



**NOTICE OF REGULAR MEETING
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, MARCH 17, 2026
6:00 P.M.**

Notice is hereby given of a Regular 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)

- **Fair Housing for the Month of April**
- **Autism Awareness Month of April**
- **Child Abuse Prevention Month of April**
- **Recognizing the Sealy Convention and Visitors Bureau and Supporting Tourism Friendly Texas Community Certification**

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.)

- a) **Approve the March 3, 2026, Regular Meeting Minutes**
- b) **Approve Financial Report for Month ending January 2026**
- c) **Approve Fiscal Year 2026-2027 Budget Calendar**
- d) **Approve Spring Clean Up Flyer**

e) Approve a Memorandum of Understanding (MOU) between Harris County Sheriff's Office (HCSO), Harris County Universal Services (HCUS), and the Regional Agency for access to HC AFIS and Cloud-Based AFIS Database

f) Approve a K9 Officers Contract between the City of Sealy and K9 Officers, Inc.

H. Presentation:

- **Economic Development Corporation Director's Report for Previous Calendar Year**

I. Business

1. Discussion and Possible Action regarding an Ordinance Amending Chapter 2, adding a new Section 2-2 Variances Processes, Procedures, and Criteria.
(First of two readings)
2. Discussion and Possible Action regarding an Ordinance Amending Chapter 78, Amending Section 78-35 for Variances.
(First of two readings)
3. Discussion and Possible Action regarding an Ordinance Amending Chapter 14, Amending Section 14-418 for Landscaping Variances.
(First of two readings)
4. Discussion and Possible Action regarding an Ordinance Amending Chapter 28, Amending Section 28-110 and Section 28-129 for Variances.
(First of two readings)
5. Discussion and Possible Action regarding an Ordinance Amending Chapter 58, Amending Section 58-112 for Mobile Home Park Variances.
(First of two readings)
6. Discussion and Possible Action regarding an Ordinance Amending Chapter 80, Amending Section 80-30 for Sign Variances.
(First of two readings)
7. Discussion and Possible Action regarding an Ordinance Amending Chapter 87, Amending Section 87-3 for Subdivision and Plat Variances.
(First of two readings)
8. Discussion and Possible Action regarding an Ordinance Amending Chapter 29, Amending Section 29-15 for Downtown Variances.
(First of two readings)
9. Discussion and Possible Action regarding City-Wide Event Policy.
10. Discussion and Possible Action regarding Strand Change Order for Westview Terrace Drive Storm Sewer Improvements.

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

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

- **Litigation – 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**
- **Interlocal Agreement with Emergency Services District #2 for Sales and Use Tax Allocations**
- **Utility Service Account and Billings for Emergency Services District #2**

b. Texas Government Code, Section 551.074, Personnel Matters: To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- **City Manager Evaluation**

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

12. Discussion and Possible Action regarding Approving an Interlocal Agreement between the City of Sealy and Emergency Service District #2.

13. Discussion and Possible Action regarding Utility Service Account and Billings for Emergency Services District #2.

14. Discussion and Possible Action regarding City Manager's Evaluation.

15. Reports or Requests from the City Secretary and Discussion:

- Advertising of Vacancies for Boards and Commissions
- Planning Commission

i) Joe Lemos 2024-2026 (filling unexpired term)

ii) Mark Sams 2024-2026

iii) Keith Kulow 2024-2026 (filling unexpired term)

- Economic Development Corporation Board
 - i) Sterling Schiller 2024-2026
 - ii) Brenda Krchnak 2024-2026 (filling unexpired term)
 - iii) Col (R) James E. Brooks 2024-2026
 - iv) Michael D. Nowotny 2024-2026

- Parks Board
 - i) Carolyn Scott 2024-2026
 - ii) Sterling Schiller 2024-2026
 - iii) Renee Kofman 2024-2026

- Tax Increment Reinvestment Zone #2 Board
 - i) Gary Pless 2024-2026
 - ii) Cheryl McLaughlin 2024-2026 (filling unexpired term)
 - iii) Dorothy Milberger 2024-2026
 - iv) Chris Noack 2024-2026

16. Reports or Requests from the City Manager and Discussion:

17. Reports, Announcements, or Requests from Councilmembers.

K. Adjourn

CERTIFICATION

I, Sandra Vrablec, 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 Vrablec, City Secretary

F. PROCLAMATION(S)

Fair Housing Month Proclamation

Proclamation of April as Fair Housing Month

* * * * *

WHEREAS, April 2026 marks the 58th anniversary of the passage of the U.S. Fair Housing Law, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, enunciating a national policy that Fair Housing should be made available to all citizens on the basis of equality for Fair Housing in the United States; and

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

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

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

Fair Housing Month

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

PASSED AND ADOPTED by the City of Sealy, Austin County, State of Texas, on the 17th Day of March, 2026.



Carolyn Bilski

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec

Sandra Vrablec, City Secretary

City of Sealy, Texas



Proclamation - Autism Awareness Month

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

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

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

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



NOW, THEREFORE, I, Carolyn Bilski, Mayor of the City of Sealy, do hereby proclaim the month of April 2026 as "AUTISM AWARENESS MONTH" in the City of Sealy and encourage all citizens to recognize and commend the talents, abilities, and contributions of the individuals in our community diagnosed with ASDs, and their parents, relatives, and professionals that provide valued care and services to those individuals.

SIGNED and DATED this 17th day of
March 2026.



Carolyn Bilski

Carolyn Bilski
Mayor, City of Sealy

CITY OF SEALY, TEXAS



Proclamation

CHILD ABUSE PREVENTION MONTH APRIL 2026

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

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

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

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

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

NOW, THEREFORE, BE IT PROCLAIMED that I, Carolyn Bilski, Mayor, on behalf of the City of Sealy, Texas, do hereby declare the month of **APRIL 2026** as **CHILD ABUSE PREVENTION MONTH** and adopt the slogan

“No Excuse for Child Abuse”

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

SIGNED this 17th day of March 2026, in Sealy, Texas, by:



Carolyn Bilski

Carolyn Bilski, Mayor

CITY OF SEALY, TEXAS



Proclamation

Recognizing the Sealy Convention & Visitors Bureau and Supporting Tourism Friendly Texas Community Certification

WHEREAS, tourism plays a vital role in the economic vitality of the City of Sealy, supporting local businesses, generating hotel occupancy tax revenue, and enhancing community pride; and

WHEREAS, the Sealy Convention & Visitors Bureau serves as the official destination marketing organization for the City of Sealy and is responsible for promoting overnight visitation, supporting local events, live music venues, and strengthening Sealy's position as a welcoming Texas destination; and

WHEREAS, the Sealy Convention & Visitors Bureau has demonstrated a commitment to responsible stewardship of public funds, data-informed decision-making, and collaborative stakeholder engagement, meeting the standards of the Tourism Friendly Certification Process; and

WHEREAS, through partnerships with local hotels, civic organizations, regional attractions, and community volunteers, the City of Sealy continues to strengthen its tourism infrastructure and enhance the visitor experience; and

WHEREAS, the Sealy Convention & Visitors Bureau continues to successfully revitalize and expand key tourism initiatives, including signature community events such as Fantasy of Lights, Spring Fest, Sealy Market Days, and other various festivals that increase visitation and economic impact; and

WHEREAS, regional attractions include the San Felipe de Austin State Historic Site, Attwater Prairie Chicken National Wildlife Refuge, Historical Downtown Sealy, Historical Dance Halls, local area Painted Church Tours, bicycle tours, as well as regional baseball tournaments and overflow from the Houston Livestock Show and Rodeo.

NOW, THEREFORE, I, Carolyn Bilski, Mayor of the City of Sealy, Texas, do hereby proclaim the City of Sealy's support for the Sealy Convention & Visitors Bureau's participation in the Tourism Friendly Texas Community Certification Program and reaffirm the City's commitment to strengthening tourism as a vital component of Sealy's economic and community development strategy.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sealy to be affixed this 17th day of March, 2026.

Carolyn Bilski

Carolyn Bilski, Mayor
City of Sealy, Texas



G. CONSENT AGENDA

a)



**MINUTES
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, MARCH 3, 2026
6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for March 3, 2026, 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 6:01 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
Dee Anne Lerma
Chris Noack
Theadra Curry
Edward Zapalac
Adam Burttschell

Mayor
Councilmember, Place 1 Mayor Pro Tem
Councilmember, Place 2
Councilmember, Place 4
Councilmember, Place 5
Councilmember, Place 6

Absent:

Bradley Miller

Councilmember, Place 3

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
Scott Riske, Police Captain
Patrick Parsons, Public Works Director
Mike Barrow, Assistant City Manager/Planner
Bill Atkinson, EDC Director

D. Petitions(s) and Public Comments

No one signed up to speak.

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

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

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

The motion carried.

F. Proclamation(s)

- **35th Anniversary of Reverend Charles Boyd Frazier**

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.)

a) Approve the February 18, 2026, Regular Meeting Minutes

**b) Approve Amending Calling and Ordering a General Election to be held on
May 2, 2026**

Ordinance No. 2026-08

**c) Approve Memorandum of Understanding regarding the eTrace Internet
Based Firearm Tracing Application**

d) Approve a Resolution for Public Works Salvage Property of Pool Furniture

Resolution No. 2026-08

e) Approve a Flock Camera Contract, adding to City Property

A motion was made by Councilman Zapalac to Approve the Consent Agenda except for item "e" to pull out for discussion, Approving items a-d.

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

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

The motion carried.

A motion was made by Councilman Zapalac to Approve a Flock Camera Contract, adding to the City Property.

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

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

The motion carried.

H. Public Hearing: The City Council for the City of Sealy, Texas, will hold a Public Hearing on Amending the Fiscal Year 2025-2026 Budget of the City of Sealy, Texas, to be held on the 3rd day of March, at 6:00 p.m. in the City Council Chamber located at 415 Main Street, Sealy, Texas 77474. All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the Proposed Budget Amendment.

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

No one spoke.

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

I. Business

1. Discussion and Possible Action regarding an Ordinance for Amending the Fiscal Year 2025-2026 Budget.

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

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

The motion carried.

Ordinance No. 2026-07

2. Discussion and Possible Action regarding the Review of the Existing Contract for Voice Over Internet Protocol (VOIP) Services, including Possible Termination, Selection of a Contractor, and Approval of a Contract.

A motion was made by Councilwoman Curry to Approve the Contract with RingCentral for Voice Over Internet Protocol Services, including Possible Termination, Selection of a Contractor, and Approval of a Contract. Councilman Burttschell seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

3. Discussion and Possible Action regarding Approving an Interlocal Agreement between the City of Sealy and Emergency Service District #2.

A motion was made by Councilwoman Lerma to Table this Agenda Item.
Councilman Noack seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

4. Discussion and Possible Action regarding Texas Historical Commission Designation Review and Authorization to Bid for Liedertafel Hall Project.

A motion was made by Mayor Bilski to stay with the Historical Designation that we have, and Authorize the Liedertafel Hall Project.
Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

5. Discussion and Possible Action regarding Review and Consideration of Amendments to Ordinance Chapter 42 – Food Trucks.

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.

6. Discussion and Possible Action regarding Creation of an Ordinance for Electric Bicycles, Electric Scooters, Electric Skateboards, Electric Riding toys, Mopeds, Motor-Assisted Scooters, Pocket Bikes, Minimotorbike, and Motor-Assisted Mobility Devices.

A motion was made by Councilman Zapalac to direct staff to continue to explore the Ordinance for Electric Bikes, Electric Scooters, etc., as discussed in agenda item #6.
Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

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

The motion carried.

7. Reports or Requests from the City Manager and Discussion:

8. Reports, Announcements, or Requests from Councilmembers.

Burttschell	None
Zapalac	None
Curry	None
Miller	Absent
Noack	None
Lerma	None
Bilski	None

J. Adjourn

A motion was made by Councilwoman Lerma to Adjourn.
Councilman Zapalac 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 7:10 p.m.

PASSED AND APPROVED this 17th day of March 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

b)

AGENDA ITEM COVER SHEET

Agenda Item:

G. Consent Agenda

b) Financial Report for Month Ending January 2026

Background:

The City will receive the sales tax allocation report for the month ending January 31, 2026 from the Texas State Comptroller on Friday, March 13, 2026. City Council packets will be posted and distributed prior to the completion and receipt of this report. Therefore, the financial report and supporting documentation will be provided to City Council separately once the information becomes available.

c)



AGENDA ITEM NO:

Discussion and possible action regarding approval of the budget calendar for fiscal year 2026-2027.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: March 17, 2026

STAFF REPORT

SUMMARY

Provide the Council with the two proposed budget calendars for the upcoming fiscal year, each corresponding to a different property tax rate adoption scenario, in compliance with relevant legal and procedural requirements.

ANALYSIS

The City of Sealy is preparing for the upcoming municipal budget cycle. Per state and local requirements, the City must adhere to statutory deadlines and procedural benchmarks established by the Texas Tax Code, Texas Local Government Code, Texas Election Code, and City of Sealy Charter.

Given the regulations established by the statutes listed above and in the event that we must follow an accelerated budget adoption schedule, staff has developed two budget calendars:

- **Calendar A** corresponds to a property tax rate that does not exceed the voter-approval tax rate
- **Calendar B** corresponds to a property tax rate that does exceed the voter-approval tax rate, triggering additional steps and accelerated timeline. It also provides for alternative dates if the tax rate exceeds the voter-approval rate, but is lower than the de minimis rate.

The proposed timelines are structured to ensure compliance with statutory deadlines for public notices, tax rate calculations, budget hearings, and public hearings based upon the tax rate City Council recommends for adoption.

Staff will follow Calendar B up until the beginning of August when Council meets to propose the property tax rate. The record vote on the proposed tax rate will determine all statutory dates moving forward from that point in time.

RECOMMENDATION

Staff recommends the approval of Budget Calendar A and B and recommends initially following Calendar B to meet statutory deadlines in the event the proposed tax rate exceeds the voter-approval rate.

Calendar

A

If the tax rate does not exceed the voter-approval rate

City of Sealy, Texas Budget Calendar for Fiscal Year 2026-2027

*This calendar is based on the assumption that both the budget and the property tax rate will be adopted at a city council meeting scheduled for **Tuesday, September 29, 2026**. Please note that the city council also periodically holds budget workshops throughout the budget preparation process.*

These are absolute deadlines and assume the city waits until the last minute for each step.

Date or Time Period	Activity
No later than April 30	The chief appraiser prepares and certifies a preliminary estimate of taxable value of property within the city for budgetary purposes. TEX. TAX CODE § 26.01(e).
April 6 through June 8	<p>Budget managers input appropriation line-item requests within the Operations and Capital Outlay classifications of accounts in their departments. They also prepare requests for changes in personnel staffing and forward them to the human resources department.</p> <p>The human resources department processes anticipated departmental salary and benefit information, including any requests for changes in personnel staffing received, and transfers the data to the departments' appropriation line-item requests within the Personnel classification of accounts.</p>
May 25	<i>Memorial Day Holiday – city offices closed</i>
June 9	Department Requested Budget is frozen by Finance Director, no other entries allowed by Budget managers
June 9 through July 31	The city manager prepares projections of estimated revenues and other financing sources. The city manager adjusts requested departmental appropriations as needed to match anticipated resources and prepares the proposed budget document in accordance with CITY CHARTER § 7.02(A) and TEX. LOCAL GOVERNMENT CODE § 102.003.
June 19	<i>Juneteenth Holiday – city offices closed</i>
July 3	<i>Independence Day Holiday – city offices closed</i>
No later than July 25	The chief appraiser delivers the certified appraisal roll or certified estimate of taxable value to the city. TEX. TAX CODE § 26.01(a). Pursuant to S.B. 2, the 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. TEX. TAX CODE § 26.01(a-1). If the city receives a certified estimate of taxable values, the chief appraiser must calculate the no-new-revenue tax rate and voter-approval tax rate using the estimate. TEX. TAX CODE § 26.04(c-2).

