanied by an adult when on a public space.
- (c) Class 3 electric bicycle riders shall be 15 or older to ride the electric bicycle on public space.

Sec. 86-56. Electric bicycles—Operation at night.

All electric bicycles operated at night on a public street shall be upfitted with lights and reflectors as required by V.T.C.A., Transportation Code ch. 551, as amended.

Sec. 86-57. Micromobility devices.

- (a) Micromobility devices may not be operated on a sidewalk as the city council determines that such prohibition is necessary for public safety.
- (b) All riders of micromobility devices under the age of 16 shall wear a helmet.
- (c) Except as provided herein, a motor-assisted scooter may be operated on all or part of a highway that is in the corporate boundaries of the city and has a posted speed limit of 35 miles per hour or less. In the interest of safety, a motor-assisted scooter shall not be operated on Highway 36 (Meyer Street), except to cross Highway 36 (Meyer Street) but such crossing may only occur at signal-controlled intersection.

Sec. 86-58. Penalty.

- (a) A first violation under this article may result in the violators being required to complete a safety class conducted by the Sealy Police Department.
- (b) A first violation under this article may be subject to a fine not to exceed \$50.00.
- (c) Subsequent or repeat violations under this article may be subject to a fine not to exceed \$500.00
- (d) A parent or guardian of a minor, who knowingly permits a minor under the person's care to violate this article and said minor is found in violation of this article, may be subject to a fine not to exceed \$500.00.
- (e) It shall be unlawful and a violation for any person traveling on any motorcycle, moped, scooter, bicycle, micromobility device, or other similar device or vehicle to

attach himself or herself to any moving vehicle upon any roadway or parking lot which such violation may be subject to a fine not to exceed \$500.00.

Sec. 86-59. Small motor vehicles—General provisions; penalty.

- (a) It shall be unlawful for any person to operate a moped upon any public sidewalk, public hike path, or public bike path within the city.
- (b) It shall be unlawful for any person to operate a pocket bike or minimotorbike upon any public sidewalk, public hike path, public bike path, highway, road, or street within the city.
- (c) Any person who shall violate this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$500.00."

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 as set forth herein. 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 and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 4th day of August 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

CITY OF SEALY

Electric Bicycles & Small Motor Vehicles

Quick Ordinance Summary

	1 Class 1 Electric Bicycle Pedal-assist only • Top assisted speed 20 mph or less	- Ride near the right edge of the roadway unless passing, turning left, or avoiding hazards. - Helmet required under age 17. - Riders under 12 must be accompanied by an adult in public space. - If operated at night on a public street, lights and reflectors are required.
	2 Class 2 Electric Bicycle Motor may propel without pedaling • Top assisted speed 20 mph or less	- Ride near the right edge of the roadway unless passing, turning left, or avoiding hazards. - Helmet required under age 17. - Riders under 12 must be accompanied by an adult in public space. - If operated at night on a public street, lights and reflectors are required.
	3 Class 3 Electric Bicycle Pedal-assist only • Top assisted speed over 20 mph but less than 28 mph	- Ride near the right edge of the roadway unless passing, turning left, or avoiding hazards. - Helmet required under age 18. - Riders must be age 15 or older in public space. - If operated at night on a public street, lights and reflectors are required.
	4 Micromobility Devices Includes motor-assisted scooters, hoverboards, balance boards, electric skateboards, and electric roller skates	- Not allowed on sidewalks. - Helmet required under age 16. - Motor-assisted scooters may operate on highways within city limits with posted speed limits of 35 mph or less. - Motor-assisted scooters may not operate on Highway 36 (Meyer Street), except to cross at a signal-controlled intersection.
	5 Moped Small motor vehicle with a rider saddle and limited power/speed	Not allowed on any public sidewalk, public hike path, or public bike path within the city.
	6 Pocket Bike / Minimotorbike Small self-propelled mini bike not designed for highway use	Not allowed on any public sidewalk, public hike path, public bike path, highway, road, or street within the city.

 GENERAL PENALTIES	 First violation may require a Sealy Police Department safety class.	 First violation may be fined up to \$50.	 Repeat violations may be fined up to \$500.	 A parent or guardian who knowingly permits a minor to violate the ordinance may be fined up to \$500.	 Attaching yourself to a moving vehicle while on a motorcycle, moped, scooter, bicycle, or micromobility device is unlawful.
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ITEM #8



AGENDA ITEM NO: 8

Purchase of 2026 Ford Maverick Hybrid and Animal Control Upfit Equipment

SUBMITTED BY: Russell Grimes, Chief of Police

MEETING DATE: August 4th, 2026

STAFF REPORT

DESCRIPTION

Discussion and possible action to authorize the purchase of one 2026 Ford Maverick Hybrid and associated upfit equipment for the Sealy Police Department Animal Control Unit in an amount not to exceed \$45,000.

BACKGROUND

The Animal Control Unit currently operates a 2019 full-size Chevrolet truck that has been upfitted to transport multiple animals. The vehicle has experienced recurring mechanical and operational issues and has become an ongoing expense to the Police Department's vehicle repair and maintenance budget.

Continued investment in the existing truck is no longer considered the most cost-effective option. Its condition, repair history, and anticipated future maintenance needs support replacement rather than continued expenditure on repeated repairs.

Staff evaluated available replacement options and determined that a 2026 Ford Maverick Hybrid would meet the operational needs of the Animal Control Unit while providing improved fuel efficiency and lower anticipated operating costs than another full-size truck.

The proposed purchase includes the vehicle and the equipment, installation, wiring, mounting, lighting, and hardware necessary to place it into service as an Animal Control vehicle.

The purchase will be completed in compliance with the City's procurement policy, applicable purchasing requirements, and established procurement best practices. Because the total

purchase amount is less than \$100,000, the use of a purchasing cooperative contract is not required under the City's procurement policy.

Staff obtained three competitive quotes for the vehicle and evaluated each option based on price, availability, configuration, and suitability for the City's operational needs. Ryan Ford submitted the lowest-priced quote and offered the vehicle determined to be best suited for the City of Sealy. Ryan Ford is also a local business, allowing the City to obtain the lowest available price while supporting a business within the community.

FISCAL IMPACT

The purchase will be funded through available personnel surplus funds. The Finance Director currently projects approximately \$150,000 in personnel surplus funds for the current fiscal year.

The total cost of the vehicle and associated Animal Control upfit equipment will not exceed \$45,000.

Replacing the existing vehicle is expected to reduce recurring repair expenses, improve vehicle reliability, increase fuel efficiency, and limit additional maintenance costs associated with continued operation of the current 2019 Chevrolet truck.

RECOMMENDATION

Staff recommends authorizing the purchase of one 2026 Ford Maverick Hybrid and the associated Animal Control upfit equipment in an amount not to exceed \$45,000, using available personnel surplus funds.

RYAN FORD

Date: 07/07/2026

Customer			
Vehicle			
Stock #: 10464	Stock Type: NEW	VIN: 3FTTW8A34TRB00948	Mileage: 0
Vehicle: 2026 FORD MAVERICK			
Retail	Estimated		Deal Structure
Cash Down	\$0.00	\$5,500.00	MSRP: \$31,000.00
36 months	\$883-893*	\$700-710	Sale Price: \$26,000.00
48 months	\$700-710	\$555-565	Ryan Care: \$0.00
60 months	\$591-601	\$469-479	Rebates: \$0.00
Amount Financed	\$26,478.89	\$20,978.89	Adjusted Sales Price: \$26,000.00
<i>*Basis for deal structure</i>			Taxes: \$42.64
			VIT Tax \$42.64
			Fees: \$436.25
			Doc Fee \$225.00
			Inspection Fee \$16.75
			TX Title \$28.00
			Local Fee \$20.00
			DPS Fee \$2.00
			P&H Fee \$4.75
			ETAG Fee \$10.00
			TX Registration \$129.75
			Products: \$0.00
			Cash Down: \$0.00
			Amount Financed \$26,478.89

X

Customer

X  Dealer Representative

This is a payment quote and is not a contract. All protection products are optional. You do not have to purchase any of these protection products to secure financing. Finance charges, total of payments, total of payments including down payment, and amount financed will be clearly displayed on your actual contract. The dealership makes no warranties, whether expressed or implied. All payment quotes are estimates. You must qualify to secure financing, and payments may vary depending on credit qualifications. By initiating a payment quote you acknowledge that all protection products were offered and explained to you. Purchase of any protection product does not influence interest rate or approval.





RK Offroad & Performance
3796 NE Interstate 10 Frontage Road
Sealy, TX 77474
(979) 627-6580
matt@ryantx.com
www.rkoffroad.com

Estimate #5596

Created: 07/07/2026
Payment Term: On Receipt
Service Writer: Matt Ryan

Sealy Animal Control

2026 Ford Maverick XL (Blue, #10464)
VIN: 3FTTW8A34TRB00948

Drawer system			
Description	HRS	Subtotal	
Labor: Installation of decked drawer system	2	\$300.00	
Part: Decked drawer system		\$1,700.00	
		Total: \$2,000.00	

Floor mats			
Description	Price	QTY	Subtotal
Part: WeatherTech floor liner 1st row	\$130.00	1	\$130.00
Part: WeatherTech floor liner 2nd row	\$100.00	1	\$100.00
			Total: \$230.00

Estimates provided are an approximation of timing and charges to you for the services requested and are only valid for 30 days. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

Deposits are non-refundable. No returns or refunds on special ordered items or electrical parts. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control.

We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter. You have the right to know before authorizing any additional repairs what those repairs will be and what they will cost. If required repairs exceed the authorized estimated amount, we must obtain your approval to perform the repairs. We will keep you informed and perform only repairs authorized by you.

Labor	\$300.00
Parts	\$1,930.00
Subtotal	\$2,230.00
Shop Supplies	\$0.00
EPA	\$0.00
Tax	\$0.00
Grand Total	\$2,230.00
Paid to Date	(\$0.00)

REMAINING BALANCE \$2,230.00

Signature _____

Gasoline Vehicle

Pickup Truck range from 20 to 280
The best vehicle rates 15% to 100%

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15 miles per gallon equivalent.
EPA.

SAFETY RATINGS

2-57641 JUNE 22 1975

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a passenger vehicle, pickup truck, engine exhaust, carbon monoxide, pesticides and herbicides, asbestos, cancer and birth defects or other

...the engine except as necessary
in your hands frequently when serving
passenger-vehicle.

[illegible]

ITEM #9



AGENDA ITEM NO: 9

Purchase of 2026 Ford F150 Crew Cab Truck and Upfit Equipment for Narcotics Investigator

SUBMITTED BY: Russell Grimes, Chief of Police

MEETING DATE: August 4th, 2026

STAFF REPORT

DESCRIPTION

Discussion and possible action to authorize the purchase of one Ford F-150 Crew Cab to replace the aging 2014 Ford F-150 currently assigned to the Police Department's Narcotics Detective not to exceed \$55,000.

BACKGROUND

The vehicle currently assigned to the Narcotics Detective is a 2014 Ford F-150 obtained through a prior asset-seizure action. Due to its age, mileage, condition, and continued use, the vehicle has required increasingly frequent repairs, resulting in higher maintenance costs and operational downtime.

A dependable and appropriately sized vehicle is necessary for narcotics investigations, surveillance, task-force assignments, and the transport of evidence and equipment. The replacement vehicle will be equipped with concealed emergency lighting and related equipment suitable for undercover and plainclothes operations.

The Police Department obtained three quotes and evaluated each vehicle based on price, configuration, availability, and operational suitability. Ryan Ford submitted the lowest quote and offered the vehicle best suited for the City's needs. Ryan Ford is also a local Sealy business. The purchase will comply with the City's procurement policy, applicable state requirements, and procurement best practices. Because the total purchase is less than \$100,000, use of a cooperative purchasing contract is not required.

This purchase will replace an existing vehicle and will not increase the size of the Police Department's fleet.

FISCAL IMPACT

The purchase and upfit will be funded through surplus personnel funds in the Police Department's Fiscal Year 2026 budget. The Finance Director projects approximately \$150,000 in personnel savings resulting from vacant and unfilled positions during the fiscal year.

The requested amount, not to exceed \$55,000, includes the vehicle, concealed emergency lighting, wiring, installation, and other equipment necessary to place it into service.

Replacing the current vehicle is expected to improve reliability and reduce repair expenses and downtime.

RECOMMENDATION

Staff recommends authorizing the purchase and upfit of one 2026 Ford F-150 Crew Cab from Ryan Ford, in an amount not to exceed \$55,000, using Fiscal Year 2026 personnel surplus funds.

RYAN FORD

Date:

07/07/2026

Customer			
Vehicle			
Stock #: 10505	Stock Type:	VIN: 1FTEW2KP7TFB36752	Mileage: 0
Vehicle: 2026 Ford F-150			
Retail		Estimated	Deal Structure
Cash Down	\$0.00	\$5,500.00	\$7,500.00
36 months	\$1,274-1,284*	\$1,090-1,100	\$1,024-1,034
48 months	\$1,010-1,020	\$864-874	\$812-822
60 months	\$853-863	\$730-740	\$685-695
Amount Financed	\$38,183.05	\$32,083.05	\$30,683.05
*Basis for deal structure			
		MSRP: \$48,435.00 Sale Price: \$41,685.00 Ryan Care: \$0.00 Rebates: -\$4,000.00 Adjusted Sales Price: \$37,685.00 Taxes: \$61.80 VIT Tax \$61.80 Fees: \$436.25 Doc Fee \$225.00 Inspection Fee \$16.75 TX Title \$28.00 Local Fee \$20.00 DPS Fee \$2.00 P&H Fee \$4.75 ETAG Fee \$10.00 TX Registration \$129.75 Products: \$0.00 Cash Down: \$0.00 Amount Financed \$38,183.05	

X

Customer

X

Dealer Representative

This is a payment quote and is not a contract. All protection products are optional. You do not have to purchase any of these protection products to secure financing. Finance charges, total of payments, total of payments including down payment, and amount financed will be clearly displayed on your actual contract. The dealership makes no warranties, whether expressed or implied. All payment quotes are estimates. You must qualify to secure financing, and payments may vary depending on credit qualifications. By initialing a payment quote you acknowledge that all protection products were offered and explained to you. Purchase of any protection product does not influence interest rate or approval.



ITEM #10



AGENDA ITEM NO: 10

Discussion and Possible Action regarding Approving and Adopting the 2026 Certified Appraisal Roll and Present Tax Rates to the City Council.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

The Austin County Appraisal District certified the 2026 Appraisal Roll on July 21, 2026. Acceptance of the certified appraisal roll establishes the taxable values that will be used in the development of the Fiscal Year 2027 budget and the calculation of the City's property tax levy.

Included with this item is a summary of the 2026 tax rates, including the Fiscal Year 2025 adopted tax rate, the No-New-Revenue (NNR) Tax Rate, the Voter-Approval Tax Rate (VAR), the De Minimis Tax Rate, and the Benchmark Tax Rate. An informational flyer regarding the Texas Truth-in-Taxation requirements is also provided for Council's reference as the City begins the property tax rate adoption process.

Approval of this item acknowledges receipt and acceptance of the certified appraisal roll and presents the calculated tax rates to the City Council for consideration during the Fiscal Year 2027 budget and tax rate adoption process.

FINANCIAL IMPACT

The certified appraisal roll establishes the taxable value base used to calculate property tax revenues. Adoption of a tax rate will occur at a later meeting in accordance with the approved budget calendar and applicable state law.

RECOMMENDATION

Approve and adopt the 2026 Certified Appraisal Roll and acknowledge presentation of the 2026 calculated tax rates to the City Council.

Certified Appraisal Roll

Austin County Appraisal District
906 E. Amelia St.
Bellville, TX 77418
Fax: 979-865-3296



Gregory Cook
Chief Appraiser
gcook@austincad.org
Telephone: 979-865-9124

July 21, 2026

City of Sealy
Carolyn Bilski
PO Box 517
Sealy TX 77474

RE: 2026 Certified Value Information

Dear Mrs. Bilski,

Enclosed is the Certification of the Appraisal Roll. The values represent your jurisdiction's certified value along with any value still pending appraisal review board approval.

Please do not hesitate to contact me if you have any questions.

Respectfully,

A handwritten signature in cursive script that reads "Gregory Cook".

Gregory Cook

STATE OF TEXAS

)(

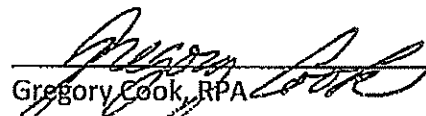
COUNTY OF AUSTIN

)(

PROPERTY TAX CODE
SECTION 26.01(A)

CERTIFICATION OF APPRAISAL ROLL FOR CITY OF SEALY

I, Gregory Cook, Chief Appraiser for the Austin County Appraisal District, affirm that the value listed below is that portion of the approved Appraisal District Roll of the Austin County Appraisal District which lists property taxable by the City of Sealy and constitutes the certified appraisal roll for 2026. The circuit breaker limitation applies a 20% value cap on all real property that is not a residence homestead, is valued at \$5 million or less, and does not qualify for a special appraisal, such as agricultural land, etc.



Gregory Cook, RPA
Chief Appraiser
July 21, 2026

Approval of the appraisal records occurred July 15, 2026.

