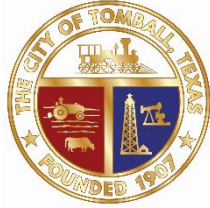


**NOTICE OF CITY COUNCIL WORKSHOP/REGULAR AGENDA
CITY OF TOMBALL, TEXAS**



**Monday, June 01, 2026
5:05 P.M.**

Notice is hereby given of a Workshop and Regular meeting of the Tomball City Council, to be held on Monday, June 01, 2026 at 5:05 P.M., City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 892 2847 4944 Passcode: 283866. The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

- A. Call to Order
- B. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- C. General Discussion
 - 1. Capital Improvement Projects and Grants Quarterly update for the period ending March 31, 2026.
 - 2. Discussion regarding the Business Improvement Grant program guidelines and criteria.
- D. Proposed Future Agenda Items *[The following items are provided for informational purposes for City Council and public review. Any item may be pulled for separate discussion at Council's request.]*

1. For informational purposes only, not for discussion: Zoning Case Z26-06 - Request by Shoppes at Willow Creek, LLC to consider a zone change from Agricultural (AG) to General Retail (GR) on Tracts “3G & 4B” and “3D-1 & 4A-1”, two tracts containing approximately 14.09 acres of land, situated in the W Hurd Survey, Abstract 377, located west of the southwest intersection of FM 2920 and Telge Road (20715 Telge Road). The applicant is requesting to allow for the properties to be developed for general retail uses.
 2. For informational purposes only, not for discussion: Zoning Case CUP26-02 - Request by A K Texas Venture Capital, L.P. to consider a Conditional Use Permit within the General Retail (GR) zoning district to allow for the land use of “Automotive Repair and Service, Major” on Lot 1 of Shops at Tomball Parkway, one lot containing approximately 1.96 acres of land, located north of the northeast intersection of Texas 249 Access Road and Medical Complex Drive. The applicant is requesting to allow for the property to be developed with a specialized transmission repair shop.
 3. Workshop Discussion only - Approve the expenditure with Vortex Services, LLC. for Sanitary Sewer Evaluation Survey (SSES) repairs through the TIPS-USA Cooperative (Contract #23110201) for \$296,923 authorize the expenditure of funds therefor and authorize the City Manager any and all documents related to the expenditure. This amount is included in the FY 2025-2026 budget.
- E. Recess/Reconvene at 6:00 p.m.
- F. Invocation led by Kevin Bowles, Redeemer Church
- G. Pledges to U.S. and Texas Flags
- H. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- I. Presentations
1. Presentation of the award Medal of Merit to Tomball Police Department Accreditation Manager Angela Fagg.
- J. Reports and Announcements
1. Announcements

I. Upcoming events:

- June 11, 2026 – Kaffeeklatsch from 8:30 – 10:00 a.m. at Tomball Community Center – “Drowning Chain of Survival”
- June 12, 2026 – Kids Club from 10:00 a.m. – noon at Depot Plaza
- July 4, 2026 – July 4th Celebration & Street Fest from 6:00 – 9:00 p.m. at Business 249 North of Kroger.

2. Reports by City staff and members of council about items of community interest on which no action will be taken:

K. New Business Consent Agenda: *[All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item in question will be removed from the Consent Agenda and will be considered separately. Information concerning Consent Agenda items is available for public review.]*

1. Approve request from Tomball High School for City Support and In-Kind Services for the annual Tomball High School Homecoming Parade and Pep Rally in downtown Tomball, on Wednesday, September 30, 2026, from 6:15 to 9:30 p.m.
2. Approve Request from Tomball Praise Together for City Support and In-Kind Services for the Tomball Praise Together event in downtown Tomball on Sunday, October 25, 2026, from 2:00 - 6:00 p.m.
3. Approve an agreement with McCarthy Building Companies, Inc. for on-call electrical and mechanical services for an annual contract amount not-to-exceed \$600,000 (RFP No. 2026-09), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the Fiscal Year 2025-2026 Capital Improvement and Enterprise Fund budget.
4. Approve request for Cancer Kiss My Cooley for City Support and In-Kind Services for the Cancer Kiss My Cooley 5k and Superhero Dash near Paradigm Brewery in Tomball, on Saturday, October 24, 2026, from 9:00 – 11:00 a.m. The estimated In-Kind Services direct cost is \$1,840.
5. Approve Minutes of May 18, 2026, Workshop/Regular City Council meeting and May 12, 2026, Joint City Council and Tomball Economic Development Corporation meeting.

L. Old Business

1. Consideration of and action on the second reading of Ordinance No. 2026-04, amending Chapter 42 of the Code of Ordinances of the City of Tomball, Texas regarding the City's Tourism Advisory Committee; providing for severability; and providing an effective date.

M. New Business

1. Conduct the first Public Hearing to consider annexation proceedings to enlarge and extend the boundary limits of said city limits on a 120-foot-wide portion of FM 2920 Road, being a Texas Department of Transportation (TxDOT) right-of-way, generally located in the Extraterritorial Jurisdiction (ETJ) of the City of Tomball, Texas.
2. Approve supporting the Tomball Community Family Fun Day to be held at the Depot in the City of Tomball from 10:00 a.m. to 3:00 p.m. on Saturday, October 24, 2026.
3. Review of and Discussion on Ordinance No. 2026-16. An Ordinance of the City Council of the City of Tomball, Texas, amending Chapter 32 (Peddlers and Solicitors) of the Tomball Code of Ordinances to comply with State preemption of local mobile food vendor regulations; providing a savings clause; providing a severability clause; and providing for an effective date.
4. Approve the expenditure with Vortex Services, LLC. for Sanitary Sewer Evaluation Survey (SSES) repairs through the TIPS-USA Cooperative (Contract #23110201) for \$296,923 authorize the expenditure of funds therefor and authorize the City Manager any and all documents related to the expenditure. This amount is included in the FY 2025-2026 budget.
5. Consideration and discussion regarding future appointment/reappointment to the Board of Adjustments.
6. Consideration and discussion regarding future appointment/reappointment to the Planning and Zoning Commission.
7. Executive Session: The City Council will meet in Executive Session as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the following purpose(s):

Sec. 551.071 – Consultation with the City Attorney regarding a matter which the Attorney’s duty requires to be discussed in closed session.

Sec. 551.072 – Deliberations regarding Real Property; A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Sec. 551-074- Personnel Matters – Community Development Director.

N. Adjournment

C E R T I F I C A T I O N

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 26th day of May 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

Thomas Harris III, TRMC
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary’s office at (281) 290-1019 for further information.

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Capital Improvement Projects and Grants Quarterly update for the period ending March 31, 2026.

Background:

Origination: Project Management

Recommendation:

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: _____

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date

Regular City Council Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Discussion regarding the Business Improvement Grant program guidelines and criteria.

Background:

The current Business Improvement Grant (BIG) Program Guidelines and Criteria define project eligibility based on a physical location (address). A recent application reviewed by the Business Retention & Expansion (BR&E) Committee raised questions regarding how eligibility should apply to sites containing multiple buildings under common ownership. The current guidelines do not clearly address whether each building should be considered independently eligible or whether the overall site should be treated as a single project location.

The BR&E Committee is seeking policy direction from City Council regarding whether multiple buildings located on the same site and under the same ownership should be eligible for separate funding consideration when the buildings share the same primary address but are differentiated by building identifiers such as 100, 200, 300, etc. Council may also wish to consider whether eligibility should be influenced by operational distinctions such as separate utility meters, tenants, or business operations associated with each building. Once direction is provided, staff can prepare formal amendments to the Business Improvement Grant Program Guidelines and Criteria for Council consideration.

Origination: BR&E Committee

Recommendation:

Party(ies) responsible for placing this item on agenda: Kelly Violette

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____ Approved by _____
Staff Member-TEDC Date Executive Director-TEDC Date

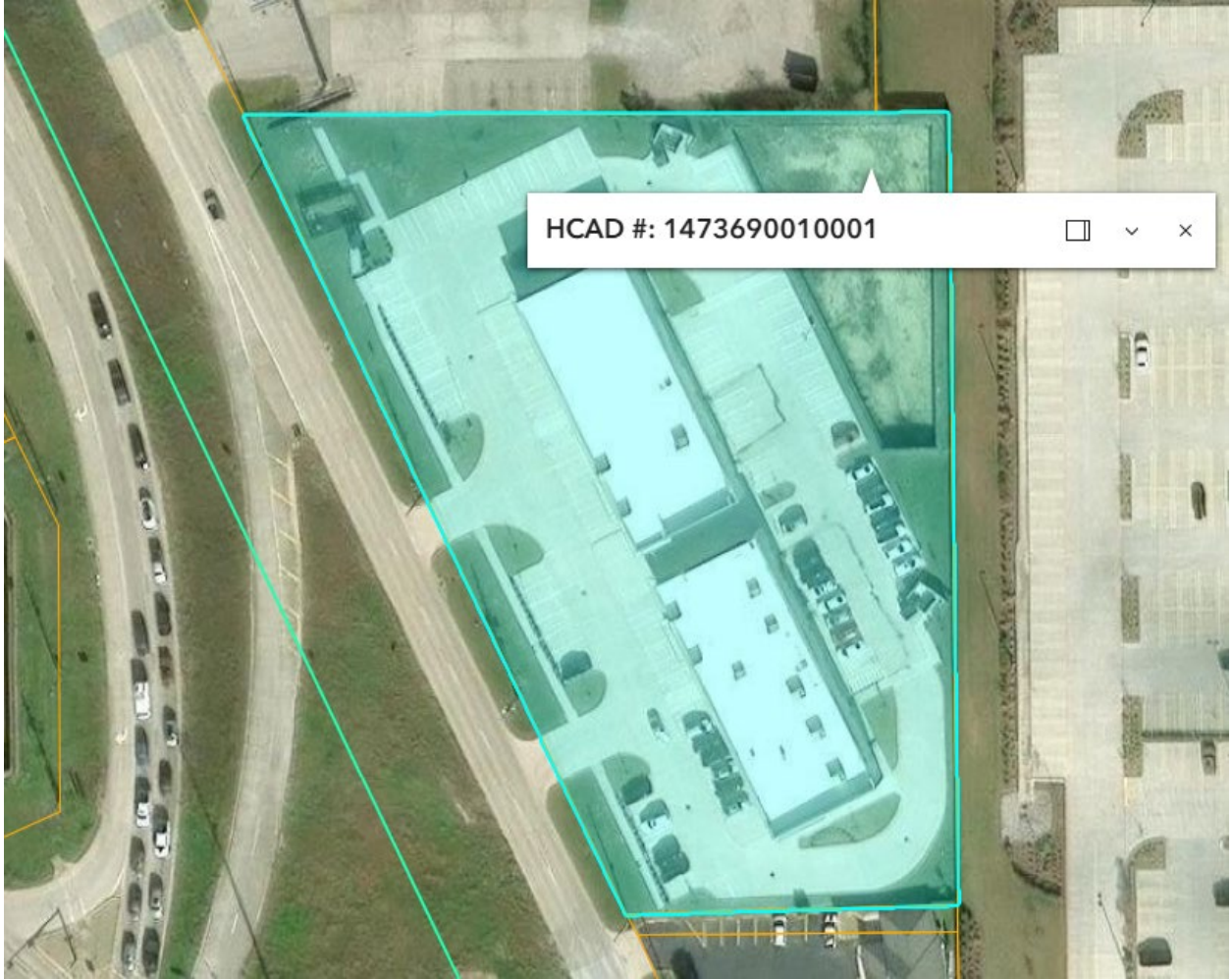
EXAMPLE SITES





HCAD #: 1474340010003







ECONOMIC DEVELOPMENT CORP.

Business Improvement Grant Program Guidelines and Criteria

Section 1. Purpose

The purpose of this program is to promote the development and expansion of new and existing business enterprises within the City of Tomball, Texas (the “City”), and enhance the economic welfare of the citizens of the City by securing and retaining business enterprises and maintaining a higher level of employment, economic activity, and stability.

Section 2. Type and amount of grants

A. Façade Improvement:

Exterior front façade enhancements. Improvements may be considered if located on a corner or paralleling an internal public space such as a park, parking lot, pedestrian way, or visible from a public right-of-way.

Improvements to store facade including, but not limited to:

- exterior painting that incorporates a major visual change (Maintenance painting does not apply.);
- significant masonry cleaning and/or restoration;
- addition of awnings (business logo & letters on awnings are acceptable);
- enhanced exterior building lighting that creates a noticeably enhanced appearance (Replacement of current lighting that is simply repair does not enhance the appearance of the building, such as replacement of inoperable fixtures and is not included.);
- store front entry systems and individual windows and door replacement or modification (if part of an overall design restoration; general building maintenance repairs are not included);
- new or restored façade elements, such as cornices, soffits, canopies, and other detail elements.

The grant amount may be up to 50% of the cost of such improvement, up to a maximum of \$10,000

B. Sign Improvement:

New signs and/or major renovations or removal of existing signs. Typically LED Signs are not approved but may be reviewed on a case-by-case basis if integrated into an overall sign.

The grant amount may be up to \$2,500 for an existing business and \$1,000 for a new business.

C. Property Improvement:

Items such as, but not limited to, parking lot resurfacing, striping, driveway improvement, lighting, decorative fencing, pedestrian oriented/streetscape amenities, including street furniture, new curb and sidewalk, and related amenities, demolition and/or removal of a dilapidated structure

The grant amount may be up to 50% of the cost of such improvement, up to a maximum of \$10,000

D. Landscaping Improvement:

Material such as, but not limited to, grass, ground covers, shrubs, vines, hedges, trees or palms, landscape lighting and non-living durable materials that are commonly used in landscaping such as, but not limited to, rocks, pebbles, sand, , but excluding paving. (All living materials will be reviewed at 25% of the cost if irrigation is not present or will be applied)

The grant amount may be up to 50% of the cost of such improvement, up to a maximum of \$10,000

E. Mega Grant:

A mega grant for up to \$50,000 may be awarded for an improvement project that encompasses a multi-tenant retail, commercial, or service center.

The Project must make a minimum private investment amount of \$100,000 in order to be eligible for the Mega grant bringing the total project investment to at least \$150,000.

Mega grants will be reviewed competitively based upon location, existing property conditions, quality of improvements, and need. Special consideration will be given to projects visible from SH 249/SH 249 Business, FM 2920, or located in the downtown district.

The recipient of a Mega grant award would not be eligible for additional BIG funds at the same project site in the fiscal year the Mega grant was approved.

Application for Mega Grant must be made by the authorized Property Management Company or Property Owner and not on a tenant by tenant basis.

Section 3. Eligibility

- A. All buildings and facilities located within the City at the time of adoption of these guidelines shall be eligible for this program.
- B. Any new business planning to locate within the City, or any business currently located within the city limits, shall be eligible for this program.
- C. A *business* is defined as an occupation, profession, or trade in the purchase or sale of goods or services in an attempt to make a profit.
- D. The proposed project must comply with applicable zoning regulations, city-approved planning studies, comprehensive plan designations, City Ordinances, Building Codes, and Americans with Disabilities Act Guidelines.
- E. Grants may not be used for refinancing existing loans, working capital, inventory, permits, inspections, security fencing or gates, home occupations, roof repair or replacement, interior remodeling, new construction, and routine maintenance of landscaping and signage (with the exception of letters/logos on new awnings).

Section 4. Guidelines

- A. Proof of the applicant's ownership of the subject facility or facilities, or proof that the owner of such facility has approved the application for such grant funds, shall be required.
- B. The owner of a business to be operated within a leased facility, and the owner of such lease facility, must apply jointly for the program. Copies of a lease agreement and proof of ownership of the leased facility shall be required.
- C. A business or property owner may apply for one (1) or more of the four (4) types of grants per physical location (address) set forth herein within any fiscal year (October 1 to September 30). A business that receives grant funding during a fiscal year shall not be precluded from making subsequent applications for funding in following years.
- D. The maximum amount of funding available to any one applicant, business establishment, or property owner at one physical location (address) shall be \$30,000.00 per fiscal year unless applying for the mega grant.