If the tax rate does not exceed the voter-approval rate

City of Sealy, Texas Budget Calendar for Fiscal Year 2026-2027

Date or Time Period	Activity
On or before the 1 st day of August, but not less than 30 days before City Council makes its tax levy for the fiscal year	The City Manager shall file with the City Secretary a proposed budget and an accompanying message. City of Sealy Charter, Article VII, Section 7.02(b).
By August 7 or as soon as practicable thereafter	<p>The chief appraiser submits the no-new-revenue tax rate and voter-approval tax rate to the city. TEX. TAX CODE § 26.04(e). The chief appraiser submits the tax rate calculation forms used in calculating the rates to the county assessor-collector. TEX. TAX CODE § 26.04(d-3).</p> <p>The finance director posts the calculated no-new-revenue tax rate and voter-approval tax rate, along with certain debt information, prominently on the home page of the city’s website in the form prescribed by the comptroller. TEX. TAX CODE § 26.04(e).</p>
August 29	The proposed budget shall be available for inspection by any person. This is the last day that the finance director may post the proposed budget on the city’s website. TEX. LOCAL GOVERNMENT CODE § 102.005(c).
September 7	<i>Labor Day – city offices closed</i>
No later than September 13 <i>(Tax rate hearing must be published in September 16 edition of newspaper)</i>	City council meets to discuss the proposed property tax rate. If the proposed rate will exceed the lower of the no-new-revenue tax rate or voter-approval tax rate, council takes a record vote on the specified rate and schedules a public hearing.
September 16 <i>(Notice to newspaper by September 14 for publishing)</i>	The city secretary publishes a general summary of the proposed budget and notice of a public hearing on the proposed budget in this issue of the newspaper (not more than 30 days or less than 10 days before the public hearing). TEX. LOCAL GOVERNMENT CODE § 102.0065(c) <i>in conjunction with</i> CITY CHARTER § 7.02(C). See TEX. LOCAL GOVERNMENT CODE §§ 102.006(c) and 102.0065(d) and CITY CHARTER § 7.02(C) for content of the published notice.

If the tax rate does not exceed the voter-approval rate

City of Sealy, Texas Budget Calendar for Fiscal Year 2026-2027

Date or Time Period	Activity
September 16 <i>(Notice to newspaper by September 14 for publishing)</i>	<p>If the proposed tax rate will exceed the no-new-revenue rate, the chief appraiser publishes the notice of tax rate hearing in this issue of the newspaper. (The public hearing may not be held earlier than 5 days after the date the notice of the public hearing is given.) Otherwise, if the proposed rate will <u>not</u> exceed the no-new-revenue rate, the chief appraiser publishes the notice of meeting to adopt tax rate. TEX. TAX CODE § 26.06(a) Either notice must include the table described in Tax Code Section 26.062.</p> <p>The finance director also posts the respective notice prominently on the home page of the city's website from newspaper publication date until the public hearing is concluded. If the proposed tax rate will exceed the no-new-revenue rate, the notice must be posted continuously for at least 7 days immediately before the public hearing on the proposed tax rate increase and at least 7 days immediately before the date of the vote proposing the increase in the tax rate. TEX. TAX CODE § 26.065.</p>
September 18	This is the last day that the city secretary may post the general summary of the proposed budget and notice of a public hearing on the proposed budget at city hall (not more than 30 days or less than 10 days before the public hearing). TEX. LOCAL GOVERNMENT CODE § 102.0065(c) <i>in conjunction with</i> CITY CHARTER § 7.02(C). See TEX. LOCAL GOVERNMENT CODE § 102.006(d) and CITY CHARTER § 7.02(C) for content of the notice.
September 8-28	City council can hold a Special Meeting to adopt the budget by ordinance; adopt the tax rate by ordinance if not done already.
September 24, or as soon as practicable thereafter	The finance director notifies the chief appraiser/appraisal district of the adopted property tax rate.
September 28	City council holds a public hearing on the proposed budget . TEX. LOCAL GOVERNMENT CODE § 102.006(b). (The hearing shall be before the date of the tax levy.) The hearing must be at least 15 days after the proposed budget is filed with the city secretary. The city council must take some sort of action on the budget at the conclusion of the hearing. TEX. LOCAL GOVERNMENT CODE § 102.007(a). 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.

If the tax rate does not exceed the voter-approval rate

City of Sealy, Texas Budget Calendar for Fiscal Year 2026-2027

Date or Time Period	Activity
September 29	City council adopts the budget by ordinance, if not done already. See TEX. LOCAL GOVERNMENT CODE § 102.007 for specific requirements necessary in adopting the budget. Budget must be adopted before the tax rate.
September 29	If the proposed tax rate will exceed the lower of the no-new-revenue rate or voter approval tax rate, city council holds a tax rate hearing . City council adopts the property tax rate by ordinance. See TEX. TAX CODE § 26.05 for specific requirements in adopting the property tax rate.
On or before September 30	The city manager files the approved budget, including the final cover page, with the city secretary. The finance director posts the adopted budget on the city's website. TEX. LOCAL GOVERNMENT CODE § 102.008.
On or before September 30	If the city adopts a property tax rate that will impose more M&O taxes than that imposed in the preceding year, the finance director posts the statement specified in TEX. TAX CODE § 26.05(b)(2) on the home page of the city's website.
On or before September 30	The city secretary files the approved budget with the county clerk's office. TEX. LOCAL GOVERNMENT CODE § 102.009(d).
October 1	Fiscal year 2026-2027 commences.
October 1 or as soon as practicable thereafter	The appraisal district mails property tax bills for the year to city taxpayers. TEX. TAX CODE § 31.01(a).

Tax Rate Does NOT Exceed Voter-Approval Rate

A

July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1	2	3 Independence Day (Observed) (United States) City offices closed	4 Independence Day (United States)
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Chief Appraiser delivers certified appraisal roll
26	27	28	29	30	31	Aug 1 Deadline to file proposed budget with City Secretary

Tax Rate Does NOT Exceed Voter-Approval Rate

A

August 2026							September 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1 Deadline to file proposed budget with City Secretary
2	3	4	5	6	7 Chief Appraiser submits tax rate calculation forms Finance post tax rate & debt info on website	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29 Proposed budget avail. for inspection Finance: Post budget on City's website
30	31	Sep 1	2	3	4	5

Tax Rate Does NOT Exceed Voter-Approval Rate

A

September 2026							September 2026							October 2026						
							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							6	7	8	9	10	11	12	4	5	6	7	8	9	10
							13	14	15	16	17	18	19	11	12	13	14	15	16	17
							20	21	22	23	24	25	26	18	19	20	21	22	23	24
							27	28	29	30				25	26	27	28	29	30	31
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY														
Aug 30	31	Sep 1	2	3	4	5														
6	7 Labor Day (United States) City offices closed	8	9	10	11	12														
13 NO LATER THAN CC meet and vote on proposed tax rate and schedule public hearing	14 City Secretary: notice of budget PH to newspaper Chief Appraiser: Notice of tax rate PH to newspaper	15	16 City Secretary: Publication date of budget PH Chief Appraiser: Publication date of tax rate PH Finance: Notice of tax rate PH on website	17	18 NO LATER THAN City Secretary: post summary of proposed budget & notice of PH on same at City Hall	19														
20	21	22	23	24 Finance: notify Chief Appraiser/ ACAD of adopted property tax rate or as soon as practicable	25	26														
27	28 NO LATER THAN CC Public Hearing on proposed budget	29 NO LATER THAN Adopt budget Public Hearing Tax Rate & Adoption	30 NO LATER THAN File approved budget with CS & post adopted budget on website CS File budget with County.	Oct 1 Fiscal Year 2027 Commences ACAD mails property tax bills	2	3														

Calendar

B

If the tax rate exceeds the voter-approval rate

City of Sealy, Texas Budget Calendar for Fiscal Year 2026-2027

*This calendar is based on the assumption that both the budget and the property tax rate will be adopted at a city council meeting scheduled for **Monday, August 17, 2026**. Please note that the city council also periodically holds budget workshops throughout the budget preparation process.*

** If the proposed tax rate exceeds the voter-approval rate, but is lower than the de minimis tax rate, the city may adopt the budget as late as August 24. Under this scenario, the deadline for the budget hearing would be August 23 and the deadline for notice for the budget hearing would be August 12. (Determined no later than August 7 meeting)*

These are absolute deadlines and assume the city waits until the last minute for each step.

Date or Time Period	Activity
No later than April 30	The chief appraiser prepares and certifies a preliminary estimate of taxable value of property within the city for budgetary purposes. TEX. TAX CODE § 26.01(e).
April 6 through June 8	Budget managers input appropriation line-item requests within the Operations and Capital Outlay classifications of accounts in their departments. They also prepare requests for changes in personnel staffing and forward them to the human resources department. The human resources department processes anticipated departmental salary and benefit information, including any requests for changes in personnel staffing received, and transfers the data to the departments' appropriation line-item requests within the Personnel classification of accounts.
May 25	<i>Memorial Day Holiday – city offices closed</i>
June 9	Department Requested Budget is frozen by Finance Director, no other entries allowed by Budget managers
June 9 through July 18	The city manager prepares projections of estimated revenues and other financing sources. The city manager adjusts requested departmental appropriations as needed to match anticipated resources and prepares the proposed budget document in accordance with CITY CHARTER § 7.02(A) and TEX. LOCAL GOVERNMENT CODE § 102.003.
June 19	<i>Juneteenth Holiday – city offices closed</i>
July 3	<i>Independence Day Holiday – city offices closed</i>
On or before July 18, but not less than 30 days before City Council makes its tax levy for the fiscal year	The City Manager shall file with the City Secretary a proposed budget and an accompanying message. TEX. LOCAL GOVERNMENT CODE § 102.005.

City of Sealy, Texas Budget Calendar for Fiscal Year 2026-2027

Date or Time Period	Activity
July 18	The proposed budget shall be available for inspection by any person. This is the last day that the finance director may post the proposed budget on the city's website. TEX. LOCAL GOVERNMENT CODE § 102.005(c).
No later than July 25	The chief appraiser delivers the certified appraisal roll or certified estimate of taxable value to the city. TEX. TAX CODE § 26.01(a). Pursuant to S.B. 2, the 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. TEX. TAX CODE § 26.01(a-1). If the city receives a certified estimate of taxable values, the chief appraiser must calculate the no-new-revenue tax rate and voter-approval tax rate using the estimate. TEX. TAX CODE § 26.04(c-2).
August 5 <i>(Notice to newspaper by August 3 for publishing in August 5 edition)</i> *August 12 <i>(Notice to newspaper by August 10 for publishing in August 12 edition)</i>	The city secretary publishes a general summary of the proposed budget and notice of a public hearing on the proposed budget in this issue of the newspaper (not more than 30 days or less than 10 days before the public hearing). TEX. LOCAL GOVERNMENT CODE § 102.0065. See TEX. LOCAL GOVERNMENT CODE §§ 102.0065(c) and CITY CHARTER § 7.02(C) for content of the published notice.
August 5 *August 12	This is the last day that the city secretary may post the general summary of the proposed budget and notice of a public hearing on the proposed budget at city hall (not more than 30 days or less than 10 days before the public hearing). TEX. LOCAL GOVERNMENT CODE § 102.0065. See TEX. LOCAL GOVERNMENT CODE §§ 102.0065(c) and CITY CHARTER § 7.02(C) for content of the notice
*By August 7 or as soon as practicable thereafter *Need on or before August 6 to hold meeting for record vote approving a proposed tax rate before August 7. Notice of Tax Rate Hearing must be published no later than the August 12 edition of newspaper	The chief appraiser submits the no-new-revenue tax rate and voter-approval tax rate to the city. TEX. TAX CODE § 26.04(e). The chief appraiser submits the tax rate calculation forms used in calculating the rates to the county assessor-collector. TEX. TAX CODE § 26.04(d-3). The finance director posts the calculated no-new-revenue tax rate and voter-approval tax rate, along with certain debt information, prominently on the home page of the city's website in the form prescribed by the comptroller. TEX. TAX CODE § 26.04(e).

City of Sealy, Texas
Budget Calendar for Fiscal Year 2026-2027

Date or Time Period	Activity
No later than August 7	City council meets to discuss the proposed property tax rate. If the proposed rate will exceed the lower of the no-new-revenue tax rate or voter-approval tax rate, council takes a record vote on the specified rate and schedules a public hearing. <i>*This meeting will determine dates moving forward.</i>
August 10 <i>*August 17</i>	The finance director posts the notice of tax rate hearing prominently on the home page of the city's website . The notice must be posted continuously for at least 7 days immediately before the public hearing on the proposed tax rate increase and at least 7 days immediately before the date of the vote proposing the increase in the tax rate. TEX. TAX CODE § 26.065.
August 12 <i>(Notice to newspaper by August 10 for publishing in August 12 edition)</i> <i>*August 19</i> <i>(Notice to newspaper by August 17 for publishing in August 19 edition)</i>	The chief appraiser publishes the notice of tax rate hearing in this issue of the newspaper . (The public hearing may not be held earlier than 5 days after the date the notice of the public hearing is given). TEX. TAX CODE § 26.06(a) Either notice must include the table described in Tax Code Section 26.062.
August 16 <i>*August 23</i>	City council holds a public hearing on the proposed budget . TEX. LOCAL GOVERNMENT CODE § 102.006(b). (The hearing shall be before the date of the tax levy.) The hearing must be at least 15 days after the proposed budget is filed with the city secretary. The city council must take some sort of action on the budget at the conclusion of the hearing. TEX. LOCAL GOVERNMENT CODE § 102.007(a). 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.
August 17 <i>*August 24</i>	City council adopts the budget by ordinance, if not done already . See TEX. LOCAL GOVERNMENT CODE § 102.007 for specific requirements necessary in adopting the budget. Budget must be adopted before the tax rate.
August 17 <i>*August 24</i>	City council holds a tax rate hearing . City council adopts the property tax rate by ordinance . If the city council does not vote on the proposed tax rate at the public hearing, the city council shall announce 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 7 th day after the date of the public hearing. See TEX. TAX CODE § 26.05 for specific requirements in adopting the property tax rate.

If the tax rate exceeds the voter-approval rate

**City of Sealy, Texas
Budget Calendar for Fiscal Year 2026-2027**

Date or Time Period	Activity
August 17	If the city adopts a rate exceeding the voter-approval tax rate or the greater of the voter-approval tax rate or the de minimis tax rate, the city must order an automatic election to approve the tax rate no later than the 78 th day before the November uniform election date. TEXAS ELECTION CODE § 3.005(c).
August 24, or as soon as practicable thereafter	The finance director notifies the chief appraiser/appraisal district of the adopted property tax rate.
September 7	<i>Labor Day – city offices closed</i>
On or before September 30	The city manager files the approved budget, including the final cover page, with the city secretary. The finance director posts the adopted budget on the city's website. TEX. LOCAL GOVERNMENT CODE § 102.008.
On or before September 30	If the city adopts a property tax rate that will impose more M&O taxes than that imposed in the preceding year, the finance director posts the statement specified in TEX. TAX CODE § 26.05(b)(2) on the home page of the city's website.
On or before September 30	The city secretary files the approved budget with the county clerk's office. TEX. LOCAL GOVERNMENT CODE § 102.009(d).
October 1	Fiscal year 2026-2027 commences.
October 1 or as soon as practicable thereafter	The appraisal district mails property tax bills for the year to city taxpayers. TEX. TAX CODE § 31.01(a).