2026 Certified Taxable Value	\$ 1,554,121,752
2026 Value Pending ARB Approval	\$ 5,233,023
Total	\$ 1,548,888,729
2026 Certified Collection Rate	100%

2026 Certified History Recap - AUSTIN COUNTY APPRAISAL DISTRICT

(C03) - CITY OF SEALY

Land	Value	# of Items	Exempt	Losses	Real-Personal Value	# of Items	MIUP Value	# of Items
Homesite	(+)	77,665,833	1,549	Exempt Property	69,068,936	245	1,652,250	1
Non Homesite	(+)	200,125,467	2,187	Under \$500/\$2500	0	0	150	1
Productivity Market	(+)	100,355,889	150	Abatelements	0	0	20,331,084	2
Income	(+)	11,329,296	14	Freepor	0	0	0	0
Total Land (=)		389,476,485	3,910					
Ag/Timber *does not include protested								
Timber Gain	(+)	0	0	Goods In Transit	0	0	0	0
Productivity Market	(+)	100,355,889	150	Protested Value	5,233,023	18	0	0
Land Ag 1D	(-)	0	0	Chapter 313 Value Limitation	0	0	0	0
Land Ag 1D1	(-)	350,559	150	Mineral Unknown	0	0	0	0
Land Ag Timber	(-)	0	0	Interstate Commerce	0	0	0	0
Productivity Loss (=)		100,005,330	150	Foreign Trade	0	0	0	0
Improvements				BPP Exempt: Single Situs/Owner	11,390,921	316	3,393,390	36
Homesite	(+)	375,055,487	1,508	BPP Exempt: Multi Situs on L1H/L2H	725,060	71	285,550	5
New Homesite	(+)	10,686,072	51	BPP Exempt: Multi Situs on J	421	1	1,390,200	27
Non Homesite	(+)	336,187,997	1,167	BPP Exempt: Related Business Entity	125,000	2	625,000	20
New Non Homesite	(+)	22,509,475	62	MultiUse	0	0	0	0
Income	(+)	35,458,059	22	Solar/Wind Power	0	0	0	0
Total Improvement (=)		779,897,090	2,810	Vehicle Leased for Personal Use	0	0	0	0
Personal				TCEQ/Pollution Control	24,694,380	6	0	0
Homesite	(+)	10,523,854	175	Allocation	0	0	0	0
New Homesite	(+)	844,866	23	Historical	0	0	0	0
Non Homesite	(+)	53,530,759	680	Disaster Exemption	0	0	0	0
New Non Homesite	(+)	6,067,783	103	Residence HS Destroyed by Fire	0	0	0	0
Total Personal (=)		70,967,262	981	Community Housing	0	0	0	0
Mineral/Industrial/Utility/Personal Property				Childcare Facility	0	0	0	0
Minerals/Oil & Gas	(+)	1,652,400	2	Animal Feed Held For Sale at Retail	0	0	0	0
Industrial Real	(+)	254,529,940	23	(Includes Prorated Exempt of 1,162)	111,237,741		27,677,624	
Industrial/Utility Personal Property	(+)	385,903,130	139	Total Losses (includes Prod. Loss & Cap Loss) (=)			308,198,881	
Total Mineral Market Value (=)		642,085,470	164	Total Appraised Value (=)			1,574,227,426	
Total Real & Personal Market	(+)	1,240,340,837	7,701	Homestead Exemptions				
Total Mineral/Industrial Market	(+)	642,085,470	164	Homestead H,S	(+)	0	0	0
Total Market Value (=)		1,882,426,307	7,865	Senior S	(+)	0	0	0
20% MIUP Circuit Breaker Limitation (-)	(-)	3,064	1	Disabled B	(+)	0	0	0
10% Homestead Cap Loss	(-)	23,209,489	697	DV 100%	(+)	13,116,564	44	44
20% Circuit Breaker Limitation	(-)	46,065,633	380	Surviving Spouse of a Service Member	(+)	0	0	0
Total Market After Cap (=)		1,813,148,121		Surviving Spouse of a First Responder	(+)	0	0	0
Land Timber Gain	(+)	0	0	Total Reimbursable	(=)	13,116,564	44	
Productivity Loss	(-)	100,005,330	150	Local Discount	(+)	0	0	0
Total Market Taxable (=)		1,713,142,791		Disabled Veteran	(+)	509,500	47	47
				Optional 65	(+)	6,479,610	676	676
				Local Disabled	(+)	0	0	0
				State Homestead	(+)	0	0	0
				Disabled Vet Donated Home (Charity)	(+)	0	0	0
				Surviving Spouse Ported Amounts	(+)	0	0	0
				Total Exemptions	(=)	20,105,674		
				Total Exemptions* (-)			20,105,674	
				C03 - CITY OF SEALY Net Taxable Value (=)			1,554,121,752	

Count of Homesteads

H	S	F	B	D	W	O	DV	DV100	SS First Resp	SS Svc Member
982	675	0	27	0	4	0	63	44	0	0

Total Parcels: 4,945* Parcel count is figured by parcel per ownership

Total Owners: 3,614

Total Items: 5,026

- H - Homestead
- S - Over 65
- F - Disabled Widow
- B - Disabled
- DV100 (1, 2, 3) - 100% Disabled Veteran
- 4 (4B, 4H, 4S) - Surviving Spouse of a Service Member
- 5* (5B, 5H, 5S) - Surviving Spouse of a First Responder
- D - Disabled Only
- W - Widow
- O - Over 65 (No HS)
- DV - Disabled Veteran

Special Certified Totals

New Improvement/Personal	Industrial/Utility/Personal Property New Value	Grand Total New Value
Market: \$40,108,196		
Taxable: \$35,015,356	+	Taxable: \$4,780,978
		=
		Taxable: \$39,796,334

New AG/Timber
Market: \$382,982
Taxable: \$785
Value Loss: \$382,197

Exempt Value of First Time Absolute Exemption: \$617,183
Exempt Value of First Time Partial Exemption: \$781,756

Average Values* (includes protested & exempt value)

Average Homestead Value A*	Parcels	Total Homestead Value A*
Market \$298,025	1,531	Market \$456,277,050
Taxable \$270,952		Taxable \$414,827,406
Average Homestead Value A* and E*		Total Homestead Value A* and E*
Market \$298,553	1,535	Market \$458,280,261
Taxable \$271,236		Taxable \$416,348,010
Average Homestead Value A* and E* and M1		Total Homestead Value A* and E* and M1
Market \$273,528	1,717	Market \$469,648,981
Taxable \$247,822		Taxable \$425,511,128
Average Homestead Value M1		Total Homestead Value M1
Market \$62,465	182	Market \$11,368,720
Taxable \$50,347		Taxable \$9,163,118

Median Homestead Values* (includes protested & exempt value)

DVET/Homestead	Market: \$297,147	Market Value After Cap: \$297,147	Net Taxable Value: \$0
DVET/Over 65	Market: \$268,600	Market Value After Cap: \$268,600	Net Taxable Value: \$0
DISABLED HOMESTEAD	Market: \$238,471	Market Value After Cap: \$238,471	Net Taxable Value: \$225,170
HOMESTEAD EXEMP	Market: \$275,410	Market Value After Cap: \$272,124	Net Taxable Value: \$270,196
OVER 65	Market: \$262,480	Market Value After Cap: \$252,775	Net Taxable Value: \$239,667
WIDOW EXEMPTION	Market: \$275,438	Market Value After Cap: \$115,810	Net Taxable Value: \$113,710
ALL Homesteads	Market: \$272,371	Market Value After Cap: \$266,059	Net Taxable Value: \$256,677

2026 Certified History Recap - AUSTIN COUNTY APPRAISAL DISTRICT

(C03) - CITY OF SEALY

Cat Code	Items	Acres	Land	Ag/Timber	Productivity Market	Improvements	Personal	Mineral	Total Market	Total Market Taxable	Total Net Taxable
A	3	4.7388	138,972			91,129	0		230,101	227,236	227,236
A1	2,247	878.2150	108,784,660			516,528,272	0		625,312,932	602,097,393	579,995,226
A2	90	44.8915	4,813,671			2,278,783	0		7,092,454	6,601,545	6,322,716
A*	2,340	927.8453	113,737,303			518,898,184	0		632,635,487	608,926,174	586,545,178
B1	30	7.5086	1,216,189			9,974,687	0		11,190,876	11,022,829	10,635,392
B2	39	35.4227	2,584,632			46,652,028	0		49,236,660	43,364,869	43,364,869
B*	69	42.9313	3,800,821			56,626,715	0		60,427,536	54,387,698	54,000,261
C1	310	312.7625	28,847,980			2,792	0		28,850,772	23,625,692	23,623,930
C*	310	312.7625	28,847,980			2,792	0		28,850,772	23,625,692	23,623,930
D1	150	3,489.9621	0	350,559	100,355,889	0	0		100,355,889	350,559	350,559
D2	40	0.0000	0			2,849,465	0		2,849,465	2,777,811	2,777,811
D*	190	3,489.9621	0	350,559	100,355,889	2,849,465	0		103,205,354	3,128,370	3,128,370
E	9	7.2583	774,718			435,629	0		1,210,347	909,581	899,581
E1	29	35.5050	1,977,382			5,317,966	0		7,295,348	5,959,176	5,877,176
E2	2	1.2500	32,159			0	0		32,159	31,173	31,173
E3	20	299.8401	15,143,234			17,498	0		15,160,732	13,181,492	13,181,492
E4	1	10.1800	66,381			0	0		66,381	66,381	66,381
E*	61	354.0334	17,993,874			5,771,093	0		23,764,967	20,147,803	20,055,803
F1	312	655.4982	72,151,200			157,495,457	0		229,646,657	208,336,354	207,595,496
F1	312	655.4982	72,151,200			157,495,457	0		229,646,657	208,336,354	207,595,496
F2	41	755.6636	16,917,017			220,848	0	254,529,940	271,667,805	264,521,996	230,332,539
F2	41	755.6636	16,917,017			220,848	0	254,529,940	271,667,805	264,521,996	230,332,539
F*	353	1,411.1618	89,068,217			157,716,305	0		501,314,462	472,858,350	437,928,035
G1	1	0.0000	0			0	0	150	150	150	0
G*	1	0.0000	0			0	0	150	150	150	0
J3	6	3.2130	51,356			0	0	9,558,810	9,610,166	9,610,166	9,485,166
J4	6	0.0000	0			0	0	529,790	529,790	529,790	379,160
J5	9	15.1170	228,895			184,023	0	10,729,610	11,142,528	11,101,016	10,867,016
J5A	2	0.0000	0			0	0	16,000	16,000	16,000	0
J6	10	0.0000	0			0	0	14,956,220	14,956,220	14,956,220	13,986,360
J7	2	0.0000	0			0	0	133,100	133,100	133,100	7,410
J8	5	0.0000	0			0	0	662,930	662,930	662,930	465,410
J*	40	18.3300	280,251			184,023	0	36,586,460	37,050,734	37,009,222	35,190,522
L1	394	0.0000	0			0	36,011,880		36,011,880	36,011,880	23,364,219
L1	394	0.0000	0			0	36,011,880		36,011,880	36,011,880	23,364,219
L2A	1	0.0000	0			0	0	507,810	507,810	507,810	383,210
L2C	25	0.0000	0			0	0	184,798,980	184,798,980	184,798,980	183,939,766
L2D	1	0.0000	0			0	0	12,340	12,340	12,340	12,340
L2G	29	0.0000	0			0	0	118,282,200	118,282,200	118,282,200	105,371,510
L2H	5	0.0000	0			0	0	880,140	880,140	880,140	594,590
L2J	18	0.0000	0			0	0	3,977,250	3,977,250	3,977,250	3,784,039
L2M	12	0.0000	0			0	0	38,587,060	38,587,060	38,587,060	38,164,949
L2O	2	0.0000	0			0	0	5,440	5,440	5,440	5,432
L2P	2	0.0000	0			0	0	97,260	97,260	97,260	0

2026 Certified History Recap - AUSTIN COUNTY APPRAISAL DISTRICT

(C03) - CITY OF SEALY

Cat Code	Items	Acres	Land	Ag/Timber	Productivity Market	Improvements	Personal	Mineral	Total Market	Total Market Taxable	Total Net Taxable
L2Q	4	0.0000	0			0	0	614,170	614,170	614,170	291,790
L2U	5	0.0000	0			0	0	1,554,020	1,554,020	1,554,020	1,554,020
L2	104	0.0000	0			0	0	349,316,670	349,316,670	349,316,670	334,101,646
L*	498	0.0000	0			0	36,011,880	349,316,670	385,328,550	385,328,550	357,465,865
M1	483	0.0000	0			0	24,764,515	349,316,670	24,764,515	23,385,883	22,558,913
M*	483	0.0000	0			0	24,764,515	349,316,670	24,764,515	23,385,883	22,558,913
O	430	106.8151	8,089,081			0	0		8,089,081	7,350,200	7,350,200
O*	430	106.8151	8,089,081			0	0		8,089,081	7,350,200	7,350,200
S	6	0.0000	0			0	0		6,274,675	6,274,675	6,274,675
S*	6	0.0000	0			0	6,274,675		6,274,675	6,274,675	6,274,675
XL	1	0.0870	60,808			16,445	0		6,274,675	6,274,675	6,274,675
XN	21	0.0000	0			0	3,788,110		77,253	77,253	0
XU	1	0.0000	0			0	0	1,652,250	3,788,110	3,788,110	0
XV	222	534.8412	27,242,261			0	128,082		1,652,250	1,652,250	0
X*	245	534.9282	27,303,069			37,832,068	0		65,202,411	65,202,411	0
						37,848,513	3,916,192	1,652,250	70,720,024	70,720,024	0
TOTAL:	5,026	7,198.7697	289,120,596	350,559	100,355,889	779,897,090	70,967,262	642,085,470	1,882,426,307	1,713,142,791	1,554,121,752

Tax Rates

TAX RATES

FY 2025 Adopted Tax Rate	----->	\$	0.37731	/\$100
(I&S) \$0.17629 + (M&O) \$0.20102				
No-New-Revenue Tax Rate	----->	\$	0.35290	/\$100
(I&S) \$0.17308 + (M&O) \$0.17982				
Voter-Approval Tax Rate	----->	\$	0.37000	/\$100
(I&S) \$0.17308 + (M&O) \$0.19692				
De Minimis Tax Rate	----->	\$	0.39664	/\$100
(I&S) \$0.17308 + (M&O) \$0.22356				
Benchmark Tax Rate	----->	\$	0.37857	/\$100
(I&S) \$0.17308 + (M&O) \$0.20549				
Calculation = Line 41c \$0.19027 x 1.08 = \$0.20549				
Proposed Tax Rate	----->	\$	0.37856	/\$100
(I&S) \$0.17308 + (M&O) \$0.20548				
Calculation = Benchmark \$0.20549 - \$0.00001 = \$0.20548				

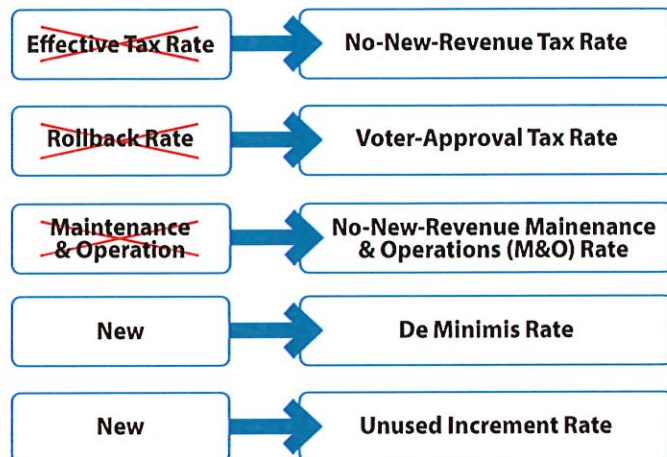
Truth-In-Taxation

Truth-In-Taxation (TNT) Basics

(For Taxing Units Other Than School Districts)

Terminology and Calculations for Taxing Units

Senate Bill 2, 86th Legislative Session made several significant changes to the truth-in-taxation process. Below is new terminology and calculations from this legislation.



What adopted tax rates trigger an election or petition

ADOPTED TAX RATE IS:

BELOW voter-approval tax rate	No election required
ABOVE voter-approval tax rate but BELOW de minimis rate	Voters may petition for an election*
ABOVE voter-approval tax rate; Taxing unit does not calculate a de minimis rate	Election required**
ABOVE voter-approval tax rate and ABOVE the de minimis rate	Election required

* The election trigger in a municipality with a population of less than 30,000 that does not meet the definition of a special taxing unit may differ. See Tax Code Secs. 26.063 and 26.075 for details on when voters may petition for an election.

** See Water Code Secs. 49.23601, 49.23602, and 49.23603 for details on election requirements for water districts.

The calculations are:

(1) "No-New-Revenue Tax Rate"

means a rate expressed in dollars per \$100 of taxable value calculated to the following formula:

$$\text{NO-NEW-REVENUE} = \frac{(\text{LAST YEAR'S LEVY} - \text{LOST PROPERTY LEVY})}{(\text{CURRENT TOTAL VALUE} - \text{NEW PROPERTY VALUE})}$$

(2) "Voter-Approval Tax Rate"

means a rate expressed in dollars per \$100 of taxable value calculated to one of the following applicable formulas:

(A) For a special taxing unit:

$$\text{VOTER-APPROVAL TAX RATE} = (\text{NO-NEW-REVENUE M\&O RATE} \times 1.08) + \text{CURRENT DEBT}$$

(B) For a taxing unit other than a special taxing unit:

$$\text{VOTER-APPROVAL TAX RATE} = (\text{NO-NEW-REVENUE M\&O RATE} \times 1.035) + \text{CURRENT DEBT RATE} + \text{UNUSED INCREMENT RATE}$$

Revenue Threshold in Voter-Approval Tax Rate (or threshold over which voters must approve tax increases)

Taxing Unit	Voter-Approval Tax Rate
Cities / Counties	3.5%
Special Taxing Units*	8%

* Hospitals, Junior Colleges and Special Districts with M&O tax rate of 2.5 cents or less

Truth-In-Taxation (TNT) Basics

Where can I find more information?