- E. All grants are reimbursement grants and will only be funded after completion of the project in accordance with drawings and specifications approved by the Business Retention and Expansion Committee (BR&E Committee), or by the TEDC Board of Directors and Tomball City Council for MEGA Grants, and after the applicant submits to the TEDC proof of paid receipts for all applicable labor and materials. Digital photographs of the completed work shall also be required.
- F. Reimbursement grants are a cash payment of up to the approved percentage of funds expended by the applicant on the improvements and are not to exceed the limits set forth in Section 2(A), (B), and (C) hereof. In-kind contributions to the improvements by the applicant will not be considered as an expenditure by the applicant. Only cash expenditures by the applicant may be used in calculating the cost of improvements.
- G. The applicant shall be obligated to make the improvements in accordance with the approved application. Thereafter, any modifications must first receive written approval by either the BR&E Committee or the TEDC Executive Director. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive grant funding.
- H. The applicant shall be responsible for obtaining all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.
- I. The improvements, as presented in the application, must be completed in their entirety. Failure to complete all of the stated improvements shall render the applicant ineligible to receive grant funding.
- J. Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of the TEDC shall have the right, at all reasonable times, to have access to and inspect the work in progress.
- K. The applicant shall not begin any improvements prior to receiving written approval of grant funding from the TEDC.
- L. The applicant must complete the improvement project within nine (9) months of receiving written approval therefore from the TEDC. Failure to complete the improvements within the required time period shall result in the loss of the grant funds allocated for the project. Time extensions may be granted at the discretion of the BR&E Committee.
- M. Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open, or the business or property is sold or transferred and subsequently closes, within twelve (12) months after the funding of the grant, the applicant shall be considered in default of its obligations under the grant, and shall be required to reimburse the TEDC the grant money received.

- N. The applicant must agree that, in the event of default of its obligations, the applicant shall repay to the TEDC the amount of grant funds it has received, with interest, at the rate of 10% per annum, within thirty (30) days after the TEDC notifies the applicant of the default. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation.
- O. The applicant must certify that the applicant does not employ nor will it employ any undocumented workers (an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States). The applicant must agree that if, after receiving grant funds, it is convicted of a violation under 8 U.S.C. Section 1324a(f), the applicant shall repay the amount of the grant funds received by the applicant, with interest, at the rate of 10% per annum, within thirty (30) days after the TEDC notifies the applicant of the violation.
- P. The TEDC shall have the authority to bring a civil action to recover any amounts that the applicant must repay to the TEDC under paragraphs M, N, and O of this Section, and in such action may recover court costs and reasonable attorney's fees.

Section 5. Application and Approval

- A. Applications must be made on a form provided by the TEDC, which form shall be made available at the TEDC offices located at 29201 Quinn Road, Suite A, Tomball, TX 77375 and on the TEDC website at www.tomballtxedc.org.
- B. The grant application must include:
- Request Letter describing proposed project and the need for grant funds
 - Establishment of business entity name (Copy of Article of Incorporation, dba, etc.)
 - Copy of Lease Agreement (if facility is leased)
 - Legal description of subject property
 - Vicinity map of subject property
 - Estimates of proposed improvements. This quote shall be utilized only for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the responsibility of the applicant, not the TEDC.
 - Itemized work estimates which include details and information such as color samples of paint, fabric, sign material
 - Digital Picture of Property and the area to be improved

- Notarized Seal on Application
 - Acknowledge that a sign may be placed at your property stating TEDC – Business Improvement Grant Recipient
- C. All applications must be approved by the BR&E Committee which consists of:
- TEDC Executive Director
 - TEDC Assistant Director
 - TEDC Project Manager
 - Representative of the Greater Tomball Area Chamber of Commerce
 - One (1) TEDC Board Member
 - Tomball Councilmember – TEDC Liaison
- D. MEGA Grants will be reviewed by the BR&E Committee and submitted to the TEDC Board of Directors and Tomball City Council for final approval.
- E. An applicant shall be notified, in writing, within (10) ten business days of the BR&E Committee’s decision to approve or disapprove its application.
- F. Grant applications that have met all approval requirements of Section 5 (C & D) may be approved, with certain provisions, conditions, or other requirements that the TEDC deems necessary or appropriate.

Section 6. Funding

- A. Upon notification to the TEDC by the applicant that a project has been completed, an inspection by a TEDC representative or representatives shall be made to confirm that such project has been completed in accordance with the application or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the project improvements have been paid and any and all liens and claims regarding such work have been released, or any other item that the TEDC may reasonably deem necessary for determining the project’s completion.
- B. The TEDC agrees to distribute such funds to the applicant within thirty (30) days following the inspection required in paragraph (A) hereof, and confirmation of completion of the project in accordance with the application or any approved modifications thereto. The Executive Director of the TEDC shall issue a letter to the TEDC Board of Directors notifying them of the funding action to be taken. A copy of such letter shall also be provided to the applicant.
- C. Within ten (10) business days following an inspection and the presentation of the receipts as provided in Section 6(A) above, and after a determination is made by the TEDC’s representative that the project has not been completed in accordance with the application, or any approved modifications thereof, the Executive

Director shall issue a letter to the applicant indicating any and all areas of non-compliance.

The applicant shall then have sixty (60) days, from the date of such letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said sixty-day period shall be deemed a default of applicant's obligations under the grant, and the applicant shall be ineligible to receive grant funding.

- D. Available funding: The TEDC has budgeted \$300,000 per the current fiscal year (October 1 to September 30) to fund this grant program. Grant applications received after the available funding has been exhausted may be accepted and held until the following fiscal year. The TEDC retains sole discretion to accept or reject applications received after the available funding has been exhausted.

Section 7. Miscellaneous

- A. THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION SHALL DELIVER A COPY OF THESE GUIDELINES TO ANY APPLICANT FOR HIS/HER REVIEW AND THE DELIVERY HEREOF DOES NOT CONSTITUTE AN OFFER OF A BUSINESS IMPROVEMENT GRANT TO THE APPLICANT.
- B. THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THE INTERPRETATION, VALIDITY, PERFORMANCE, AND ENFORCEMENT OF THIS BUSINESS IMPROVEMENT GRANT PROGRAM. IF ANY PROVISION OF THIS BUSINESS IMPROVEMENT GRANT PROGRAM IS HELD TO BE INVALID OR UNENFORCEABLE, THE VALIDITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS SHALL NOT BE AFFECTED THEREBY.

**ACKNOWLEDGMENT OF RECEIPT OF AND AGREE TO COMPLY WITH
THE GUIDELINES AND CRITERIA FOR BUSINESS IMPROVEMENT GRANT
PROGRAM BY THE TOMBALL ECONOMIC DEVELOPMENT
CORPORATION**

Applicant: _____

Address: _____

Phone No.: _____

Signature: _____

Property Owner/Landlord: _____

Address: _____

Phone No.: _____

Signature: _____

This acknowledgement page must be signed and returned to the Executive Director of Economic Development. Please retain the Guidelines and Criteria for your records.

Applicants are strongly encouraged to shop locally for products and services.

APPLICATION
for
BUSINESS IMPROVEMENT GRANT PROGRAM

I (We), hereinafter referred to as “APPLICANT”, on behalf of the identified entity, submit to the Tomball Economic Development Corporation, hereinafter referred to as “TEDC”, this application for consideration of a Business Improvement Grant under the provisions of the TEDC’s Business Improvement Grant Program.

As part of this application, APPLICANT represents to TEDC the following:

1. APPLICANT has received a copy of the TEDC’s Guidelines and Criteria for the Business Improvement Grant Program. APPLICANT acknowledges to TEDC that in making this application, APPLICANT understands the terms and provisions thereof, and all questions relating to any needed interpretation thereof have been answered by authorized representatives of TEDC prior to the submission of this application.
2. APPLICANT has secured such legal, accounting, and/or other advice that may be necessary for APPLICANT to determine the desirability of making this application and/or accurately and correctly answering any questions as hereinafter set out. APPLICANT acknowledges that it has completely relied on the advice and counsel of experts and/or appropriate persons retained, employed, or compensated by APPLICANT, and that it has not relied upon, nor is APPLICANT now attempting to rely upon the advice and counsel of TEDC, its servants, agents, employees and/or elected or appointed officers.
3. By signing this document, “Application for Business Improvement Grant” either in an individual capacity, jointly, or in a representative capacity. APPLICANT acknowledges and verifies that all of the facts, information, and allegations as herein set out are true, correct and accurate, and that TEDC may rely thereon as if the same had been signed by APPLICANT or APPLICANT’S agent before a Notary Public or other authorized officer permitted by law to administer oaths and to take acknowledgements. APPLICANT further acknowledges and understands that any materially false or misleading statements of fact may be considered a violation of the criminal laws of the State of Texas.
4. The APPLICANT, whether a corporate entity, partnership, or other legal type business entity, or an individual, acknowledges and verifies that it is current on all current tax obligations, assessments, or other governmental levies and assessments, and that the same have been paid when due and payable, and that no delinquencies exist at this time. The APPLICANT swears and affirms that the APPLICANT is fully authorized to transact business in the State of Texas and in the state of incorporation if different from the State of Texas.

5. The APPLICANT hereby certifies that the APPLICANT does not and will not knowingly employ an undocumented worker. An “undocumented worker” shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States; or (b) authorized under the law to be employed in that manner in the United States. APPLICANT understands and agrees that if, after receiving a Business Improvement Grant, APPLICANT is convicted of a violation under 8 U.S.C. Section 1324a(f), the APPLICANT shall be required to reimburse to the TEDC the grant amount received. Payments must be paid in full within thirty (30) days after the date of written notification by the TEDC. The form of such payment shall be a cashier’s check or money order, made payable to the Tomball Economic Development Corporation. The TEDC has the right to recover court costs and reasonable attorney’s fees as a result of any civil action required to recover such repayment.

Business Entity Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Location in the City of Tomball for which the improvement is being requested

Street Address: _____

Home Address: _____

Street Address: _____

City/State/Zip: _____

Other companies and locations owned and/or operated by the APPLICANT

Company Name: _____

Street Address: _____

City/State/Zip: _____

6. Please attach a separate document providing a legal description of the property upon which the contemplated improvements will be located as *Exhibit A*.
7. Please attach a vicinity map locating the property within the City of Tomball as *Exhibit B*.
8. Please furnish detailed drawings, plans, specifications, color schemes, or any other available supporting documents for the proposed improvements and cost estimates as *Exhibit C*.
9. Please attach a letter addressing the need for the project as well as need for the TEDC grant funds.
10. Description of proposed improvements:

DESCRIPTION	ESTIMATED REPAIR	ESTIMATED START DATE	COMPLETION DATE

11. New or existing business: _____ New _____ Existing
 _____ has been in operation for _____ years.
 Existing # of jobs: _____ (If applicable) Full-time _____ Part-time _____
 New jobs (full-time): _____ New jobs (part-time): _____
12. If leased facility, provide the following information *(attach copy of current lease)*:
 Current Landlord: _____
 Address: _____
 Phone Number: _____
13. Prior to APPLICANT’S execution of this application, APPLICANT has had this reviewed by an Attorney of the APPLICANT, or has had the opportunity to do so, and the parties hereto agree that based on the foregoing, this application for the business improvement grant program shall not be construed in favor of one party over the other based on the drafting of this application.
14. APPLICANT and owner/landlord indemnify, defend, and hold TEDC harmless from any liability, injury, claim, expenses, and attorney’s fees arising out of a contractor, builder, or contract for performance of improvements, or repair to buildings and facilities.
15. TEDC has delivered a copy of the guidelines and criteria for a business improvement grant program to applicant for review, and the delivery hereof does not constitute an offer of an improvement grant.
16. The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the application for the business improvement grant program. If any provision of this application for business improvement grant program should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this application shall not be affected thereby.
17. Before submitting an application to the TEDC, the APPLICANT must meet with the Development Review Committee (DRC) of the City of Tomball for a review

of the proposed project improvements in order to fulfill Section 3(D) project eligibility requirement in the TEDC “Guidelines and Criteria.” To schedule a meeting with the DRC, contact the Community Development Department at 281-290-1405.

VERIFICATION

I (We), the undersigned APPLICANT(S), certify that all the information furnished TEDC has been furnished freely by the APPLICANT(S), herein, and further acknowledge that no rights or privileges may be relied on as a part of any application. In addition, it is acknowledged that the Tomball Economic Development Corporation may or may not grant a Business Improvement Grant based upon application or request hereunder purely as a matter of discretion, and that there is no legal right to rely on any previous actions taken in same or similar applications, or previous actions taken on other applications concerning the same or similar property.

Signed and submitted to Tomball Economic Development Corporation on this, the _____ day of _____, 202__.

Applicant: _____ Applicant: _____

Signature: _____ Signature: _____

Address: _____ Address: _____

Phone No.: _____ Phone No.: _____

Property Owner/Landlord: _____

Signature: _____

Address: _____

Phone No.: _____

The State of Texas
County of Harris

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me and that they executed the same for the purposes therein expressed.

Notary Public in and for the State of Texas
My Commission Expires: _____

The State of Texas
County of Harris

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me and that they executed the same for the purposes therein expressed.

Notary Public in and for the State of Texas
My Commission Expires: _____

The State of Texas
County of Harris

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me and that they executed the same for the purposes therein expressed.

Notary Public in and for the State of Texas
My Commission Expires: _____

DOCUMENTATION CHECKLIST
For
Business Improvement Grant Program

As a part of this application, the following documentation is being provided by the applicant:

- _____ Request Letter describing proposed project and the need for grant funds
- _____ Establishment of business entity name
(Copy of Articles of Incorporation, dba, etc.)
- _____ Copy of lease agreement (if facility is leased)
- _____ Legal description of subject property (Exhibit A)
- _____ Vicinity map of subject property (Exhibit B)
- _____ Estimates of proposed improvements (Exhibit C)
 - Itemized work estimates which include details and information such as color samples of paint, fabric, sign material
- _____ Digital Pictures of Property and area to be improved (Exhibit D)
- _____ If submitting your application online:
 - Signature and Notary Seal required once approved
 - Completed W-9 Form

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>		
	<p>2 Business name/disregarded entity name, if different from above.</p>		
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____ </p>		<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>		
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p>	<p>Requester's name and address (optional)</p>	
	<p>6 City, state, and ZIP code</p>		
	<p>7 List account number(s) here (optional)</p>		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).
- B—The United States or any of its agencies or instrumentalities.
- C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

²Circle the minor's name and furnish the minor's SSN.

³You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

***Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

For informational purposes only, not for discussion: Zoning Case Z26-06 - Request by Shoppes at Willow Creek, LLC to consider a zone change from Agricultural (AG) to General Retail (GR) on Tracts “3G & 4B” and “3D-1 & 4A-1”, two tracts containing approximately 14.09 acres of land, situated in the W Hurd Survey, Abstract 377, located west of the southwest intersection of FM 2920 and Telge Road (20715 Telge Road). The applicant is requesting to allow for the properties to be developed for general retail uses.

Background:

Origination: Willow Creek, LLC

Recommendation:

Party(ies) responsible for placing this item on agenda: Craig T. Meyers, P.E

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: _____ **Approved by:** _____
Staff Member Date City Manager Date



APPLICATION FOR RE-ZONING

Community Development Department
Planning Division

APPLICATION REQUIREMENTS: Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

FEES: Must be paid at time of submission or application will not be processed.

- \$1,000.00 fee for requests to rezone to standard zoning districts
- \$1,500.00 fee for request to rezone to Planned Development districts.