Tax Rate EXCEEDS Voter-Approval Rate

B

July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1	2	3 Independence Day (Observed) (United States) City offices closed	4 Independence Day (United States)
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Deadline to file proposed budget with City Secretary Budget avail. for inspection & post on website
19	20	21	22	23	24	25 Chief Appraiser delivers certified appraisal roll
26	27	28	29	30	31	Aug 1

Tax Rate EXCEEDS Voter-Approval Rate

B

August 2026							September 2026						
August 2026							September 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 City Secretary: notice of budget PH to newspaper	4	5 CS:Publication date of budget PH & Post summary & notice @ City Hall	6 *ACAD: Submit tax rate calculation Finance: Post tax rate & debt info	7 NO LATER THAN CC record vote on proposed tax rate	8
9	10 Finance: post notice of tax rate PH on website ACAD: notice of tax rate PH to newspaper	11	12 ACAD: Publication date of tax rate PH	13	14	15
16 NO LATER THAN CC Public Hearing on proposed budget	17 NO LATER THAN Adopt budget Public Hearing Tax Rate & Adoption**	18	19	20	21	22
23	24 Finance: notify ACAD of adopted property tax rate or as soon as practicable	25	26	27	28	29
30	31	Sep 1	2	3	4	5

*Need by 6th for meeting by 7th deadline

** Order automatic election if applicable

Tax Rate EXCEEDS Voter-Approval Rate

B

September 2026

September 2026							October 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3	4	5
6	7 Labor Day (United States) City offices closed	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 NO LATER THAN File approved budget with CS & post adopted budget on website CS File budget with County.	Oct 1 Fiscal Year 2027 Commences ACAD mails property tax bills	2	3

Tax Rate EXCEEDS Voter-Approval Rate But is Less Than De Minimis Rate

B

July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1	2	3 Independence Day (Observed) (United States) City offices closed	4 Independence Day (United States)
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Deadline to file proposed budget with City Secretary Budget avail. for inspection & post on website
19	20	21	22	23	24	25 Chief Appraiser delivers certified appraisal roll
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Tax Rate EXCEEDS Voter-Approval Rate But is Less Than De Minimis Rate

B

August 2026							September 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3	4	5	6 *ACAD: Submit tax rate calculation Finance: Post tax rate & debt info	7 NO LATER THAN CC record vote on proposed tax rate	8
9	10 City Secretary: notice of budget PH to newspaper	11	12 CS:Publication date of budget PH & Post summary & notice @ City Hall	13	14	15
16	17 Finance: post notice of tax rate PH on website ACAD: notice of tax rate PH to newspaper	18	19 ACAD: Publication date of tax rate PH	20	21	22
23 NO LATER THAN CC Public Hearing on proposed budget	24 NO LATER THAN Adopt budget PH Tax Rate & Adoption **see addl below	25	26	27	28	29
30	31	Sep 1	2	3	4	5

Finance

1
**Finance: notify ACAD of adopted property tax rate or as soon as practicable

*Need by 6th for meeting by 7th deadline

3/9/2026 4:36 PM

Tax Rate EXCEEDS Voter-Approval Rate But is Less Than De Minimis Rate

B

September 2026							October 2026						
September 2026							October 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 NO LATER THAN File approved budget with CS & post adopted budget on website CS File budget with County.	Oct 1 Fiscal Year 2027 Commences ACAD mails property tax bills	2	3

d)



AGENDA ITEM NO:

SUBMITTED BY: Patrick Parsons, Public Works Director

MEETING DATE: March 17, 2026

STAFF REPORT

DESCRIPTION

Approve Spring Clean Up Flyer.

ANALYSIS

We will be hosting our annual Sealy Spring Clean Up event for our residents on April 24th from 8:30am – 3:30PM and on April 25th from 8:00AM – NOON.

Staff continues to coordinate with Austin County regarding their plans for a Household Hazardous Waste (HHW) collection event. The County is currently awaiting approval of a Houston-Galveston Area Council (HGAC) grant that would fund the HHW collection program. Upon confirmation of the grant and event details, staff will update the City Council and communicate the information to the community.

RECOMMENDATION

Staff recommends approval of the Spring Clean Up Flyer.

FINANCIAL IMPACTS

SEALY SPRING CLEAN UP

Items that will be accepted

- Furniture
- Mattresses
- Appliances (those with Freon need to be tagged saying the Freon has been removed by a certified technician)
- Household items that are too large to fit in a 96-gallon cart
- Bagged household waste or bagged leaves/yard trimmings



Items that will NOT be accepted

- Tires
- Batteries of any kind
- Paint
- Asbestos shingles
- Hazardous construction materials
- Glass
- Electronic waste - cell phones, printers, computers/displays, TV's,
- CRT monitors or CRT TVs ("old school" type)
- Household hazardous chemicals (bug spray, oven cleaner, disinfectants, ect.)
- Ammunition

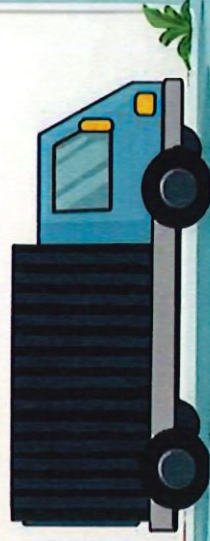
City of Sealy Residents ONLY

Must provide utility bill to show proof of residency

210 E. Main St., Sealy, Tx 77474

Enter through the gate on Silliman St. & exit on Main St.

**FRIDAY, APRIL 24TH
8:30AM - 3:30PM
SATURDAY, APRIL 25TH
8:00AM - NOON**



e)



AGENDA ITEM NO: Consent Agenda Item

Discussion and Approval of Memorandum of Understanding for Access to Harris County AFIS System.

SUBMITTED BY: Russell Grimes

MEETING DATE: March 17th, 2026

STAFF REPORT

DESCRIPTION

The Harris County Sheriff's Office (HCSO), in coordination with Harris County Universal Services (HCUS), operates the Harris County Automated Fingerprint Identification System (HC AFIS) and a cloud-based AFIS database administered by IDEMIA.

The Memorandum of Understanding (MOU) establishes the guidelines for regional law enforcement agencies to access this system and participate in the cloud-hosted AFIS network.

A portable Automated Fingerprint Identification System (AFIS) allows officers to capture fingerprints in the field and electronically compare them against regional and national criminal fingerprint databases. This technology enables officers to quickly verify an individual's identity, particularly when a person does not have identification or provides uncertain information.

The City Attorney has reviewed the MOU and has approved it as to form with no requested changes.

There is no direct financial impact associated with this Memorandum of Understanding; Participating agencies are responsible for their own equipment, installation, and operational costs associated with any AFIS devices or connectivity.

The AFIS equipment will be purchased through donated funds.

RECOMMENDATION

Staff recommends that City Council approve the Memorandum of Understanding with the Harris County Sheriff's Office and Harris County Universal Services for participation in the Harris County AFIS and cloud-based AFIS database system.

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN HARRIS COUNTY SHERIFF'S OFFICE (HCSO), HARRIS COUNTY
UNIVERSAL SERVICES (HCUS), AND THE REGIONAL AGENCY FOR ACCESS TO
HC AFIS AND CLOUD-BASED AFIS DATABASE**

This Memorandum of Understanding ("MOU") establishes the guidelines between the **Harris County Sheriff's Office (HCSO)** and **Harris County Universal Services (HCUS)** for providing access to **Harris County's Automated Fingerprint Identification System (HC AFIS)** and its **cloud-based AFIS database services**.

HCSO and HCUS aim to promote regional collaboration and information sharing among law enforcement agencies within Harris County and neighboring counties. This MOU is extended to include access to HC AFIS and the integrated **cloud-hosted AFIS database**, administered by **IDEMIA**, the County's designated vendor.

I. AGREEMENT TO FOLLOW GUIDELINES

Any law enforcement agency ("Regional Agency") desiring access to HC AFIS and the cloud-based criminal database agrees to adhere to the guidelines established herein. This MOU shall be signed by an authorized representative of the Regional Agency prior to the delivery and activation of services.

All services provided under this MOU, including AFIS and the cloud-based criminal database, are strictly for authorized law enforcement use in accordance with federal, state, and local law.

II. HC AFIS AND CLOUD DATABASE SERVICES

HC AFIS is a regional fingerprint and photograph identification system maintained by HCSO. It provides fingerprint search capabilities, latent searching, image storage, and the electronic exchange of fingerprints and results.

The cloud-based AFIS database, hosted by IDEMIA, is an extension of HC AFIS and offers secure, remote access to criminal identification services, biometric data, and analytical tools for participating Regional Agencies.

The following applies to both HC AFIS and the cloud-based criminal database:

- The Regional Agency may procure compatible AFIS equipment from a vendor of its choice, ensuring all submissions meet NIST standards.

- The Regional Agency is responsible for maintaining all interfaces and software to ensure compatibility with the AFIS and cloud infrastructure.

Once the Regional Agency is connected to the **cloud-based system**, **all future technical and operational correspondence regarding database access, functionality, and troubleshooting shall be conducted directly between the Regional Agency and IDEMIA.**

III. RESPONSIBILITIES OF REGIONAL AGENCIES

A. Costs

Regional Agency shall be responsible for:

1. All equipment and workstation costs.
2. Installation, maintenance, and operational costs.
3. Personnel to operate systems.
4. Networked printer setup for RapSheet printouts.
5. FBI-certified Lexmark printer (if printing fingerprint cards is desired).

B. Installation

1. Secure installation space for LiveScan or other devices.
2. Adherence to equipment footprint and spacing requirements.
3. Provide location and contact number to HCSO AFIS Operations Center.
4. Notify AFIS Operations Center of any relocation or service interruption.

C. Connections and Operation

1. Work with vendor to establish secure connectivity.
2. Maintain electrical and network infrastructure.
3. Allow access to authorized law enforcement personnel.
4. Ensure AFIS users are trained and registered with IDEMIA.
5. Comply with all legal requirements in processing juveniles.

D. CJIS Compliance

1. Adhere to FBI CJIS Security Policy.
2. Maintain compliance on Regional Agency systems.
3. Provide documentation for CJIS audits.
4. Use CJIS-secure locations or CJIS-compliant VPN for access.
5. Do not share access beyond the scope of this agreement.

E. Maintenance and Warranty

1. Maintenance agreements are managed by the Regional Agency and their vendor.
2. IDEMIA support will be available for their respective equipment.
3. HCUS network support is provided on a best-effort basis.

F. Negligence and Liability

1. Regional Agency is liable for equipment damage due to operator negligence.
2. HCSO and HCUS are not liable for malware originating from Regional Agency.
3. TO THE EXTENT PERMITTED BY LAW, HARRIS COUNTY AND ITS OFFICIALS SHALL NOT BE LIABLE FOR DAMAGES ARISING FROM NEGLIGENCE OR MISUSE BY THE REGIONAL AGENCY.

G. Liaison

The Regional Agency will designate a liaison for communication with HCSO and HCUS. Liaison details must be kept current.

IV. CLOUD CONNECTIVITY AND CORRESPONDENCE WITH IDEMIA

1. Once the Regional Agency establishes cloud connectivity, all operational support, troubleshooting, system updates, and other related communications shall be handled **directly between the Regional Agency and IDEMIA.**
2. HCSO and HCUS will no longer serve as intermediaries for such support once cloud access is confirmed.

V. DISCONNECTION

1. HCSO or HCUS reserves the right to immediately terminate access if the system is used unlawfully or inappropriately.
2. If the Regional Agency decides to discontinue services, it must notify HCSO and HCUS promptly for coordination of disconnection.

In consideration for the use of HC AFIS services described herein, an authorized representative of _____

(Name of Regional Agency)

hereby binds said agency to follow the conditions stated herein.

REGIONAL AGENCY

By: _____
Signature Authorized Representative
Name: _____
Title: _____
Date: _____
Agency: _____

HARRIS COUNTY SHERIFF'S OFFICE

By: _____
Ed Gonzalez
Sheriff
Date: _____

APPROVED AS TO FORM:
JONATHAN FOMBONNE
COUNTY ATTORNEY

By: _____
Graylon Wells
Senior Assistant County Attorney
Date: _____

**HARRIS COUNTY
UNIVERSAL SERVICES**

By: _____
Sindhu Menon
Date: _____

APPROVED AS TO FORM:
JONATHAN FOMBONNE
COUNTY ATTORNEY

By: _____
Cherelle Sims
Senior Assistant County Attorney
CA File No.

Date: _____

f)



AGENDA ITEM NO:

Discussion and Possible Action regarding Approval of Agreement with K9 Officers, Inc. for Donation of Police K9, Officer Handler Training, K9 Training, and equipment.

SUBMITTED BY: Russell Grimes

MEETING DATE: March 17th, 2026

STAFF REPORT

DESCRIPTION

This item requests authorization for the execution of an agreement with K9 Officers, Inc. for the donation of a trained single-purpose narcotics detection K9, handler training, and related equipment to the Sealy Police Department. The donation will allow the department to establish a police K9 capability at minimal startup cost while enhancing narcotics detection, officer safety, and investigative capabilities.

Financial Impact

The K9, initial equipment, and handler training are being donated at **no cost to the City**, with the department responsible only for routine ongoing care, insurance, and operational expenses associated with maintaining the K9. These expenses are expected to be absorbed within the Police Department operating budget and supplemented through the department's planned **K9 program fundraising and donation initiatives**. The cost of the kennel and structure, supplies, concrete, labor, etc. have already been generously donated by local businesses.

The agreement has been reviewed administratively and is consistent with typical nonprofit K9 donation agreements used by law enforcement agencies. The City Attorney has reviewed the contract and has approved it as to form with no requested changes, other than adding legal verbiage "to the extent allowed by law" to the indemnity and hold harmless provision, which was approved by K9 Officers, Inc. and included in the contract.

Strategic Benefits

Implementation of a police K9 program provides several operational and community benefits, including:

- Increased narcotics detection capabilities
- Enhanced officer safety
- Reduced search times during investigations

- Increased deterrence of criminal activity
- Expanded community engagement opportunities

Additionally, the donated K9 significantly reduces the typical startup cost of a K9 program, which can often **exceed \$25,000–\$40,000** for the dog and training alone.

RECOMMENDATION

Staff recommends that City Council authorize the execution of the K9 Donation Agreement with K9 Officers, Inc. for the placement of the donated narcotics detection K9 with the Sealy Police Department.



K9 Officers, Inc
25675 Nelson Way Ste 120 PMB 210
Katy, TX 77494
www.k9officers.org

K9 Officers Donation Contract

Date: 03/05/2026

Police Department: Sealy Police Department

Handler: Carlos Anaya

Microchip #: _____

K9: Name: KAJYA

Breed: German Shepherd

DOB: _____

Gender: Female

K9 Type: Single Purpose – Narcotics Detection

Handlers course location/dates: FocussK9,

Dates TBD Equipment: TBD

We are happy to donate the above K9, handlers course and K9 equipment to your agency. We require adequate K9 housing and a veterinary relationship be established before your new K9 will be donated. A vehicle insert for the K9 with K9 heat alarm in good working condition, an indoor crate/kennel, and fenced outdoor run minimum of 8 x 10 on a wood or concrete pad with a full top, properly sized insulated doghouse, consideration for weather and way to monitor temperature are considered adequate housing for a police K9.

Upon donation of the K9, the department will become the responsible party for the K9. This includes all medical care and pet/medical insurance for the K9, safe and adequate housing, ongoing training, and nutritious, adequate food and medical insurance for accidents/injuries. The department accepts full liability for the K9 and the K9's actions at all times from this point forward.