Information is typically obtained from the resources below, but may be different for your taxing unit.

What information is available from my appraisal district?

1. Certified taxable values
2. Property value under protest
3. New real property and improvement value
4. Value of property lost
5. Captured appraisal values for tax increment financing (TIFs)
6. Property known, but not certified
7. Property with tax ceiling

What information is available from my governing body?

1. Debt information
2. Unencumbered fund balance
3. TIF payments
4. Amount if transferring a function
5. Sales tax spent for no-new-revenue maintenance and operations
6. Enhanced indigent health care information
7. Criminal justice mandate information

What information is available from Texas Comptroller of Public Accounts?

1. Railroad rolling stock value
2. Sales tax information (if applicable)

What information is available from collectors?

1. Refund information
2. Excess collections

Terms and Definitions

No-new-revenue tax rate

(Last year's levy minus lost property levy) divided by (current total value minus new property value).

Voter-approval tax rate for a special taxing unit

Voter-approval tax rate equals (no-new-revenue maintenance and operations tax rate times 1.08) plus current debt rate.

Voter-approval tax rate for a taxing unit other than a special taxing unit

(No-new-revenue maintenance and operations tax rate times 1.035) plus current debt plus unused increment rate.

No-new-revenue maintenance and operations rate

(Last year's levy minus last year's debt minus last year's junior college levy) divided by (current total value minus new property value).

De minimis rate

The rate is equal to the sum of:

- (A) a taxing unit's no-new-revenue maintenance and operations rate;
- (B) the rate that when applied to a taxing current total value, will impose an amount of taxes equal to \$500,000, and
- (C) a taxing unit's current debt rate.

Unused increment rate

A taxing unit that did not use all of its revenue growth may bank that unused growth as long as the taxing unit averaged below 3.5 percent of the voter-approval rate over three years.

For more information, visit our website:

comptroller.texas.gov/taxes/property-tax

Texas Comptroller of Public Accounts
Publication #98-1080
March 2022

ITEM #11



AGENDA ITEM NO: **W**

Discussion and Possible Action regarding the 2026 Proposed Tax Rate. (City Council will take a record vote to Propose a Tax Rate).

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

As part of the Fiscal Year 2027 budget and property tax adoption process, the City Council is required to propose a tax rate by record vote before scheduling the required public hearings and final tax rate adoption.

The proposed 2026 property tax rate is \$0.37856 per \$100 of taxable valuation, consisting of:

- Interest and Sinking (I&S): \$0.17308 per \$100
- Maintenance and Operations (M&O): \$0.20548 per \$100

The proposed tax rate is one one-hundredth of a cent (\$0.00001) below the Benchmark Tax Rate of \$0.37857 per \$100. The proposed rate exceeds the Voter-Approval Tax Rate (VAR) but is less than the De Minimis Tax Rate.

If approved, the proposed tax rate will establish the maximum rate the City Council may adopt following the required public hearings and in accordance with the Truth-in-Taxation requirements.

FINANCIAL IMPACT

The proposed tax rate establishes the maximum tax rate to be considered during the Fiscal Year 2027 budget and tax rate adoption process. Final adoption of the tax rate will occur at a later City Council meeting following all required notices and public hearings.

RECOMMENDATION

Conduct a record vote to propose a 2026 property tax rate of \$0.37856 per \$100 of taxable valuation and authorize staff to proceed with the required public notices and public hearings in accordance with Texas law.

Proposed Tax Rate

TAX RATES

FY 2025 Adopted Tax Rate	----->	\$ 0.37731	/ \$100
(I&S) \$0.17629 + (M&O) \$0.20102			
No-New-Revenue Tax Rate	----->	\$ 0.35290	/ \$100
(I&S) \$0.17308 + (M&O) \$0.17982			
Voter-Approval Tax Rate	----->	\$ 0.37000	/ \$100
(I&S) \$0.17308 + (M&O) \$0.19692			
De Minimis Tax Rate	----->	\$ 0.39664	/ \$100
(I&S) \$0.17308 + (M&O) \$0.22356			
Benchmark Tax Rate	----->	\$ 0.37857	/ \$100
(I&S) \$0.17308 + (M&O) \$0.20549			
Calculation = Line 41c \$0.19027 x 1.08 = \$0.20549			
Proposed Tax Rate	----->	\$ 0.37856	/ \$100

(I&S) \$0.17308 + (M&O) \$0.20548

Calculation = Benchmark \$0.20549 - \$0.00001 = \$0.20548

Tax Rate Calculation Worksheet

2026 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

City of Sealy

979-885-2975

Taxing Unit Name

Phone (area code and number)

PO Box 517 Sealy, TX 77474

<http://www.ci.sealy.tx.us/page/homepage>

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 and JETI Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 and JETI Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

Taxing units must include a hyperlink to a document that evidences the accuracy of each entry in the worksheet other than an entry making a mathematical calculation.¹ Source materials must contain data for all worksheets used, including supplemental worksheets.

Insert hyperlink:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffaustincad.org%2Fwp-content%2Fuploads%2F2026%2F07%2F2026-City-of-Sealy-Hyperlink-1.docx&wdOn>

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ²	\$ 1,439,876,863
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ³	\$ 0
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 1,439,876,863
4.	Prior year total adopted tax rate.	\$ 0.37731 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.	
	A. Original prior year ARB values:.....	\$ 0
	B. Prior year values resulting from final court decisions:.....	- \$ 0
	C. Prior year value loss. Subtract B from A. ⁴	\$ 0

¹ Tex. Tax Code §§5.07(g)(4) and 26.04(d-1)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(14)

⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 0 B. Prior year disputed value: - \$ 0 C. Prior year undisputed value. Subtract B from A. ⁵	\$ 0
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 0
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 1,439,876,863
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1 of the prior year. Enter the prior year value of property in deannexed territory. ⁶	\$ 561,124
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 617,183 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 17,488,456 C. Value loss. Add A and B. ⁷	\$ 18,105,639
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: \$ 382,982 B. Current year productivity or special appraised value: - \$ 785 C. Value loss. Subtract B from A. ⁸	\$ 382,197
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 19,048,960
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁹ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 58,012,820
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 1,362,815,083
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 5,142,037
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ¹⁰	\$ 17,186
17.	Adjusted prior year levy with refunds. Add Lines 15 and 16. ¹¹	\$ 5,159,223

⁵ Tex. Tax Code §26.012(13)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.012(15)⁹ Tex. Tax Code §26.03(c)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012(13) and (15)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹² A. Certified values: \$ 1,554,121,752 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0 C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment reinvestment zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below.¹³ Adjustments to the taxable value must be calculated separately for each reinvestment zone using Form 50-110.¹⁴ Enter the total from Form 50-110: - \$ 57,034,514 E. Total current year value. Add A and B, then subtract C and D. \$ 1,497,087,238	
19.	Total value of properties under protest or not included on certified appraisal roll.¹⁵ A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.¹⁶ \$ 4,784,818 B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.¹⁷ + \$ 0 C. Total value under protest or not certified. Add A and B. \$ 4,784,818	
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step.¹⁸	\$ 0
21.	Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation.¹⁹ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico.²⁰ If completing this line, the taxing unit must include supporting documentation in Section 9.²¹ Taxing units that are not affected, enter 0.	\$ 0
22.	Current year total taxable value. Add Lines 18E and 19C, then subtract Lines 20 and 21.²²	\$ 1,501,872,056
23.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed.²³	\$ 154,171
24.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year.²⁴	\$ 39,796,334

¹² Tex. Tax Code §§26.012(6) and 26.04(c-2)¹³ Tex. Tax Code §26.03(c)¹⁴ Tex. Tax Code §26.03(e)¹⁵ Tex. Tax Code §26.01(c) and (d)¹⁶ Tex. Tax Code §26.01(c)¹⁷ Tex. Tax Code §26.01(d)¹⁸ Tex. Tax Code §26.012(6)(B)¹⁹ Tex. Tax Code §§26.012(6)(C) and 26.012(1-b)²⁰ Tex. Tax Code §26.012(1-a)²¹ Tex. Tax Code §26.04(d-3)²² Tex. Tax Code §26.012(6)²³ Tex. Tax Code §26.012(17)²⁴ Tex. Tax Code §26.012(17)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
25.	Total adjustments to the current year taxable value. Add Lines 23 and 24.	\$ 39,950,505
26.	Adjusted current year taxable value. Subtract Line 25 from Line 22.	\$ 1,461,921,551
27.	Current year NNR tax rate. Divide Line 17 by Line 26 and multiply by \$100. ²⁵	\$ 0.35290 /\$100
28.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²⁶	\$ _____ /\$100

Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the tax rate. The type of taxing unit will determine the rate components that apply to a taxing unit's overall voter-approval tax rate.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

SECTION 2: Maintenance and Operations (M&O) and Debt Tax Rate Worksheet

This section calculates two components of the voter-approval tax rate:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the minimum dollar amount required to be paid toward debt service for the current year.²⁷ This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
29.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.20102 /\$100
30.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,439,876,863
31.	Total prior year M&O levy. Multiply Line 29 by Line 30 and divide by \$100.	\$ 2,894,440
32.	Adjusted prior year levy for calculating NNR M&O rate. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2025. This line applies only to tax years preceding the prior tax year..... + \$ 10,866 Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... - \$ 123,688 Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0 Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... \$ -112,822 Add Line 31 to 32D.	\$ 2,781,618
33.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,461,921,551
34.	Current year NNR M&O rate (unadjusted). Divide Line 32E by Line 33 and multiply by \$100.	\$ 0.19027 /\$100

²⁵ Tex. Tax Code §26.04(c)

²⁶ Tex. Tax Code §26.04(d)

²⁷ Tex. Tax Code §26.012(3)

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
35.	Rate adjustment for state criminal justice mandate.²⁸ A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ <u>0</u> B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ <u>0.00000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.00000</u> /\$100
36.	Rate adjustment for indigent health care expenditures.²⁹ A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ <u>0</u> B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2024 and ending on June 30, 2025, less any state assistance received for the same purpose. - \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ <u>0.00000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.00000</u> /\$100
37.	Rate adjustment for county indigent defense compensation.³⁰ A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. \$ <u>0</u> B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2024 and ending on June 30, 2025, less any state grants received by the county for the same purpose. \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ <u>0.00000</u> /\$100 D. Multiply B by 0.05 and divide by Line 33 and multiply by \$100. \$ <u>0.00000</u> /\$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ <u>0.00000</u> /\$100
38.	Rate adjustment for county hospital expenditures.³¹ A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. \$ <u>0</u> B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2024 and ending on June 30, 2025. \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ <u>0.00000</u> /\$100 D. Multiply B by 0.08 and divide by Line 33 and multiply by \$100. \$ <u>0.00000</u> /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ <u>0.00000</u> /\$100

²⁸ Tex. Tax Code §26.044²⁹ Tex. Tax Code §26.0441³⁰ Tex. Tax Code §26.0442³¹ Tex. Tax Code §26.0443

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
39.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. \$ 0 B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100 \$ 0.00000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.00000 /\$100
40.	Adjusted current year NNR M&O rate. Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	\$ 0.19027 /\$100
41.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ 0 B. Divide Line 41A by Line 33 and multiply by \$100 \$ 0.00000 /\$100 C. Add Line 41B to Line 40.	\$ 0.19027 /\$100
42.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	\$ 0.19692 /\$100
D42.	Disaster Line 42 (D42): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. ³² If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate a rate equal to the lesser of: A. The voter-approval tax rate calculated in the manner provided for a special taxing unit. Multiply line 41C by 1.08 ³³ \$ 0.00000 /\$100 - or - B. The voter-approval M&O tax rate calculated in the manner provided for a taxing unit other than a special taxing unit plus the disaster relief rate. ³⁴ Complete Section 5 through Line 68 to complete D42(B). a. Enter the disaster relief cost. \$ 0 b. Disaster relief rate. Divide Line D42(B)(a) by Line 26 and multiply by 100 \$ 0.00000 /\$100 c. Add Line D42(B)(b) to Line 42. \$ 0.00000 /\$100 d. Enter the current year unused increment rate from Line 68 \$ 0.00000 /\$100 e. Add Line D42(c) to Line D42(d). \$ 0.00000 /\$100 The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of: 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or 2) the third tax year after the tax year in which the disaster occurred. C. Enter Line D42(A) if less than Line D42(B)(e). If Line D42(B)(e) is less than line D42(A), enter Line D42(B)(c). ³⁵ If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42).	\$ 0.00000 /\$100

³² Tex. Tax Code §26.042³³ Tex. Tax Code §26.042(a-2)(1)³⁴ Tex. Tax Code §§26.042(a-1) and 26.042(a-2)(2)³⁵ Tex. Tax Code §26.042(a-2)

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
43.	Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes; (2) are secured by property taxes; (3) are scheduled for payment over a period longer than one year; and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ³⁶ Enter debt amount \$ <u>2,673,421</u> B. Subtract unencumbered fund amount used to reduce total debt. - \$ <u>0</u> C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ <u>0</u> D. Subtract amount paid from other resources - \$ <u>0</u> E. Adjusted debt. Subtract B, C and D from A. \$ <u>2,673,421</u>	
44.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³⁷	\$ <u>78,102</u>
45.	Adjusted current year debt. Subtract Line 44 from Line 43E.	\$ <u>2,595,319</u>
46.	Current year anticipated collection rate. A. Enter the current year anticipated collection rate certified by the collector. ³⁸ <u>99.00</u> % B. Enter the prior year actual collection rate <u>99.84</u> % C. Enter the 2024 actual collection rate <u>100.38</u> % D. Enter the 2023 actual collection rate <u>100.57</u> % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³⁹ <u>99.84</u> %	
47.	Current year debt adjusted for collections. Divide Line 45 by Line 46E.	\$ <u>2,599,478</u>
48.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,501,872,056</u>
49.	Current year debt rate. Divide Line 47 by Line 48 and multiply by \$100.	\$ <u>0.17308</u> /\$100
50.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 42 and 49.	\$ <u>0.37000</u> /\$100
D50.	Disaster Line 50 (D50): Current year voter-approval M&O and debt tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval M&O tax rate in the manner provided by Line D42. Add Line D42(C) and 49.	\$ <u>0.00000</u> /\$100
51.	COUNTIES ONLY. Add together the voter-approval M&O and debt tax rates for each type of tax the county levies. The total is the current year county voter-approval M&O and debt tax rate.	\$ _____ /\$100

³⁶ Tex. Tax Code §26.012(7)³⁷ Tex. Tax Code §§26.012(10) and 26.04(b)³⁸ Tex. Tax Code §26.04(b)³⁹ Tex. Tax Code §26.04(h), (h-1) and (h-2)

SECTION 3: Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ⁴⁰ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
53.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ⁴¹ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ⁴² - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
54.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,501,872,056
55.	Sales tax adjustment rate. Divide Line 53 by Line 54 and multiply by \$100.	\$ 0.00000 /\$100
56.	Current year NNR tax rate, unadjusted for sales tax. ⁴³ Enter the rate from Line 27 or 28, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.35290 /\$100
57.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.35290 /\$100
58.	Current year voter-approval tax rate, unadjusted for sales tax. ⁴⁴ Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.37000 /\$100
59.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 55 from Line 58.	\$ 0.37000 /\$100

SECTION 4: Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ⁴⁵ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ⁴⁶	\$ 0
61.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,501,872,056
62.	Additional rate for pollution control. Divide Line 60 by Line 61 and multiply by \$100.	\$ 0.00000 /\$100
63.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	\$ 0.37000 /\$100

⁴⁰ Tex. Tax Code §26.041(d)

⁴¹ Tex. Tax Code §26.041(i)

⁴² Tex. Tax Code §26.041(d)

⁴³ Tex. Tax Code §26.04(c)

⁴⁴ Tex. Tax Code §26.04(c)

⁴⁵ Tex. Tax Code §26.045(d)

⁴⁶ Tex. Tax Code §26.045(i)

SECTION 5: Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.⁴⁷ The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.⁴⁸

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴⁹
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁵⁰ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁵¹

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁵²

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	Year 3 Foregone Revenue Amount. Subtract the 2025 unused increment rate and 2025 actual tax rate from the 2025 voter-approval tax rate. Multiply the result by the 2025 current total value	
	A. Voter-approval tax rate (Line 69).....	\$ 0.36894 /\$100
	B. Unused Increment rate (Line 68).....	\$ 0.00000 /\$100
	C. Subtract B from A.....	\$ 0.36894 /\$100
	D. Adopted Tax Rate.....	\$ 0.37731 /\$100
	E. Subtract D from C.....	\$ -0.00837 /\$100
	F. 2025 Total Taxable Value (Line 61).....	\$ 1,389,341,852
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0
65.	Year 2 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value	
	A. Voter-approval tax rate (Line 68).....	\$ 0.29175 /\$100
	B. Unused Increment rate (Line 67).....	\$ 0.00000 /\$100
	C. Subtract B from A.....	\$ 0.29175 /\$100
	D. Adopted Tax Rate.....	\$ 0.31091 /\$100
	E. Subtract D from C.....	\$ -0.01916 /\$100
	F. 2024 Total Taxable Value (Line 60).....	\$ 1,252,142,261
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0
66.	Year 1 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value	
	A. Voter-approval tax rate (Line 67).....	\$ 0.30321 /\$100
	B. Unused Increment rate (Line 66).....	\$ 0.00000 /\$100
	C. Subtract B from A.....	\$ 0.30321 /\$100
	D. Adopted Tax Rate.....	\$ 0.31091 /\$100
	E. Subtract D from C.....	\$ -0.00770 /\$100
	F. 2023 Total Taxable Value (Line 60).....	\$ 1,128,317,647
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0
67.	Total Foregone Revenue Amount. Add Lines 64G, 65G and 66G	\$ 0
68.	2026 Unused Increment Rate. Divide Line 67 by Line 22 of the No-New-Revenue Rate Worksheet. Multiply the result by 100	\$ 0.00000 /\$100
69.	Total 2026 voter-approval tax rate. Add Line 68 to one of the following lines (as applicable): Line 50, Line D50 (only if Line D42(B) was used), Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	\$ 0.37000 /\$100

⁴⁷ Tex. Tax Code §26.013(b)

⁴⁸ Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)

⁴⁹ Tex. Tax Code §26.04(c)(2)(A) and 26.042(a)

⁵⁰ Tex. Tax Code §26.0501(a) and (c)

⁵¹ Tex. Local Gov't Code §120.007(d)

⁵² Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁵³

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁵⁴

Line	De Minimis Rate Worksheet	Amount/Rate
70.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 40 of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.19027 /\$100
71.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,501,872,056
72.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 71 and multiply by \$100.	\$ 0.03329 /\$100
73.	Current year debt rate. Enter the rate from Line 49 of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.17308 /\$100
74.	De minimis rate. Add Lines 70, 72 and 73.	\$ 0.39664 /\$100

SECTION 7: Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁵⁵

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	2025 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.37731 /\$100
76.	Adjusted 2025 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. ⁵⁶ If a disaster occurred in 2025 and the taxing unit calculated its 2025 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 42 (D42) of the 2025 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2025 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 42 (D42) in 2025, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2025 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵⁷ Enter the final adjusted 2025 voter-approval tax rate from the worksheet.	\$ 0.00000 /\$100
77.	Increase in 2025 tax rate due to disaster. Subtract Line 76 from Line 75.	\$ 0.00000 /\$100
78.	Adjusted 2025 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,362,815,083
79.	Emergency revenue. Multiply Line 77 by Line 78 and divide by \$100.	\$ 0
80.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,461,921,551
81.	Emergency revenue rate. Divide Line 79 by Line 80 and multiply by \$100. ⁵⁸	\$ 0.00000 /\$100
82.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	\$ 0.37000 /\$100

⁵³ Tex. Tax Code §26.012(8-a)

⁵⁴ Tex. Tax Code §26.063(a)(1)

⁵⁵ Tex. Tax Code §26.042(b)

⁵⁶ Tex. Tax Code §26.042(c)

⁵⁷ Tex. Tax Code §26.042(b)

⁵⁸ Tex. Tax Code §26.042(b)

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.35290 /\$100
 As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).

Indicate the line number used: 27

Voter-approval tax rate. \$ 0.37000 /\$100
 As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax), Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).

Indicate the line number used: 50

De minimis rate. \$ 0.39664 /\$100
 If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 10: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁹

**print
here**

Tina Swonke, RTA - Austin County Appraisal District

Printed Name of Taxing Unit Representative

**sign
here**

Taxing Unit Representative

07/29/2026

Date

⁵⁹ Tex. Tax Code §26.04(c-2) and (d-2)

Tax Rate Impacts

2026 Governing Body Tax Rate Summary
City of Sealy

2025 M&O Tax Levy: \$2,781,618
2026 Taxable Value: \$1,501,872.056

DESCRIPTION OF TAX RATE	TAX RATE BREAKDOWN:	TAX RATE PER \$100	THIS YEAR'S M&O LEVY	ADDITIONAL M&O TAX LEVY OVER PRIOR YEAR	THIS YEAR'S I&S LEVY	ADDITIONAL I&S TAX LEVY OVER PRIOR YEAR	ADDITIONAL TOTAL TAX LEVY OVER PRIOR YEAR
NO NEW REVENUE (NNR)	TOTAL TAX RATE	0.35290					
	M&O RATE	0.17982 \$	2,700,666 \$	(80,952) \$	2,599,440 \$	150,169 \$	69,217
	DEBT RATE	0.17308					
VOTER APPROVAL RATE (VAR)	TOTAL TAX RATE	0.37000					
	M&O RATE	0.19692 \$	2,957,486 \$	175,868 \$	2,599,440 \$	150,169 \$	326,038
	DEBT RATE	0.17308					
LAST YEAR'S TAX RATE	TOTAL TAX RATE	0.37731					
	M&O RATE	0.20102 \$	3,019,063 \$	237,445 \$	2,647,650 \$	198,379 \$	435,824
	DEBT RATE	0.17629					
DE MINIMUS RATE (DMR)	TOTAL TAX RATE	0.39664					
Maximum Rate without triggering a petition	M&O RATE	0.22356 \$	3,357,585 \$	575,967 \$	2,599,440 \$	150,169 \$	726,136
Subject to petition to call election in May 2026	DEBT RATE	0.17308					
Proposed Tax Rate - Greater than VAR But less than DMR	TOTAL TAX RATE	0.37856					
PROPOSED RATE	M&O RATE	0.20548 \$	3,086,047 \$	304,429 \$	2,599,440 \$	150,169 \$	454,598
Maximum without possibility of petition to call May election	DEBT RATE	0.17308					
	(Line 41c x 1.08)	** .00001 less than benchmark calculation					

NNR RATE

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions.	\$ 1,439,876,863.00
2. Last year's M& O tax rate.	\$0.20102/\$100
3. M&O taxes refunded for years preceding tax year 2024.	\$ 10,866.00
4. TIF Adjustment	\$ 123,688.00
5. Last year's M&O tax levy.	\$ 2,781,618.47
6. This year's total taxable value.	\$1,501,872,056
7. This year's proposed M&O tax rate.	\$0.17982/\$100
8. This year's M&O tax levy.	\$2,700,666.33
9. M&O Tax Increase/Decrease	\$ (80,952.14)
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.35290/\$100
11. This year's proposed total tax rate.	\$0.35290/\$100
12. This year's rate minus No-New-Revenue rate.	\$0.00000
13. Percentage change in total tax rate.	0.00%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate.	\$0.19027/\$100
15. This year's proposed M&O tax rate.	\$0.17982/\$100
16. This year's rate minus No-New-Revenue rate.	\$ (0.01045)
17. Percentage change in M&O tax rate.	-5.49%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.20102/\$100
20. This year's proposed M&O tax rate.	\$0.17982/\$100
21. This year's raised M&O taxes.	\$ (21.20)

VAR RATE

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions.	\$ 1,439,876,863.00
2. Last year's M& O tax rate.	\$0.20102/\$100
3. M&O taxes refunded for years preceding tax year 2024.	\$ 10,866.00
4. TIF Adjustment	\$ 123,688.00
5. Last year's M&O tax levy.	\$ 2,781,618.47
6. This year's total taxable value.	\$1,501,872,056
7. This year's proposed M&O tax rate.	\$0.19692/\$100
8. This year's M&O tax levy.	\$ 2,957,486.45
9. M&O Tax Increase/Decrease	\$ 175,867.98
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.35290/\$100
11. This year's proposed total tax rate.	\$0.37000/\$100
12. This year's rate minus No-New-Revenue rate.	\$ 0.0171
13. Percentage change in total tax rate.	4.85%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate.	\$0.19027/\$100
15. This year's proposed M&O tax rate.	\$0.19692/\$100
16. This year's rate minus No-New-Revenue rate.	\$ 0.00665
17. Percentage change in M&O tax rate.	3.50%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000.00
19. Last year's M&O tax rate.	\$0.20102/\$100
20. This year's proposed M&O tax rate.	\$0.19692/\$100
21. This year's raised M&O taxes.	\$ (4.10)

SAME RATE FY2026

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions.	\$ 1,439,876,863.00
2. Last year's M&O tax rate.	\$0.20102/\$100
3. M&O taxes refunded for years preceding tax year 2024.	\$ 10,866.00
4. TIF Adjustment	\$ 123,688.00
5. Last year's M&O tax levy.	\$ 2,781,618.47
6. This year's total taxable value.	\$1,501,872,056
7. This year's proposed M&O tax rate.	\$0.20102/\$100
8. This year's M&O tax levy.	\$ 3,019,063.21
9. M&O Tax Increase/Decrease	\$ 237,444.74
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.35290/\$100
11. This year's proposed total tax rate.	\$0.37410/\$100
16. This year's rate minus No-New-Revenue rate.	\$0.02120
17. Percentage change in M&O tax rate.	6.01%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate.	\$0.19027/\$100
15. This year's proposed M&O tax rate.	\$0.20102/\$100
16. This year's rate minus No-New-Revenue rate.	\$ 0.01075
17. Percentage change in M&O tax rate.	5.65%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.20102/\$100
20. This year's proposed M&O tax rate.	\$0.20102/\$100
21. This year's raised M&O taxes.	\$ -

DEMINIMIS RATE

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions.	\$ 1,439,876,863.00
2. Last year's M& O tax rate.	\$0.20102/\$100
3. M&O taxes refunded for years preceding tax year 2024.	\$ 10,866.00
4. TIF Adjustment	\$ 123,688.00
5. Last year's M&O tax levy.	\$ 2,781,618.47
6. This year's total taxable value.	\$1,501,872,056
7. This year's proposed M&O tax rate.	\$0.22356/\$100
8. This year's M&O tax levy.	\$ 3,357,585.17
9. M&O Tax Increase/Decrease	\$ 575,966.70
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.35290/\$100
11. This year's proposed total tax rate.	\$0.39664/\$100
12. This year's rate minus No-New-Revenue rate.	\$ 0.04374
13. Percentage change in total tax rate.	12.39%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate.	\$0.19027/\$100
15. This year's proposed M&O tax rate.	\$0.22356/\$100
16. This year's rate minus No-New-Revenue rate.	\$ 0.03329
17. Percentage change in M&O tax rate.	17.50%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.20102/\$100
20. This year's proposed M&O tax rate.	\$0.22356/\$100
21. This year's raised M&O taxes.	\$ 22.54

BENCHMARK RATE

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions.	\$ 1,439,876,863.00
2. Last year's M& O tax rate.	\$0.20102/\$100
3. M&O taxes refunded for years preceding tax year 2024.	\$ 10,866.00
4. TIF Adjustment	\$ 123,688.00
5. Last year's M&O tax levy.	\$ 2,781,618.47
6. This year's total taxable value.	\$1,501,872,056
7. This year's proposed M&O tax rate.	\$0.20549/\$100
8. This year's M&O tax levy.	\$ 3,086,196.89
9. M&O Tax Increase/Decrease	\$ 304,578.42
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.35290/\$100
11. This year's proposed total tax rate.	\$0.37857/\$100
12. This year's rate minus No-New-Revenue rate.	\$ 0.02567
13. Percentage change in total tax rate.	7.27%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate.	\$0.19027/\$100
15. This year's proposed M&O tax rate.	\$0.20549/\$100
16. This year's rate minus No-New-Revenue rate.	\$ 0.01522
17. Percentage change in M&O tax rate.	8.00%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000.00
19. Last year's M&O tax rate.	\$0.20102/\$100
20. This year's proposed M&O tax rate.	\$0.20549/\$100
21. This year's raised M&O taxes.	\$ 4.47

PROPOSED RATE

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions.	\$ 1,439,876,863.00
2. Last year's M& O tax rate.	\$0.20102/\$100
3. M&O taxes refunded for years preceding tax year 2024.	\$ 10,866.00
4. TIF Adjustment	\$ 123,688.00
5. Last year's M&O tax levy.	\$ 2,781,618.47
6. This year's total taxable value.	\$1,501,872,056
7. This year's proposed M&O tax rate.	\$0.20548/\$100
8. This year's M&O tax levy.	\$ 3,086,046.70
9. M&O Tax Increase/Decrease	\$ 304,428.23
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.35290/\$100
11. This year's proposed total tax rate.	\$0.37856/\$100
12. This year's rate minus No-New-Revenue rate.	\$ 0.02566
13. Percentage change in total tax rate.	7.27%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate.	\$0.19027/\$100
15. This year's proposed M&O tax rate.	\$0.20548/\$100
16. This year's rate minus No-New-Revenue rate.	\$ 0.01521
17. Percentage change in M&O tax rate.	7.99%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000.00
19. Last year's M&O tax rate.	\$0.20102/\$100
20. This year's proposed M&O tax rate.	\$0.20548/\$100
21. This year's raised M&O taxes.	\$ 4.46

ITEM #12



AGENDA ITEM NO: 12

Discussion and Possible Action regarding Setting a Date, Time, and Location for a Public Hearing on the Fiscal Year 2026-2027 Budget and Adoption of the Budget.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

As part of the Fiscal Year 2026-2027 budget adoption process, the City Council must conduct a public hearing on the proposed budget prior to adopting the budget.

Staff recommends scheduling the public hearing and potential budget adoption for Sunday, August 23, 2026, at 6:00 p.m. at the W.E. Hill Community Center, 1000 Main Street, Sealy, Texas 77474.

Under the statutory budget and tax rate adoption timeline, the earliest date the budget public hearing may be held is Saturday, August 22, 2026. Because the property tax rate must be adopted on a weekday, scheduling the budget public hearing and potential adoption on Sunday provides the City Council the opportunity to discuss and adopt the budget prior to the tax rate public hearing and adoption scheduled for the following weekday. If additional discussion is needed, the Council may defer budget adoption until the following Monday before taking action on the tax rate.

The attached City Council meeting minutes from the prior fiscal year are provided for reference, demonstrating the City's previous practice of conducting the budget public hearing on a Sunday to accommodate the statutory budget and tax rate adoption schedule.

FINANCIAL IMPACT

None

RECOMMENDATION

Set the public hearing on the proposed Fiscal Year 2026-2027 Budget for Sunday, August 23, 2026, at 6:00 p.m., at the W.E. Hill Community Center, 1000 Main Street, Sealy, Texas 77474, with consideration of budget adoption following the public hearing.

Discussion and Possible Action regarding Setting a
Date, Time, and Location for a **Public Hearing on the
Fiscal 2026-2027 Budget and Adoption of the
Budget.**

Date: Sunday, August 23, 2026

Time: 6:00 pm

Location: W.E. Hill Community Center
1000 Main Street, Sealy, TX 77474



**MINUTES
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
SUNDAY, AUGUST 17, 2025
6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for August 17, 2025, at 6:00 p.m., at the Sealy City Council Chambers located at 415 Main Street, Sealy, Texas, 77474.

A. Call to Order

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

B. Invocation and Pledges of Allegiance

Mayor Bilski gave the Invocation and led the Pledges of Allegiance

C. Roll Call and Certification of a Quorum

Present:

Carolyn Bilski
Dee Anne Lerma
Chris Noack
Bradley Miller
Edward Zapalac
Adam Burttschell

Mayor
Councilmember, Place 1, Mayor Pro Tem
Councilmember, Place 2
Councilmember, Place 3
Councilmember, Place 5
Councilmember, Place 6

Absent:

Theadra Curry

Councilmember, Place 4

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrabec, City Secretary
Tim Kirwin, City Attorney
Jennifer Matura, Finance Director
Russell Grimes, Assistant Chief of Police
Patrick Parsons, Public Works Director

D. Petitions(s) and Public Comments

Ruth Brooks, Observe only

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

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

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

The motion carried.

F. 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.)

None

G. Public Hearing: The City Council will hold a Public Hearing to receive comments concerning the Proposed City of Sealy Fiscal Year 2025-2026 Budget.

Mayor Bilski Opened the Public Hearing at 6:02 p.m.

No one spoke.

Mayor Bilski Closed the Public Hearing at 6:03 p.m.

H. Business

- 1. Discussion and Possible Action to either Postpone the Vote or Approve an Ordinance Adopting the City of Sealy, Texas Budget for the Fiscal Year 2025-2026 (Per the City of Sealy Home Rule Charter, Section 3.12 (1) Procedure to Enact Legislation, Section 7.02 E. Adoption)**
(Only one reading is required for Final passage of this Ordinance)
(A record vote will be taken).

A motion was made by Councilwoman Lerma to Approve an Ordinance Adopting the 2025-2026 Budget.

Councilman Burttschell seconded the motion. Mayor Bilski called for the vote. A record vote was taken.

Bilski: AYE
Lerma: AYE
Noack: AYE
Miller: AYE
Curry: ABSENT
Zapalac: AYE
Burttschell: AYE

The motion carried.

Ordinance No. 2025-23

2. Discussion and Possible Action to Ratify the Proposed Property Tax Increase reflected in the Budget.
(A record vote will be taken.)

A motion was made by Councilman Miller to Ratify the Proposed Property Tax Increase reflected in the Budget.
Councilwoman Lerna seconded the motion. Mayor Bilski called for the vote. A record vote was taken.

Bilski: AYE
Lerma: AYE
Noack: AYE
Miller: AYE
Curry: ABSENT
Zapalac: AYE
Burttschell: AYE

The motion carried.