DIGITAL APPLICATION SUBMITTALS:

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY WITHIN SMARTGOV

WEBSITE: ci-tomball-tx.smartgovcommunity.com

Applicant

Name: Jonathan Sellers Title: Managing Member
Mailing Address: 18803 Hamish Road, Suite F City: Tomball State: TX
Zip: 77377 Contact: _____
Phone: (832) 360-5086 Email: jonathan.sellers@revkocre.com | trevor.hudson@revkocre.com

Owner

Name: Shoppes at Willow Creek, LLC Title: Owner
Mailing Address: 18803 Hamish Road, Suite F City: Tomball State: TX
Zip: 77377 Contact: Jonathan Sellers | Trevor Hudson
Phone: (281) 547-8334 Email: jonathan.sellers@revkocre.com | trevor.hudson@revkocre.com

Engineer/Surveyor (if applicable)

Name: Chris Garcia Title: Project Manager
Mailing Address: 8118 Fry Road, Suite 402 City: Cypress State: TX
Zip: 77433 Contact: _____
Phone: (281) 213-2517 Fax: (____) _____ Email: chris@dvjgrp.com

Description of Proposed Project: Rezoning 14 acres of frontage on FM 2920 to General Retail and be annexed into the City of Tomball

Physical Location of Property: FM 2920 & Telge Road
[General Location – approximate distance to nearest existing street corner]

Legal Description of Property: Being a tract or parcel containing 14.0945 acres (613,657 square feet) of land situated in the William Hodge Survey, Abstract Number 377, Harris County, Texas, being r
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Current Zoning District: (GR) : General Retail

Current Use of Property: Agricultural/Vacant Land


Proposed Zoning District: (GR) : General Retail


Proposed Use of Property: General Retail

HCAD Identification Number: 0430430000134 | 04304300 Acreage: +/- 14

Please note: A courtesy notification sign will be placed on the subject property during the public hearing process and will be removed when the case has been processed.

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

 4/9/26
Signature of Applicant Date

 4/9/26
Signature of Owner Date

Submittal Requirements

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Tomball.

Applications must be received by the City of Tomball at least 40 calendar days prior to the City Planning and Zoning Commission hearing date.

- **Application Fee: \$1,000.00 (standard zoning) or \$1,500.00 (PD zoning)**
- **Completed application form**
- ***Copy of Recorded/Final Plat**
- **Letter stating reason for request and issues relating to request**
- **Conceptual Site Plan (if applicable)**
- **Metes & Bounds of property**
- **Payment of all indebtedness attributed to subject property must be paid with application or an arrangement in accordance with Section 50-36(a)(3) of the Code of Ordinances as cited below:**

(No person who owes delinquent taxes, delinquent paving assessments, or any other fees, delinquent debts or obligations or is otherwise indebted to the City of Tomball, and which are directly attributed to a piece of property shall be allowed to submit any application for any type of rezoning, building permit, or plan review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof to the City of Tomball shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence of proof that all taxes, fees, etc.. have been paid, or that other arrangements satisfactory to the City have been made for payment of said taxes, fees, etc.)

The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

***Legal Lot Information:** If property is not platted, a plat will be required to be filed with the Community Development Department unless evidence of a legal lot is provided. To be an un-platted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to August 15, 1983, the date the City adopted a subdivision ordinance.

Application Process

1. The official filing date is the date the application and fee are received by the City.
2. The City will review the application for completeness and will notify the applicant in writing within 10 days if the application is deemed incomplete.
3. Property owners within two-hundred (300) feet of the project site will be notified by letter within 10 calendar days prior to the public hearing date and legal notice will appear in the official newspaper of the City before the eighth calendar day prior to the date of the hearing.
4. A public hearing will be held by the Planning and Zoning Commission at 6:00 p.m. in the City Council chambers, unless otherwise noted. The Planning and Zoning Commission meetings are scheduled on the second Monday of the month. The staff will review the request with the Commission and after staff presentations the chair will open the public hearing. The applicant will have ten (10) minutes to present the request. The chair will then allow those present in favor of the request and those in opposition to the request to speak. The Commission may then ask staff or anyone present additional questions, after which the Commission may close or table the public hearing. The Commission may then vote to recommend approval or denial to the City Council. The Commission may also table the request to a future date before a recommendation is sent to the City Council.
5. A second public hearing will be scheduled before the City Council after fifteen (15) days of legal notice. The Council meetings are held on the first (1st) and third (3rd) Mondays of the month at 6:00 p.m. in the City Council chambers (401 Market Street, Tomball, Texas, 77375).
6. The City Council will conduct a public hearing on the request in the same manner as the Planning and Zoning Commission. In the event that there has been a petition filed with the City Secretary with twenty percent (20%) of the adjoining property owners in opposition to the subject zoning request, it will require a three fourths (3/4) vote of the full Council to approve the request. Upon approval of the request by the City Council, an amended ordinance shall be prepared and adopted. The ordinance shall have two separate readings and will be effective at such time that it is adopted by City Council and signed by the Mayor and attested by the City Secretary.

FAILURE TO APPEAR: It is the applicant/property owner's responsibility to attend all Planning and Zoning Commission and City Council meetings regarding their case. Failure of the applicant or his/her authorized representative to appear before the Planning and Zoning Commission or the City Council for more than one (1) hearing without approved delay by the City Manager, or his/her designee, may constitute sufficient grounds for the Planning and Zoning Commission or the City Council to table or deny the application unless the City Manager or his/her designee is notified in writing by the applicant at least seventy-two (72) hours prior to the hearing. If the agenda item is tabled the Planning and Zoning Commission shall specify a specific date at which it will be reconsidered.

04/09/2026

City of Tomball
Planning & Zoning Commission
401 Market Street
Tomball, Texas 77375

Re: Rezoning Request to General Retail for ±14.0945-Acre Tract along FM 2920

Dear Members of the Planning & Zoning Commission,

On behalf of the property owner, we respectfully submit this request to rezone a ±14.0945-acre tract of land (613,657 square feet) located in the William Hodge Survey, Abstract Number 377, Harris County, Texas, to a General Retail (GR) zoning designation.

The subject property is located along FM 2920 with proximity to Telge Road and is more particularly described in the attached metes and bounds description. Given its frontage along a major arterial roadway and its location within a rapidly developing commercial corridor, the proposed General Retail zoning is appropriate and consistent with the surrounding land uses.

This rezoning request is intended to allow for the development of retail and commercial uses that will serve the growing Tomball community. The proposed zoning will provide opportunities for quality development, increase access to goods and services, and contribute to the City's economic growth through an expanded tax base. Additionally, the request supports the City's long-term planning efforts by encouraging compatible commercial development along major transportation corridors.

We look forward to working with City staff and the Commission throughout the review process and are happy to provide any additional information needed to support this request.

Thank you for your time and consideration.

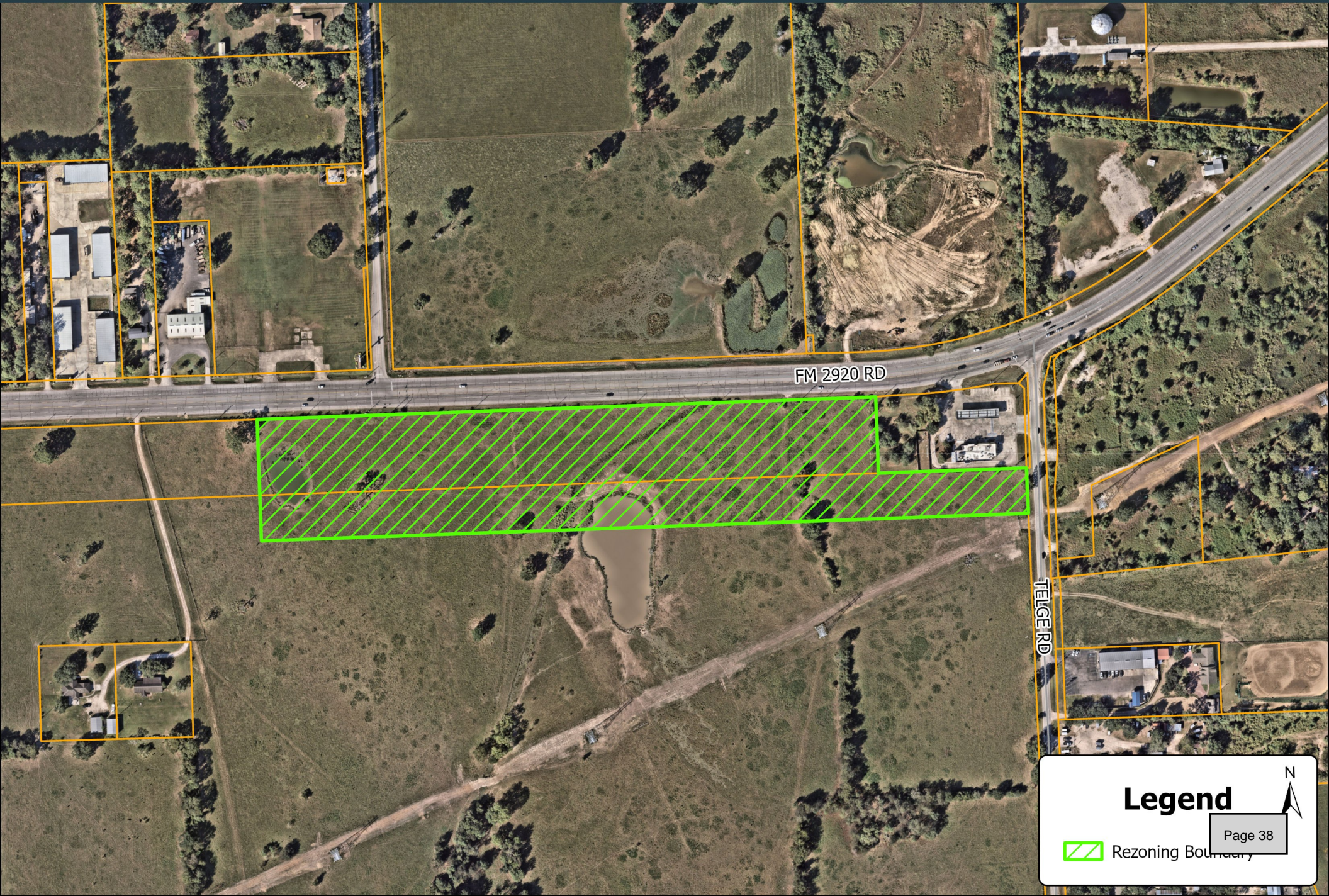
Sincerely,

Jonathan Sellers
Managing Member / Shoppes At Willow Creek, LLC
jonathan.sellers@revkocre.com | 281.547.8334






Location



Legend

 Rezoning Boundary

Page 38

N

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

For informational purposes only, not for discussion: Zoning Case CUP26-02 - Request by A K Texas Venture Capital, L.P. to consider a Conditional Use Permit within the General Retail (GR) zoning district to allow for the land use of “Automotive Repair and Service, Major” on Lot 1 of Shops at Tomball Parkway, one lot containing approximately 1.96 acres of land, located north of the northeast intersection of Texas 249 Access Road and Medical Complex Drive. The applicant is requesting to allow for the property to be developed with a specialized transmission repair shop.

Background:

Origination: A K Texas Venture Capital, L.P.

Recommendation:

Party(ies) responsible for placing this item on agenda: Craig T. Meyers, P.E

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: _____ **Approved by:** _____
Staff Member Date City Manager Date



APPLICATION FOR
CONDITIONAL USE PERMIT
Planning Division

A conditional use is a land use which, because of its unique nature, is compatible with the permitted land uses in a given zoning district only upon a determination that the external effects of the use in relation to the existing and planned uses of adjoining property and the neighborhood can be mitigated through imposition of certain standards and conditions. This Section sets forth the standards used to evaluate proposed conditional uses and the procedures for approving conditional use permit (CUP) applications.

APPLICATION SUBMITTAL: Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

FEEES: Must be paid at time of submission or application will not be processed.

- \$1,000.00 fee for Conditional Use Permit (CUP) request

DIGITAL APPLICATION SUBMITTALS:

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY WITHIN SMARTGOV

SMARTGOV WEBSITE: ci-tomball-tx.smartgovcommunity.com

Applicant

Name: Mario Ipina Title: President-CEO
 Mailing Address: 5450 NW Central Drive, Suite 305 City: Houston State: Tx
 Zip: 77092 Contact: Mario Ipina
 Phone: (713) 777-8400 Email: permits@bovayengineers.com

Owner A-K Texas Venture Capital, L.P. Title: Manager
 Mailing Address: 8827 W. Sam Houston Pkwy, N Ste. 200 City: Houston State: Tx
 Zip: 77040 Contact: Michael Harney
 Phone: 281 477-4300 Email: mharney@newquest.com

Engineer/Surveyor (if applicable)

Name: Mario Ipina Title: President-CEO
 Mailing Address: 5450 NW Central Drive, Suite 305 City: Houston State: Tx
 Zip: 77092 Contact: Mario Ipina
 Phone: (713) 777-8400 Fax: () Email: permits@bovayengineers.com

Description of Proposed Project: Proposed specialized transmission repair shop

Physical Location of Property: 0 SH 249, Tomball, Tx., 77377

[General Location – approximate distance to nearest existing street corner]

Legal Description of Property: LT 1 Tomball Parkway PAR R/P

[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

HCAD Identification Number: 1411880010001 Acreage: 1.96

Current Use of Property: Vacant

Proposed Use of Property: Specialized transmission repair shop

Please note: A courtesy notification sign will be placed on the subject property during the public hearing process and will be removed when the case has been processed.

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

X Mario Spina 4/16/26
Signature of Applicant Date

A-K Texas Venture Capital, L.P., a Texas limited partnership
A-K Texas GP, L.C., a Texas limited liability company, its general partner

X [Signature] 4/23/2024
Signature of Owner Date

Submittal Requirements

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Tomball.

Applications must be delivered to the City at least 40 calendar days prior to the City Planning and Zoning Commission hearing date.

- Application Fee: \$1,000 (Non-Refundable)**
- Completed application form**
- *Copy of Recorded/Final Plat**
- Concept/Site Plan**
- Letter stating reason for request and issues relating to request.**
- Metes & Bounds of property**
- Payment of all indebtedness attributed to subject property must be paid with application or an arrangement in accordance with Sec. 12.1 C of the Zoning Ordinance as cited below:**

(No person who owes delinquent taxes, delinquent paving assessments, or any other fees, delinquent debts or obligations or is otherwise indebted to the City of Tomball, and which are directly attributed to a piece of property shall be allowed to submit any application for any type of rezoning, building permit, or plan review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof to the City of Tomball shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence of proof that all taxes, fees, etc. have been paid, or that other arrangements satisfactory to the City have been made for payment of said taxes, fees, etc.)

The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

***Legal Lot Information:** If property is not platted, a plat will be required to be filed with the Planning Department unless evidence of a legal lot is provided. To be an un-platted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to August 15, 1983, the date the City adopted a subdivision ordinance.