Plan ahead, not taking the time to provide medical insurance for the K9, is not reason to take emergency funds from this organization, lean on other nonprofits for funding, or have us reach out to our dedicated supporters for medical bills that should be covered with good care, proper conditioning, good record keeping, and medical insurance for unseen emergencies.

The new handler, chosen by the department, will attend a handler's course with the K9 to train them in proper handling, how to work effectively with the dog, and establish a bond. This course varies in length from 4 to 9 weeks depending on the type (single or dual purpose) and is a requirement for all donated dogs.

Dogs donated by K9 Officers will require annual certification through a national organization such as NNDDA (www.nndda.org) and submit each successful certification to K9 Officers annually. This protects the dog, handler, and department.

If at any time the department chooses not to utilize the above donated K9 no longer on a **full-time** basis, K9 officers will be notified within 7 business days of the decision and the K9 will be returned to K9 Officers. If the handler that the donated K9 initially attended the handler's course with moves out of the K9 program, and a new handler will be chosen, the new handler and K9 must attend a handler's course together, the location of the handlers course chosen by K9 Officers and agency together, with K9 Officers having the final say. Under **NO** circumstances will the K9 be given to another agency, sold, or adopted to anyone without express **written** consent of K9 Officers. If express written consent is not given by K9 Officers and the K9 is sold, given away, adopted, or rehomed in any way, the department will be responsible for the replacement cost of the K9 to K9 Officers, Inc.

Under **NO** circumstances will donated equipment be given to another agency, sold, or given or thrown away without express **written** consent of K9 Officers. If express written consent is not given by K9 Officers and the equipment is sold, given away, or disposed of in any way, the department will be responsible for the replacement cost of the equipment to K9 Officers. We never want our K9's to utilize less than quality or safe equipment,

so always feel free to apply for an equipment grant if needed. We only ask that the equipment is utilized for the department granted to and you communicate if equipment is no longer safe or effective for the K9 or handler. K9 equipment is costly.

For K9 who are retiring due to age or upon medical advice, each situation is different, but often, the handler will keep the retired K9 in their homes as a beloved family member to enjoy their retirement. K9 Officers will be notified and part of this decision, with the right to consult a second veterinary opinion and have the **final say** as to placement of the K9. This is to help protect the well-being of the K9 both physically and mentally. It is our wish to see the K9 remain with the handler upon retirement due to age or health. This K9 will not be euthanized without our prior written consent.

K9 Officers **requires** updates on the K9, copies of new certifications (NNDDA or equivalent), copies of new veterinary records, a recent photograph or video, and statistics report every quarter (3 months), **at a minimum**, to ensure the best possible care and proper utilization for each dog we donate. Email this report to rachel@k9officers.org on March 31, June 30, Sept 30, and Dec. 31 or more frequently. **This is a requirement of your donation.** Humane treatment of these K9's is something we should all ensure, and this is an additional check and balance for the sake of the K9. If there is any issue with your K9, notify K9 Officers immediately.

We **require** photos/videos and notifications of the positive impact the dog is having on the community so we may keep those who make these donated K9's a reality aware of the long-term impact of their donation to our community and law enforcement. **Quarterly** is the minimum requirement, more often is appreciated and welcomed. Email the pictures/videos to rachel@k9officers.org or text them to 713-818-7238 on March 31, June 30, Sept 30, and Dec. 31 or more frequently. K9 Officers encourage you to send photos and videos when you have them available to share. You may text or email them. Please make a note which photo(s) may be shared publicly.

K9 Officers is a non-profit organization and relies on private and public donations. As such, mention K9 Officers, (www.k9officers.org) when receiving positive media attention pertaining to the K9 and K9 program. This includes social media.

Facebook: @K9Officers1

#K9officersinc

Twitter: @K9officersinc

Instagram:

@k9_officers

Linkedin:

#k9officersinc

We also require that the handler and K9 attend one K9 Officers event annually as department representatives to show support for K9 Officers. We will work together to find an event that best suits both our organization and your K9 team.

You are accepting a K9, equipment, and training from our organization. Please respect that and don't tag other nonprofits/organizations on your social media posts that did not donate your K9, equipment and training. We are here to support you and ask that if you have a need, you reach out to our organization, as well as show respect for the time, dedication, and funds we have raised to help your department.

The department/handler agrees to use only fair, humane training and handling techniques learned during the handler's course.

If a problem arises with the K9, of any kind, this includes, but is not limited to the health, training, or temperament of the K9, the department will notify K9 Officers, by email or text, as well as the established other professionals needed (trainer, veterinarian) as soon as possible, but no longer than 7 business days.

The donation of the K9 is an "as is" donation to the department for the promotion of public service and protection. Any damage that results to the department/handler for the use of the 9 is a recognized risk and the department/handler hereby acknowledges and agrees that such harm could result to either themselves or the public when using a K9 in the course of the department's public service obligations. As such, to the extent allowed by law, the department hereby agrees to hold harmless and indemnify K9 Officers for any and all liability that may arise in the course and scope of the use of the K9 as it serves the public through the department/handler. K9 Officers, if sued or otherwise

found liable for damage incurred due to the K9 while in the possession or control of the department/hander or any damages found to have occurred to the department or the handler or other members of the department or damages to the public will be the sole and exclusive responsibility of the department. Any costs incurred by K9 Officers to enforce this provision of this Agreement, including court costs, expert fees and reasonable attorney fees, shall be the responsibility of the department.

Chief of Police/Head of Department

Date

Handler

Date

K9 Officers

Date

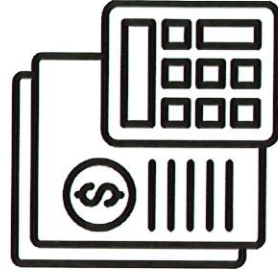
H. PRESENTATION(S)



Sealy EDC Year-End-Review FY 2024-2025



SEDC Financial Performance – FY 2025 Year End



Revenues	FY 2025 Budget	YTD Actual	Performance
Sales Tax	\$1,108,269	\$1,362,295	Ahead of pace
Investment Income	\$10,000	\$102,560	On pace
Total Revenues	\$1,168,269	\$1,464,920	Ahead of pro-rated budget

Expenditures	Budget	Actual	%	Assessment
Personnel	\$228,395	\$205,293	89.89	Lower
Operations	\$530,495	\$203,641	38.39	Lower
Capital Outlay	\$1,245,400	\$715,684	57.05	Deferred
Total	\$2,013,290	\$1,124,619	55.86	Below



SEDC Financial Performance FY 2025 Year End

Amount Fund Balance (Beginning FY 2025)	\$3,243,479.59
Total Revenues	\$1,464,920.85
Total Expenditures	(\$1,289,568.41)
Annual Surplus	<u>\$175,352.44</u>
Total Equity (Fund Balance + Net Revenues)	\$3,418,832.03



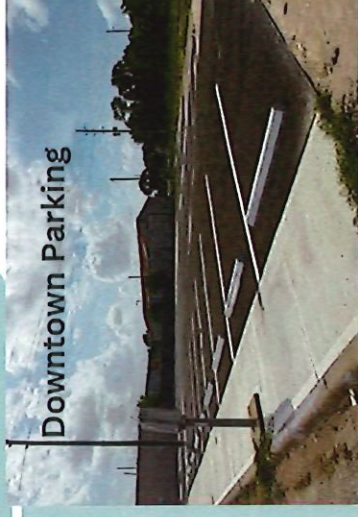
Year-End-Review FY 2024-2025

Strategic Focus Area 1:

Strategic Focus Area 1: Provide Quality Infrastructure

Downtown Parking & W.E. Hill Community Center

- Advanced two parking expansion projects from demolition through construction Coordinated interlocal agreements, contracts, and budget amendments Managed cost adjustments and long-term safety improvements
- Added 26 Downtown public parking spaces and 68 W.E. Hill Community Center parking spaces



Year-End-Review FY 2024-2025

Strategic Focus Area 1:

Strategic Focus Area 1: Provide Quality Infrastructure

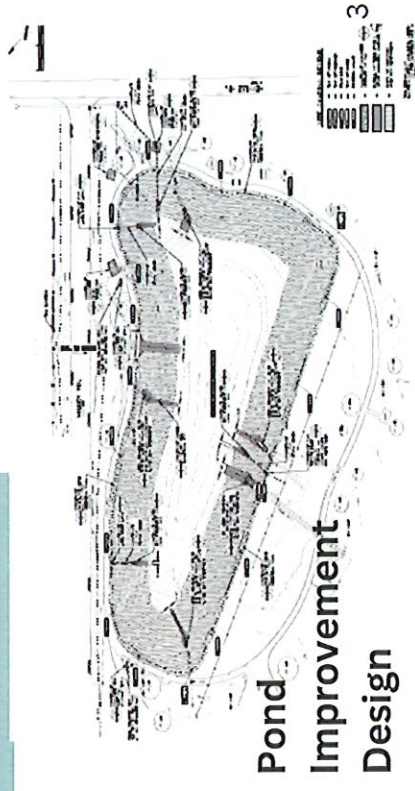
Parks & Quality-of-Life Investments

Jacqueline A. Cryan Park: design complete; construction began Feb. 2, 2026
Irene LeBlanc Splash Pad: funding partner; completed May 2025
4,000+ visits in four months, 79-minute average visit duration

Splash Pad



Cryan Park Pond Progress



Pond Improvement Design

Strategic Focus Area 2:

Support Existing, New & Redevelopment of Businesses

Business Expansion & Performance Agreements

- Approved and managed performance agreements with measurable benchmarks
- Granted waivers and confirmations of substantial compliance where benchmarks were met
- Sika Corporation expansion representing a ~\$100M private investment in Sealy

SIKA Groundbreaking



Local Business & Redevelopment Support

Advanced downtown redevelopment and job retention projects: Medrano Project, Trevino Restaurant, Classic Choice Sign, Good Samaritan Façade Project

Downtown Restaurant Project



Strategic Focus Area 2:

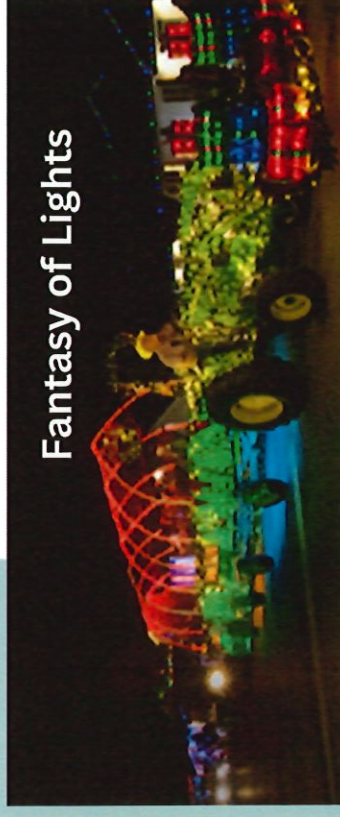
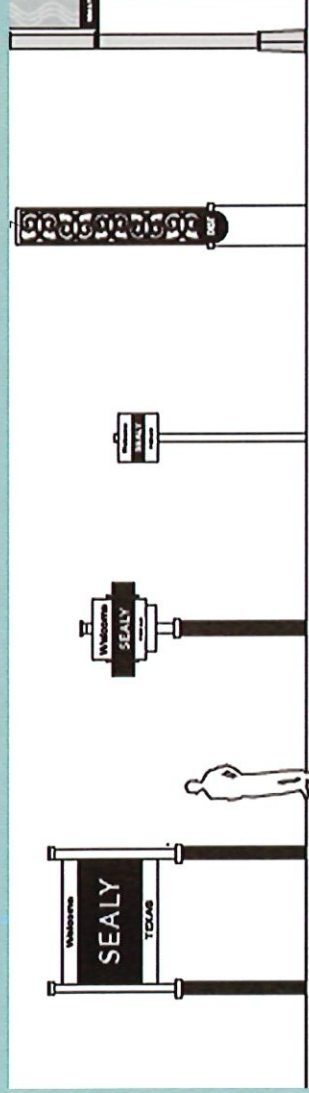
Support Existing, New & Redevelopment of Businesses

Supported tourism-driven economic development initiatives:

- Downtown holiday lighting & Fantasy of Lights
- Texas Festivals partnership
- Initiated Wayfinding Sign Program to support tourist related sites and activities

Retail & Market Development

- Continued engagement with The Retail Coach for retail recruitment
- Representation at industry trade shows such as ICSC in Las Vegas and Red River
- Maintained active pipeline to commercial developers and site selectors



Strategic Focus Area 3:

Marketing, Communications, and Analytics

Brand & Digital Modernization

- Refreshed Sealy EDC logo and brand identity
- Redeveloped Sealy EDC website with new community photography (Viking Photography),
- Utilized Chaparral Creative to develop a comprehensive marketing strategy consisting of business attraction, community engagement, and competitive positioning.

Business Intelligence & CRM Tools

- Implemented BluDot CRM for Business Retention & Expansion (BRE) responsiveness
- Utilize Placer AI to analyze downtown activity, visitation, and growth trends, project proposals, and business intelligence.
- ZacTax for sales tax performance, sales tax audit, property tax intelligence planning, and modeling projects.



Strategic Focus Area 4:

Enhance Amenities for Citizens & Tourism

Community & Cultural Assets

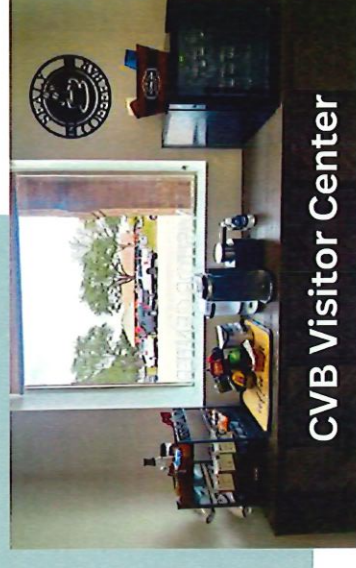
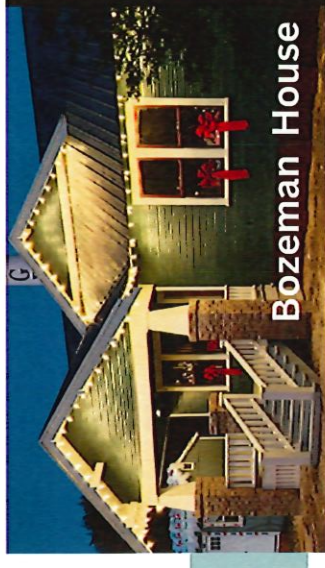
- HD&BIG Funded restoration of the Bozeman House Museum
- Advanced planning for Liedertafel Hall, W.E. Hill Center, and other assets

Public Safety & Visitor Confidence

- Expanded FLOCK Camera technology to reinforce safety as an economic development asset. The first of three funding years for EDC.

Tourism & Visitor Economy Alignment

- Transitioned CVB under Sealy EDC management
- Improved coordination of tourism administration and visitor services
- Explored enhanced visitor information and downtown engagement

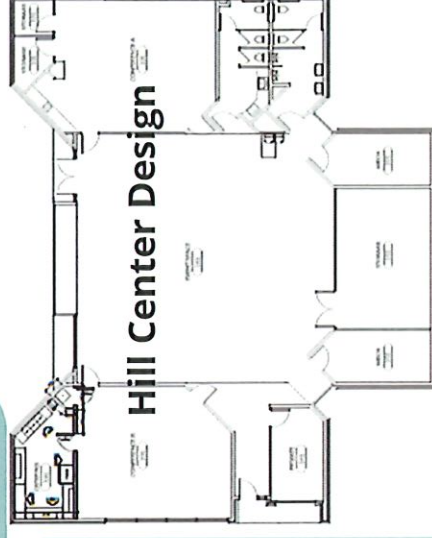


Enhance Amenities for Citizens & Tourism (Continued...)