3. Reports, Announcements, or Requests from Councilmembers.

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

I. Adjourn

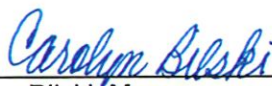
A motion was made by Councilman Miller to Adjourn.
Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

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

The motion carried. The City Council meeting adjourned at 6:10 p.m.

PASSED AND APPROVED this 3rd day of September 2025.





Carolyn Bilski, Mayor

ATTEST:


Sandra Vrabec, City Secretary

ITEM #13



AGENDA ITEM NO: 13

Discussion and Possible Action regarding Setting a Date, Time, and Location for a Tax Rate Public Hearing and Adoption of Tax Rate.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

As part of the Fiscal Year 2026-2027 budget and property tax adoption process, the City Council must conduct a public hearing on the proposed tax rate before taking action to adopt the tax rate.

Staff recommends scheduling the Tax Rate Public Hearing and adoption of the tax rate for Monday, August 24, 2026, at 6:00 p.m., at the W.E. Hill Community Center, 1000 Main Street, Sealy, Texas 77474.

In accordance with the Texas Truth-in-Taxation requirements, the public hearing and adoption of the tax rate must occur on a weekday. Scheduling this meeting on Monday allows the City Council to first conduct the budget public hearing and consider adoption of the Fiscal Year 2026-2027 Budget on the preceding day, ensuring the budget is adopted prior to the tax rate while complying with all applicable statutory requirements.

FINANCIAL IMPACT

None

RECOMMENDATION

Set the Tax Rate Public Hearing and adoption of the 2026 property tax rate for Monday, August 24, 2026, at 6:00 p.m., at the W.E. Hill Community Center, 1000 Main Street, Sealy, Texas 77474.

Discussion and Possible Action regarding Setting a
Date, Time, and Location for a **Public Hearing on the
Adoption of the Tax Rate.**

Date: Monday, August 24, 2026

Time: 6:00 pm

Location: W.E. Hill Community Center
1000 Main Street, Sealy, TX 77474



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

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

A. Call to Order

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

B. Invocation and Pledges of Allegiance

Mayor Bilski gave the Invocation and led the Pledges of Allegiance

C. Roll Call and Certification of a Quorum

Present:

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

Mayor
Councilmember, Place 1, Mayor Pro Tem
Councilmember, Place 2
Councilmember, Place 3
Councilmember, Place 4
Councilmember, Place 5
Councilmember, Place 6

Absent:

None

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrabec, City Secretary
Tim Kirwin, City Attorney
Jennifer Matura, Finance Director
Russell Grimes, Assistant Chief of Police
Patrick Parsons, Public Works Director
Fawn Mackey, Court Administrator
Mike Barrow, Assistant City Manager
Bill Atkinson, EDC Director

D. Petitions(s) and Public Comments

Ruth Brooks, Observe Only
Trina Hultstrand, Observe Only
Shoshana Taylor, Talked about the Budget
Jim Garrett
Scott Lease

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

A motion was made by Councilman Zapalac to move the Presentation to after Business Item No. 5 and Approve the Agenda.

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

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

NOES: None

The motion carried.

F. 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.)

- August 5, 2025, Regular Agenda Minutes
- August 6, 2025, Workshop Agenda Minutes
- Financial Report: June 30, 2025
- Third Quarter Investment Report
- Ordinance for Disannexation from Frankie Corte, approximately 111.116 acres located on Sens Road, Sealy, Texas 77474. Austin County, Texas.
(Second of two readings)

Ordinance No. 2025-25

- Resolution for the Sealy Area Historical Society Museum Project.
(Second of two readings)

Resolution No. 2025-32

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

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

NOES: None

The motion carried.

- G. Public Hearing: The City Council will hold a Public Hearing to receive comments concerning the Proposed City of Sealy 2025 Tax Rate of 0.37731.**

Mayor Bilski Opened the Public Hearing at 6:03 p.m.

Shoshana Taylor spoke.

Mayor Bilski Closed the Public Hearing at 6:07 p.m.

I. Business

- 1. Discussion and Possible Action to Approve an Ordinance Adopting the City of Sealy, Texas Budget for the Fiscal Year 2025-2026 (Per the City of Sealy Home Rule Charter, Section 3.12 (1) Procedure to Enact Legislation, Section 7.02 E. Adoption)
(Only one reading is required for Final passage of this Ordinance)
(A record vote will be taken).**

This Item was voted on and passed on August 17, 2025.

- 2. Discussion and Possible Action to Ratify the Proposed Property Tax Increase reflected in the Budget.
(A record vote will be taken.)**

This Item was voted on and passed on August 17, 2025.

- 3. Discussion and Possible Action to Approve the Interest and Sinking (I&S), or Debt Service, component of the 2025 Property Tax Rate.
(A record vote will be taken)**

A motion was made by Councilwoman Lerma to Approve the Interest and Sinking (I&S) or Debt Service Component of the 2025 Property Tax Rate of 0.17629 cents per \$100 valuation. Councilman Miller seconded the vote. Mayor Bilski called for the vote. A record vote was taken.

Bilski: AYE
Lerma: AYE
Noack: AYE
Miller: AYE
Curry: AYE
Zapalac: AYE
Burttschell: AYE

The motion carried.

**4. Discussion and Possible Action to Approve the Maintenance and Operations (M&O) component of the 2025 Property Tax Rate.
(A record vote will be taken)**

A motion was made by Councilman Miller to Approve the 2025 Maintenance and Operations Property Tax Rate of 0.20102 per \$100 valuation.
Councilman Noack seconded the motion. Mayor Bilski called for the vote. A record vote was taken.

Bilski: AYE
Lerma: AYE
Noack: AYE
Miller: AYE
Curry: AYE
Zapalac: NOE
Burttschell: AYE

The motion carried.

**5. Discussion and Possible Action to Approve an Ordinance providing for the Assessment, Levy, and Collection of Ad Valorem Tax of the City of Sealy, Texas, for the Year 2025.
(Per the City of Sealy Home Rule Charter, Section 3.12 (1) Procedure to enact Legislation, and Section 7.02 E. Adoption),
(Only one reading is required for the Final passage of this Ordinance)
(A record vote will be taken.)**

A motion was made by Councilman Miller to Approve the Ordinance and move that the Property Tax Rate be increased by the Adoption of a Tax Rate of 0.37731, which is effectively a 31.5% increase in the Tax Rate.
Councilman Noack seconded the motion. Mayor Bilski called for the vote. A record vote was taken.

Bilski: AYE
Lerma: AYE
Noack: AYE
Miller: AYE
Curry: AYE
Zapalac: NOE
Burttschell: AYE

The motion carried.

Ordinance No. 2025-24

Councilman Miller left the meeting at 6:13 p.m.

H. Presentation(s)

- **Virgil and Josephine Gordon Memorial Library Semi-Annual Report (Postponed)**
- **Oak Haven**

6. Discussion and Possible Action regarding a Professional Services Agreement for Magistrate Services.

A motion was made by Councilwoman Lerma to Approve. Professional Services Agreement for Magistrate Services with Clyde Drake.

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

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

NOES: None

The motion carried.

7. Discussion and Possible Action regarding the Library Service Agreement with Virgil and Josephine Gordon Memorial Library.

A motion was made by Councilman Zapalac to Approve the Library Service Agreement with Virgil and Josephine Gordon Memorial Library.

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

AYE: Bilski, Lerma, Noack, Curry, Zapalac, Burttschell

NOES: None

The motion carried.

8. Discussion and Possible Action regarding Approval to Repair Water Well #5 and Water Well #6 contingent on TCEQ Approval of Corrective Action.

A motion was made by Councilwoman Curry to Approve the Repair and to Repair Water Well #5 and Water Well #6, contingent on TCEQ Approval of Correction Action.

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

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

NOES: None

The motion carried.

**9. Discussion and Possible Action regarding an Ordinance to Disannex the City's Limb Pile Site.
(First of two readings)**

A motion was made by Councilwoman Lerma to Approve. This is the first of two readings.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

10. Discussion and Possible Action regarding Federal Surplus Property Program.

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

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

The motion carried.

11. Discussion and Possible Action regarding the Mayor to Execute an Owner's Ratification of Plats for D. R. Horton – Westward Point Section 4.

A motion was made by Councilwoman Lerma to Table this Agenda Item.
Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

12. Reports or Requests from the City Manager and Discussion:

- Legal Projects Status Update
- Boo Bash – October 31
- Ghost Tour – November 1

13. Reports, Announcements, or Requests from Councilmembers.

Councilman Burttschell	None
Councilman Zapalac	None
Councilwoman Curry	None
Councilman Miller	Absent
Councilman Noack	None

Councilwoman Lerma Statement: Thank you, Kimbra, you, and your staff have put an enormous amount of time into our budget, our tax rate, our projects, and I could go on and on and on. And I don't think that we thank you enough. We would not let you read your 14 page speech. We've all read it, and it truly is phenomenal. And I would like to say to this council, in addition to Kimbra y'all do a great job. I mean, we, all of us, are from this community. We've been here, I think we're all born and raised here. This is our home. We have been here for some of it's very long time. And I think that every decision that we make, we really consider not just our home and our hometown, but the people who are our neighbors, the people we go to church with, the people that we dine with, and that we see in the grocery store, and when we're pumping gas. I really feel that we are all very mindful in every decision that we make. Whether we're spending money, we're saving money, how we're allocating that money. And Kimbra, I just want to tell you how very proud I am of you and to have you and this council picked you. You are the most efficient City Manager I have seen here. I've been on this council for almost eight and a half years. I sat in these council chambers for over three years prior to running, and not one time did I ever see a City Manager act as professional as you and to be as mindful in your spending and what you present to us, our packets are complete. They're very concise, and I just want to thank you for that. I'm very excited that the state now tells you that we have to get that a day earlier so that your council here has a better opportunity to go out into the public, and I know that several of us actually take our packet and we go out and we look at these sites. I visited this Oak Haven site. I'm very familiar with it. I'm sure that you guys did too.

And I just want to take a minute for all of us to pat ourselves on the back because you guys do a really, really good job. I've been doing this a long time, getting a little tired, but you just do an awesome job. And Kimbra, you have an amazing staff that is very supportive of you and very supportive of this council. And I want to thank the staff for always being so very efficient in your reports and what you bring to us. And I just want to tell you, you're doing a great job. Thank you, and thank you to this council.

Mayor Bilski I do want to make a few statements to address the Public Hearing comments. I think it's fair to the public that's listening on the video that they understand the Historical Society money was not tax money from your property tax. It was part of the sales tax through the Economic Development and you would be very surprised to see that sales tax at work. You are welcome to look at a budget if you do use the website. Go online and look, Ms. Taylor, and you will see some of these things. Regarding the sales tax when my granddaughter came to the chamber luncheon when we talked about sales tax, and she said, Well, nobody should eat out of Sealy. They should eat in town because the sales tax helps keep the property tax. I said they should eat in town. They shouldn't go to Katy, they shouldn't go to Bellville. They should eat in Sealy, because she's 16 years old and she was astute to hear that. And I think we work very hard. I certainly agree with

everything you said (Councilwoman Lerma). I think the staff is a wonderful team. I think we work really hard to do the right things and that Certificates of Obligation, which is raising the tax rate, is something that was very necessary because when you have 40 and 50 year old wells and wastewater treatment plants that need winterization and all the things that were neglected for so many years before 2017. Literally we were are trying to get these things fixed. I think it is very important that the public understand that. And I want you to understand that as a newcomer, because as she said, we are mostly people that have been born and raised here, and we can't stop the growth that's Texas. It is growing everywhere, but we can manage the growth. And that's what this council and staff work so hard to do. So, we're not, we can't put up a barbed wire fence at the river, even though some people would like that. We have to be here to manage the growth. And to me, public safety, taking care of our law enforcement and giving them the compensation they need to keep you safe if you call, that's very important. I had; I will have to share this little story. Chief, today, there was a gentleman walking with a walker to get down Frydek Road to cross the highway to come downtown. So, I pulled over, and I thought maybe he's, you know, confused. I said, Can I help you? And he said, No, I need to get to Wittenberg. Very soft spoken. You could hardly hear him. I said, Well, let me pull over and I put him in my car, put his walker in my truck, and I said, I can't stay. I have a meeting at City Hall at two. I can't, he said, that's okay. I'll find somebody to give me a ride back. And so, I called, I told the Wittenberg lady, I said, we might have to ask for a courtesy call from our PD. So, I called Chief and said, If you get a phone call, and he said, We recognize a gentleman. He had given me his name, and he said, We believe in helping when it's needed and so those are things, and how many times have I, when you read those reports, they've saved us from being on the news, from robberies and stabbings and domestic violence things by going in and using your skills. So, on behalf of this council Chief, please pass that on. Sure. And we really appreciate you're taking over on October 1st and Chief Reeves is going to retire and hopefully enjoy his retirement. That's well deserved. And our Public Works water leak down Hardeman running water. You know, people were calling me. I said, they're on it. You see those little cones; they already know about it. They're fixing it. So, I mean, we couldn't do without this wonderful staff. And thanks to all for what you do. And if you have any questions about anything, you can call us. I'll give you a business card, call Kimbra, and we will be glad to sit down and explain things in greater detail so that you feel more comfortable with your time here in Sealy. And we encourage people to come in and understand what's going on. By all means, I don't know if you're in a subdivision or if you're out in the general old Sealy, but we certainly want to encourage you to be a participant. And thank you for coming. It does us good to see the public pay attention. So, thank you for that.

J. Adjourn

A motion was made by Councilwoman Lerma to Adjourn.
Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

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

The motion carried. The City Council meeting adjourned at 6:46 p.m.

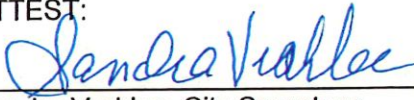
PASSED AND APPROVED this 3rd day of September 2025.





Carolyn Bilski, Mayor

ATTEST:



Sandra Vrabec, City Secretary

ITEM #14

This policy has not been reviewed by the City Attorney. It is being provided for feedback purposes only.



AGENDA ITEM NO: 14

Discussion and Possible Action regarding Amendments to the City of Sealy Personnel Policies and Procedures Manual regarding Reporting Requirements, Potential Staffing Shortages, Updating Public Information Officer's Roles, and Language regarding Annual Health Insurance Benefits Contributions.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

At its previous meeting, City Council reviewed several proposed revisions to the City of Sealy Personnel Policies and Procedures Manual and provided policy direction to staff regarding the concepts presented. Staff has incorporated Council's direction and has prepared both redline version identifying all revisions and a clean version of the proposed Personnel Policies and Procedures Manual for consideration.

The proposed amendments modernize several administrative processes, clarify policy language, improve consistency with existing Council actions and City governance documents, and establish a more efficient method of administering employee benefits and vacation leave. The amendments have also been reviewed for consistency with the City's operational practices and implementation of the NEOGOV Human Resources Information System (HRIS).

At the time of preparation of this staff report, the proposed policy revisions were under review by the City Attorney. Any amendments approved by the City Council are subject to final legal review and approval by the City Attorney.

ANALYSIS

Chapter 3 - Compensation and Performance Evaluation

Section 3.0 - Compensation Plan

The proposed amendment updates personnel liability reporting requirements to improve City Council's oversight of employee-related financial liabilities. The amendment transitions quarterly reporting to HRIS-generated reports while retaining previously presented historical baseline reports as

static reference documents. This approach reduces manual reporting requirements while continuing to provide meaningful trend analysis for overtime, compensatory time, and paid leave liabilities.

Chapter 4 – Absences and Leaves

Section 4.1 – Vacation

The proposed amendments substantially modernize the City's vacation leave administration while preserving existing annual leave benefits based on years of service.

Major revisions include:

- Transitioning vacation administration from an employee anniversary-year system to a calendar-year system effective **January 1, 2027**;
- Providing annual vacation allocations at the beginning of each calendar year for scheduling purposes while vesting leave proportionately throughout the year for payout purposes;
- Requiring newly hired employees to complete three months of continuous service before becoming eligible to use allocated vacation leave;
- Maintaining the existing requirement that employees utilize at least eighty percent (80%) of their annual vacation allocation while limiting annual carryover to twenty percent (20%) of the annual allocation;
- Eliminating the ongoing accumulation of unused vacation balances from year to year;
- Establishing vesting provisions to ensure vacation payout upon favorable separation reflects only vested vacation leave together with any authorized carryover balance; and
- Simplifying policy administration through standardized annual allocations, carryover calculations, and year-end processing within the City's HRIS.

The amendments also establish a formal administrative review process for vacation leave requests denied because of operational staffing shortages. Under the revised policy, denied leave requests will first be evaluated administratively by City management to determine whether operational alternatives exist before any policy exception is presented to City Council. Should no reasonable operational solution be available, staff will prepare an Operational Leave Exception Plan for Council's consideration. This process preserves Council's authority to approve policy exceptions while ensuring operational staffing matters are addressed administratively whenever possible.

Chapter 6 – Employee Communication

Section 6.0 – Communication

The proposed amendments clarify employee communication responsibilities and align the Personnel Policies and Procedures Manual with existing City ordinances, Council actions, and applicable state law.

The revisions:

- Clarify the City Manager's authority regarding employee communications made on behalf of the City;
- Recognize the Mayor as the official spokesperson for City Council positions and policy decisions;
- Formally recognize the City Secretary's role in coordinating routine public information requests and Public Information Act administration; and
- Designate the Chief of Police as the Public Information Officer for emergency and disaster communications consistent with Council action and state law.