Application Process

1. The official filing date is the date the application and fee are received by the City.
2. The City will review the application for completeness and will notify the applicant in writing within 10 days if the application is deemed incomplete.
3. Property owners within two-hundred (300) feet of the project site will be notified by letter within 10 calendar days prior to the public hearing date and legal notice will appear in the official newspaper of the City before the eighth calendar day prior to the date of the hearing.
4. A public hearing will be held by the Planning and Zoning Commission at 6:00 p.m. in the City Council chambers, unless otherwise noted. The Planning and Zoning Commission meetings are scheduled on the second Monday of the month. The purpose of the public hearing is to allow the Planning and Zoning Commission to conduct a fact finding process. The staff will review the request with the Commission and after staff presentations the chair will open the public hearing. The applicant will have ten (10) minutes to present the request. The chair will then allow those present in favor of the request and those in opposition to the request to speak. The Commission may then ask staff or anyone present additional questions, after which the Commission may close or table the public hearing. The Commission may then vote to recommend approval or denial to the City Council. The Commission may also table the request to a future date before a recommendation is sent to the City Council.
5. A second public hearing will be scheduled before the City Council after fifteen (15) days of legal notice. The Council meetings are held on the first (1st) and third (3rd) Mondays of the month at 6:00 p.m. in the City Council chambers (401 Market Street, Tomball, Texas, 77375).
6. The City Council will conduct a public hearing on the request in the same manor as the Planning and Zoning Commission. In the event there has been filed with the City Secretary a petition of twenty percent (20%) of the adjoining property owners in opposition to the subject zoning request, it will require a three fourths (3/4) vote of the full Council to approve the request. Upon approval of the request by the City Council, an amended ordinance shall be prepared and adopted.

FAILURE TO APPEAR: It is the applicant/property owner's responsibility to attend all Planning and Zoning Commission and City Council meetings regarding their case. Failure of the applicant or his/her authorized representative to appear before the Planning and Zoning Commission or the City Council for more than one (1) hearing without approved delay by the City Manager, or his/her designee, shall constitute sufficient grounds for the Planning and Zoning Commission or the City Council to table or deny the application unless the City Manager or his/her designee is notified in writing by the applicant at least seventy-two (72) hours prior to the hearing. If the agenda item is tabled the Planning and Zoning Commission shall specify a specific date at which it will be reconsidered.



E N G I N E E R I N G A N D D E S I G N F I R M

Bovay Engineers, Inc.
5450 NW Central Drive,
Suite 302
Houston, Texas 77092
Phone: 713.777.8400
Email: permits@bovayengineers.com
Fax: 281.673.6696

Bovay Engineers
5450 NW Central Drive, Suite 302.
Houston, TX 77092
04/24/2026

Planning Division
501 James Street, Tomball, TX 77375

Subject: **Conditional Use Permit – 0 SH 249, Tomball, Tx., 77377 – HCAD # 1411880010001**

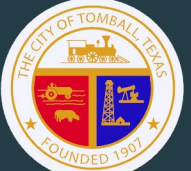
CPU – Planning Division,

We are applying for a Conditional Use Permit for the proposed specialized transmission repair shop - A Plus Transmission. Currently, the property where we are proposing the A+ Transmission shop is zoned as GR – General Retail, the proposed business would be considered zoning C – Commercial. We are requesting this conditional use permit to allow us to make this change.

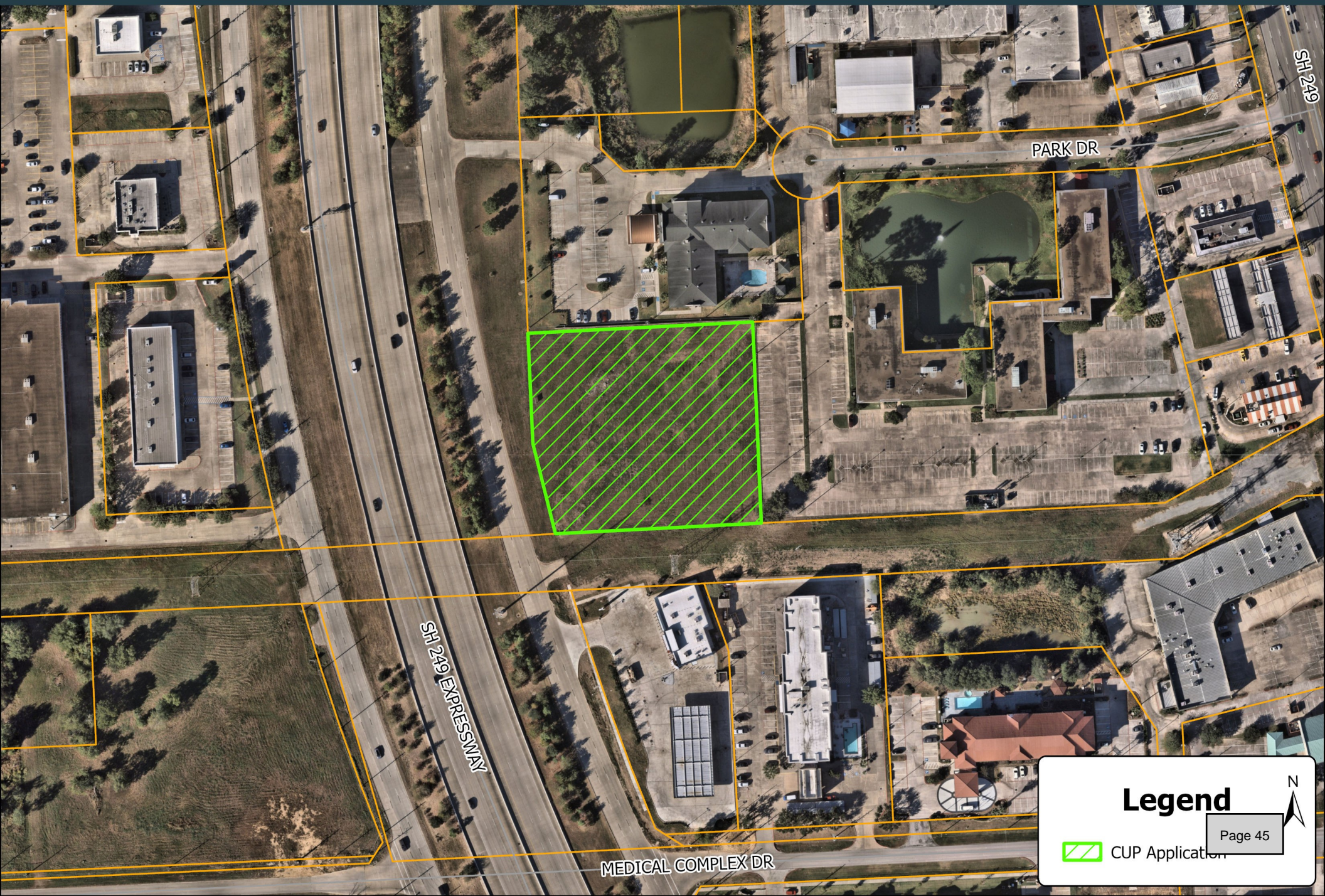
Thank you.

Sincerely,


Mario Ipina, Jr., P.E.
Bovay Engineers, Inc.
Tel: 713.777.8400
permits@bovayengineers.com




Location



Legend

 CUP Application

Page 45



City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve the expenditure with Vortex Services, LLC. for Sanitary Sewer Evaluation Survey (SSES) repairs through the TIPS-USA Cooperative (Contract #23110201) for \$296,923 authorize the expenditure of funds therefor and authorize the City Manager any and all documents related to the expenditure. This amount is included in the FY 2025-2026 budget.

Background:

As part of the Wastewater Master Plan flow models were conducted. The flow models identified area within the wastewater system that showed higher amounts of inflow and infiltration (I&I) during rain events. To reduce the amount of rain water entering into the wastewater system, staff identified the Hunterwood area for SSES to reduce I&I. The SSES used smoke testing, cleaning and videoing of the wastewater collections to identify defects allowing I&I. Repairs needed include pipe repair, pipe lining, manhole repairs and cleanout repairs.

SSES	Activity	AMOUNT
	Smoke Testing, CCTV, Cleaning, Survey	\$92,070
	Repairs	\$204,853
Total		\$296,923
Budget		\$317,000

Origination: Public Works

Recommendation:

Staff recommends approval of the expenditure to Vortex Services for completion of the SSES-related work described above in the amount of \$296,923 appropriated in the Fiscal Year 2025-2026 budget.

Party(ies) responsible for placing this item on agenda: Drew Huffman, Public Works Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: No:

If yes, specify Account Number: #600-614-6409

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: Drew Huffman **Approved by:** _____
Staff Member Date City Manager Date



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Hunterwood Sanitary Sewer Repairs

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total
BASE BID ITEMS							
1	Mobilization (Point Repairs)	1	LS	\$ 6,500.00	\$ 6,500.00	\$5,000.00	\$ 5,000.00
2	Mobilization (CIPP)	1	LS	\$ 6,500.00	\$ 6,500.00	\$5,000.00	\$ 5,000.00
3	8" Point Repair Patch - up to 4ft	15	EA	\$ 5,980.00	\$ 89,700.00	\$4,600.00	\$ 69,000.00
4	8" Point Repair Patch - up to 4ft & Reinstate Service	1	EA	\$ 7,800.00	\$ 7,800.00	\$6,000.00	\$ 6,000.00
5	8" CIPP Sanitary Sewer Line	823	LF	\$ 79.30	\$ 65,263.90	\$61.00	\$ 50,203.00
6	Mechanical Cleaning (Concrete Removal)	1	LS	\$ 1,170.00	\$ 1,170.00	\$900.00	\$ 900.00
7	Manhole Rehab (4ft Diameter - 1" Geopolymer)	115	VF	\$ 585.00	\$ 67,275.00	\$450.00	\$ 51,750.00
8	Grout Exterior Manhole Frame	5	EA	\$ 747.50	\$ 3,737.50	\$575.00	\$ 2,875.00
9	Manhole Chimney Seal	3	EA	\$ 1,137.50	\$ 3,412.50	\$875.00	\$ 2,625.00
10	Seal Pipe & Joints	6	EA	\$ 1,300.00	\$ 7,800.00	\$1,000.00	\$ 6,000.00
11	Raise Manhole	1	EA	\$ 1,690.00	\$ 1,690.00	\$1,300.00	\$ 1,300.00
12	Remove & Replace MH Ring & Cover	1	EA	\$ 3,250.00	\$ 3,250.00	\$2,500.00	\$ 2,500.00
13	Reset & Reseal MH Ring & Cover	1	EA	\$ 2,210.00	\$ 2,210.00	\$1,700.00	\$ 1,700.00
				\$ -	\$ -		\$ -
				\$ -	\$ -		\$ -
	Proposal BASE Total				\$ 266,308.90		\$ 204,853.00

SUPPLEMENTAL ITEMS



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Hunterwood Sanitary Sewer Repairs

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit
Proposal SUPPLEMENTAL ITEMS Total			

LIST PRICING	
Unit Price	Total
\$ -	

PROJECT SPECIFIC DISCOUNT	
Unit Price	Total
\$ -	

TOTAL BASE + SUPPLEMENTAL (incl Bonds)

\$ 266,308.90

\$ 204,853.00

Items **NOT** included in quote unless expressly noted:

Manhole Removal / Replacement or Coatings, Point Repairs,

Dewatering, Traffic Control outside of typical cones and signage,

Heavy Bypass Pumping, Surface Restoration beyond Sodding, SWPPP, Compaction Testing, Vibration Monitoring,

Smoke Testing, Bonds, Mechanical Pipe Cleaning

Insurance, overhead, co-op fees:

\$ 10,000.00

Pricing Date: **4/27/2026**

TOTAL: \$ 214,853.00

Buying Agency:	City of Tomball
Contact Person:	Drew Huffman, Director of Public Works
Phone:	281-290-1466
Email:	dhuffman@tomballtx.gov

Contractor:	Vortex Services, LLC
Prepared By:	Jedidiah Brewer
Phone:	615.495.9500
Email:	jbrewer@vortexcompanies.com



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Hunterwood Sanitary Sewer Repairs

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total

NOTE:

The Customer shall be responsible for providing:

- Access to jobsite and hydrants or free water source as necessary (including meters)
- All Heavy Traffic Control and Paving required for Surface Restoration
- All Permits and Permissions which may be necessary (Federal, State, Local, etc.)
- Any Utility Relocation Necessary to Provide Adequate Working Space
- Stand by Rate of \$125/hr per Individual (10 hours/day)
- In the Event Existing Utilities Prevent Pipe Bursting from being Performed, Customer Shall Pay Mobilization/Demobilization and Stand By Rate

- EXCLUSIONS - Items NOT included in quote unless expressly noted:

- *Manhole Removal/Replacement or Coatings
- *Point Repairs, Grading/Elevation Changes or Static Burst
- *Shoring or Excavations over 10 feet deep
- *Dewatering
- *Traffic Control outside of Typical Cones or Collapsible Signs
- *Heavy Bypass Pumping beyond 4" Pump and Layflat
- *Surface Restoration / Paving
- *Select Backfill (Flowable, Cement Stabilized, etc.)

- Quantity is based on information provided by the Customer and may vary based on field measurements to be verified by Contractor
- Contractor reserves the right to modify prices with written notice at any time during construction or until execution of formal contracts
- No one item may removed or excluded from this proposal.
- In the event quantities vary by more than 25%, Vortex reserves the right to revise pricing.
- This proposal is prepared, planning to dump spoils off-site

- *Pre or Post Television Inspection and Cleaning
- *Mechanical Pipe Cleaning or De-Beading
- *Vibration Monitoring or Testing (Air, Smoke, Compaction, Deflection, etc.)
- *Surveying or Site Clearing
- *Spoil Haul Off, Unsuitable Backfill or Asbestos Abatement
- *Utility Relocates or Utility Pole Bracing
- *SWPPP, Temporary Sediment or Erosion Control
- *Bonds, Permits, Sales Tax, OCP, Additional Insurance Requirements



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Clean/TV/Smoke Testing/ MH Inspections

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total
BASE BID ITEMS							
1	Mobilization	1	LS	\$ 9,750.00	\$ 9,750.00	\$7,500.00	\$ 7,500.00
2	Clean & Televis 8" Sanitary Sewer Lines - Front Easement	4700	LF	\$ 4.55	\$ 21,385.00	\$3.50	\$ 16,450.00
3	Clean & Televis 8" Sanitary Sewer Lines - Back Easement	7700	LF	\$ 5.20	\$ 40,040.00	\$4.00	\$ 30,800.00
4	Smoke Test Sanitary Sewer Lines	12400	LF	\$ 2.28	\$ 28,210.00	\$1.75	\$ 21,700.00
5	Manhole Inspections	50	EA	\$ 188.50	\$ 9,425.00	\$145.00	\$ 7,250.00
				\$ -	\$ -		\$ -
Proposal BASE Total				\$ 108,810.00		\$ 83,700.00	
SUPPLEMENTAL ITEMS							
A1	Contingency (10% of base value)	1	LS			\$8,370.00	\$ 8,370.00
Proposal SUPPLEMENTAL ITEMS Total				\$ -		\$ 8,370.00	
TOTAL BASE + SUPPLEMENTAL (incl Bonds)				\$ 108,810.00		\$ 92,070.00	

Items **NOT** included in quote unless expressly noted:

- Manhole Removal / Replacement or Coatings, Point Repairs,
- Dewatering, Traffic Control outside of typical cones and signage,
- Heavy Bypass Pumping, Surface Restoration beyond Sodding, SWPPP, Compaction Testing, Vibration Monitoring,
- Smoke Testing, Bonds, Mechanical Pipe Cleaning

Insurance, bonds, co-op fees:

not incl.

Pricing Date: 10/1/2025

TOTAL: \$ 92,070.00

Buying Agency:	City of Tomball
Contact Person:	Drew Huffman, Director of Public Works
Phone:	281-290-1466
Email:	dhuffman@tomballtx.gov

Contractor:	Vortex Services, LLC
Prepared By:	Jedidiah Brewer
Phone:	615.495.9500
Email:	jbrewer@vortexcompanies.com



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Clean/TV/Smoke Testing/ MH Inspections

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total

NOTE:

The Customer shall be responsible for providing:

- Access to jobsite and hydrants or free water source as necessary (including meters)
- All Heavy Traffic Control and Paving required for Surface Restoration
- All Permits and Permissions which may be necessary (Federal, State, Local, etc.)
- Any Utility Relocation Necessary to Provide Adequate Working Space
- Stand by Rate of \$125/hr per Individual (10 hours/day)
- In the Event Existing Utilities Prevent Pipe Bursting from being Performed, Customer Shall Pay Mobilization/Demobilization and Stand By Rate

- EXCLUSIONS - Items NOT included in quote unless expressly noted:

- *Manhole Removal/Replacement or Coatings
- *Point Repairs, Grading/Elevation Changes or Static Burst
- *Shoring or Excavations over 10 feet deep
- *Dewatering
- *Traffic Control outside of Typical Cones or Collapsible Signs
- *Heavy Bypass Pumping beyond 4" Pump and Layflat
- *Surface Restoration / Paving
- *Select Backfill (Flowable, Cement Stabilized, etc.)