W.E. Hill Community Center Renovation FY 2024-2025 Studio M6

Objective- Modernize the facility to improve cost-effectiveness, usability, and community value

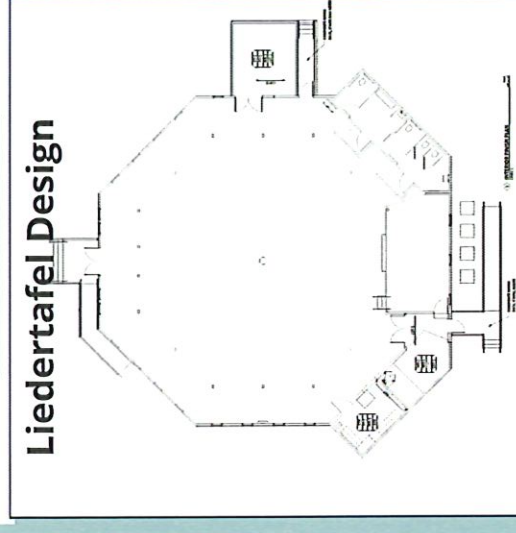
- City Council approved Task Order #2: with Studio M6, the task order focuses on ADA compliance upgrades and design enhancements for the Hill Center, with a not-to-exceed professional services fee of \$17,850.



Liedertafel Improvements FY 2024-2025 Studio M6

Objective- Preserve existing asset, ADA improvements, added storage, and functionality

- City Council authorized a Professional Services Task Order Contract with Studio M6 (Scott Maddux) for \$14,500, which includes a kitchen renovation, ADA-compliant restrooms, front entrance enhancements, and construction of a new storage room addition.
- Studio M6 completed site investigations, documentation of existing conditions, and ADA improvements, while balancing historic preservation and accessibility goals for Liedertafel Hall. The architectural drawings were presented to the City Council in September FY 2024-2025.



Thank You!

I. BUSINESS

ITEM #1



AGENDA ITEM NO: _____

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: March 17, 2026

STAFF REPORT

DESCRIPTION

This staff report covers Items 1-8 of the City Council Meeting Agenda.

ANALYSIS

The purpose of the new Section 2-2 and the multiple amendments to other sections of the ordinance listed below, is to provide guidance on variance requests to be located in one section, (Section 2-2), and to direct all other variance requests allowed by ordinance to Section 2-2.

- a) Chapter 2 (Section 2-2) – New section added providing rules and regulations for variances, repealing all other ordinances in conflict or inconsistent. It lays out the process to follow for all variances of the sections below.
 1. 14-418 – LANDSCAPE REQUIREMENTS FOR RESIDENTIAL, COMMERCIAL, INSTITUTIONAL, AND INDUSTRIAL DEVELOPMENT;
 2. 28-110 – DEVELOPMENT RULES, REGULATIONS AND STANDARDS, Variances;
 3. 28-129 – DEVELOPMENT RULES, REGULATIONS AND STANDARDS, Variances;
 4. 29-15 – DOWNTOWN PRESERVATION DISTRICT, Planning commission;
 5. 58-112 – MANUFACTURED HOMES AND TRAILERS, Provisions applicable to nonconforming mobile homes and mobile home parks;
 6. 78-35 – PLANNING COMMISSION, Powers and duties;
 7. 80-30 – SIGNS, Variances; and
 8. 87-3 – SUBDIVISION OF LAND AND PLATS, Special provisions;
- b) All of the above sections refer to the new ordinance in Section 2-2.

RECOMMENDATION

To approve the new Section 2-2 and approve amendments to Sections, 14-418, 28-110, 28-129, 29-15, 58-112, 78-35, 80-30, and 87-3.

FINANCIAL IMPACTS

NA

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, ADDING A NEW SECTION 2-2 OF ARTICLE I OF CHAPTER 2 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, The City of Sealy, Texas ("City") code of ordinances allows for variances in certain circumstances; and

WHEREAS, The current variance processes, procedures, and criteria are contained throughout the City's code of ordinances; and

WHEREAS, the City Council desires to simplify the processes and procedures for variances;

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 Section 2-2 of Article I of Chapter 2 of the code of ordinances is added to read as follows:

"Chapter 2 – ADMINISTRATION
ARTICLE I. – IN GENERAL

* * * * *

Section 2-2. Variance processes, procedures, and criteria.

(a) For a variance allowed by Section 14-418, Section 28-110, Section 28-129, Section 29-15, Section 58-112, Section 78-35, Section 80-30, and Section 87-3, the following processes, procedures, and criteria shall be followed:

(1) **Application, fee, documents required, and certain timing:** Any person or entity desiring a variance shall submit a variance application and pay a fee as set forth by the city council in a schedule of fees. City staff may request additional documentation to assist the planning commission and city council with a decision including but not limited to a site plan, map, photographs, or

drawings. For a sign variance allowed by Section 80-30, the applicant shall contain a drawing in sufficient detail to determine the location and type of construction for the proposed sign. For a variance under Section 87-3, the application shall be filed with the final plat application to the planning commission.

(2) **Planning Commission recommendation:** The planning commission shall hear all variance applications and make a recommendation to city council to approve, disapprove, or approve with conditions a variance request.

(3) **Criteria:** The planning commission shall recommend a variance to city council where it is determined that the recommendation of a variance:

- (i) will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the applicable regulations will result in an unnecessary hardship. Hardship that is self-induced or imposed or that is common to similarly situated land will not satisfy the hardship requirement;
- (ii) the spirit of the applicable regulations shall be observed and substantial justice done;
- (iii) is necessary to secure appropriate development of a parcel of land that differs from other parcels within the neighborhood or surrounding area by being of such restricted area, shape, or slope that it cannot be appropriately developed without modification, the recommendation of a variance will not be materially detrimental or injurious to other property or improvements within the neighborhood or surrounding area in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase congestion on public streets, increase the danger of fire, endanger the public health, safety, and well-being, or substantially diminish or impair property values within the neighborhood or surrounding area; and
- (iv) will not be contrary to the general purpose and intent of the applicable regulations. Pecuniary interests shall not be considered as a basis for the granting of a variance. Each variance application shall be decided solely and entirely on its own merits, and the disposition of any prior or pending variance application shall not be allowed to enter into or affect any decision on the application in question.
- (v) For a lighting variance under section 28-129, a variance shall only be considered prior to installation of any light design considered for a variance. The criteria for a light variance shall only be granted if the lighting design minimizes glare, minimizes sky glow, minimizes light trespass, and meets the Illuminating Engineering Society of North America's (IESNA) Zone 1 (LZ1) (Low Ambient Lighting) lighting levels as certified by a certified lighting professional.

- (4) **City Council action:** The planning commission shall forward its variance recommendation to the city council who shall determine whether to approve, disapprove, or approve with conditions a variance based on the same criteria listed in subsection (3) of this section. The action of the city council shall be final and binding.
- (5) **Signage required and size:** All variance applicants pertaining to commercial land, industrial land, institutional land, residential subdivisions, mixed-use subdivisions, or multi-family residential developments shall erect a four-foot by eight-foot sign. All variance applicants pertaining to a single-family residential home shall erect a two-foot by three-foot sign.
- (6) **Timing:** All signs shall be installed at least 15 days prior to the planning commission meeting date in which the variance will be considered. The sign shall also state the date the city council will consider the variance.
- (7) **Location:** All signs shall face the front of the property and be no greater than 15 feet from the public right-of-way or private street. City staff shall approve the location of all signs prior to installation and may allow for minor deviations of this subsection.
- (8) **Readability:** All signs shall have legible lettering from such public right-of-way or private street stating that a variance is being requested and be visible and able to be read from the public right-of-way or private street. All signs shall consist of a white background with black legible font.
- (9) **Required information:** All signs shall state the date, time, and location of the planning commission meeting and city council meeting in which the variance will be considered. A URL, QR code, or city phone number, as specified by the city planner or designated staff, shall be posted on the sign.
- (10) **Style:** All signs shall be self-supporting and be erected so that a minimum of one foot separates the bottom of the sign from the ground below. No sign shall be obstructed by natural or man-made elements.
- (11) **Preparation of sign:** City staff shall prepare the sign for a single-family residential variance applicant and applicant shall pick up the sign from the planning department and install such sign. The variance applicant for a commercial, industrial, institutional, residential subdivision, mixed use subdivisions, or multi-family residential development shall prepare their sign and install it once the exact language is approved by the city planner or designated staff.

(12) **Notice:** City shall mail notice of the variance request to all property owners within a 200-foot radius of the property line requesting the variance at least 15 days before the date of the planning commission meeting in which the variance will be considered and such notice shall also provide the date city council will consider the variance. Variance notice shall be placed on the city website and social media accounts.

(13) **Limitations:** If the city council grants a variance for a sign per Section 80-30, the sign shall be erected and pass all city inspections no later than one (1) year after the date the variance is granted by the city council. Failure to meet this timeframe shall revoke the variance.”

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

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

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

Section 6. *Effective Date.* This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March, 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____, 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ITEM #2

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SUBSECTION 78-35(11) OF SECTION 78-35 OF ARTICLE II OF CHAPTER 78 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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. Subsection 78-35(11) of Section 78-35 of Article II of Chapter 78 of the code of ordinances is amended to read as follows:

"Chapter 78 – PLANNING

* * * *

ARTICLE II. – PLANNING COMMISSION

* * * *

Sec. 78-35. - Powers and duties.

* * * *

(11) When specifically authorized by city ordinance, the planning commission shall consider all variance applications and make a recommendation to city council based on the processes, procedures, and criteria set forth in Section 2-2 of the code of ordinances."

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

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

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

Section 6. Effective Date. This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March, 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____, 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ITEM #3

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SECTION 14-418 OF ARTICLE VI OF CHAPTER 14 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR LANDSCAPING VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for landscaping variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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

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

Section 2. Section 14-418 of Article VI of Chapter 14 of the code of ordinances is amended to read as follows:

"Chapter 14 – BUILDINGS AND BUILDING REGULATIONS

* * * *

ARTICLE VI. – LANDSCAPE REQUIREMENTS FOR RESIDENTIAL, COMMERCIAL, INSTITUTIONAL, AND INDUSTRIAL DEVELOPMENT

* * * *

Sec. 14-418. Planning commission and city council action.

- (a) The planning commission shall have the authority to:
 - (1) Hear and decide upon an alleged error in any order, requirement, decision, or determination by an officer of the City of Sealy in the enforcement of these regulations; and
 - (2) The planning commission and city council shall consider all variance applications based on the processes, procedures, and criteria set forth in Section 2-2 of the Code of Ordinances."

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

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

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

Section 6. Effective Date. This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March, 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ITEM #4

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SECTIONS 28-110 OF ARTICLE XIII OF CHAPTER 28 AND SECTION 28-129 OF ARTICLE XIV OF CHAPTER 28 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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

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

Section 2. Section 28-110 of Article XIII of Chapter 28 of the code of ordinances is amended to read as follows:

"Chapter 28 – DEVELOPMENT RULES, REGULATIONS AND STANDARDS

* * * *

ARTICLE XIII. – VARIANCES AND APPEALS

Sec. 28-110. Variances.

The planning commission and city council shall consider all variance applications based on the processes, procedures, and criteria set forth in Section 2-2 of the code of ordinances."

Section 3. Section 28-129 of Article XIV of Chapter 28 of the code of ordinances is amended to read as follows:

"Chapter 28 – DEVELOPMENT RULES, REGULATIONS AND STANDARDS

* * * *

ARTICLE XIV. – OUTDOOR LIGHTING

* * * *

Sec. 28-129. Variances.

The planning commission and city council shall consider all variance applications based on the processes, procedures, and criteria set forth in Section 2-2 of the code of ordinances.”

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

Section 5. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be 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 6. *Penalty.* Any person who violates or causes, allows, or permits another to violate any provision of this ordinance, rule, or police regulation of the city shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine or penalty not to exceed five hundred dollars (\$500.00). If such rule, ordinance, or police regulation governs fire safety, or public health and sanitation, other than the dumping of refuse, the fine or penalty shall not exceed two thousand dollars (\$2,000.00). If such rule, ordinance, or police regulation governs the dumping of refuse, the fine or penalty shall not exceed four thousand dollars (\$4,000.00). Each occurrence of any violation of this ordinance, rule, or police regulation shall constitute a separate offense. Each day on which any such violation of this ordinance, rule, or police regulation occurs shall constitute a separate offense.

Section 7. *Effective Date.* This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March, 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ITEM #5

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SUBSECTION 58-112(B) OF SECTION 58-112 OF ARTICLE X OF CHAPTER 58 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR MOBILE HOME PARK VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for mobile home park variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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. Subsection 58-112(b) of Section 58-112 of Article X of Chapter 58 of the code of ordinances is amended to read as follows:

"Chapter 58 – MANUFACTURED HOMES AND TRAILERS

* * * *

ARTICLE X. – MOBILE HOME PARK STANDARDS

* * * *

Sec. 58-112. Provisions applicable to nonconforming mobile homes and mobile home parks.

* * * *

(b) *Nonconforming mobile home lots of record.* In a nonconforming mobile home park, where single mobile homes are permitted, a single mobile home may remain on any mobile home lot of official record at the effective date of adoption or amendment of this chapter, irrespective of its area or width, provided that yard dimensions and other requirements not involving area or width, or both, of the mobile home lot shall conform to the regulations for the park in which such lot is located. The planning commission and city council shall consider all variance applications

based on the processes, procedures, and criteria set forth in Section 2-2 of the code of ordinances.”

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

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

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

Section 6. *Effective Date.* This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ITEM #6

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SECTION 80-30 OF ARTICLE III OF CHAPTER 80 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR SIGN VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for sign variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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

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

Section 2. Section 80-30 of Article III of Chapter 80 of the code of ordinances is amended to read as follows:

"Chapter 80 – SIGNS

* * * *

ARTICLE III. – ADMINISTRATION

* * * *

Sec. 80-30. Variances.

The planning commission and city council shall consider all variance applications based on the processes, procedures, and criteria set forth in Section 2-2 of the Code of Ordinances."

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

Section 4. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the

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

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

Section 6. Effective Date. This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

ITEM #7

ORDINANCE NO. 2025-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SUBSECTION 87-3(B) OF SECTION 87-3 OF ARTICLE I OF CHAPTER 87 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR SUBDIVISION AND PLAT VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for subdivision and plat variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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. Subsection 87-3(b) of Section 87-3 of Article I of Chapter 87 of the code of ordinances is amended to read as follows:

"Chapter 87 – SUBDIVISION OF LAND AND PLATS
ARTICLE I. – GENERAL PROVISIONS

* * * *

Sec. 87-3. Special provisions.

* * * *

(b) *Variance.* The planning commission and city council shall consider all variance applications based on the processes, procedures, and criteria set forth in Section 2-2 of the Code of Ordinances."

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

Section 4. Severability. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the

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

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

Section 6. Effective Date. This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

ITEM #8

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SECTION 29-15 OF CHAPTER 29 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR DOWNTOWN DISTRICT VARIANCES; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Sealy, Texas ("City") finds that amending the rules and regulations for Downtown District variances provides consistent procedures in law; and

WHEREAS, the City Council further finds that such amendments are for the good of the government and ensure responsible and orderly development;

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

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

Section 2. Section 29-15 of Chapter 29 of the code of ordinances is amended to read as follows:

"Chapter 29 – DOWNTOWN PRESERVATION DISTRICT

* * * *

Sec. 29-15. Planning commission.