These revisions are administrative in nature and formalize communication responsibilities already established through City governance documents.

Chapter 9 – Employee Benefits

Section 9.2 – Benefits

The proposed amendment updates the City's health insurance contribution language to reflect Council's direction that the Personnel Policy establish the City's standard employer contribution while allowing City Council to modify contribution rates through approval of the annual employee benefits renewal.

This revision eliminates the need for annual personnel policy amendments whenever contribution rates are adjusted during the City's annual benefits renewal process while preserving Council's authority to establish employer contribution levels.

FINANCIAL IMPACT

The proposed amendments are not anticipated to create a significant immediate fiscal impact.

Administrative efficiencies are expected through implementation of standardized HRIS processes, including calendar-year vacation administration, automated leave tracking, and streamlined personnel liability reporting.

Future personnel costs associated with employee benefits, vacation leave, or authorized operational staffing exceptions will continue to be determined through the annual budget process and future City Council actions.

RECOMMENDATION

Staff recommends approval of the proposed amendments to the City of Sealy Personnel Policies and Procedures Manual as presented, with the vacation leave administration provisions becoming effective January 1, 2027, and all remaining amendments becoming effective upon approval by City Council, subject to final review and approval by the City Attorney.

ATTACHMENTS

1. Proposed Personnel Policies and Procedures Manual – Redline Version
2. Proposed Personnel Policies and Procedures Manual – Clean Copy

Redline Version

CITY OF SEALY PERSONNEL POLICIES & PROCEDURES MANUAL



EFFECTIVE ~~SEPTEMBER 17, 2025~~AUGUST 05, 2026 -
CURRENT

Chapter 3-COMPENSATION & PERFORMANCE EVALUATION

Section 3.0 Compensation Plan

The City compensates employees in the form of pay and benefits. The City strives to provide competitive pay and benefits which will attract and retain qualified employees.

~~In preparation for upcoming fiscal year budget considerations, Annually, but not before the month of July, or before the Finance Director's monthly financial reports are provided for the month ending April of the current fiscal year, the City shall annually prepare a compensation plan for employees. The plan shall which includes a pay scale, a certification incentives schedule, merit increase recommendations, top-out pay recommendations, and a schedule of benefits as provided by the City in Chapter 9 of this policy. At that time, City Council will be provided with The City shall also prepare an overtime compensation and compensatory time (COMP) liability report and a paid time off (PTO) liability report comparing vacation and sick leave balances. Both reports shall reflect actual hours and their corresponding values, from the beginning of the fiscal year to through the current reporting date, and shall include a copy of the memorialized PTO liability reports (to be approved by Resolution) reflecting values as of October 1, 2024 and July 15, 2025, which shall serve as the baseline for tracking and evaluation purposes.~~

~~City Council shall be provided with quarterly overtime compensation and compensatory (COMP) & paid time off (PTO) liability reports comparing vacation and sick leave balances and their corresponding values from the beginning of the fiscal year through the applicable quarter-end reporting date. Reporting requirements are as follows.~~

	<u>2nd City Council Meeting in OCTOBER</u>	<u>2nd City Council Meeting in JANUARY</u>	<u>2nd City Council Meeting in APRIL</u>	<u>2nd City Council Meeting in JULY</u>
<u>Quarterly Year to Date COMP & PTO Liability Report</u>	☒ (Update for the months of July, August, September)	☒ (Update for the months of October, November, December)	☒ (Update for the months of January, February, March)	☒ (Update for the months of April, May, June)
<u>Compensation Plan</u>				☒
<u>Pay Scale</u>				☒
<u>Certification Incentive(s)</u>				☒
<u>Merit Increase Recommendations</u>				☒
<u>Top-Out Pay Recommendations</u>				☒
<u>Schedule of Benefits</u>				☒

Section 3.1 Employee Pay Schedule

The City utilizes a bi-weekly pay schedule, with a total of 26-pay periods each calendar year. Paychecks and paystubs are only issued to employees unless the employee has filed a written authorization with the Human Resources Department naming another person to receive such information.

When a pay period falls on a holiday, employees are paid on the last working day preceding the holiday.

The City does not provide pay advances.

The City encourages its employees to utilize direct deposit.

Section 3.2 Emergency Services Pay

When directed by the City Manager, employees shall report to work even if a declared emergency is ordered. An employee who fails or refuses to report to work, fails or refuses to perform employment functions, or fails or refuses to obey any order or direction of the City may be disciplined up to and including termination.

If an employee has a circumstance that would impair the ability to report to work, perform employment functions, or obey orders or directions, the employee shall immediately inform their Department Director. The Department Director may require supporting documentation from the employee which the employee shall provide no later than one (1) business day after the request.

Employees called back to work in emergencies shall be compensated in accordance with established overtime policies.

Except for peace officers, non-exempt employees shall receive over-time pay or compensatory time for any hours worked over 40 hours per workweek.

Exempt employees may receive compensatory time for any hours worked over 40 hours in a workweek at the Department Director's discretion.

The City Manager may require Department Directors to use flex time to reduce the liability that overtime hours create.

Evacuation Pay

In the event of an ordered evacuation,

- A. non-exempt employees may use vacation and compensatory time. If the employee does not have any vacation or compensatory time available, then unpaid leave will be granted in one week increments with the approval of the City Manager. If the employee is unable to return to work when the City resumes operations, the City reserves the right to discontinue authorized leave and terminate the employee.

- B. exempt employees may use vacation time. If the employee does not have any vacation time available, then unpaid leave will be granted in one week increments with the approval of the City Manager. If the employee is unable to return to work when the City resumes operations, the City reserves the right to discontinue authorized leave and terminate the employee.

Section 3.3 Overtime Compensation and Compensatory Time

Overtime Compensation. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Unless otherwise provided for herein, exempt employees are not paid overtime compensation. Exempt employees are expected to put in the hours necessary to complete their employment functions.

Overtime must be approved by the Department Director. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination. Overtime work is subject to the same attendance requirements as non- overtime work.

Non-exempt employees who work overtime without receiving proper authorization will be subject to disciplinary action up to and including possible termination.

Generally, except for peace officers, overtime pay for non-exempt employees is at the rate of 1- 1/2 times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in a workweek. An employee's regular hourly rate includes all pay incentives, such as longevity pay and certification pay. Peace officers are paid overtime based on the work cycle adopted by their Department, which is currently based on a 14-day work cycle of 80 hours.

Time off for vacation leave, holiday leave, sick leave, jury duty leave, witness duty leave, bereavement leave, or any other leave of absence is not considered time worked for purposes of calculating overtime. All hours physically worked by an employee will be applied to regular hours worked until they have met the 40 hours per workweek or 80 hours per work cycle requirement.

Compensatory Time. Non-exempt employees may accrue compensatory time in lieu of being paid overtime compensation. All non-exempt employees may accrue a maximum of 80 hours of compensatory time. Overtime hours worked beyond the maximum shall be paid. Compensatory time accrues at a rate of 1-1/2 hours for every hour of overtime worked by non-exempt employees. Department Directors will document compensatory time earned and forward such to the Human Resources Department.

Using Compensatory Time. An employee who has accrued compensatory time and requests use shall be permitted to use such time off within a reasonable period after making the request. Compensatory time off shall not unduly disrupt the City's operations. If compensatory time off is denied, then the employee shall be paid for time worked. Department Directors or supervisors may require an employee to take compensatory time off to manage the accrual limitation. Additionally, the City may, at any time, elect to pay an employee their accrued compensatory time.

Payment of Compensatory Time. An employee who is reclassified from a non-exempt position to an exempt position shall be paid all accrued compensatory time. Upon leaving employment with the City, a non-exempt employee shall be paid for accrued compensatory time. The rate of compensation for each compensatory hour paid shall be at the regular rate earned at the time of leaving employment.

Flex-time Work Schedule. Department Directors may also flex or adjust an employee's schedule to reduce or control the number of hours worked within a work period. Employees are not guaranteed overtime, regardless of previous schedules or assignments. Flexing shall be completed within the same workweek or work cycle that the employee worked.

Section 3.4 Employee Performance Evaluation

The City may conduct performance evaluations for any City employee. A performance evaluation may be conducted at any time, but the City strives to conduct performance evaluations at least once annually on or before the employee's anniversary date, which is measured from their hire date.

The goal of performance evaluations is to ensure that the quantity and quality of work performed by employees meets the City's needs and to:

- a. help plan more effectively the work of the City departments and other work units;
- b. identify training and development needs;
- c. promote fair treatment of employees; and
- d. provide for increased communication between employees and their supervisors.

Review and Appeal of Evaluations: An employee's performance evaluation shall be reviewed by the City Manager and Human Resources Department. An employee may appeal his/her performance evaluation in writing to their Department Director within five (5) business days of receiving a copy of the signed, completed evaluation. The Department Director will then have three (3) business days to discuss the appeal with the employee. If the employee is not satisfied with the response of the Department Director, they may appeal the evaluation to the City Manager. The employee must sign a request to continue the appeal process at the time they receive the response from the Department Director. The decision of the City Manager shall be final for all employees below the Department Director level. Department Directors may appeal their evaluation ratings to City Council through the City Secretary's office if a resolution is not reached through the City Manager.

Top-out pay: If an employee has reached the maximum pay on the pay scale, the employee may receive a one-time lump sum payment in lieu of an increased hourly rate. The amount shall be the product of the employee's annual salary times the percentage increase determined by the employee's annual evaluation. This percentage shall not exceed the approved percentage in the City Compensation Plan.

Salary increases and Top-out pay are subject to budget availability and are not guaranteed.

Section 3.5 Training and Development

The City encourages employee educational training and development related to their employment functions.

Department Director's shall approve training and development expenses prior to the expenditure or commitment of funds based on the City's budget. Any nonbudgeted training and development shall be approved by the City Manager.

Section 3.6 Longevity Pay

The City provides longevity pay to all regular, full-time employees after one year of service. The amount of \$4.70 will be added to the gross pay earned for each pay period for a year, beginning with the first pay period of the second year. At the end of each year, that amount becomes vested and a like amount added each pay period of the subsequent year, and so on for the duration of employment with the City.

Section 3.7 Separation Pay

Employees who leave the service of the City, regardless of reason for separation, shall receive all pay that is due in accordance with the following considerations:

- A. The final compensation check for voluntary separations will be issued not later than the next regularly scheduled payday if all City property has been returned. The final compensation check for involuntary separations will be issued within six (6) calendar days.
- B. Only regular, full-time employees who have successfully completed at least ~~two~~ (2) years of service shall be paid for unused vacation time if all other eligibility and good standing requirements are met;

- C. An employee who has accrued compensatory time shall be paid for unused compensatory time.
- D. If applicable, sick leave will be paid in accordance with this manual.
- E. Employees may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program.
- F. Separation pay may be delayed due to any pending investigation of an employee.
- G. A regular, full-time employee who gives less than ten (10) working days' notice of resignation or who is dismissed because of violating personnel rules and regulations concerning conduct will forfeit accrued vacation and sick leave pay unless approved by the City Manager.
- H. If any employee dies while employed by the City, the City shall pay their designated beneficiary any unpaid pay, unused vacation time, and accumulated benefits consistent with this Manual and the payroll practices of the City.

Chapter 4-ABSENCES AND LEAVES

Section 4.0 Holidays

All regular, full-time employees shall be paid for holidays as set forth by City Council and as provided for herein:

- A. Any other day may be designated a holiday with City Council approval.
- B. All employees will receive eight (8) hours of regular pay for the holiday.
- C. Department Directors may require an employee to work on a holiday if necessary for City functions. All non-exempt employees required to work on holidays will be paid one and one-half times their regular rate for the hours worked. Employees shall not accrue Holiday time.
- D. For peace officers, if a holiday falls on a regularly scheduled day off, the City will pay the regular rate.
- E. An employee on unpaid leave or who is absent without authorized leave on the day immediately preceding the holiday, on the holiday, or the day following a holiday will not be paid for the holiday.
- F. An employee on paid leave status will be paid holiday pay rather than any other leave status pay.
- G. An employee on Workers' Compensation leave will receive holiday pay if the employee would have been paid for that holiday as set forth in this section.
- H. Part-time, seasonal, or temporary employees may be granted each holiday off without pay at their supervisor's discretion.

Section 4.1 Vacation

EFFECTIVE THROUGH 12/31/2026

Paid vacations are provided as a benefit of employment so that employees may have periods of rest, relaxation, and recreation. Vacation leave also may be used for personal business, extension of a Holiday, or Sick Leave. The Department Director, or City Manager if the request is from a Department Director, shall approve scheduled Vacation Leave.

All regular, full-time employees receive vacation leave as follows:

<u>Years of Service</u>	<u>Hours of Vacation leave per</u>
<u>Year 1-7</u>	80 hours
8-15	120 hours
16+/City Manager	160 hours

- A. Accrual: Regular, full-time employees accrue vacation leave at the end of each pay period based on their years of service. New full-time employees will receive twenty

(20) hours of vacation leave at three (3) months. See the examples provided.

*Example of Vacation Leave Accrual Table for 1st Year of Service: (80 hours per year over 10 months)

1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
0	0	20	26.66	33.32	40	46.66	53.32	60	66.66	73.32	80.00

*Example of Vacation Leave Accrual Table for 2-7 Years of Service: (80 hours per year over 12 months)

1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
6.63	13.26	19.89	26.52	33.15	39.78	46.41	53.04	59.68	66.31	72.94	80.00

*Example of Vacation Leave Accrual Table for 8-15 Years of Service: (120 hours per year over 12 months)

1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
9.95	19.91	29.87	39.83	49.78	59.74	69.70	79.66	89.61	99.57	109.53	120.00

*Example of Vacation Leave Accrual Table for 16+ Years of Service/City Manager: (160 hours per year over 12 months)

1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
13.28	26.56	39.85	53.13	66.42	79.70	92.98	106.27	119.55	132.84	146.12	160.00

**The tables reflect estimated accrual and do not represent actual hours accrued per pay period.*

B. Scheduling: Employees shall be permitted to take vacation leave if taking leave will not affect the efficiency of City functions and services.

1. If three (3) or more consecutive days of leave is requested, an employee shall request leave at least two (2) weeks prior to the requested leave. The person responsible for authorizing the leave may waive this provision.

2. If fewer than three (3) consecutive days of leave is requested, an employee shall request leave at least two (2) working days prior to the requested leave. The person responsible for authorizing the leave may waive this provision.

C. If an employee fails to designate the type of leave taken at the time payroll is processed, the City shall deduct the employee's vacation leave to account for the absence or absences.

D. Employees who become ill or injured during vacation leave may request the time of illness or injury be charged to sick leave. The person authorizing leave may require supporting documentation from a health care provider.

E. No employee shall be allowed to use vacation leave prior to it being accrued.

~~F.~~

~~F.~~ The maximum amount of vacation leave that may be accrued shall be twice the

number of days accrued under his/her annual accrual rate. ~~If a department is facing a critical staffing shortage and it is determined by the city council that enforcing the use of mandatory vacation leave could result in public health and~~

~~safety risks for either staff or the public, authorization to extend the approved accrued vacation leave caps would require the approval of city council, to include the approval of a one-time end of fiscal year pay out of any vacation leave in excess, which shall be paid at the employee's regular wage rate as soon as vacancies are sufficiently filled, but no later than the last pay period of the fiscal year, and funded from the council approved funding source.~~

G. If a Department Head determines that a vacation leave request must be denied due to a potential critical staffing shortage or other operational necessity affecting public health, public safety, or the continuation of essential City services, the denial shall be documented in writing through the City's approved electronic timekeeping and leave management system. The Department Head shall promptly notify the City Manager and Assistant City Manager of the denied request verbally and in writing.

Upon notification, the City Manager shall convene an internal advisory committee consisting of appropriate management staff to evaluate whether a critical staffing shortage or operational necessity exists and whether reasonable operational alternatives are available to accommodate the employee's leave request while maintaining essential City services. The advisory committee may consider scheduling adjustments, cross-department staffing assistance, temporary operational modifications, or other reasonable alternatives.

If the advisory committee determines that an operational solution is available, the matter shall be resolved administratively, and no further action shall be required.

If the advisory committee determines that no reasonable operational solution exists, the Department Head shall prepare an Operational Leave Exception Plan outlining the operational circumstances, staffing impacts, and recommended course of action. The Operational Leave Exception Plan shall be reviewed by the advisory committee, and the recommendation shall be placed on the agenda for the next regularly scheduled City Council meeting for discussion and consideration by City Council.

City Council may authorize a temporary extension of an employee's vacation leave accrual limit when it determines that enforcing the requirements of this policy would create a risk to public health, public safety, or the continuation of essential City services. Approval of a temporary extension shall be limited to the period necessary to address the operational staffing shortage and shall not constitute a permanent modification of the employee's maximum vacation leave accrual.

City Council may also authorize a one-time payout of vacation leave accrued in excess of the maximum allowable accrual. Any approved payout shall be compensated at the employee's regular rate of pay on the payroll date established by City Council at the time the exception is approved and shall be funded from a City Council-approved funding source. If no payout date is specified by City Council, the payment shall be made no later than the last regular payroll of

the fiscal year.

Failure to follow the procedures established in this section shall not create an automatic entitlement to an exception or payout, nor shall it obligate City Council to authorize an exception. Department Heads and supervisory personnel are responsible for ensuring compliance with the procedures established herein and may be subject to disciplinary action for failure to do so.

H. Under no circumstances shall an employee's vacation leave balance exceed the maximum carryover or limitations established by this policy unless expressly authorized by City Council pursuant to the Operational Staffing Shortage provisions of this policy.