- Quantity is based on information provided by the Customer and may vary based on field measurements to be verified by Contractor
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- *Mechanical Pipe Cleaning or De-Beading
- *Vibration Monitoring or Testing (Air, Smoke, Compaction, Deflection, etc.)
- *Surveying or Site Clearing
- *Spoil Haul Off, Unsuitable Backfill or Asbestos Abatement
- *Utility Relocates or Utility Pole Bracing
- *SWPPP, Temporary Sediment or Erosion Control
- *Bonds, Permits, Sales Tax, OCP, Additional Insurance Requirements

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Presentation of the award Medal of Merit to Tomball Police Department Accreditation Manager Angela Fagg.

Background:

Presentation by Police Chief Jeffrey Bert.

Origination: Police Department

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda: Jeffrey Bert, Chief of Police

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed Jeffrey Bert 6/1/2026 Approved by _____
Staff Member Date City Manager Date

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Upcoming events:

- June 11, 2026 – Kaffeeklatsch from 8:30 – 10:00 a.m. at Tomball Community Center – “Drowning Chain of Survival”
- June 12, 2026 – Kids Club from 10:00 a.m. – noon at Depot Plaza
- July 4, 2026 – July 4th Celebration & Street Fest from 6:00 – 9:00 p.m. at Business 249 North of Kroger.

Background:

Origination: Marketing Department

Recommendation:

Party(ies) responsible for placing this item on agenda: Chrislord Templonuevo, Marketing Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: _____ Approved by: _____
Staff Member Date City Manager Date

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve request from Tomball High School for City Support and In-Kind Services for the annual Tomball High School Homecoming Parade and Pep Rally in downtown Tomball, on Wednesday, September 30, 2026, from 6:15 to 9:30 p.m.

Background:

Continue the annual tradition of Tomball HS students and parents to safely showcase their Cougar pride via a parade on Main St and ending in a rally at the Depot. The estimated attendance is 1,500 people. The estimated In-Kind Services is \$3,360.

In-Kind Request for Services:

Service/Support	Cost
Public Works	\$1,120
Police	\$2,240
Total	\$3,360

Origination: Tomball High School – Mark Vierkant and Riane Gammill

Recommendation:

To help with the efficiency of the events, I am in favor of recommending this request for In-Kind Services:

- Waive the Depot rental fee
- Use the Tomball Depot as the location of the Rally
- Provide water barricades on S. Walnut St. on both north and south side of Market St.
- Provide wooden barricades at S. Walnut St. and Fannin St.
- Provide wooden barricades at S. Elm St. and Market St.
- Provide water barricades on both north and south side of Market St. from S. Walnut St to S. Cherry St.
- Provide wooden barricades in the middle of Market St. from S. Walnut St to S. Cherry St.
- Trash receptacles and trash pick-up at Depot
- (14) Police Officers
- (8) Public works employees
- FD apparatus
- Potential use of additional parking lots

Party(ies) responsible for placing this item on agenda:

Chrislord Templonuevo, Marketing Director

FUNDING (IF APPLICABLE)

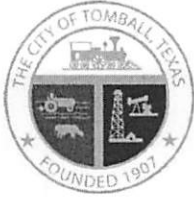
Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date



SPECIAL EVENT GUIDELINES & APPLICATION

THE CITY OF TOMBALL, TEXAS

Effective Date: 1/1/2023

INTRODUCTION: Any organized activity or event and open to the general public that involves the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas in the city of Tomball require prior approval and must meet certain requirements for consideration.

PROCEDURES: Several procedures and guidelines must be followed before any non-city staged event may take place. Those include, but are not limited to, the following:

1. A completed Special Event application must be submitted to the Tomball Department of Marketing & Tourism at least 180 days prior to any proposed festival or event. Tomball City Council approval is required if the event meets one of the following criteria: sale of alcohol, street closures or contains a request for in-kind donations from the city of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, a detailed site map, a list of planned activities, hours of operation, proposed vendors, food and beverage, entertainment, and any other relevant aspects of the event.
3. If a charity is involved, or is the beneficiary of funds raised, information about the charity needs to be included as a part of the application process, as well as proof of non-profit status. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
4. A fee equal to the actual cost of city services to host the event will be required of for-profit event planners to be paid no less than ten business days before the event. Non-profit organizations may request city services as an in-kind donation.
5. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest Community Health EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to attend will result in the event being cancelled by the city of Tomball.
6. If approved by the Tomball Events Team, the proposed event will be presented to the city council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
7. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the event organizer naming the city of Tomball as additional insured.
8. Event coordinators must provide their own volunteers or staff; oversee food and beverage permits, vendors, site clean-up and other aspects of staging a festival/special event.
9. Failure to comply with the guidelines listed above will preclude applicant from staging future events.

For additional information, or to submit an event application, please contact:

Chrislord Templonuevo – Director of Marketing & Tourism

401 Market Street

Tomball, Texas 77375

(281) 290-1035 | Email – ctemplonuevo@tomballtx.gov



SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, TX 77375 | (281) 351-5484

An application to stage an event within the city of Tomball shall be filed with the Marketing & Tourism Team at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by the Tomball City Council.

Date: 5/15/2026

Is this event Co-City sponsored? Yes No

Request for permission to use a public venue for the following type of event (please check one):

Festival Community Event Arts & Crafts Event Music Event Other (specify) _____

1. Event title: Tomball High School Homecoming Parade & Pep Rally

2. Sponsoring entity: Tomball High School

3. Is this organization based in Tomball: Yes No

4. Is this organization *non-profit* or *for-profit* *Attach 501 (c) (3) tax exemption if applicable

5. Contact: Sara Cooley / Jana Gainey Phone: 281-357-3220 / 936-900-7481

6. Contact address: 30330 Quinn Drive Tomball, TX 77375

7. Contact email: saracooley@tomballisd.net / janagainey@tomballisd.net

8. Event date: 9/30/2026

9. Event times: Start 6:15pm Finish 9:30pm Set-up 4:00pm Breakdown 9:30pm

10. Is this event for charity? Yes No

11. If yes, what charity? _____ Tax ID _____

12. If yes, what percentage of net proceeds will be donated to the charity? _____

13. On-site contact: Jana Gainey Mobile #: 936-900-7481

14. Estimated number of attendees: 1500

15. Detailed site map in attached: Yes No

16. Is this event open to the public: Yes No

17. Admission fee: \$ _____ Free

18. Time at which event staff will begin to arrive: 4:00 pm

19. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial AG

20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial AG

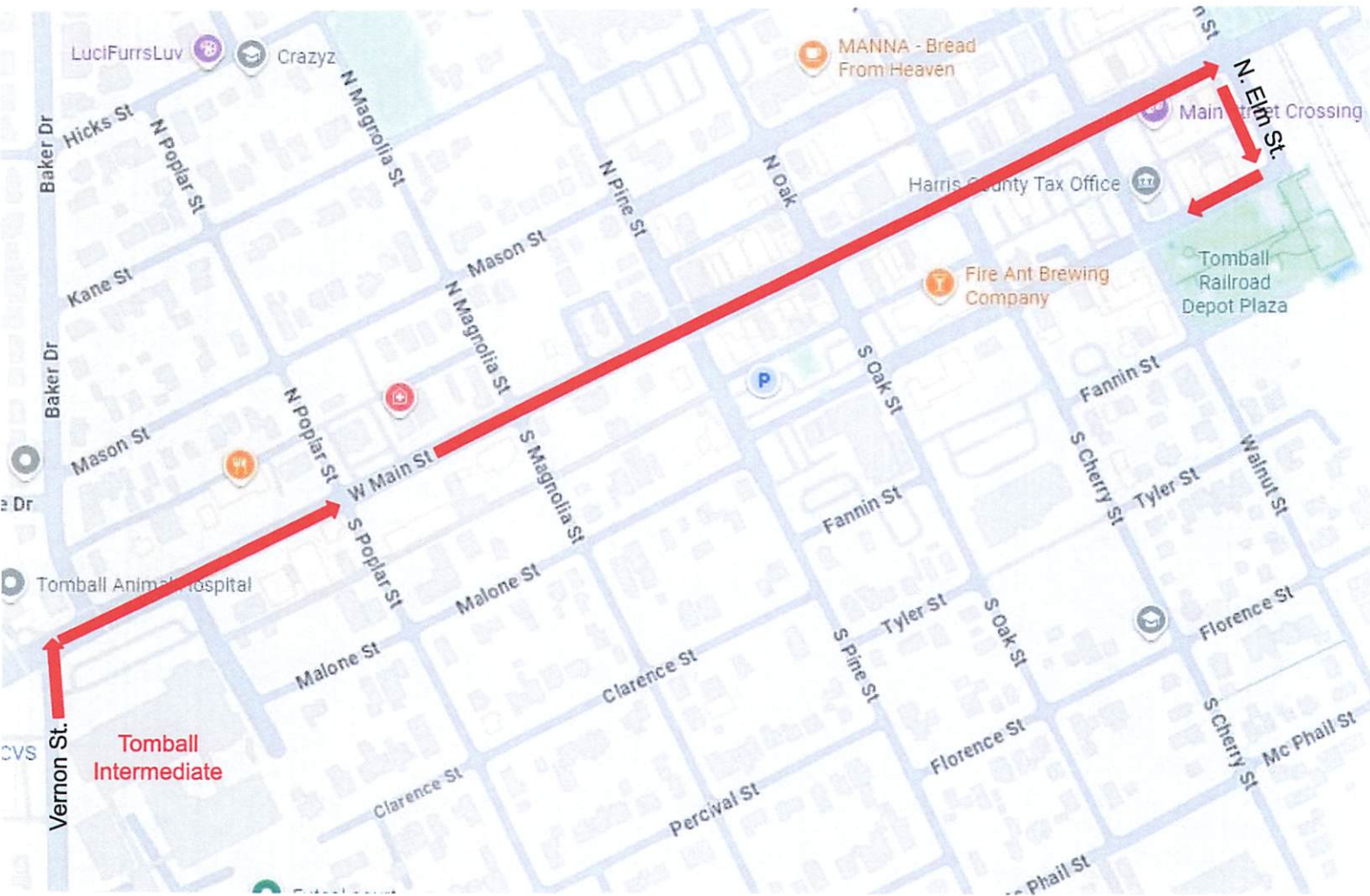
21. Name of insurance carrier: Acord - TASB Risk Management Fund

22. Are Fireworks included in your event? No Yes (Must submit Fireworks Event Application)

Signature Jana Cooley Jana Gainey

FOR OFFICIAL USE - Fee required: Yes _____ No _____ Amount Due: \$ _____

THS Homecoming Parade Route Wednesday - September 30, 2026



Staging/starting location will be Tomball Intermediate School.
Parade will end at The Depot and the pep rally will begin.



**TASB RISK MANAGEMENT FUND
SCHOOL LIABILITY COVERAGE AGREEMENT
ADDITIONAL INSURED ENDORSEMENT—GL ONLY**

Program Participant: Tomball ISD

CD# P101921-2026-001

Effective Dates of Endorsement: September 30, 2026 Only

1. This endorsement modifies the School Liability Coverage Agreement of the TASB Risk Management Fund. Words and phrases in first capital letter boldface are defined in the School Liability Coverage Agreement, which is available upon request.

2. The School Liability Coverage, Part A (General) § 3 definition of **Covered Person**, is amended to include:

“(C) **Covered Person** will also include The City of Tomball, that the Fund Member has agreed to provide general liability coverage in a **Contract Requiring Insurance**, and will be considered an Additional Insured under General Liability Coverage (Part C) of the School Liability Coverage Agreement. However, such coverage will be only for liability for **Bodily Injury** or **Property Damage** arising out of an **Occurrence** that takes place during the **Participation Period**, and that is caused by negligent acts or omissions of the Fund Member, and only if the negligent acts or omissions of the Fund Member form the basis for a civil or alternative dispute proceeding filed against the Fund Member and would not be barred by governmental immunity, sovereign immunity, statutory immunity (including immunities available under the Texas Tort Claims Act and the statutory election of remedies), educator immunity, official immunity, or derivative immunity.

3. The following definition is added to the School Liability Coverage Agreement, Part A (General), § 3:

“**3.13 Contract Requiring Insurance** means that part of any written contract or agreement under which the Fund Member is required to include a person or organization as an Additional Insured under the General Liability Coverage (Part C) of the School Liability Coverage Agreement.”

4. In addition to any limitations in the School Liability Coverage Agreement, the coverage provided to the Additional Insured by this endorsement is further limited as follows:

4.1 No coverage will be afforded to the Additional Insured if no coverage applies to the Fund Member;

- 4.2 In the event the limits of coverage for the General Liability Coverage shown in the Contribution and Coverage Summary exceed the limits of liability required by the **Contract Requiring Insurance**, the coverage provided to an Additional Insured will be limited to the limits of liability required by that **Contract Requiring Insurance**. This endorsement will not increase the limits of coverage described in the Contribution and Coverage Summary.
- 4.3 If the **Contract Requiring Insurance** requires this coverage to apply on a primary basis, this coverage is primary, and the TASB Risk Management Fund will not share with any other insurance.
- 4.4 Any coverage for the Additional Insured will only be provided if the **Occurrence** of **Bodily Injury** or **Property Damage** occurs:
 - (A) after the signing and execution of the **Contract Requiring Insurance** by the Fund Member;
 - (B) while the **Contract Requiring Insurance** is in effect;
 - (C) during the **Participation Period**; and
 - (D) during the effective dates of this endorsement.
5. As a condition of coverage provided to the Additional Insured by this endorsement, the Additional Insured must give the TASB Risk Management Fund written notice as soon as practicable of an **Occurrence** that may result in a claim. The Additional Insured is subject to all claims handling and reporting requirements of the School Liability Coverage Agreement.



TEXAS RISK POOL CERTIFICATE OF LIABILITY COVERAGE

DATE (MM/DD/YYYY)
5/13/2026

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

IMPORTANT: If the certificate holder is an ADDITIONAL COVERED ENTITY / PERSON, the terms of coverage(s) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the coverage, certain terms of coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: The TASB Risk Management Fund does not market its coverage through agents or producers. This certificate field remains blank. CONTACT NAME: Paul Grim. PHONE (A/C. No. Ext): 800-460-7278. E-MAIL ADDRESS: paul.grim@tasb.org. COVERED ENTITY / PERSON: Tomball ISD, 310 S Cherry St, Tomball, Texas 77375-5529. RISK POOL A: TASB Risk Management Fund. Contract (policy #) P101921-2026-001

COVERAGES CERTIFICATE NUMBER: 101921-0086 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED ENTITY / PERSON NAMED ABOVE FOR THE COVERAGE 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 COVERAGE DOCUMENTS DESCRIBED HEREIN ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF COVERAGE, ADDL INSD, SUBR WVD, EFFECTIVE DATE (MMDD/YYYY), EXPIRATION DATE (MMDD/YYYY), LIMITS. Includes sections for GENERAL LIABILITY and AUTOMOBILE LIABILITY.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Parade on Wednesday, September 30, 2026

CERTIFICATE HOLDER: The City of Tomball, 401 Market Street, Tomball, Texas 77375. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE PROVISIONS IN THE COVERAGE DOCUMENTS. AUTHORIZED REPRESENTATIVE: Dan Trufell

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve Request from Tomball Praise Together for City Support and In-Kind Services for the Tomball Praise Together event in downtown Tomball on Sunday, October 25, 2026, from 2:00 - 6:00 p.m.