- (a) The planning commission shall have the authority to:
 - (1) Exercise the appropriate power, authority, duties, and procedures pursuant to the laws of the State of Texas and applicable ordinances of the city;
 - (2) Except for Section 29-12, hear and decide upon an alleged error in any order, requirement, decision, or determination by the director of planning or the director's designee in the enforcement of these regulations; and
 - (3) Except for Section 29-12, consider all variance applications and make a recommendation to city council based on the processes, procedures, and criteria set forth in Section 2-2 of the code of ordinances."

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

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

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

Section 6. Effective Date. This ordinance shall become effective immediately and enforceable when published as required by law.

PASSED AND APPROVED at this first reading on the 17th day of March 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____ 2026.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrabec, City Secretary

ITEM #9



AGENDA ITEM NO: _____

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: March 17, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding City-Wide Event Policy.

ANALYSIS

For clarity, the City-Wide Event Application is actually the City-Wide Event Notification Form. Below is language we will make recommendations to adjust or add, and some other language that we just want everyone to be aware of in the City-Wide Event Planning Guide, Exhibits, and City-Wide Event Notification Form :

1. Page 2 and 3 – Table of Contents page numbers for contents are off by one page number (Just 3, 4, 5, and 24).
2. Page 9 – Under 20 to 30 Day Requirements, It should read, “• Pay Event Permit Fee and all other required fees listed in Exhibit D City-Wide Application Review Team Meeting Checklist #19.....”.
3. Page 10 – The fees are listed in the policy and the Master Fee Schedule. Do we want to keep the fees on the policy as it is now?
4. We need to add language for events at Chapman B&PW Park due to the City having an Agreement with the Little League for use of some areas of the park and especially use of parking spaces? Yes, this is City owned property, but does the fact that there is an Agreement in place, change anything? Currently, the City-Wide Event Policy reads such that any event on any City property requires the application to be submitted and triggers a City-Wide Event Review Team review.
5. Maybe add language for clarity as to why applications must be completed fully and submitted, even if the event may end up considered a Noncity-Wide Event.
6. Page 15 – Regarding Food and Alcoholic Beverage Sales: This needs to be reviewed and possibly updated with HB2844 Food Trucks.
7. Page 20 – Allowed occupancies shown for Liedertafel Hall, W.E. Hill Community Center, and Chapman B&PW Pavilion need to be updated. Allowed occupancies were set too high. Liedertafel Hill Center occupancies cannot be 300 or more because the buildings are not fire sprinkled and the B&PW Pavilion is just too high for the building square footage.
8. Page 21 – Keys to the Facility, currently reads 3:00-4:30pm, this should be 3:00pm to 5:00pm.
9. Just to be AWARE>>>Page 22 – Under Parking and Parking Plan Requirement the policy language reads, “The applicant should be able to provide signatures and authorization from any businesses and non-public facilities that would be impacted by the parking plan to serve as acknowledgement and approval of the plan.” Then, under Road/Street Closures, policy language reads, “List of all nearby affected businesses that have approved or not approved the closures.” Then, under Exhibit D page 5 the policy language reads, “Events taking place in the Downtown District require a list of signatures from all businesses showing they are aware of the proposed event and support it.”
10. Exhibit A - Current Fireworks Permit Application shows the permit fee on the application. Keep fees on application?
11. Exhibit B - Current Health Permit Application shows the permit fees permit application. Keep fees on application?
12. Just to be AWARE>>>Exhibit D – Realize that Exhibit D, as does page 4 in Step 2 and Step 3, and page 9, requires all applications to be submitted 90 days prior to event, WITH NO EXCEPTIONS. Also, the application question #4 should read More than 150 up to 500. Also, the fees are listed. Keep fees on application?

13. Exhibit D – Application question #19 – We should add a line, “Fees and deposits are not due until after the City Council approves the event. See page 9 of the City-Wide Event Planning Guide”.
14. Exhibit D page 5 the last checklist item, we will want to add the language here also that all fees are due after approval of the event by City Council.
15. In the City-Wide Event Notification Form:
 - a. The first word of the form needs to be corrected.
 - b. Under Food - We’ll review the table regarding “For Profit Food Truck, For Profit Selling Food in a Tent, Non-Profit Food Sales, and Restaurants Selling Food as a Vendor in a Food Truck or Tent”
 - c. Under Permits Required - Permit fees are listed in the City-Wide Evet Notification Form. Keep fees on the notification?
 - d. Under Terms & Conditions – “For events with city street/state road closures.....” this language needs to be verbatim consistent with the other places this is stated in the policy and forms. It is a little different.

RECOMMENDATION

Staff looks for City Council to provide any clarity requested by staff, discussion of any noted items above (1-15), as well as, confirm any “Just to be AWARE” lines noted. Ultimately, staff wishes to provide to city council redline amendments to the City-Wide Event Planning Guide and related Exhibits and Forms as necessary ready for the April 7, 2026 City Council Meeting.

FINANCIAL IMPACTS

NA



City-Wide Event Planning Guide City of Sealy

An Informative Guide to Help You Navigate Your Special Event

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City-Wide Event Planning Guide – City of Sealy

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EXHIBITS

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Exhibit A (Fireworks Application)

Exhibit B (Health Permit Application)

Exhibit C (Sample Certificate of Insurance)

Exhibit D (City-Wide Event Application Review Team Meeting Checklist)

Exhibit E (Post City-Wide Event Report)

Definition and Overview

City-wide events are defined as any request(s) by businesses, non-profits, community organizations, schools, places of worship, or others to conduct specific activities and events on a non-regular basis that are open and available for attendance by the general public and may impact city operations, facilities, services and infrastructure.

The City of Sealy strives to work with businesses, non-profits, area organizations, schools, and places of worship in the provision of city-wide events. In doing so, the City has established a City-Wide Event Review Team consisting of representatives from the departments of Police, Parks and Recreation, Public Works and Administration. This team is responsible for accepting and reviewing applications, and working with applicants to ensure the review process is as efficient as possible.

The City-Wide Event Review Team and the City of Sealy are committed to achieving a process that is responsive to the applicant, provides accurate and clear information, and encourages community and private events that are safe and enjoyable; however, this can only be achieved when the applicant has familiarized themselves with this guide and fulfills their role as Organizer/Applicant (see details later in this packet).

Step 1: Obtain and complete a City-Wide Event Notification Form available online (www.ci.sealy.tx.us). The City-Wide Events Official is available to assist should any questions arise during the submittal process. A staff representative can be reached at 979-885-3511.

Step 2: Submit completed City-Wide Event Notification Form the City of Sealy at least 90 days prior to the event. The City cannot approve an application if not submitted timely.

Step 3: The City-Wide Event Review Team will review the application and may request additional information, if necessary. The City-Wide Application Review Team Meeting Checklist will be completed during the meeting. A minimum of 90 days is required to process an application. Applications should be completed in full using the approved City- Wide Event Notification Form. To promote effective and timely reviews, applications may be submitted no earlier than one (1) calendar year in advance of the event and no later than ninety (90) calendar days prior to the event.

Purpose of the City-Wide Events Policy

The purpose of this policy is to facilitate activities that are well-coordinated, safe, lawful, and enjoyable while providing guidelines by which the reviews, approvals, administration, and implementation of city-wide events are consistent in nature. Attention is given to the use of City resources in support of such activities.

Events that trigger a City-Wide Event Review Team review may include, but are not limited to, the following:

- A. Event is being held on property belonging to the City of Sealy
- B. Event is being held on private property but:
 - 1. Is allowing food trucks on site;
 - 2. planning a fireworks display;
 - 3. requires on-site EMS or Fire personnel;
 - 4. requires a road closure; or
 - 5. requests the use of City of Sealy resources.

Based on the criteria above, the City-Wide Event Review Team reserves the right to determine if an event requires an event permit. If an event is deemed warranted for a permit by the City-Wide Event Review Team, Applicant must complete the review process.

NOTE: Events Using Hotel Occupancy Tax (HOT) Funding

In addition to this process, any event that has been approved for HOT Funds must comply with all policies and procedures as outlined in the City of Sealy Hotel Occupancy Tax Funding Policy and Procedures Guidelines.

NOTE: Changes to Any Event Plans Following Review Team Committee Meeting:

Due to the importance of public safety considerations, scheduling enough security staff, assistance from other local law enforcement jurisdictions, ensuring adequate parking and traffic management for public safety, considerations for residents living in the City's park areas, and many other factors, it is very important that facts are accurate and do not change from what is presented to the Review Team Committee and what is presented to City Council. Discrepancy(s) between the site plan as presented, rides and activities, event time, location, and any other change that could result in reconsideration of public safety impacts will result in the agenda item for the consideration of the event being tabled until the Review Team Committee reconvenes with the applicant to re-evaluate the event.

Once City Council approves the event, any changes to the site plan or changes in events and carnival rides, entertainment, etc. will require approval from City Council, unless prior directive was given to the City Manager.

Rescheduling a City Council Approved Event Due to Weather:

The City Manager is authorized to approve rescheduling the date of a City-Wide Event that was previously approved by City Council if the event must be rescheduled due to inclement weather. At the City Manager's discretion, the Review Team Committee may be involved in the rescheduling process to ensure that the event does not conflict with other events, and to ensure that all TABC, TxDOT, security and any other previously approved components of the project are met and within City Council's expectations. At City Manager's discretion, approval of rescheduling by City Council may be required.

City-Wide Event Notification Form

Who needs to complete the City-Wide Event Notification Form?

The City-Wide Event Notification Form is required for events that utilize city-owned property, such as public streets, parks, rights-of-way, sidewalks and buildings.

Races/Walks/Parades

Organized non-stationary activities involving running, biking, walking, marching or other means of transportation, utilizing a fixed course that involves the use and/or closure of City streets, rights-of-way, sidewalks, facilities, parking lots or parks.

General Events

General Events are events that take place on City property in a stationary location for a specific duration of time, often involving amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, performances, concerts, rallies, markets, and other similar events.

Pavilion/Building Rentals

The City rents the Abe & Irene Levine Family Park Pavilion, the Mark A. Chapman Park Pavilion, Liedertafel Hall and the W. E. Hill Community Center. These rentals are coordinated through the **City-Wide Events Official**.

Mark A. Chapman B&PW Park Baseball Fields

Per the Park Entry, Maintenance, Use and Improvements Agreement between the City and Greater Sealy Little League, the Mark A. Chapman B&PW Park baseball fields are currently managed by the Greater Sealy Little League and may be reserved by contacting them at www.greatersealylittleleague.com.

Applying for an event does not guarantee that your event will be approved.

The City assumes no liability if an event is not approved – selling tickets, advertising, gaining sponsorships and other activities done prior to event approval is at the risk of the event coordinator.

Role of the City-Wide Events Official

The **City-Wide Events Official** is responsible for processing applications, reviewing event requests and serving as a liaison between the Applicant, City departments, and partner agencies throughout the application process.

Role of the Organizer/Applicant

Applicants are responsible for the planning and management of the event and must be at least 21 years of age. City staff provides support during the application process but will not act as your project manager. Applicants should consult with professional resources such as attorneys, insurance agents, etc. where needed as the City does not provide legal, insurance and other professional services advice.

Communication between the Applicant and the City is critical before, during and after the event to ensure a smooth and successful event. Applicants should be responsive to correspondence from the City and should submit all required information by the deadline set by the City. All events are subject to the conditions outlined in the City-Wide Event Notification Form.

Event Limitations

The City of Sealy has the right to deny an event if such an event would create an undue burden on the City. The City also has the right to deny an event that has received an unfavorable review by other units of government, deemed to be a safety hazard or one that lacks evidence of sufficient resources required (volunteer personnel and schedule, equipment, funding, schedule of events, site plan, etc.).

Information Required at the City Council Meeting

If requested to attend a City Council meeting, the Applicant will discuss the completed City-Wide Event Notification Form with Parks Staff first. Any question on the form may be discussed by the City Council. Any revisions to the event after City Council approval shall require City Council re-approval. During the applicant's presentation to City Council for approval of the event, if there are any changes to the information provided in the Council packet, on the application, or from the Review Team meeting, the consideration of the event will be tabled to allow the Review Team to re-evaluate the new information being provided to determine whether the event will still be recommended for City Council's consideration. The **City-Wide Application Review Team Meeting Checklist** form that was completed during the Review Team meeting must be provided to City Council with all required applicable attachments listed on the last page of the Checklist form.

The following are some of the factors that may be considered by City Council when reviewing and approving your event application:

- Past history for this event (if it has occurred before). For example: post-event clean up issues, destruction to city property, citizen complaints, unfavorable review by other units of government, etc.
- Past history for this organizer (if hosted previous events). For example: failure to return key timely, failure to familiarize with the requirements of the event policy/guide, failure to provide requested information or responsive to phone calls/emails, confrontational engagement with city staff, etc.
- Does organizer/applicant have a realistic event plan? For example: 3 volunteers committed and 1,000 attendees expected, volunteer roles not defined, volunteer schedule does not exist, etc.
- Has applicant/organizer already secured adequate approvals/resources (equipment such as generators, volunteers, approvals from TABC, approval of TXDOT to hang signs over State Highway 36, etc.)?
- Impact of your event on local residents, businesses and traffic flow
- Was the application submitted with sufficient lead-time and by required deadlines?
- Are there any outstanding items that have still not been addressed?

City-Wide Event Planning Guide – City of Sealy

- Conflicts with other area events or City work priorities
- Safety-related concerns
- Compliance with State and Federal laws and city ordinances
- Legal concerns
- Undue burden on the City
- Schedule of Events provided
- Plan for additional portable toilet rental/hand-washing stations and trash collection/sanitation plan. For example: community parade or vendors set up at the Levine Park all day, where additional restroom facilities would be needed

Site Plans

A site plan will be necessary if an event is held in a City park or on any other city property grounds, streets or sidewalks. If a site plan is subsequently revised before the event date, a copy of the revision shall be provided to City Staff, and may require City Council approval.

Deadlines

It is the Applicant's responsibility to determine which type of event they are hosting and ensure they apply by the corresponding deadline for that specific type of event. Please review the deadlines carefully. Missing deadlines may result in loss of the ability to host an event.

Deadline Requirements

Applications shall be submitted at least 90 days (3 months) prior to the event date. The timetable below provides all required submission documents and deadlines in the city-wide event permitting process.

90 Day Requirements

- Submit City-Wide Event Notification Form.....
- Submit General Site/Route/Road Closure Map(s).....

80 to 60 Day Requirements

- Attend a City-Wide Event Review Process Meeting
- Submit Copy of Proposed Promotional Literature.....

59 to 30 Day Requirements

- Attend City Council Meeting for Event Approval.....

20 to 30 Day Requirements

- Provide Certificate of General Liability Insurance
- Pay Event Permit Fee.....
- Provide List of Vendors (food, crafts and rides/activities) with Site Layout.....

Post Event Requirements

- Make sure all street barricades are returned to the City in good order.....
- Make sure the area is fully cleaned of all garbage and taken off site.....
- Return any keys issued by the City for facility use, if any.....

Event Fees and Other Expenses

The following is a list of fees that will need to be paid to the City of Sealy if they apply to your event. The purpose of the event fees collected by the City is to reimburse the city for expenses related to providing the application processing, personnel and resources for your event – not to make a profit. The City Council approves numerous event applications each year hosted by non-profit groups utilizing volunteers and donating their time and personal funds, and that number is likely to increase as Sealy grows. You should not have expectations that your situation is unique and that the fee for your event will be waived. Event hosts should plan to find sponsors, donations and/or charge their event participants a fee. The event fee is mandatory. Fees are subject to change and additional fees or rates may apply at the discretion of the City Council.