I. No external tracking mechanisms, including but not limited to spreadsheets, personal logs, departmental records, or other unofficial leave tracking systems, shall be created or maintained for the purpose of extending, preserving, or documenting vacation leave balances outside of the City's approved payroll and leave management system.

~~G.~~J. Employees shall take at least 80% of vacation days each year, with the year being designated as the anniversary hire date to the next anniversary date. Employees will lose vacation days if not taken as provided for in this section. Accrual of vacation will stop once the maximum accrued vacation hours are reached. See the examples provided.

Vacation Leave Table:

Years of Service	Vacation Hours Accrued Annually, beginning on Anniversary Date	Number of Vacation Hours that must be used Annually	Maximum Accrued Vacation Hours
1 – 7	80	64	160
8 – 15	120	96	240
16+	160	128	320

~~H.~~K. An employee cannot take more than 25 consecutive days of vacation leave without the approval of the City Manager.

L. Vacation leave is not earned while an employee is on unpaid leave or is absent without authorized leave.

EFFECTIVE BEGINNING 01/01/2027

Effective January 1, 2027, vacation leave shall transition from anniversary-year administration to calendar-year administration.

Employees shall receive their annual vacation allocation on January 1, 2027, based upon their years of continuous service.

Vacation balances exceeding the maximum carryover amounts established by this policy shall be addressed in accordance with a transition plan approved by the City Council.

Employees shall be provided with a reasonable opportunity during calendar year 2026 to

utilize excess vacation leave before implementation of the new policy.

- A. Annual Vacation Allocation:** Effective January 1, 2027, vacation leave shall be administered on a calendar-year basis. Regular, full-time employees shall receive their annual vacation leave allocation on January 1 of each calendar year based upon their years of continuous service as of that date. Employees hired after January 1 shall receive a prorated vacation leave allocation based upon the date of hire. Newly hired employees shall become eligible to use allocated vacation leave upon completion of three (3) months of continuous service. Upon satisfying the three-month eligibility requirement, the employee may use the prorated vacation leave allocated for the remainder of the calendar year, subject to departmental scheduling requirements and the provisions of this policy.
- B. Scheduling:** Employees shall be permitted to take vacation leave if taking leave will not affect the efficiency of City functions and services.
1. If three (3) or more consecutive days of leave is requested, an employee shall request leave at least two (2) weeks prior to the requested leave. The person responsible for authorizing the leave may waive this provision.
 2. If fewer than three (3) consecutive days of leave is requested, an employee shall request leave at least two (2) working days prior to the requested leave. The person responsible for authorizing the leave may waive this provision.
- C.** If an employee fails to designate the type of leave taken at the time payroll is processed, the City shall deduct the employee's vacation leave to account for the absence or absences.
- D.** Employees who become ill or injured during vacation leave may request the time of illness or injury be charged to sick leave. The person authorizing leave may require supporting documentation from a health care provider.
- E.** Employees may use vacation leave following its annual allocation, subject to departmental scheduling requirements and the provisions of this policy.
- F. Operational Staffing Shortages:** If a Department Head determines that a vacation leave request must be denied due to a potential critical staffing shortage or other operational necessity affecting public health, public safety, or the continuation of essential City services, the denial shall be documented in writing through the City's approved electronic timekeeping and leave management system. The Department Head shall promptly notify the City Manager and Assistant City Manager of the denied request verbally and in writing. Upon notification, the City Manager shall convene an internal advisory committee consisting of appropriate management staff to evaluate whether a critical staffing shortage or operational necessity exists and whether reasonable operational alternatives are available to accommodate the employee's leave request while maintaining essential City services. The advisory committee may consider scheduling adjustments, cross-department staffing assistance, temporary operational

modifications, or other reasonable alternatives.

If the advisory committee determines that an operational solution is available, the matter shall be resolved administratively, and no further action shall be required.

If the advisory committee determines that no reasonable operational solution exists, the Department Head shall prepare an Operational Leave Exception Plan outlining the operational circumstances, staffing impacts, alternatives considered, the amount of vacation leave affected, and the recommended policy exception. The Operational Leave Exception Plan shall be reviewed by the advisory committee, and the recommendation shall be placed on the agenda for the next regularly scheduled City Council meeting for discussion and consideration by City Council.

City Council may authorize an exception to the annual vacation leave carryover limitations established by this policy when it determines that an employee was unable to utilize allocated vacation leave due to a verified critical staffing shortage or other operational necessity affecting public health, public safety, or the continuation of essential City services. Any approved exception shall be limited to the amount of vested vacation leave the employee was unable to reasonably utilize as a direct result of the operational staffing shortage and shall not constitute a permanent modification of this policy.

As an alternative to authorizing additional carryover, City Council may approve a one-time payout of eligible vested vacation leave that would otherwise be forfeited under this policy. Any approved payout shall be compensated at the employee's regular rate of pay and processed on the payroll date designated by City Council at the time the exception is approved. The payout shall be funded from a City Council-approved funding source.

Failure to follow the procedures established in this section shall not create an automatic entitlement to an exception or payout, nor shall it obligate City Council to authorize an exception. Department Heads and supervisory personnel are responsible for ensuring compliance with the procedures established herein and may be subject to disciplinary action, up to and including termination, in accordance with this Policies and Procedures Manual for failure to comply.

- G. Under no circumstances shall an employee's vacation leave balance exceed the maximum carryover or limitations established by this policy unless expressly authorized by City Council pursuant to the Operational Staffing Shortage provisions of this policy.
- H. No external tracking mechanisms, including but not limited to spreadsheets, personal logs, departmental records, or other unofficial leave tracking systems, shall be created or maintained for the purpose of extending, preserving, or documenting vacation leave balances outside of the City's approved payroll and leave management system.
- I. **Annual Use and Carryover:** Employees shall utilize at least eighty percent (80%) of the vacation leave allocated to them during each calendar year.

Upon completion of the calendar year, employees may carry forward no more than twenty percent (20%) of their annual vacation allocation into the following calendar year. Any vacation leave remaining in excess of the authorized carryover amount on December 31 shall be forfeited. Carryover balances shall not accumulate from year to year beyond the maximum carryover authorized under this policy.

Vacation Leave Table:

<u>Years of Service</u>	<u>Annual Allocation</u>	<u>Required Annual Use</u>	<u>Maximum Carryover</u>	<u>Maximum Available January 1</u>
<u>1 – 7</u>	<u>80</u>	<u>64</u>	<u>16</u>	<u>96</u>
<u>8 – 15</u>	<u>120</u>	<u>96</u>	<u>24</u>	<u>144</u>
<u>16+</u>	<u>160</u>	<u>128</u>	<u>32</u>	<u>192</u>

Annual vacation leave allocations shall be determined based on an employee's completed years of continuous service as of January 1 of each calendar year. Employees who become eligible for a higher vacation leave tier during the calendar year shall receive the increased annual allocation beginning on the following January 1.

J. Payout of Vacation Upon Favorable Separation: Upon favorable separation from employment, regular, full-time employees who have completed at least two (2) years of continuous service shall be eligible for payment of vested, unused vacation leave in accordance with this policy and Section 3.7(B)

Although annual vacation leave is allocated at the beginning of each calendar year for scheduling purposes, vacation leave shall vest proportionately each pay period throughout the calendar year.

Upon favorable separation, employees shall be compensated only for:

1. The vested but unused portion of the current calendar year's vacation allocation; and
2. Any unused carryover vacation leave authorized under this policy.

Vacation leave that has been allocated but has not vested as of the employee's final date of employment shall not be eligible for payout.

Example of Vacation Leave Vesting

<u>Annual Allocation</u>	<u>Hours Vested Each Pay Period</u>
<u>80 hours</u>	<u>3.08</u>
<u>120 hours</u>	<u>4.62</u>
<u>160 hours</u>	<u>6.15</u>

An employee who receives an annual vacation allocation of 80 hours on January 1 has immediate access to schedule all 80 hours, subject to departmental approval. If the employee voluntarily separates after completing the eight (8th) pay period of the applicable calendar year, the employee would be eligible for payment of 24.62 hours of vested vacation leave, plus any eligible carryover balance from the previous calendar year.

If an employee has used vacation leave in excess of the amount vested at the time of separation, the City may deduct the value of the unvested vacation leave from the employee's final compensation to the extent permitted by applicable law.

K. An employee cannot take more than 25 consecutive days of vacation leave without the approval of the City Manager.

L. Vacation leave shall not vest during periods of unpaid leave or unauthorized absence.

Section 4.2 Sick Leave

All regular, full-time employees receive sick leave as follows:

- A. Accrual: Regular, full-time employees accrue sick leave at the end of each pay period. Regular full-time employees receive ninety-six (96) hours of sick leave within a calendar year. New employees will receive twenty-four (24) hours of sick leave at three (3) months of employment.

*Example Sick Leave Accrual Table for 1st Year of Service: (96 hours per year over 10 months)

1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
0	0	24	32.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00	96.00

*Example Sick Leave Accrual Table After 1st Full Year of Service: (96 hours per year over 12 months)

1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
7.97	15.94	23.91	31.88	39.85	47.82	55.79	63.76	71.73	79.70	87.67	96.00

**The tables reflect estimated accrual and do not represent actual hours accrued per pay period.*

- B. Notification of Absence: Employees using sick leave shall notify their supervisor or their Department Director of their absence via a communication designated by the Department Director no later than thirty (30) minutes prior to the regularly scheduled work start time unless illness or injury renders the employee unable to do so in which case notification may be made by an immediate family member or emergency contact.

- C. Sick leave may be used in the following circumstances:

1. Personal illness or physical or mental incapacity, injury to the employee (non- occupational in nature, including conditions related to pregnancy);
2. Medical, dental, or optical examinations or treatments;

3. Illness arising from exposure to contagious disease and endangering the health of other employees;
 4. To care for a spouse after pregnancy, a newborn child; or the placement with the employee of a child for adoption or foster care and to care for the newly placed child;
 5. Illness in the employee's immediate family (employee's spouse, children, or parents) which necessitates his/her absence from work; and
 6. Death of the employee's spouse, child, parent, or parents-in-law beyond the five (5) day benefit set forth under "Bereavement Leave."
- D. Employees shall not engage in any employment or business from the time they give notice of leave until such time as they have returned to work, unless the employee has prior approval from their Department Director.
- E. Written Certification of leave: If leave of three (3) or more consecutive days is used for the employee's own illness, incapacity, or injury the employee shall provide written certification from a health care provider that leave was necessary and that the employee is fit to return to work. If three (3) or more consecutive days are used due to the illness or care of an immediate family member, the employee shall provide written certification from the health care provider that the employee's leave was necessary. Certifications shall be provided prior to the employee returning to work. The Department Director may waive the requirements of this section.
- F. If the written certification places restrictions on the performance of the employee or if the City believes the employee is unable to perform the essential functions of the job, the employee may be required to submit to examination by a physician designated by the City. In such cases, the employee will not be allowed to return to work unless the City's physician certifies that the employee can fully perform the essential functions of the job.
- G. The City may require an employee to take sick leave if it is in the best interest of the City or the employee; however, no employee may use sick leave prior to it being accrued.
- H. Sick leave is not earned while an employee is on unpaid leave or is absent without authorized leave.
- I. An employee that falsifies the reason for leave or provides falsified documentation associated with the leave may be subject to disciplinary action, up to and including termination. If the City confirms that the employee provided false information or documentation, the City shall not apply sick leave time to the time off and the employee will be considered on unpaid leave.
- J. An employee who has used all sick leave shall use all other available leave with pay and then may request unpaid leave. The City Manager shall approve or deny any unpaid leave.

The City of Sealy Personnel Policies and Procedures Manual, Section 4.2, is amended to read as follows:

- K. Except for Tier Three employees, upon separation of employment with the City, employees with a minimum of one (1) year of employment and who separate in good standing shall be paid at a rate of one (1) day's pay for every two (2) days of accrued sick leave (a "day" being eight (8) hours) for sick leave at the employee's regular rate of pay as of the date of separation, in accordance with the table below. Employees who separate because of termination or voluntary resignation without the required notice served to the City (being two (2) weeks) shall not be considered in good standing and shall not be paid for accrued sick leave. Hours which have been accrued beyond the maximum eligible hours will be forfeited upon separation.
- L. There is hereby established a sick leave accrual cap of 320 hours for Tier One employees and 160 hours for Tier Two and Tier Three employees, based on the chart shown below.

	DATE OF EMPLOYEE EMPLOYMENT (BY RANGE)	MAXIMUM NUMBER OF TOTAL HOURS ACCRUED	MAXIMUM NUMBER OF HOURS FOR PAYMENT
Tier One	Employed on February 7, 1989 to March 31, 2012	320*	320 hours
Tier Two	Employed on April 1, 2012 to October 18, 2022	160*	160 Hours
Tier Three	Employed on or after October 19, 2022	160*	Not eligible for sick leave pay

**As of 1/5/2025, if an employee has more than the designated accrual cap stated, then employee can retain the accrued balance but will not accrue more sick time unless and until the employee goes under the cap.*

Section 4.3 Bereavement Leave

All regular, full-time employees receive Bereavement leave as follows:

- A. Up to five (5) business days for the death of an immediate family member. Immediate family member for purposes of this section includes spouse, child/stepchild, parent/parent-in-law, grandparent/grandparent-in-law, grandchild, foster parent, guardian, brother/brother-in-law, sister/sister-in-law, niece, and nephew.
- B. Up to three (3) business days for a death of other non-immediate family members.
- C. In the event of the death of an employee or city official, the City Manager may

grant bereavement leave up to two (2) business days to other employees.

Section 4.4 Administrative Leave with Pay

- A. Elections: Employees on duty on the date of any national, state, or local election and who are eligible to vote in such elections shall be granted paid leave to exercise this right if the polls are not open for voting for two consecutive hours outside of the employee's work hours. Evidence of voter registration and voting may be required by the employee's supervisor.
- B. Jury/Court Duty: Employees who are required to appear for jury service or court service shall be granted paid leave. Evidence of jury summons or court subpoena may be required by the employee's supervisor. Court service does not apply to personal court dates.
- C. Official Business: The City Manager may grant an employee paid leave for any purpose that qualifies as official city business.

Section 4.5 Military Leave

The City shall comply with all laws regarding military leave.

Section 4.6 Authorized Leave without Pay

Authorized leave without pay or unpaid leave may be granted to regular, full-time employees at the discretion of the Department Director with the City Manager's approval.

Unpaid leave shall be granted only if the employee has used all other leave except an employee may only use sick leave for purposes defined in Section 4.2 of this Manual.

Unpaid leave may be granted for the following reasons:

- A. To recover from an illness or injury not believed to be of a permanent or disqualifying nature;
- B. When return to work would threaten the health or safety of others;
- C. To provide necessary care for an immediate family member who is ill or is incapacitated;
- D. For an excused, but non-compensable, absence of less than a day;
- E. For vacation; or
- F. As otherwise authorized in this Manual or as required by law.

An employee granted unpaid leave pay shall not accrue sick leave, vacation leave, except as required by law.

Section 4.7 Absence without Authorized Leave

Absence without authorized leave for one (1) day or more shall serve as resignation by the employee.

Section 4.8 Family Medical Leave

The City shall comply with the Family Medical Leave Act (FMLA). Except as otherwise provided in this Manual, employees will not receive compensation or accrue benefits during a FMLA of absence.

- A. **Eligibility:** Employees are eligible for leave under FMLA if they have completed at least one (1) year of service and worked a minimum of 1,250 hours during that year as specified by law. Employees who have accrued vacation and sick leave time shall be required to use this time during the leave requested under FMLA. Employees who use all their accumulated paid time under FMLA will be on FMLA leave without pay. Employees who qualify will receive a maximum of twelve (12) weeks on a rolling twelve-month calendar. Leave will be calculated from the first qualifying date. Compensatory time, upon approval of the City Manager, may be used during FMLA leave but cannot be calculated as part of the twelve (12) week period. Should an employee ask for an extended leave for one of the qualifying events listed below and not request the time under FMLA, the City has a right under the law to inform said employees that the time off qualifies under FMLA and will be charged against the twelve (12) weeks available under the FMLA. FMLA leave can be taken intermittently.
- B. **Qualifying Events:** Eligible employees are entitled to twelve (12) workweeks of leave as provided above for:
1. the birth of a child and to care for the newborn child within one year of birth;
 2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 3. to care for the employee's spouse, child, or parent who has a serious health condition;
 4. a serious health condition that makes the employee unable to perform the essential functions of his or her job; and
 5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Or twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

- C. **Serious Health Condition:** For both employees and for their immediate family members, the FMLA defines a serious health condition as "an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider." Per the Department of Labor regulations, the following serious health conditions qualify for family leave:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
2. a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider;
3. any period of incapacity due to pregnancy, or for prenatal care;
4. any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
5. a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
6. any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

The City, in accordance with the FMLA, shall have the right to verify with the healthcare provider of the employee or employee's qualifying family members as to the medical condition qualification under the FMLA as it pertains to a serious illness or injury.

NOTE: A cosmetic procedure does not typically qualify as a serious health condition unless the employee is hospitalized, or the procedure is medically necessary. Employees may consult with their health care provider regarding whether a procedure is a qualifying serious health condition.