Background:

The intention for Tomball Praise Together is to provide a community gathering promoting Christian faith through music in Tomball. All the performing bands will be local and represent different churches in the Greater Tomball area. Stage and sound will arrive at 8:00 a.m. for setup. Event staff will arrive at noon. The event will begin at 2:00 p.m. and run through 6:00 p.m. The gazebo will be used as a sound stage as well. Breakdown should last until 8:00 p.m. The estimated attendance is 200-400 people and estimated In-Kind Services cost is \$420.

In-Kind Request for Services:

Service/Support	Cost
Public Works	\$420
Total	\$420

Origination: Lori Klein Quinn and Larry Chatman

Recommendation:

To help with the efficiency of the event, I am in favor of recommending this request for In-Kind Services:

- Waive the Depot rental fee as the location of the concert
- Trash receptacles and trash pick-up at Depot
- Service restrooms at Depot
- (2) Public Works employees

Party(ies) responsible for placing this item on agenda: Chrislord Templonuevo, Marketing Director

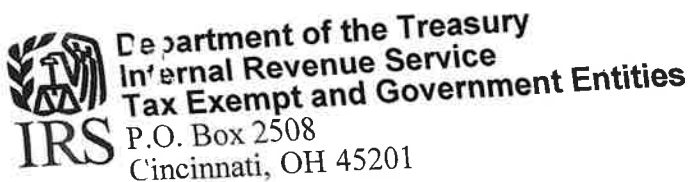
FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: _____ **Approved by:** _____
Staff Member Date City Manager Date



TOMBALL PRAISES TOGETHER
C/O LORI QUINN
P O BOX 333
TOMBALL, TX 77375

Date: 08/20/2025
Employer ID number: 33-4908422
Person to contact: Name: Mr. Upshaw
ID number: 0195444
Telephone: 877-829-5500
Accounting period ending: September 30
Public charity status: 509(a)(2)
Form 990 / 990-EZ / 990-N required: Yes
Effective date of exemption: April 30, 2025
Contribution deductibility: Yes
Addendum applies: No
DLN: 26053609011025

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



Office of the Secretary of State

CERTIFICATE OF FILING
OFTomball Praises Together
File Number: 806015845

The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Formation for the above named Domestic Nonprofit Corporation has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 04/30/2025

Effective: 04/30/2025



A handwritten signature in black ink that reads "Jane Nelson".

Jane Nelson
Secretary of State



SPECIAL EVENT GUIDELINES & APPLICATION

THE CITY OF TOMBALL, TEXAS

Effective Date: 1/1/2023

INTRODUCTION: Any organized activity or event and open to the general public that involves the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas in the city of Tomball require prior approval and must meet certain requirements for consideration.

PROCEDURES: Several procedures and guidelines must be followed before any non-city staged event may take place. Those include, but are not limited to, the following:

1. A completed Special Event application must be submitted to the Tomball Department of Marketing & Tourism at least 180 days prior to any proposed festival or event. Tomball City Council approval is required if the event meets one of the following criteria: sale of alcohol, street closures or contains a request for in-kind donations from the city of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, a detailed site map, a list of planned activities, hours of operation, proposed vendors, food and beverage, entertainment, and any other relevant aspects of the event.
3. If a charity is involved, or is the beneficiary of funds raised, information about the charity needs to be included as a part of the application process, as well as proof of non-profit status. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
4. A fee equal to the actual cost of city services to host the event will be required of for-profit event planners to be paid no less than ten business days before the event. Non-profit organizations may request city services as an in-kind donation.
5. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest Community Health EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to attend will result in the event being cancelled by the city of Tomball.
6. If approved by the Tomball Events Team, the proposed event will be presented to the city council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
7. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the event organizer naming the city of Tomball as additional insured.
8. Event coordinators must provide their own volunteers or staff; oversee food and beverage permits, vendors, site clean-up and other aspects of staging a festival/special event.
9. Failure to comply with the guidelines listed above will preclude applicant from staging future events.

For additional information, or to submit an event application, please contact:

Chrislord Templonuevo – Director of Marketing & Tourism

401 Market Street

Tomball, Texas 77375

(281) 290-1035 | Email – ctemplonuevo@tomballtx.gov



SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, TX 77375 | (281) 351-5484

An application to stage an event within the city of Tomball shall be filed with the Marketing & Tourism Team at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by the Tomball City Council.

Date: 5/4/26 Is this event Co-City sponsored? Yes No

Request for permission to use a public venue for the following type of event (please check one):

Festival Community Event Arts & Crafts Event Music Event Other (specify) _____

1. Event title: Tomball Praises Together

2. Sponsoring entity: _____

3. Is this organization based in Tomball: Yes No

4. Is this organization *non-profit* or *for-profit* *Attach 501 (c) (3) tax exemption if applicable

5. Contact: Lori Quinn/Larry Chatman Phone: 713-254-0579

6. Contact address: 23210 Red Oak Trail

7. Contact email: Lchat44@yahoo.com

8. Event date: October 25, 2026

9. Event times: Start 3:00 PM Finish 7:00 PM Set-up 10:00 AM Breakdown 8:00 PM

10. Is this event for charity? Yes No

11. If yes, what charity? _____ Tax ID _____

12. If yes, what percentage of net proceeds will be donated to the charity? _____

13. On-site contact: Larry Chatman Mobile #: _____

14. Estimated number of attendees: 200

15. Detailed site map in attached: Yes No

16. Is this event open to the public: Yes No

17. Admission fee: \$ _____ Free

18. Time at which event staff will begin to arrive: _____

19. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial _____

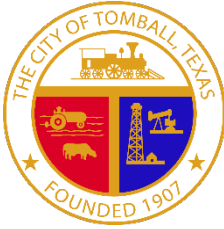
20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial _____

21. Name of insurance carrier: _____

22. Are Fireworks included in your event? No Yes (Must submit Fireworks Event Application)

Signature: _____

FOR OFFICIAL USE - Fee required: Yes _____ No _____ Amount Due: \$ _____



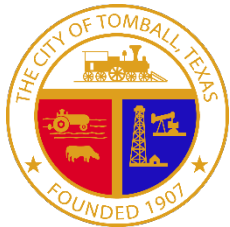
FIREWORKS EVENT GUIDELINES & APPLICATION

INTRODUCTION: Any non-sanctioned city event, including but not limited to wedding, party, or other gathering, involving the use of any firework. A firework is defined as any firecrackers, cannon crackers, skyrockets, torpedoes, roman candles, sparklers, squibs, fire balloons, star shells, gerbs or any other substance in whatever combination by any designated name intended for use in obtaining visible or audible pyrotechnic display; and such term shall include all articles or substances within the commonly accepted meaning of fireworks whether specially designated and defined or not.

PROCEDURES: Several procedures and guidelines must be followed before any non-city sanctioned event may take place involving fireworks. Those include, but are not limited to, the following:

1. A completed Fireworks Application must be submitted to the Tomball Fire Department at least 90 days prior to any proposed festival or event. Tomball City Council approval is required if event meets one of the following criteria: sale of alcohol, street closures, fireworks, or contains a request for in-kind donations from the City of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, location, a detailed site map, hours of fireworks show, type of fireworks show (aerial or ground effects). **THIS DOES NOT CONSTITUTE A PERMIT FROM THE FIRE MARSHAL'S OFFICE.**
 - a. Aerial Fireworks Shooting Sites shall not be within
 - i. 1,000 feet of a structure on an abutting property
 - ii. 500 feet of a lot line where livestock are present
3. If approved by the Tomball Fire Department, the proposed event will be presented to City Council for final approval. The applicant is required to attend this meeting to answer any questions regarding the application if necessary.
4. If approved by the Tomball City Council, no less than 14 days prior to the event, the applicant's state licensed pyro-technician shall submit appropriate documentation for permitting to the Tomball Fire Department's Fire Prevention Division.
5. Failure to comply with these guidelines may result in a fine not to exceed \$2,000.

For additional information, or to submit a fireworks event application, please contact:
Tomball Fire Department – Fire Prevention Division
1200 Rudel Dr.
Tomball, Texas 77375
(281) 351-7101 | Email – firecode@tomballtx.gov



FIREWORKS EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 1200 Rudel Dr | Tomball, Texas 77375 | (281) 351-7101

An application to stage an event within the City of Tomball shall be filed with the Tomball Fire Department at least 90 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by Tomball City Council and permitted by the Tomball Fire Department.

Date: _____

Request for permission to conduct and Fireworks Show for the following type of event (please check one):

Festival Community Event Wedding Music Event Other (specify) _____

1. Event title: _____

2. Contact: _____ Phone: _____

3. Contact address: _____

4. Contact email: _____

5. Event date: _____

6. Firework Show Event times: Start _____ Finish _____ Set-up _____ Breakdown _____

7. Fireworks Show Type (Check All that Apply): Aerial Ground Effects

8. State-Licensed Fireworks Provider: _____ Phone: _____

9. On-site contact: _____ Mobile Phone: _____

10. Estimated number of attendees: _____

11. Detailed site map is attached: Yes No

12. Is this event open to the public: Yes No

13. Admission fee: \$ _____ Free

Signature: _____

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve an agreement with McCarthy Building Companies, Inc. for on-call electrical and mechanical services for an annual contract amount not-to-exceed \$600,000 (RFP No. 2026-09), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the Fiscal Year 2025-2026 Capital Improvement and Enterprise Fund budget.

Background:

The Public Works Department issued a Request for Proposals (RFP) to solicit services from qualified, licensed vendors specializing in water and wastewater utility electrical and mechanical services and repairs. The intent of the RFP was to establish an on-call contract to support the ongoing maintenance and repair needs of critical infrastructure at the City’s water and wastewater facilities.

Services to be provided under this agreement include furnishing all necessary labor, equipment, and materials required for the maintenance, repair, and replacement of pumps, motors, and associated electrical and mechanical equipment. These services are essential to maintaining reliable operation of the City’s utility systems and ensuring regulatory compliance.

Proposals were received and evaluated based on established criteria including qualifications, experience, responsiveness, and cost. Based on the evaluation, staff recommends awarding the contract to McCarthy Building Companies, Inc. as the most qualified firm to provide these services.

The contract will be structured as an on-call agreement, with work assigned on a project-by-project basis as needs arise for an annual contract amount not-to-exceed \$600,000. The City does not guarantee a minimum amount of work or contract value under this agreement.

Funding for services performed under this contract will be allocated from the approved annual operating budget for water and wastewater utilities and specified approved Capital Improvement Projects. Expenditures will be authorized on an as-needed basis in accordance with the City’s purchasing policies.

Origination: Project Management

Recommendation:

Staff recommends approving an agreement with McCarthy Building Companies, Inc. for on-call electrical and mechanical services for an annual contract amount not-to-exceed \$600,000

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

**CITY OF TOMBALL
SERVICES AGREEMENT**

THE STATE OF TEXAS §

COUNTY OF HARRIS §

Description of Services: Water & Wastewater On-Call Electrical/Mechanical Services

This Agreement is made and entered into by the **City of Tomball** (referred to as the “City”), with an office at 501 James Street, Tomball, TX and, **McCarthy Building Companies, Inc** (the “Company”), with an office at **701 S. Persimmon, Bldg B, Ste 55, Tomball, TX 77375**, City hereby engages the services of Company as an independent contractor for **On-Call Electrical/Mechanical Services**, upon the following terms and conditions.

1. SCOPE OF AGREEMENT

- 1.1. The City hereby agrees to employ Company and Company agrees to perform the necessary services as set forth in Exhibit A – Scope of Work and Exhibit B – Contract Pricing, attached hereto and incorporated herein for all purposes.
- 1.2. In the event of a conflict among the terms of this Agreement and the Exhibit A, the term most favorable to the City, in the City’s sole discretion, shall control.

2. TERM OF AGREEMENT; TERMINATION

- 2.1. This Agreement shall be effective upon proper execution by the City. It shall be effective from **May 18, 2026 through May 17, 2027 with Five (5) additional one year renewal options**. The City reserves the right to withdraw from the Agreement immediately if its governing body fails to appropriate funds necessary for the satisfaction of its contractual obligations. ***Either party may terminate this Agreement for any reason with ninety days (90) written notice to the other party. In the event of termination for convenience, Company shall be entitled to payment only for Services satisfactorily performed and approved work in progress completed through the effective date of termination.***
- 2.2. The City’s obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.
- 2.3. The City reserves the right to enforce the performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of any provision of this Agreement, including immediate termination of this Agreement.

3. ENTIRE AGREEMENT

This Agreement represents the entire agreement between Company and the City and no prior or contemporaneous oral or written Agreements or representations shall be construed to alter its terms. No additional terms shall become part of this Agreement without the written consent of both parties and compliance with relevant state law. This Agreement supersedes all other prior agreements either oral or in writing.

4. ASSIGNMENT

Company shall not assign or subcontract its obligations under this Agreement without the prior written consent of the City.

5. COMPENSATION

For and in consideration of the services rendered by the Company pursuant to this Agreement, the City shall pay the Company only for the actual work performed under the Scope of Work, on the basis set forth in Attachment B, up to an amount not-to-exceed **\$600,000**.

6. MODIFICATION OF RATES

Base Rate adjustments for changes in the Consumer Price Index (CPI) will be considered by the City no more than once per year during the renewal term of the Contract, during the month of October of each Contract Year.

7. IDEMNITY

7.1. DEFINITIONS

For the purpose of this section the following definitions apply:

- a. "City" shall mean all officers, agents and employees of the City of Tomball.
- b. "Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.
- c. "Company" includes the corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.
- d. "Company's employees" shall mean any employees, officers, agents, subcontractors, licensees and invitees of Company.
- e. "Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure or loss of any and every nature, including but not limited to:
 - i. injury or damage to any property or right
 - ii. injury, damage, or death to any person or entity
 - iii. attorneys' fees, witness fees, expert witness fees and expenses,
 - iv. any settlement amounts; and
 - v. all other costs and expenses of litigation
- f. "Premise Defects" shall mean any defect, real or alleged, which now exists or which may hereafter arise upon the premises.

7.2. Indemnity

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY CLAIMS FOR DAMAGES ARISING OUT OF THE COMPANY'S WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT, BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF COMPANY.

COMPANY IS AN INDEPENDENT CONTRACTOR AND IS NOT, WITH RESPECT TO ITS ACTS OR OMISSIONS, AN AGENT OR EMPLOYEE OF THE CITY.

COMPANY MUST AT ALL TIMES EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR, THE SAFETY OF COMPANY'S EMPLOYEES WHILE IN THE VICINITY WHERE THE WORK IS BEING DONE. THE CITY IS NOT LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS OF COMPANY OR COMPANY'S EMPLOYEES.

~~**THE CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGES WHICH ARE DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO PREMISE DEFECTS.**~~

THE CITY AND COMPANY MUST PROVIDE THE OTHER PROMPT AND TIMELY NOTICE OF ANY COVERED EVENT WHICH IN ANY WAY AFFECTS OR MIGHT AFFECT THE COMPANY OR CITY. THE CITY HAS THE RIGHT TO COMPROMISE AND DEFEND THE SAME TO THE EXTENT OF ITS OWN INTERESTS.

THE INDEMNITY OBLIGATIONS HEREIN SHALL SURVIVE THE TERMINATION OF THE AGREEMENT FOR ANY REASON AND SHALL SURVIVE THE COMPLETION OF THE WORK.