*LEVEL 1: Event Fee (if requiring City of Sealy services or use of employee(s))	\$100 ✓	150 or less participants to include vendors, entertainment, audience, customers, etc. where little activity is anticipated and minimal setup & use of consumables is required
*LEVEL 2: Event Fee (if requiring City of Sealy services or use of employee(s))	\$250 ✓	151-500 participants to include vendors, entertainment, audience, customers, etc. where moderate activity is anticipated and some setup & average to moderate use of consumables and restroom restocking and cleaning is required
*LEVEL 3: Event Fee (if requiring City of Sealy services or use of employee(s))	\$500 ✓	501 or more participants to include vendors, entertainments, audience, customers, etc. where more than average to major activity is anticipated and more than average setup & high use of consumables and restroom restocking and cleaning is required
Banner Fee	\$50 ✓	Per location
Fireworks Permit (application – Exhibit A)	\$45 ✓	Will need Fire Marshal approval
Food Permit (application – Exhibit B)	\$50 ✓	“For Profit” food vendors only. Includes a health inspection and is valid for 14 days. Must be in place no later than three days prior to event.
Security	TBD	Security is scheduled and paid directly to the Sealy Police Dept. Call 979-885-2913 for rates and conditions.

↓ see master fee schedule for most up to date fees?

City-Wide Event Planning Guide – City of Sealy

*The City of Sealy charges an event fee to cover costs incurred by:

- City staff’s administrative time for processing all applications, meeting with applicants, confirming all submittals such as site plans, maps, TABC permits, Banner applications, facility rental contracts, coordinating city staff, scheduling weekend staff at weekend pay rates for restocking and cleaning public restrooms, monitoring for litter management during the event, removing full trash bags and replacing liners in all receptacles, facility set up and take down as needed that takes staff away from regularly schedule responsibilities, etc.
- City staff’s barricade delivery and pick up, with or without setup and take down
- The cost of consumables, such as restroom paper towels, toilet paper, cleaning supplies, hand soap, and trash bags, if using a City park or facility.
- utility use including electricity/air conditioning/heating/water use/natural gas/additional solid waste services.
- additional police staff on duty outside of regularly scheduled shift rotation, who are needed to patrol the city and area of the event, that is separate from onsite security requirements. This is to provide the citizens with overall enhanced City security during high activity time.

NOTE: The City cannot provide generators or other mechanical equipment, electrical cords, tables and chairs for outside use. The City also cannot provide copying or printer services.

Insurance Requirements

Insurance for your event may be required before final permit approval is given. Insurance coverage must be maintained for the duration of the event, which includes set up, and tear down dates. The applicant must obtain commercial liability insurance naming the City of Sealy and any other entities impacted by this event as an **“Additional Insured”** (the City will need the actual endorsement and authorization for the City to communicate with your, or your vendors’, insurance company in verbal or written form). The City Council has the final authority regarding the insurance coverage and limits for the event and can require additional coverage not listed below.

Event insurance **SHALL BE** required if held on any City property and:

- the event is selling, serving, or allowing alcohol (including BYOB)
- It has 151+ participants (including vendors, performers, audience, customers, volunteers, security, attendees, etc.)
- It has activities with inherent risk factors (games, carnival/amusement rides, etc. – see next section – **“Entertainment and Carnival/Amusement Rides”**)

Certificates of Insurance must reflect:

- **Commercial General Liability with limits of**
 - \$1 million per occurrence
 - \$2 million general aggregate
- **Automobile Liability** (if a vehicle is involved)
 - \$1 million (combined single limits or equivalent)
- **Workers’ Compensation with limits of**
 - \$1 million (required if the insured has paid employees; owners are excluded from this requirement)

Certificate Holder must reflect:

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

See Exhibit C for an example of a Certificate of Insurance with required limits and other coverage.

*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.

The city does not provide insurance advice.

Entertainment and Carnival/Amusement Devices and Rides

Carnival/Amusement Devices and Rides

Amusement devices and rides such as inflatables, trackless trains, mechanical bulls, snow machines, electric or gas mobility devices and other similar devices and rides shall have insurance coverage as provided in this section and may be inspected by City Staff.

Amusement devices and rides shall have a minimum insurance coverage of \$1,000,000 per occurrence combined single limit (bodily injury + property damage). The City of Sealy also requires to be added as an additional insured. For more information regarding insurance requirements, see the “Insurance Requirement” of this document on page 9.

In addition, the operator’s insurer must annually inspect each ride for stress-related and wear-related damage of the critical parts of a device or ride that the manufacturer determines are reasonably subject to failure through normal use and could cause injury as a result. (think: tie-down straps).

Manufacturers and state regulations may identify additional inspection points.

Certification of an acceptable inspection and a copy of valid insurance coverage must be filed with the State of Texas prior to July 1 each year in order for a company to operate inflatables. Each inflatable shall have a certification sticker showing its fitness to operate.

When choosing a rental business for your next event, here are some suggestions:

1. Look for a physical office. This signifies stability and a commitment to long-term business measures, such as those required to be accountable to the State.
2. Ask to see evidence of the company’s active insurance coverage and confirm that it meets state requirements.
3. Ask when the last safety inspection was. Better yet, ask for the serial number of the ride you want to rent, and check for its annual certification sticker on the state website: <https://www.tdi.texas.gov/commercial/lcamcurrentsticker.html>.
4. Check for excessive or concerning injury reports, which must be filed when a child is hurt (injury reports are not required for minor first-aid injuries like bumps and bruises): <https://www.tdi.texas.gov/commercial/lcamqtrinjury.html>.
5. Don’t make price your determining factor. Many low-cost operators can offer lower prices because they dodge State requirements.

The City requires that amusement devices and rides be operated by a licensed and trained individual employed by the rental company. In the case of inflatables, which typically do not require an operator, a trained employee or representative of the company must set up/install the inflatable and offer training to any event worker or volunteer on how to monitor and manage the children inside. Inflatables may not have a water component and shall be secured with sand bags – no stakes are allowed.

Musical and Other Types of Entertainment

In the case of musical or other entertainment requiring sound amplification, a site map will be required to indicate how many and where the amplifiers will be located. A site and/or street closure map will also be needed to indicate where any stages will be located for entertainment such as bands, a DJ, etc.

Noise Regulation

The City Code of Ordinances describes the regulations for noise - Sec. 42-15(c).

No person shall make any loud noise or operate a sound amplifier so as to be clearly audible to any occupant of a neighbouring 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.). If the properties are not contiguous, then the sound shall be measured from the source in a straight line.

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.

Does this need to be updated?

Food and Alcohol Beverage Sales

If selling/serving food and/or beverages to the public, Applicant must coordinate through the City’s Health Inspector to obtain necessary permits and information on proper health procedures. “For profit” organizations may only serve or sell food from a food truck and must have a food permit from the City no later than three business days prior to event. 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.

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

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.

	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
<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 <i>and any other sanitary requirement</i>	* 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i>	*3 sink sanitary station *Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i>	* 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i>
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

Applicant must have City approval to serve, sell or allow alcoholic beverages on city property as part of an event. To serve or sell alcoholic beverages at public events, it is the responsibility of Applicant to obtain the proper licensing and training from the Texas Alcoholic Beverage Commission. All events where alcohol is on site are required to have security. 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."

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 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.

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.

A street closure map will be needed for any vendors/food trucks that will be operating in or on the side of any street. Food trucks parked on the street with their business window facing the street will require a street closure.

Signage

City of Sealy Requirements

The City of Sealy Code of Ordinances describes the regulations for signage.

Sec. 80-10

- (20) Event signs, off-site. Off-site event signs may be placed only on private property and only with the consent of the owner of the property. Such signs may not exceed 50 square feet and may be erected no more than 30 days prior to the event and must be removed within two days after the event. These signs are also subject to the requirements of [section 80-20](#) of this chapter.
- (21) Event signs, on-site. On-site event signs may not exceed an area of eight square feet at a residence or 60 square feet at any other location. These signs are also subject to the requirements of [section 80-20](#) of this chapter.
- a. For residential use - may be erected seven days prior to the event and must be removed within one day after the event.
 - b. For all other uses - may be erected 30 days prior to the event and must be removed within two days after the event.

There shall be no more than two on-site event signs for any event, for any land use.

Sec. 80-20(e)

- (2) Except as specifically provided otherwise in this chapter, banners shall not exceed 60 square feet, must be attached and parallel to a wall of the structure, and shall only be permitted for a period not to exceed 30 calendar days and with a period of not less than 30 days between displays.
- (3) Human signs shall be allowed on private property and the untraveled public rights-of-way provided that no human sign, as defined by this chapter, shall be displayed within five feet of a vehicular traffic lane.
- (4) Except as specifically provided otherwise herein, temporary signs shall not exceed four square feet in size and shall be allowed for a maximum of 14 calendar days per event. Temporary signs shall be placed at least 25 feet from an intersection and a minimum of ten feet from the curb line. Temporary signs shall not be placed anywhere in the center median of a public or private street.
- (6) Use of temporary decorations as signs, otherwise referred to as decorative festoons, meaning tinsel, strings of ribbon, small commercial flags, or streamers may be used as temporary enhancement of signage in a commercial sign category, providing these devices have no glare, no moving parts, are maintained, and comply with all codes and policy guidelines governing their safe use. No lettering is permitted on these items. Temporary decorations may be used for a period not to exceed 30 calendar days with a period not less than 30 days between displays.
- (7) Event signs, off-site, on-site or street banners, approved by either the building official, or city council as a community service of interest to the general public.

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 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.

Security Requirements/Damage or Loss of Materials

Security

Security of an event should always remain a top priority for both the community and the applicant. As such, the City, at its sole discretion, reserves the right to require event security in order to protect the health, welfare and safety of the citizens of Sealy and/or event participants.

Applicant shall be responsible for staffing costs resulting from the use of Sealy police officers to provide necessary event security. Applicant must use Sealy police officers unless otherwise approved. The Chief of Police shall determine the number of security officers an event warrants and how many hours officers are needed.

Security **SHALL BE** required for any event in which:

- the event is serving, selling or allowing alcohol (including BYOB) on site
- it has 500+ participants (including vendors, entertainment, audience, customers, etc.)

Security **MAY BE** required if:

- it has activities with inherent risk factors (games, carnival rides, etc.)
- a unique event is proposed, then City Council may require additional security coverage than set forth above.

Damage or Loss of Materials

Because these events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability for groups or individuals attending an event within said public spaces.

Park & Facility Use

City-Owned Park/Facility Capacity Considerations:

Facility / Park	Level 1 (150 or less)	Level 2 (151-500)	Level 3 (501 or more)
Liedertafel Hall (3,724 sq ft)	✓	✓ Up to 372 295	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities
W. E. Hill Community Center (2,300 sq ft Main Room + Conf. B 713 sq ft)	✓	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities
Chapman B&PW Pavillon (1,362 sq ft pavilion & 576 sq ft indoor)	✓ up to 50 40	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities
Chapman B&PW Park	✓	✓	✓
Levine Park & Pavillon (Pavillon is 3,500 sq ft)	✓	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities	If the use is part of overflow from use of the entire Chapman B&PW Park & Facilities
Scranton Park	✓ up to 100	NO	NO
Cryan Park – <i>capacity recommendations are subject to change when Town Park, or any other vacant land in the general area is developed</i>	✓	✓ May require shuttling services for overflow parking	✓ up to 600 May require shuttling for overflow parking

Park/Facility Specifications:

Facility	Occupancy of Building	Green Space	Parking Spaces
Liedertafel Hall	372 295	+/- 0.5 ac	50
W. E. Hill Community Center	360 for all rooms in the facility 250	+/- 2 ac part of the park complex 15.73 acres	34
Chapman B&PW Pavillon	50 + Pavilion 40	+/- 2 ac part of the park complex 15.73 acres	58 in front lot, 159 overall park parking spaces
Chapman B&PW Park	N/A	15.73	159
Levine Park & Pavillon	3,500 sq ft Pavilion	2.0661 acres, with approximately 1 – 1.5 acres of non-equipment occupied space	128 48 immediately around park; 61 in the City Hall block, 19 by FUMC playground & Sealy Professional Building
Scranton Park	N/A	.96 acre	40
Cryan Park	N/A	15.65 acres with approximately 40% remaining non-occupied land, or 6.62 acres	84

City-Owned Facility Rental

If your event requires the use of one of the facilities listed below, you will need to complete a rental agreement and pay, in full at the time the agreement is signed, both the deposit and rental fee associated with that facility.

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

The number of hours billed is the number of hours you will need access to the facility which includes time needed for set up, decorating and clean up.

No rental agreement is required for the following facilities; however, event fees still apply.

- Joe Scranton, Jr. Park
- Jacqueline A. Cryan Memorial Park
- Mark Frederick Memorial Park
- City Streets or City Lots
- *Mark A. Chapman B&PW 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.

Tables and Chairs

If your event requires tables and chairs, you may use those that are inside the facility at the time of rental. You may not request additional tables and chairs to be moved from one facility to another nor may the tables and chairs be used outdoors.

Keys to the Facility

You may check out the key to your facility between 3:00-4:30pm on the business day prior to your rental. The key must be returned the next business day after your event or placed in an envelope to be put into the night drop off box located in the utility payment drive through lane at City Hall.

3:00pm - 5:00pm

Special Provisions

Park Hours

Section 70-71 of the City Code of Ordinances states all parks shall be closed between the hours of 11:00pm and 5:00am. Events requesting to begin or end outside these parameters will require approval from the City Council.

Restroom Facilities

It is the responsibility of the Applicant to provide an adequate number of toilet facilities, including mobility impaired accessible units, at the expense of Applicant, needed over and above the existing facilities.

Fireworks

Only licensed pyrotechnics companies may use and display fireworks within the city limits. A Fireworks Permit will need to be obtained and the Sealy Fire Marshal shall inspect the location and approve or not approve the application upon review of a site plan and submission of the organization's Certificate of Insurance.

Parking & Parking Plan Requirement

In order to deter traffic disruptions and create a safe environment for pedestrians, Applicants must ensure that adequate lawful parking is secured for the event. Applicant agrees that parking on non-paved surfaces shall be limited to only those areas specifically designated by the City if on public property. It is the Applicant's responsibility to contact adjacent property owners to inform them of the proposed City-Wide Event, gain written permission to use their property for overflow parking if sufficient parking is not available onsite. A Parking Plan must be provided to show that the applicant has sufficient parking to accommodate the projected number of participants, up to and including as applicable a shuttling service plan which demonstrates any off-site and/or non-public parking that will be utilized to accommodate parking during the event. **The applicant should be able to provide signatures and authorization from any businesses and non-public facilities that would be impacted by the parking plan to serve as acknowledgement and approval of the plan.** 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.

Trash Removal

If not properly managed, the accumulation of trash and debris can create a nuisance both during and after an event. In an effort to avoid this, Applicant is responsible for the removal of trash and litter during and after their event. Applicants are not allowed to empty trashcans into City dumpsters.

Assignment/Transfer

It is expressly understood that any permit issued is exclusive to the parties named therein and is not assignable or transferable.

Road/Street Closures

Written approval from the Texas Department of Transportation (TxDOT) will be required for all TxDOT controlled roadways and you must contact the Chief of Police to submit an application. Any city street closures will require the approval of the Sealy Chief of Police. Street/road closure begin and end times should include any set up and clean up times needed.

City street and road closures also require:

- Map with all closures clearly marked. If for a parade, the route needs to be clearly outlined.
- **List of all nearby affected businesses that have approved or not approved the closures.**

? Does this need to be clarified that this is req'd on top of

Cancellation/Denial of Future Use

Cancellation

The City reserves the right to cancel an event at any time prior to or during the event.