- D. Leave Procedure: When possible, requests for FMLA leave or any extension thereof, must be submitted in writing to the employee's Department Director thirty (30) days prior to commencement of the leave period, or as soon as practicable. The Department Director will forward the request to the City Manager recommending approval or denial of leave. The City Manager shall decide whether to approve or deny leave, and the City Manager's decision is final. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their Department Director.
- E. Restriction: Unless approved by the City Manager, employees who are on an approved leave may not perform work or for any other employer during that leave.
- F. Benefit Continuation: The City will continue to provide health insurance and other benefits to employees on leave as required by law. Benefits that accrue according to length of service, such as vacation and sick leave do not accrue during periods of unpaid leave. Those employees contributing their portion for health insurance for extended coverage (spouse, children or full family) shall be required to continue their contribution even during periods of unpaid leave.
- G. Return to Work: Employees returning from leave under FMLA will be reinstated to their same job or to an equivalent job with equivalent status and pay as required by law. If the same job or one of equivalent status and pay is not available as a result of a reduction of force, the employee will be treated in the same manner as though they were not on leave at the time of the reduction in force.

- H. Failure to Return to Work: If an employee fails to return to work at the conclusion of FMLA leave, including any extension of such leave, the employee will be considered to have voluntarily resigned their employment.
- I. Intermittent Family Medical Leave: In the event of qualified intermittent leave, employees must still comply with all City policies and procedures for requesting time off. At the time notification of leave is provided, employees must clearly indicate the leave is related to FMLA. Leave requests that are submitted without this documentation may not be included as FMLA leave and changes to the form may not be allowed after being submitted to payroll for processing.

Chapter 6-EMPLOYEE COMMUNICATIONS POLICY

Section 6.0 Communication

Employees are encouraged to discuss any concerns, complaints, or grievances with their supervisor; however, some circumstances may merit disregard of the chain of command. In such circumstances, the employees may contact anyone in the City management structure, including the City Manager or Human Resources Department, to address their concerns, complaints, or grievances.

- A. Chain of Command- When prudent, employees shall adhere to the following chain of command:
 - a. Employee's Supervisor
 - b. Employee's Department Director
 - c. City Manager
- B. Communications with the Media and the Public-~~The Mayor is the official spokesperson for City.~~ No employee should represent the City to the media unless the Mayor-City Manager has authorized such.

An employee may answer routine questions from members of the public if such falls within the employee's employment functions, but the employee shall document such.

Public Information Officers (PIO) and Spokesperson for the City

1. **City Secretary as Municipal Public Information Officer:** Per Texas Local Government Code, Chapter 552, the Chief Administrative Officer, City Manager Hill, designates her agent of City Secretary or in the absence of the City Secretary, the Assistant City Secretary as the Municipal Public Information Officer (PIO) who shall be responsible for records and information compliance and acts as the official custodian and coordinator of public records and legally required disclosures, ensuring transparency through lawful access to information.
2. **Mayor as Spokesperson:** Per City Code of Ordinances, Section 2-36, the Mayor serves as the Spokesperson for the Council on all official positions taken, unless absent, at which time the Mayor Pro Tem or the Mayor's designee will assume the role.
3. **Chief of Police as Public Information Officer Specifically for Emergency and Disaster Communications:** Per Texas Government Code Sections 418.331 and 418.332 and City Resolution No. 2026-04, the Chief of Police is designated as the Public Information Officer (PIO) responsible for communicating official information to the public during a disaster or emergency event.

Section 6.1 Electronic Communications

The City provides computer networks, internet access, email, telephones, digital cameras, voice mail, fax communication systems, and other electronic devices and platforms ("electronic communication systems") for use by employees. These electronic

communications systems are designed to support and enhance the communication, research, and information capabilities of employees and to encourage work-related communication and sharing of information resources.

1. Acceptable use. Electronic communication systems shall only be used to conduct city business and in furtherance of an employee's job functions.
2. Unacceptable Uses of Electronic Communications Systems Include:
 - a. accessing, displaying, downloading, or distributing sexually explicit, profane, obscene, offensive, or unprofessional materials, information, or content;
 - b. copying, downloading, distributing, or using software in violation of intellectual property rights including copyright;
 - c. using the systems for financial gain or using the systems for any commercial, business, or occupation activity unrelated to City business;
 - d. using the systems in a way that creates a security breach;
 - e. searching or applying for work or business opportunities other than for internal City postings;
 - f. using, transmitting, distributing, or sharing information regarding an employee's personal confidential information or health status without his/her permission;
 - g. expressing opinions or personal views that could be misconstrued as being those of the City;
 - h. using the electronic communication systems for any illegal purpose or in any way that violated City policy or is contrary to the City's best interest;
 - i. playing games or gambling;
 - j. using, transmitting, distributing, or sharing information that may tend to compromise the safety or security of the public or public systems;
 - k. Deleting, damaging, or destroying any data not in compliance with records retention laws;
 - l. using commercial promotions or spam; or
 - m. organizing certain political activity.
3. Responsibility:
 - a. Employees shall only use software and hardware approved or provided by the City. Software shall be installed in compliance with procedures as established by the City Manager and the technology Department Director. To prevent computer viruses, there will be no unauthorized downloading of any software.

- b. Employees shall immediately report missing data, stolen, or lost data or equipment to the supervisor and Department Director.
 - c. All of the City's employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace.
- 4. Monitoring:
 - a. The City may access, use, review, audit, intercept, distribute, disclose, and share all transmissions created, received, sent, retrieved, used, or accessed on the City provided electronic communications systems to assure that the City's resources are devoted to maintaining the highest levels of productivity as well as proper use.
 - b. The contents of City related electronic mail, files, or data may be viewed, copied, or disclosed by the City without the permission of the user.

Section 6.2 Social Media

The City Manager or designee shall approve which social media sites may be suitable for use by the City.

- A. Scope: This Policy applies to all employees' use, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City's electronic equipment or other property.
- B. Definitions:
 - 1. "Article" means a posting of content to a social media site by an employee.
 - 2. "Blog" means a commentary, descriptions of events, or other material such as graphics or video.
 - 3. "Business network" such as LinkedIn® or user groups of a business nature, area network or process that is established to build mutually beneficial relationships with other business people and potential clients. A business network can also serve as an alliance of like-minded individuals with a common problem or interest. For the purposes of this policy, an approved business network is not considered a social network.
 - 4. "Comment" means a response to an article or social media content submitted by any person or entity.
 - 5. "Computer resources" refer to the City's entire computer network. Computer resources include, but are not limited to, host computers, file servers, fax servers, web servers, workstations, stand-alone computers, laptops, smartphones, tablets, software, data files, and all internal and external computer and communications networks (i.e. Internet, computer online

services, value-added networks and e-mail systems) that may be accessed directly or indirectly from or through the City's computer network.

6. "Content" includes, but is not limited to, articles, comments, photograph(s), video(s), other image(s) or hyperlinks(s) to another site.
 7. "Electronic Mail (E-mail)" is the network of computer hardware and software that permits the sending and receiving of electronic messages.
 8. "Instant Messaging and Chat Rooms" refers to real-time interactive communication using any Instant Messaging or Chat Room.
 9. "Internet access" is defined as the ability for a computer resource to connect to the world-wide network of computers known as the Internet, and to access Internet-based applications such as the World Wide Web, File Transfer Protocol, Newsgroups, Gopher, Telnet, and Wide Area Information Services.
 10. "Link" means a referral to other information at a different location on the Internet via a hyperlink.
 11. "Social media" is a category of internet-based resources that integrate user-generated content and user participation. These include, but are not limited to:
 - a. Social networking sites (i.e., Facebook®, Google®)
 - b. Microblogging sites (i.e., Twitter®)
 - c. Photo and video sharing sites (i.e., Flickr®, YouTube®).
 - d. Blogs; and
 - e. News sites (i.e., CNN®).
 12. "Social networking" is the practice of expanding one's business or contacts by making connections through clubs, organizations, phone contacts, written correspondence or through web-based applications.
- C. Applicable laws: Department Directors shall ensure that use of social media complies with applicable laws, including copyright and intellectual property rights, records retention, the Texas Public Information Act, the First Amendment, privacy laws, discovery rules, and information security rules and regulation.
- D. City Rights: The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law, rules, or regulations.
- E. Employee Guiding Principles: Employees using social media shall comply with the following:
1. Employees who choose to identify themselves as City employees are required to identify any social media statements or opinions expressed are on their own behalf and do not represent the City's position. Employees whose job duties include maintaining or posting to the City's social media pages should work directly with their supervisor regarding identifying appropriate contacts within the City.
 2. Employees are encouraged to be factual and accurate. Incorrect information should be corrected as soon as possible.

3. Employees shall reply to comments in a timely manner when appropriate.
 4. Employees shall be courteous and respectful when posting or responding on behalf of the City or in the course and scope of their duty.
 5. Employees are not authorized to comment on legal matters, pending or contemplated litigation, or a settlement unless expressly approved by the Mayor and City Attorney.
- F. Employees shall not:
1. Use any untrusted computer resources;
 2. Represent their opinion or statement is the official position of the City, Department, or City Council unless authorized by the City Manager or his or her designee;
 3. Make false statements;
 4. Promote, instigate, or endorsing violence or illegal activity;
 5. Are encouraged to use respectful and professional language in both on and off-duty social media interactions;
 6. Harass, bully, or intimidate others;
 7. Engage in personal, racial or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace;
- G. Discipline: Employees found in violation of any provision of this policy may be subject to disciplinary action, up to and including termination of employment. Where laws are violated, the City may pursue criminal or civil action against the employee.

Section 6.3 Public Information Act and Open Meetings Act

The City shall provide new employees with a form to elect to keep personal information private.

Employees shall comply with the Texas Public Information Act, Chapter 552 of the Texas Government Code, and any law regarding release of information, confidential or otherwise.

Employees shall comply with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 6.4 Whistle-blower

The City is committed to upholding the requirements of all state and federal laws, including the applicable Whistle-blower Act(s). The City will not suspend, terminate, or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith.

Employee rights include:

- Right to report violation of law;
- Right to report unsafe acts or conditions;
- Right to file a Workers' Compensation Claim;

Approved ~~9.16.25~~08.04.26, Replaces Version ~~7.16.2025~~09.16.25 – ~~09.16.25~~08.04.26, Effective
~~09.17.2025~~08.05.26

- Right to file a grievance; and
- Right to file a complaint of alleged discrimination.

Chapter 9-EMPLOYEE BENEFITS

Section 9.0 Workers' Compensation Insurance

The City provides Workers' Compensation Insurance coverage. Employees shall report any work-related injury immediately to their Department Director and Human Resources Department. Employees shall report any work-related accident, illness, or injury as provided for in Section 13.3 of this Manual.

Section 9.1 Modified or Light Duty

If available, the City may provide modified or light duty assignments for employees. The City will follow the Americans with Disabilities Act as stated within this Manual and as otherwise required by law.

Section 9.2 Benefits

- A. Medical Benefits: ~~The City may offer medical benefits for regular, full-time employees and their eligible dependents. Medical benefit premiums are pre-tax. Employer contributions toward medical benefit premiums are equal to 100% of the base plan premium for employee coverage and 60% of the base plan premium for eligible dependent coverage. City contributions toward medical benefit premiums shall be equal to one hundred percent (100%) of the employee premium and sixty percent (60%) of the eligible dependent premiums, unless otherwise established by City Council through approval of the annual employee benefits renewal and documented in the meeting minutes.~~
- B. Dental Benefits: ~~The City may offer a dental assistance plan for regular, full-time employees and their eligible dependents. Dental benefit premiums are pre-tax. Employer contributions toward dental benefit premiums are equal to 100% of the plan premium for employee coverage and 60% of the plan premium for eligible dependent coverage. City contributions toward dental benefit premiums shall be equal to one hundred percent (100%) of the employee premium and sixty percent (60%) of the eligible dependent premiums, unless otherwise established by City Council through approval of the annual employee benefits renewal and documented in the meeting minutes.~~

Section 9.3 Miscellaneous Benefits

- A. Life Insurance: The City may offer basic life insurance to regular, full-time employees, which may be subsidized by the City at a level approved by City Council on an annual basis. In addition to the basic life insurance, the City may offer employees the opportunity to purchase supplemental life and accidental death and dismemberment insurance on themselves and dependent life insurance coverage on their eligible dependents.
- B. Short-Term Disability: Short-term disability insurance may be offered for purchase by regular, full-time employees which may be subsidized by the City at a level approved by City Council on an annual basis.

- C. Long-Term Disability: Long-term disability insurance may be offered for purchase by the regular, full-time employees which may be subsidized by the City at a level approved by City Council on an annual basis.
- D. Deferred Compensation: The City may make available a deferred compensation program for regular, full-time employees. The Deferred Compensation Program is a voluntary, tax- deferred program designed to help supplement eligible employees' income at retirement. Through this program, employees may designate an amount to be deducted from their gross salary on a before-tax basis each pay period and placed in an investment account selected by the employee.
- E. Employee Assistance Program: This program is a professional, confidential counseling service available to help eligible employees and eligible dependents resolve personal problems.

ITEM #15



AGENDA ITEM NO:

Discussion and Possible Action regarding Policy for Use of Vacation Leave before implementing NEOGOV software.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: August 4th, 2026

STAFF REPORT

SUMMARY

In the previous agenda item, City Council will consider amendments to the City's Personnel Policies and Procedures Manual, transitioning vacation leave administration from an employee anniversary-year system to a calendar-year system effective January 1, 2027. The approved policy establishes annual vacation allocations, limits annual carryover to twenty percent (20%) of the employee's annual allocation, and eliminates the continued accumulation of unused vacation leave balances.

To successfully implement the new policy and minimize the City's outstanding vacation leave liability, staff recommends adoption of a transition plan governing the use, carryover, and disposition of existing accrued vacation balances through December 31, 2026.

The proposed transition plan is intended to provide employees a reasonable opportunity to utilize existing vacation leave while ensuring operational continuity and reducing the City's financial liability associated with accumulated leave balances prior to implementation of the new calendar-year leave administration system.

The objective of this transition plan is to:

- Provide employees a reasonable opportunity to utilize earned vacation leave prior to implementation of the new policy;
- Minimize the City's outstanding vacation leave liability;
- Ensure consistent application of the new calendar-year vacation policy;
- Maintain continuity of City operations during the transition period; and
- Provide City Council with documented assurance that reasonable efforts were made to reduce accrued vacation balances before any payout is recommended.

The City's current vacation leave policy permits employees to accumulate vacation leave up to established maximum accrual limits based upon their anniversary year. Under the newly adopted calendar-year vacation policy, employees will receive a new annual vacation allocation beginning January 1, 2027, while carryover will be limited to twenty percent (20%) of the employee's annual allocation.

Without a structured transition plan, employees entering the new system with large, accrued balances would either exceed the new policy limits or require significant one-time adjustments. Staff believes the transition should occur in a manner that is fair to employees, operationally manageable for departments, and fiscally responsible for the City.

Accordingly, staff recommends the following transition process:

Employee Leave Utilization

Department Heads shall work directly with employees to develop leave schedules utilizing existing and accrued vacation leave between the effective date of the amended Personnel Policies and Procedures Manual and December 31, 2026. Departments shall make every reasonable effort to allow employees to utilize accrued vacation leave while maintaining the operational needs of the City.

Authorized Carryover

Effective January 1, 2027, employees shall be permitted to carry forward only the maximum carryover amounts established under the newly adopted vacation policy:

Years of Service	Maximum Carryover
1-7 Years	16 Hours
8-15 Years	24 Hours
16+ Years	32 Hours

These balances shall become each employee's beginning carryover balance under the calendar-year vacation administration system.

Excess Vacation Leave

Vacation leave remaining in excess of the authorized carryover amounts as of December 31, 2026, shall be evaluated following completion of the transition period.

Staff shall prepare a comprehensive report documenting:

- Beginning vacation leave balances;
- Vacation leave utilized during the transition period;
- Remaining vacation balances as of December 31, 2026;
- Authorized carryover balances under the new policy;
- Any remaining excess vacation leave eligible for payout; and

- Certification that Department Heads made reasonable efforts to schedule and utilize accrued vacation leave before recommending payout.

The report will be presented to City Council at the first regularly scheduled City Council meeting in January 2027.

Proposed Vacation Leave Payout

Following Council's review of the transition report in January 2027, staff recommends City Council authorize a one-time payout of any remaining vacation leave in excess of the authorized carryover limits.

Any approved payout shall:

- Be calculated using the employee's regular rate of pay in effect on December 31, 2026;
- Represent only vacation leave remaining after application of the approved carryover limits;
- Be processed following City Council approval; and
- Fully satisfy the employee's remaining pre-transition vacation leave balance.

Following implementation of the transition plan, all vacation leave administration shall be governed by the calendar-year provisions contained within the amended Personnel Policies and Procedures Manual effective January 1, 2027.

FINANCIAL IMPACT

Implementation of the transition plan is expected to reduce the City's long-term vacation leave liability by encouraging utilization of accrued leave before implementation of the calendar-year vacation administration system.

Although a one-time payout of remaining excess vacation leave may be necessary following the transition period, staff anticipates that proactive scheduling of vacation leave during the remainder of calendar year 2026 will substantially reduce the City's financial obligation.

The exact financial impact will be presented to City Council in January 2027 following completion of the transition report and verification of remaining vacation leave balances.

RECOMMENDATION

Staff recommends approval of the proposed Vacation Leave Transition Plan to facilitate implementation of the calendar-year vacation administration system effective January 1, 2027.

J. EXECUTIVE SESSION

ITEM #16

ITEM #17

K. ADJOURN