8. INSURANCE

8.1. AMOUNTS OF INSURANCE

Company agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract:

TYPE	AMOUNT
(a) Workers Compensation Employer's Liability	(where required – Statutory by State Law) \$100,000 per occurrence
(b) Commercial (Public) Liability, including but not limited to:	
a. Premises/ Operations	Combined Single Limit
b. Independent Contractors	
c. Personal Injury	
d. Products/Completed Operations	
e. Contractual Liability (insuring above indemnity provisions)	

All insured at combined single limits for bodily injury and property damage at \$500,000 per occurrence.

(c) Comprehensive Automobile Liability, in include coverage for:

- a. Owned/Leased Automobiles
- b. Non-owned Automobiles
- c. Hired Cars

All insured at combined single limits for bodily injury and property damage for \$500,000 per occurrence.

8.2. OTHER INSURANCE REQUIREMENTS

Company understands that it is its sole responsibility to provide the required Certificates and that failure to timely comply with the requirements of this article shall be a cause for termination of this Contract.

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All ~~olicies~~ **certificates of insurance** shall be subject to examination and approval by the City Attorney's Office for their adequacy as to form, content, form of protection, and providing company.

Insurance required by this Contract for the City as additional insured shall be primary insurance and not contributing with any other insurance available to City, under any third party liability policy.

Company further agrees that with respect to the above required liability insurances, the City shall:

- a. Be named as an additional insured;
- b. Be provided with a waiver of subrogation, in favor of the City,
- c. Br provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage (all "endeavor to" and similar language of reservation stricken from cancellation section of certificate); and
- d. Prior to execution of this Agreement, be provided through the office of the City Attorney with their original Certificate of Insurance evidencing the above requirement.

The insurance requirements set out in this section are independent from all other obligations of Company under this Agreement and apply whether or not required by any other provision of this Agreement.

9. PAYMENT AND PERFORMANCE

Payment for services described in this Agreement will be made in accordance with the Texas Prompt Payment Act, Chapter 2251 of the Texas Government Code, or as subsequently amended.

10. VENUE; RECOVERY OF FEES; DISPUTE RESOLUTION; CHOICE OF LAW

Any suit or claim or cause of action regarding this Agreement shall be brought in Harris County, Texas, as the choice of venue and jurisdiction and site of performance by the parties. If the City is the prevailing party in any such action, the City may recover reasonable costs, including costs of court, attorney's fees, expert witnesses' fees, and trial consultants' fees. The parties further agree that the law of the State of Texas shall govern any interpretation of the terms of this Agreement.

11. COMPANY CERTIFICATIONS

Company certifies that neither it, nor any of its agents or employees, have or will offer or accept gifts or anything of value, or enter into any business arrangement, with any employee, official, or agent of the City.

Company certifies, pursuant to Texas Government Code Chapter 2270, that it does not boycott Israel and will not boycott Israel during the term of this Agreement. Company further certifies, pursuant to Texas Government Code Chapter 2252, Subchapter F, that it does not engage in business with Iran, Sudan, or a foreign terrorist organization as may be designated by the United States Secretary of State pursuant to his authorization in 8 U.S.C. Section 1189.

12. NO WAIVER OF IMMUNITY

The City does not waive any statutory or common law right to sovereign immunity by virtue of the execution of this Agreement.

13. NOTICES

Any written notice provided under this Agreement or required by law shall be deemed to have been given and received on the next day after such notice has been deposited by Registered or Certified Mail with sufficient postage affixed thereto and addressed to the other party to the Agreement; provided, that this shall not prevent the giving of actual notice in any manner.

Notice to Company may be sent to the following address:

701 S. Persimmon St, Bldg B, Ste 55,
Tomball, TX 77375

14. CONTRACT ADMINISTRATOR

This Agreement shall be administered on the City's behalf by the Project Manager, and all notices, questions, or documentation, arising under this Agreement shall be addressed to the Project Manager at:

City of Tomball, Texas
Attn: Project Manager
501 James Street
Tomball, Texas 77375

AGREED to and ACCPETED this ___ day of _____, 2026.

McCarthy Building Companies, Inc

Company



Signature

Jaren Murphy

Print Name

Senior Vice President

Title

AGREED to and ACCPETED this ___ day of _____, 2026.

City of Tomball

David Esquivel, PE
City Manager

Attest:

Thomas Harris III
City Secretary

EXHIBIT A
SCOPE OF WORK

I. General

The City of Tomball’s Department of Public Works is issuing this Request for Proposals (RFP) to solicit proposals from qualified and licensed vendors to provide water and wastewater utility mechanical and electrical maintenance and repair services. The selected contractor shall provide all labor, materials, equipment, supervision, and other resources necessary to perform on-call electrical and mechanical maintenance and repair services for pumps, motors, and related equipment located at the City’s water and wastewater facilities. The contractor must employ a Master Electrician licensed by the State of Texas for the duration of the contract. Services will be assigned on an as-needed, project-by-project basis. The City makes no guarantee regarding the amount or value of work that may be awarded under this contract. The City reserves the right to negotiate with the highest-ranked proposer(s) and to award a contract determined to provide the best value to the City.

II. Specifications

- a. Provide all materials, equipment, and labor necessary for electrical and mechanical repairs and services for water and wastewater treatment facilities as needed by the City. The successful proposer shall be expected to perform services on, but not limited to, the following types of equipment:
 - i. Blowers
 - ii. Vertical turbine motors
 - iii. Vertical turbine pumps
 - iv. Submersible water pumps
 - v. Bubbler systems
 - vi. VFD-controlled lift pumps
 - vii. Variable frequency drives
 - viii. Centrifugal pumps
 - ix. Commercial breakers
 - x. Controls
 - xi. Programmable logic controllers
 - xii. Digital signal converters
 - xiii. Transmitters
 - xiv. Transducers
 - xv. Sensors

b. A list of equipment brands currently in use by the City is below. Equipment brands may be subject to change without notice to the proposer. The city is not stating that the list is fully representative of every brand in use. Potential proposers should be familiar with these brands and with the manufacturer's specifications for troubleshooting, as well as conducting electrical and mechanical repairs to said equipment.

- i. U.S. Motor
- ii. Flygt
- iii. SEW Eurodrive
- iv. Baldor-Reliance
- v. Wemco
- vi. Gardner Denver
- vii. Toshiba
- viii. Morse
- ix. Siemens & Allis
- x. Armstrong
- xi. Floway
- xii. Fairbanks Morse
- xiii. Andritz
- xiv. Reliance Electric
- xv. Goulds
- xvi. Lincoln
- xvii. Emerson
- xviii. WEG
- xix. General Electric
- xx. Aurora
- xxi. Bermad
- xxii. Layne
- xxiii. Cummins
- xxiv. Motor Guardian
- xxv. Square D
- xxvi. Magnecraft
- xxvii. Honeywell
- xxviii. Phoenix Contact
- xxix. Ingersoll Rand
- xxx. Auma
- xxxi. Marktime

- xxxii. Furnas
- xxxiii. Eaton
- xxxiv. Castell
- xxxv. Weq
- xxxvi. Cramer
- xxxvii. Diversified Electronics
- xxxviii. Teco Westinghouse
- xxxix. Reliance
 - xl. Schneider
 - xli. LMI
 - xlii. ABB
 - xlili. Gorman Rupp
 - xliv. Godwin
 - xlvi. Hycor
 - xlvi. Hoffman
 - xlvii. Headworks
 - xlviii. Others
- c. The following types of callouts are typical of what is to be expected under this Agreement. They include, but are not limited to:
 - i. Pump and motor troubleshooting and repairs
 - ii. Pump and motor replacement
 - iii. Blower motor troubleshooting and repairs
 - iv. Clarifier drive troubleshooting and repairs
 - v. Variable frequency drive (VFD) troubleshooting and repairs
 - vi. Electrical control panel troubleshooting and repairs
 - vii. Chlorine valve troubleshooting and repairs
 - viii. Air compressor unit troubleshooting and repairs
 - ix. Welder services
 - x. Crane services
 - xi. Meter calibrations
 - xii. Preventive maintenance services on all equipment listed
 - xiii. Verbatim Autodialers
 - xiv. Dosing pumps
 - xv. Crane hoists
 - xvi. Grinder pumps
 - xvii. Bar Screens

III. Delivery of Services

- a. The proposer must be able to provide service twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year, including holidays for the duration of the agreement.
- b. The City expects the Proposer to give “priority” service to any call for electrical and mechanical repairs for the City. Electrical and mechanical failure in some City facilities is a matter of public safety; therefore, reliable Emergency response capabilities are critical. A repair shall be deemed an emergency if the breakdown disrupts continuity of operations. Proposer must commit to the following response times:
 - i. Under normal working conditions, no more than four (4) hours shall elapse from time of call to time of arrival.
 - ii. In the event of an emergency, the successful proposer shall have a crew at the designated site within one (1) hour of the call from the City.
 - iii. It is the responsibility of the proposer to provide an up-to-date list of names and contact numbers of on-call personnel. The City will contact the proposer by phone as emergencies occur and will provide as much information as available about the emergency work assignment, including the location(s), type of work and site condition(s).
 - iv. Service will be performed in a variety of government locations including wastewater treatment plants, sewage collection lift stations and water production plants. All unique requirements and/or regulations for each location shall be strictly followed by the proposer and the proposer’s employees.
 - v. For purpose of pricing service calls, the City’s “normal business hours” are defined as being: 7:00 a.m.to 4:45 p.m., Monday through Friday. All other calls outside these hours, including weekends and holidays will be considered “outside normal business hours.”

- vi. The proposer shall designate one (1) person with the company to act as the point of contact for the City. The Contractor shall provide the City with a cell phone number and email address for this person. Phone calls made by the City shall be returned by the Contractor within one (1) hour and emails shall be responded to within 24 hours. If a new person is assigned as point of contact for the City, the City shall be notified within 24 hours of the change.

IV. Service Locations

A. Lift Stations:

- i. Hicks Street #4 (1519 Hicks Street)
- ii. Tomball Hills #5 (28106 Chris Lane)
- iii. Sherwood Forest #6 (30203 Wickford)
- iv. Hunterwood #7 (13406 Julia Lane)
- v. Snook #8 (1035 E. Hufsmith Road)
- vi. Persimmon #9 (303 S. Persimmon Street)
- vii. North Star #10 (31530 Capella Circle)
- viii. FM 2920 #3 (15303 FM 2920)
- ix. Juergens Park (1331 Ulrich Road)
- x. Matheson Park (1240 Ulrich Road)
- xi. Raleigh Creek #11 (12526 ½ Zion Road)

B. Water Wells:

- i. Pine St. Well #1 & #2 (802 S. Pine Street)
- ii. Baker St. Well (1006 Baker Drive)
- iii. Ulrich Tower (1331 Ulrich Road)
- iv. School St. Well (707 School Street)
- v. Theis Well (13509 Theis Lane)
- vi. Well #5 & #6 (15902 FM 2920)

C. Waste Water Plants:

- i. North Plant (615 E Hufsmith Rd)
- ii. South Plant (12411 Holderrieth Rd)

V. Project Request and Service Execution Process

The Contractor shall provide services on an as-needed basis. A typical project or service request will generally proceed as follows:

- a. Service Request
 - i. City staff will notify the Contractor of a problem or service need requiring the Contractor's assistance.
- b. Site Review and Initial Assessment
 - i. The Contractor shall coordinate with City staff to visit the project site and perform an initial assessment of the issue in order to develop a preliminary scope of services.
- c. Review of Existing Information
 - i. The Contractor shall review any available drawings, specifications, reports, or other documentation provided by the City that may be relevant to the project.
- d. Scope of Services Development
 - i. The Contractor, in coordination with City staff, shall develop and finalize the scope of services necessary to complete the requested work.
- e. Cost Proposal and Schedule
 - i. The Contractor shall submit a proposed schedule and cost estimate detailing anticipated labor, materials, and equipment required to perform the work. The proposal shall be submitted to the City for review and approval.
- f. Authorization to Proceed
 - i. Work shall not begin until the Contractor receives written authorization from the City approving the proposed scope, schedule, and cost.
- g. Performance of Work
 - i. Upon authorization, the Contractor shall perform all work necessary to complete the approved scope of services.
- h. City Inspection and Acceptance
 - i. City staff will review the completed work prior to final acceptance. The Contractor shall correct any deficiencies identified by the City.
- i. Final Documentation and Closeout
 - i. The Contractor shall provide final documentation detailing all labor, materials, equipment, and time associated with the completed work.

VI. Pricing

- A. Proposer must complete the Proposer’s Financial Response Form.
- B. Pricing shall remain as bid for the entire initial contract period.
- C. Billable work will begin at the time proposer, or their employee(s) arrive on job site.
- D. The City will not pay for travel time to the job site.
- E. Provide percentage (%) markup cost to the City for parts and materials above proposer’s cost, if any. (The proposer will be required to provide invoice documentation of cost, when applicable.)
- F. The proposer may not use subcontractor without the written authorization first from the City. No more than 50% of may be subcontracted.
- G. Proposer may only charge for a crane truck if one is required to be used in the completion of a job.

VII. Submission Requirements

Please Include the following in your submittal:

- a. Cover Letter expressing interest and qualifications.
- b. Company profile, including primary contact (Name, Email, and Phone Number).
- c. Relevant project experience and three (3) references.
- d. Detailed project approach and proposed timeline.
- e. Price proposal.

VIII. Selection Process

All proposals received will be reviewed, evaluated and ranked according to the numerical scoring system based on the responses to the criteria listed below. The City may elect to interview Vendors.

Submissions will be evaluated as follows:

Criteria	Maximum Points Available
1. Relevant Experience and Qualifications	35
2. Technical Approach and Service Capability	30
3. References and Past Performance	20
4. Costs	15

Exhibit B
COST PROPOSAL
RFP 2026-09: Water & Wastewater On- Call Electrical Services

Items	Cost (Electrical)	Cost (Mechanical)
Rate per hour service calls during normal business hours	\$ 160.00	\$ 150.00
Rate per hour service calls outside normal business hours (including weekends and holidays)	\$ 195.00	\$ 190.00
Percentage mark-up to the City of Tomball above vendor's cost for parts, materials, and subcontracted services. Documentation of vendor's cost will be required.	20 %	20 %
Items	Time	
State response time for service calls/scheduled during normal working hours	Hrs: 2	
State response time for emergency service calls hours during normal business hours.	Hrs: 1	
State response time for emergency service calls hours outside normal business hours.	Hrs: 1	

Describe warranty information on work and service:

Company warrants its Services for six (6) months from originally completed service against defects in workmanship under normal use. Warranties for materials or equipment, if any, will be limited to those provided by the applicable vendors or manufacturers and are passed through to City to the extent assignable. Subsequent Services do not extend or restart the warranty period.