Denial of Future Use

In an effort to provide for a well-coordinated, enjoyable and safe event, it is important that applicants abide by City ordinances, state and federal laws, and this and other City policies. Failure to do so may result in the denial of usage of the public space(s) and/or the ability to obtain an event permit both at the time of the infraction and in the future.

City Council has the right to refuse the use of any City-owned area 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

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, 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.

Post Event Requirements

Cleanliness

Applicant is required to help protect City resources by returning the public spaces to a clean and orderly condition and placing all City property back in its original location. Applicant shall agree to pay for the cost of replacement or repair of any damage to the facility or equipment.

In order to preserve and protect the aesthetics of our community, Applicant shall refrain from applying any permanent or semi-permanent markings to any City property. Applicant is responsible for the removal of all event trash off-site.

City Property

Applicant is required to return any City property used for the event in good order, including barricades, keys to rented facilities, etc. Tables and chairs are not to be removed from inside any City facility.

Exhibits

EXHIBIT A – Fireworks Permit Application & requires Fire Marshal approval

EXHIBIT B – Health Permit Application

EXHIBIT C – (Sample) Certificate of Liability Insurance

EXHIBIT D - City Wide Event Application Review Team Meeting Checklist

EXHIBIT E - Post City-Wide Event Report



CITY OF SEALY, TEXAS

FIREWORKS PERMIT

Project Location: _____

Applicant: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contractor: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

FIREWORKS PERMIT	Fee
Fireworks	\$45.00

Total Fees: \$45.00

Contractor Signature: _____ Date: _____

Fire Marshal: _____ Date: _____

Notes

- Please refer to Chapter 34, Article III – Fireworks of the City of Sealy Ordinance

Form Date: 03/28/2024

Exhibit C



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

PRODUCER Insurer Agent/Broker Name Insurer Agent/Broker Street Address or P.O. Box Insurer Agent/Broker City, State & Zip Code Contact & Phone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC#
INSURED	INSURER A: Name of Insured Company	Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#

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

INSURANCE CLASSIFICATION	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Enter Policy #	Enter Effective Date	Enter Expiration Date	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MEDICAL EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE LIMIT \$2,000,000 PRODUCTS/COMMODITIES AGG \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Enter Policy #	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (EA OCCURRENCE) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
A	<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPRIETARY BUSINESS <input type="checkbox"/> TYPE OF FICER NUMBER (1-9) If yes, describe under SPECIAL PROVISIONS below	Enter Policy #	Enter Effective Date	Enter Expiration Date	<input type="checkbox"/> WORKERS COMPENSATION LIMITS <input type="checkbox"/> OTHER EL, EACH ACCIDENT \$ EL, DISEASE - EA EMPLOYER \$ EL, DISEASE - POLICY LIMIT \$
	<input type="checkbox"/> OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER The City of Sealy 415 Main St. Sealy, TX 77474	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---	--

ACORD 28 (2001/08)

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- This policy should include:
- 30-day notice of cancellation
 - waiver of subrogation with endorsement
 - City of Sealy & Event holder added as an additional insured with endorsement
 - workers' comp liability - owner operators are excluded from this requirement

City of Sealy

City-Wide Event Notification Form



EXHIBIT D: CITY-WIDE APPLICATION REVIEW TEAM MEETING CHECKLIST

Date of Meeting: _____

Name of Event: _____ Date of Event: _____

THIS MEETING MUST BE HELD BETWEEN 60-80 DAYS PRIOR TO THE EVENT
THE EVENT MUST BE APPROVED BY CITY COUNCIL AT LEAST 30 DAYS BEFORE THE EVENT

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

- City Manager Chief of Police Public Works Director
- Parks/Rec Superintendent ~~Exec Asst to City Manager~~ _____
- Code Enforcement Officer/ Health Inspector _____
- _____ _____ _____

APPLICANT REPRESENTATIVE NAMES:

1. Application was received at least 90 days, but not earlier than one year prior to the event?
 YES NO *Per Policy, the City cannot approve an application if not submitted timely.*

2. Application was completed in full by the applicant?
 YES NO *City staff provides support during the application process but will not act as your project manager*

3. Applicant must be one of the following:
 Business Non-profit (501 (c)(3)) School Place of Worship

4. Participant projections indicated on the City-Wide Event Notification Form:
 Up to 150 (~~\$100.00~~) More than 151-499 (~~\$250.00~~) More than 500 (~~\$500.00~~)
Levine Park is limited to a maximum participant of 150 500 501

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

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

6. Will the event be free to attendees, or will there be an entry fee?
 No Charge for Attendees The Entry Fee will be \$ _____

7. Will the vendors be charged a fee?
 No Charge for Vendors Vendors will be required to pay a fee of \$ _____

8. Does the Review Team consider any components of the proposed event to put on undue burden on the City, or deemed to be a safety hazard?
 YES NO _____

9. Have any other units of government given the event an unfavorable review?
 YES NO _____

10. Does the Review Team find that the applicant has evidence of sufficient resources required, such as volunteer personnel and schedule, equipment, funding, schedule of events, site plan, etc? Is there a structured plan with all impacts to the residents, businesses, traffic/parking and city staff considered?
 YES NO

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

11. Has this event been held in the City in the past?
 YES NO If "yes", provide dates and review Post Event Forms as applicable.
If "yes", was this applicant the Event Organizer? YES NO

12. If this is a repeat event, list any findings on Post Event forms that were reviewed:
 N/A
Please indicate if there were any issues:
 Park/Facility(s) not left in clean condition Damages to City Property
 Keys not returned Citizen complaints
 Failure to provide requested information Non-responsive to emails, calls, texts
 Lack of volunteers Volunteer roles not defined
 Volunteer schedule not provided Exceeded approved hours
 Unapproved alcohol on premises Noise / Loud music

 Other: _____

13. Will alcohol be sold, given away or raffled? If so, has applicant secured approvals from TABC, if applicable?
 YES NO N/A

14. Has applicant secured approval from TxDOT if banners are to be hung?
 YES NO N/A

15. Does the applicant have a realistic event plan?
 YES NO

16. Did the Review Team identify negative impacts of the event on local residents, businesses or traffic flow?
 YES NO
If "yes", please describe:

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

YES NO

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

YES NO

Not due until after this meeting

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

YES NO

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

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

Note: Park Hours 6:00 am – 11:00 pm

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

YES NO

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

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

YES NO

23. Does the event include Food Trucks? YES NO

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

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

Will Sealy PD Security be Required for the Event?

YES NO N/A

Required: _____ Cost \$ _____

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

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

Liedertafel Hall

W. E. Hill Community Center

Chapman B&PW Pavilion

Levine Park/Pavillon

Cryan Park Area

Scranton Park Area

If "Yes", attach the signed rental agreement.

31. Will the applicant be submitting a Fireworks Permit?

YES NO

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

YES NO N/A

Attach the following:

- List of volunteer personnel
- Schedule of volunteer responsibilities
- Schedule of events
- Site plan
- Map showing street closures (if not identified on site plan)

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

- Attach any other items requested from the applicant and reviewed by the Review Team
 - _____
 - _____
- Completed City Wide Event Notification Form with all fees and proof of fees and deposits collected

- not all fees are due at the time of completing this form.



Exhibit E: Post City-Wide Event Report Checklist

Report Date: _____

Event Name: _____

Event Date: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

City Facility: _____

Date event area was inspected: _____

Name of Inspector: _____

1. Was event area left clean and orderly? Yes No

If no, explain _____

Estimated cost to City \$ _____

2. Did the event result in any damages? Yes No

If yes, explain _____

Estimated cost to City \$ _____

3. Did the event use City equipment that needs to be retrieved? Yes No

If so, what equipment (select all that apply):

- Garbage cans
- Road barricades/signs
- Traffic cones/delineators
- Arrow board
- Tables
- Chairs

4. Compare the Review Team Committee Meeting Checklist and City-Wide Event Notification Form to the outcome review of the event. Note any discrepancies, negative impacts, complaints, or issues during or after the event that should be considered by the Review Team Committee and City Council prior to considering a future City-Wide Event request by the applicant.

Additional Comments:

CITY OF SEALY

City-Wide Event Notification Form

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

www.ci.sealy.tx.us



Fit 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: _____ Date of Event: _____ # of Days Prior to Event: _____

APPLICANT INFORMATION

Contact name _____ Contact Number _____

Organization _____ Contact Email _____

Organization's Physical Address: _____

Organization's Mailing Address: _____

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 _____

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

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:

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

Open to the Public? Yes No

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

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

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

Activity #2 - Name:

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

Open to the Public? Yes No

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

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

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

Activity #3 - Name:

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

Open to the Public? Yes No

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

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

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

City-Wide Event Notification Form

FACILITY USE

Will you need use of City-Owned Facilities/Property

Yes No

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

City-Owned Facilities Which Require a Signed Rental Agreement:

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

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

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

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

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

PARKING

What area(s) will you use for parking? _____(please provide map)
If planning to use city- or privately-owned property, do you have permission from the owner? Yes No

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

ROAD CLOSURES OR STREET/PUBLIC SIDEWALK USE

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

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

Time city streets or state roads need to be closed: Begin Time _____; End Time _____

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

City street/state road closures also require:

City-Wide Event Notification Form

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

See pg. 22 of Planning Guide

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."

RAFFLES

WHO MAY CONDUCT RAFFLES IN TEXAS:

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

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

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

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

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

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

EVENTS WITH AUCTIONS ONLY: (No Alcoholic Beverage Sales)

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

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

a) *Prohibited areas of consumption.*

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

FOOD

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

City-Wide Event Notification Form

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

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

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

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

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

City-Wide Event Notification Form

Does this need any updates?

	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
<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:	<ul style="list-style-type: none"> * 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i>	<ul style="list-style-type: none"> * 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i>	<ul style="list-style-type: none"> *3 sink sanitary station *Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i> 	<ul style="list-style-type: none"> * 3 sink sanitary station * Preparing station *Cooking station *Coolers for food *Warmers for hot food <i>and any other sanitary requirement</i>
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

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:

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.

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

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)

See Master Fee Schedule?

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.

Signature

Date

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.

Signature

Date

Print Name

ABOVE TWO SIGNATURES WITNESSED BY:

Printed Name and Title

Signature

City-Wide Event Notification Form

OFFICE USE ONLY

Received by:

Signature _____

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)

<p>SUBTOTAL OF NON-REFUNDABLE FEES TO CITY OF SEALY: \$ _____ <i>(Excludes Security Fees)</i></p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A TOTAL DEPOSIT DUE FOR FACILITY RENTAL: \$ _____ (Paid \$ _____ on _____)</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A TOTAL DEPOSIT DUE FOR CITY-WIDE EVENT PER CITY COUNCIL APPROVAL (If applicable) \$ _____ <i>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</i></p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A SEPARATE SECURITY FEE TO BE PAID: \$ _____ Security (SPD contacted by Event Coordinator? <input type="checkbox"/> Yes <input type="checkbox"/> No)</p>

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 _____

ITEM #10



AGENDA ITEM NO: _____

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: March 17, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding Strand Change Order for Westview Terrace Drive Storm Sewer Improvements.

ANALYSIS

At the time the staff report and supporting documents were prepared, Strand had not yet received the cost information for the additional pavement repair and removal of the existing asphalt pavement needed for the engineer to prepare Change Order No. 1. The City Engineer anticipates receiving the necessary documentation from Vera Industries, LLC well in advance of the March 17, 2026 City Council meeting, allowing sufficient time to review the cost submittals and prepare a letter of recommendation for City Council consideration prior to the meeting.

The additional asphalt work would involve repaving Sunset Avenue curb-to-curb along the entire project length once all construction activities within the asphalt pavement are completed. Portions of Sunset Avenue were damaged during construction, and the contractor will be responsible for repairing those areas. However, limiting the work to only the damaged sections would likely result in a patchwork or "checkerboard" appearance. To provide a uniform finished surface and improve the overall roadway condition, staff recommends replacing the asphalt pavement curb-to-curb along the full length of Sunset

RECOMMENDATION

If all documents are in order at the time of the meeting and with Strand's explanation and letter of recommendation, the Public Works Director can recommend approval of the Change Order No. 1 at the City Council Meeting.

FINANCIAL IMPACTS

It is anticipated to be an overall negative change to the cost of the project, but we do not have the costs at the time of the staff report.

J. EXECUTIVE SESSION

ITEM #12

ITEM #13

ITEM #14

ITEM #15
REPORTS OR REQUESTS
FROM THE CITY
SECRETARY AND
DISCUSSION

City of Sealy is Accepting Applications and Interviewing for Volunteer Positions to Serve on Boards and Commissions

The City of Sealy is seeking volunteers who live in the City Limits of Sealy to serve on City Boards and Commissions. These organizations play a significant role in the City of Sealy's future by advising and making recommendations to city staff and the City Council.

The PARKS BOARD works with the Director of Public Works to advise and make recommendations to the City Manager and the City Council on matters affecting parks and recreation programs as well as advising on effective policies, improvements, and beautification in the City of Sealy. Regular meetings are held quarterly on the third Wednesday of the month.

The PLANNING COMMISSION works with the Director of Planning/Assistant City Manager to advise and make recommendations to the City Manager and the City Council on matters related to planning and community development and planning. The Planning Commission is also responsible for developing and recommending adoption of a comprehensive plan for future development of the City of Sealy. Additionally, the Planning Commission will review proposed subdivisions and variance requests. Members shall be knowledgeable in real estate, and development with an overall interest in the City's infrastructure safety, health, and well-being. Regular meetings are held on the Second Wednesday of each month at 6:00 p.m.

The SEALY ECONOMIC DEVELOPMENT CORPORATION promotes economic and community development in the City of Sealy and helps to promote and/or develop municipal infrastructure related to the development or expansion of business and advising on development of community amenities. Board members shall be knowledgeable in finance, community development and tourism, and economic development and business retention. Regular meetings are held on the fourth Tuesday of each month at 6:00 p.m.

For information regarding eligibility requirements for each of these boards and commissions, call the City Secretary at 979-885-3511 or stop by the City Secretary's Office located at 415 Main Street. Applications can be picked up in person and are available online at www.ci.sealy.tx.us. The application deadline is Friday, May 1, 2026.

The PARKS BOARD has a total of 5 positions. Of these, 3 positions will be vacant, as follows:

Carolyn Scott	2024-2026
Sterling Schiller	2024-2026
Renee Kofman	2024-2026

The PLANNING COMMISSION has a total of 7 positions. Of these, 3 positions will be vacant, as follows:

Mark Sams	2024-2026
Joe Lemos	2024-2026 (unexpired term)
Keith Kulow	2024-2026 (unexpired term)

The ECONOMIC DEVELOPMENT CORPORATION (EDC) has a total of 7 positions. Of these, 4 positions will be vacant, as follows:

Sterling Schiller	2024-2026
Col (R) James E. Brooks	2024-2026
Michael D. Nowotny	2024-2026
Brenda Krchnak	2024-2026 (unexpired term)

The TAX INCREMENT REINVESTMENT ZONE #2 (TIRZ #2) has a total of 7 positions. Of these, 4 positions will be vacant, as follows:

Gary Pless	2024-2026
Dorothy Milberger	2024-2026
Chris Noack	2024-2026
Cheryl McLaughlin	2024-2026 (unexpired term)

ITEM #16

**REPORTS OR REQUESTS
FROM THE CITY
MANAGER AND
DISCUSSION**

ITEM #17
REPORTS,
ANNOUNCEMENTS, OR
REQUESTS FROM
COUNCILMEMBERS

K. ADJOURN