RFP for Water & Wastewater On-Call Electrical Services
Committee Scoring Summary

Committee	Akecheta	Wingo	Boyer	McCarthy
One	64	72	79	88
Two	65	70	80	85
Three	63	63	77	90
Total	192	205	236	263
Average	64	68	79	88



**Road Running Technical Council
USA Track & Field**

Measurement Certificate



Name of the course Cancer Kiss My Cooley's 5K Distance 5 km
 Location (state) TX (city) Tomball
 Type of course: Road Race
 Measuring Methods: Bicycle
 Measured By Jay Hendrickson - 511 Bomar St. - Houston, TX 77006 - (713) 446-5291 - chiptyme@gmail.com
 Race Contact Anthony Martin - P.O. Box 130085; Spring, TX 77393 - 630.687.0817 - amartin@ckmc.org
 Date(s) when course measured: 10/04/2025
 Number of measurements of entire course: 2 Course Configuration: several out/back sections
 Elevation (meters above sea level) Start 51.00 Finish 51.00 Lowest 51 Highest 53
 Straight line distance between start and finish 0 m Drop: 0.00 m/km Separation 0.00 %
 Type of surface: Paved 100 % Dirt 0 % Gravel 0 % Grass 0 % Track 0 %
 Effective date of certification: October 5, 2025 Certification code: TX25014JH

Note to Race Director: Use this Certification Code in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course --- In the event a National Open Record is set on the course, or at the discretion of USA Track & Field, a verification measurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 of the year: **2035**

AS NATIONALLY CERTIFIED BY:

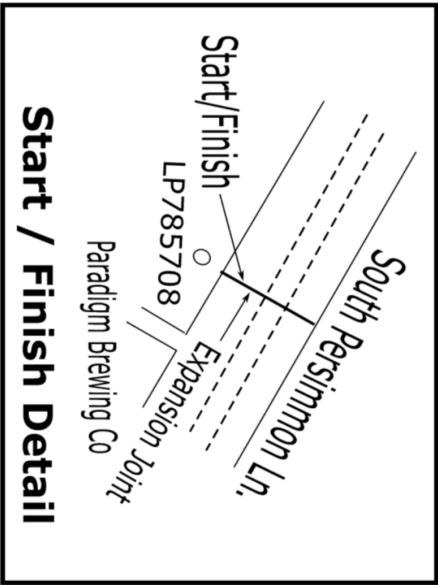
Date: October 5, 2025

Jay Hendrickson - USATF/RRTC Certifier - 511 Bomar St., Houston TX 77006
 (713) 446-5291 - chiptyme@gmail.com

Course Name: Cancer Kiss My Cooley's 5K
 Tomball, Texas
 Measured by Jay Hendrickson October 4, 2025
 Map not to scale * Restrictions as noted

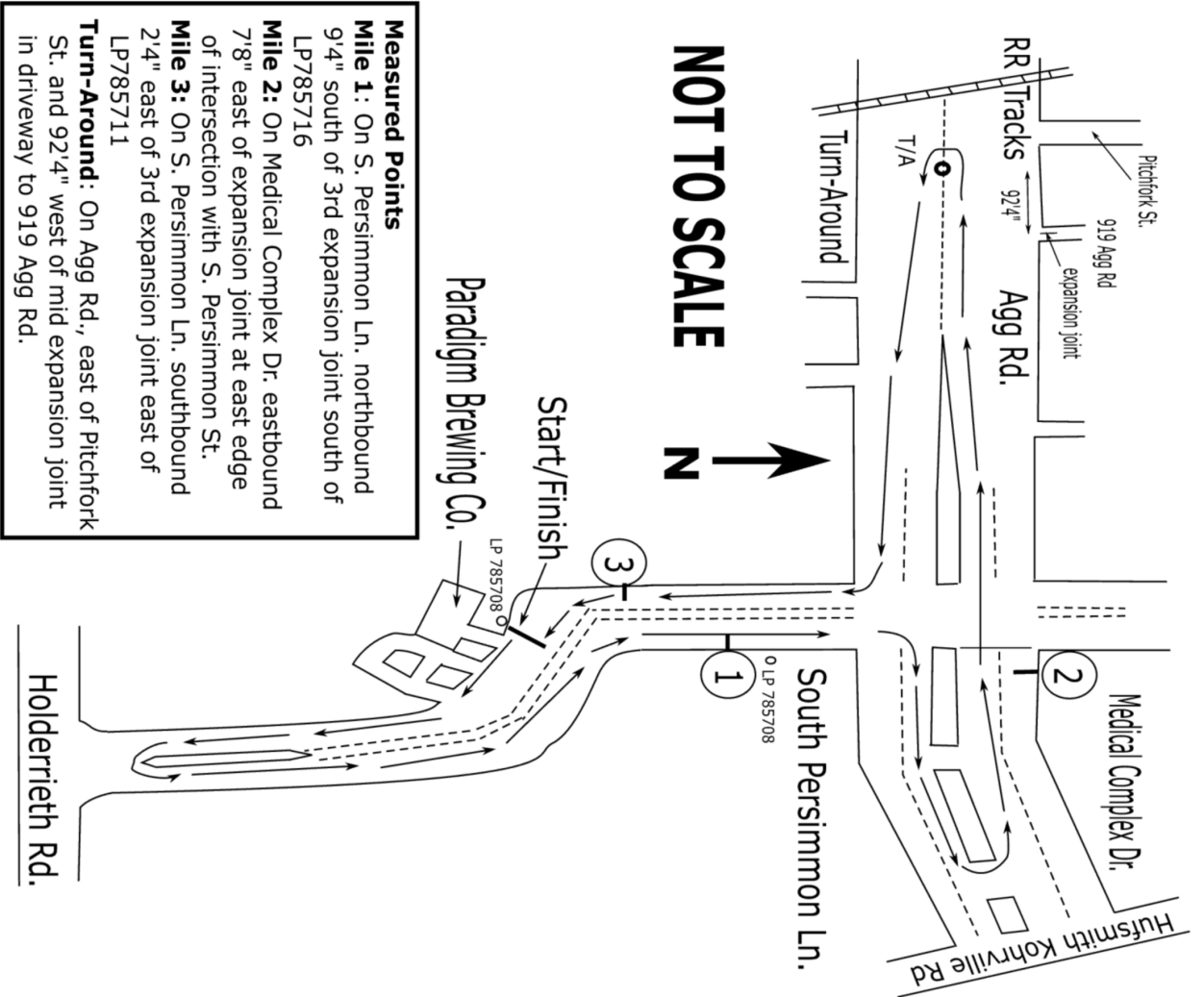


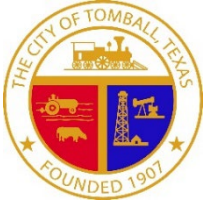
USATF Certificate
 TX25014JH
 Effective: 10/05/2025
 Through: 12/31/2035



Certified Points
Start/Finish: On South Persimmon St. southbound in front of Paradigm Brewing Co. and at expansion joint at LP785708

Restrictions
 On S. Persimmon Ln., runners restricted to right/traffic flow lanes
 On Agg Rd, runners restricted to traffic flow lanes





SPECIAL EVENT GUIDELINES & APPLICATION

THE CITY OF TOMBALL, TEXAS

Effective Date: 1/1/2023

INTRODUCTION: Any organized activity or event and open to the general public that involves the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas in the city of Tomball require prior approval and must meet certain requirements for consideration.

PROCEDURES: Several procedures and guidelines must be followed before any non-city staged event may take place. Those include, but are not limited to, the following:

1. A completed Special Event application must be submitted to the Tomball Department of Marketing & Tourism at least 180 days prior to any proposed festival or event. Tomball City Council approval is required if the event meets one of the following criteria: sale of alcohol, street closures or contains a request for in-kind donations from the city of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, a detailed site map, a list of planned activities, hours of operation, proposed vendors, food and beverage, entertainment, and any other relevant aspects of the event.
3. If a charity is involved, or is the beneficiary of funds raised, information about the charity needs to be included as a part of the application process, as well as proof of non-profit status. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
4. A fee equal to the actual cost of city services to host the event will be required of for-profit event planners to be paid no less than ten business days before the event. Non-profit organizations may request city services as an in-kind donation.
5. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest Community Health EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to attend will result in the event being cancelled by the city of Tomball.
6. If approved by the Tomball Events Team, the proposed event will be presented to the city council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
7. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the event organizer naming the city of Tomball as additional insured.
8. Event coordinators must provide their own volunteers or staff; oversee food and beverage permits, vendors, site clean-up and other aspects of staging a festival/special event.
9. Failure to comply with the guidelines listed above will preclude applicant from staging future events.

For additional information, or to submit an event application, please contact:

Chrislord Templonuevo – Director of Marketing & Tourism

401 Market Street

Tomball, Texas 77375

(281) 290-1035 | Email – ctemplonuevo@tomballtx.gov



SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, TX 77375 | (281) 351-5484

An application to stage an event within the city of Tomball shall be filed with the Marketing & Tourism Team at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by the Tomball City Council.

Date: 5/20/2026 Is this event Co-City sponsored? Yes No

Request for permission to use a public venue for the following type of event (please check one):

Festival Community Event Arts & Crafts Event Music Event Other (specify) _____

1. Event title: Cancer Kiss My Cooley - 5k Cooley Run and Super Hero Dash

2. Sponsoring entity: Cancer Kiss My Cooley

3. Is this organization based in Tomball: Yes No

4. Is this organization *non-profit* or *for-profit* *Attach 501 (c) (3) tax exemption if applicable

5. Contact: Anthony Martin Phone: 630-687-0817

6. Contact address: 18 Botanical Vista Drive, Tomball, TX 77375

7. Contact email: amartin@ckmc.org

8. Event date: 10/24/2026

9. Event times: Start 9:00AM Finish 11:00AM Set-up 7:00AM Breakdown Noon

10. Is this event for charity? Yes No

11. If yes, what charity? Cancer Kiss My Cooley Tax ID 27-4299146

12. If yes, what percentage of net proceeds will be donated to the charity? 100%

13. On-site contact: Anthony Martin Mobile #: 630-687-0817

14. Estimated number of attendees: 300

15. Detailed site map in attached: Yes No

16. Is this event open to the public: Yes No

17. Admission fee: \$ 35.00 Free

18. Time at which event staff will begin to arrive: 7:00AM

19. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial [Signature]

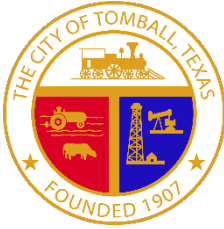
20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial [Signature]

21. Name of insurance carrier: Philadelphia Insurance Carriers

22. Are Fireworks included in your event? No Yes (Must submit Fireworks Event Application)

Signature: [Signature]

FOR OFFICIAL USE - Fee required: Yes _____ No _____ Amount Due: \$ _____



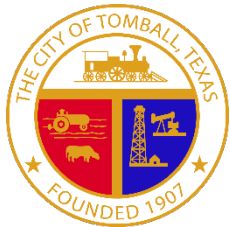
FIREWORKS EVENT GUIDELINES & APPLICATION

INTRODUCTION: Any non-sanctioned city event, including but not limited to wedding, party, or other gathering, involving the use of any firework. A firework is defined as any firecrackers, cannon crackers, skyrockets, torpedoes, roman candles, sparklers, squibs, fire balloons, star shells, gerbs or any other substance in whatever combination by any designated name intended for use in obtaining visible or audible pyrotechnic display; and such term shall include all articles or substances within the commonly accepted meaning of fireworks whether specially designated and defined or not.

PROCEDURES: Several procedures and guidelines must be followed before any non-city sanctioned event may take place involving fireworks. Those include, but are not limited to, the following:

1. A completed Fireworks Application must be submitted to the Tomball Fire Department at least 90 days prior to any proposed festival or event. Tomball City Council approval is required if event meets one of the following criteria: sale of alcohol, street closures, fireworks, or contains a request for in-kind donations from the City of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, location, a detailed site map, hours of fireworks show, type of fireworks show (aerial or ground effects). **THIS DOES NOT CONSTITUTE A PERMIT FROM THE FIRE MARSHAL'S OFFICE.**
 - a. Aerial Fireworks Shooting Sites shall not be within
 - i. 1,000 feet of a structure on an abutting property
 - ii. 500 feet of a lot line where livestock are present
3. If approved by the Tomball Fire Department, the proposed event will be presented to City Council for final approval. The applicant is required to attend this meeting to answer any questions regarding the application if necessary.
4. If approved by the Tomball City Council, no less than 14 days prior to the event, the applicant's state licensed pyro-technician shall submit appropriate documentation for permitting to the Tomball Fire Department's Fire Prevention Division.
5. Failure to comply with these guidelines may result in a fine not to exceed \$2,000.

For additional information, or to submit a fireworks event application, please contact:
Tomball Fire Department – Fire Prevention Division
1200 Rudel Dr.
Tomball, Texas 77375
(281) 351-7101 | Email – firecode@tomballtx.gov



FIREWORKS EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 1200 Rudel Dr | Tomball, Texas 77375 | (281) 351-7101

An application to stage an event within the City of Tomball shall be filed with the Tomball Fire Department at least 90 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by Tomball City Council and permitted by the Tomball Fire Department.

Date: _____

Request for permission to conduct and Fireworks Show for the following type of event (please check one):

Festival Community Event Wedding Music Event Other (specify) _____

1. Event title: _____

2. Contact: _____ Phone: _____

3. Contact address: _____

4. Contact email: _____

5. Event date: _____

6. Firework Show Event times: Start _____ Finish _____ Set-up _____ Breakdown _____

7. Fireworks Show Type (Check All that Apply): Aerial Ground Effects

8. State-Licensed Fireworks Provider: _____ Phone: _____

9. On-site contact: _____ Mobile Phone: _____

10. Estimated number of attendees: _____

11. Detailed site map is attached: Yes No

12. Is this event open to the public: Yes No

13. Admission fee: \$ _____ Free

Signature: _____

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve request for Cancer Kiss My Cooley for City Support and In-Kind Services for the Cancer Kiss My Cooley 5k and Superhero Dash near Paradigm Brewery in Tomball, on Saturday, October 24, 2026, from 9:00 – 11:00 a.m. The estimated In-Kind Services direct cost is \$1,840.

Background:

The Cancer Kiss My Cooley 5k and Superhero Dash is an annual event aimed at raising awareness and funds for Cancer Kiss My Cooley’s Kiss My Cooley’s Kiss of Hope mission and research. Similar to last year, they propose to host the event near Paradigm Brewery in Tomball. The event will comprise of a 5k Run and 100-yard Superhero Dash for kids ages 4-8. Funds raised from the event will benefit Cancer Kiss My Cooley. The estimated In-Kind Services cost is \$1,840.

In-Kind Request for Services:

Service/Support	Cost
Public Works	\$560
Police	\$1280
Total	\$1,840

Origination: The race will take place on Saturday, October 24 with Run staff reporting at 7 a.m. and registration beginning at 8:00 a.m., Run starting at 9 a.m., Superhero Dash for kids ages 4-8 at 10:30 a.m., and award ceremony at 11:00 a.m. Setup will begin at 7:00 a.m. and breakdown between 11 a.m. to noon. There will be an estimated 300 people at the event location, near Paradigm Brewery.

Recommendation:

To help with the efficiency and flow of the event, I am in favor of recommending this request for In-Kind Services from Police, Fire, Public Works and coordination.

Party(ies) responsible for placing this item on agenda: Chrislord Templonuevo

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Proposal: Cancer Kiss My Cooley 5K Cooley Run and Superhero Dash Event

Introduction:

The Cancer Kiss My Cooley 5K Cooley Run and Superhero Dash is an annual event aimed at raising awareness and funds for Cancer Kiss My Cooley's Kiss of Hope mission and research. This year, we propose to host the event on October 24, 2026, at the Paradigm Brewing Company located in Tomball, TX. The event will comprise a 5K run and a 100-yard Superhero Dash for children aged 4 to 8 years old.

Event Details:

- Date: October 24, 2026
- Location: Paradigm Brewing Company, S Persimmon St, Tomball, TX
- Schedule:
 - 8:00 AM - Registration and Check-in
 - 9:00 AM - Cancer Kiss My Cooley 5K Cooley Run
 - 10:30 AM - Super Hero Dash for children ages 4 to 8
 - 11:00 AM - Award Ceremony and Closing Remarks

Route for the 5K Run:

- See Certified Course Attached

Superhero Dash:

- The Superhero Dash will take place on a grassy area at Paradigm Brewing Company. Children typically wear superhero costumes and race one another within their age group.
- It will cover a distance of 100 yards and is open to children aged 4 to 8 years old. Dashes will be in waves of age groups.
- The dash will be a fun and engaging activity for children, encouraging them to participate in a healthy and active lifestyle.

Safety Measures:

- We prioritize the safety of all participants, volunteers, and spectators.
- We will abide by any safety requirements required by the city of Tomball.
- Traffic control measures will be implemented at key intersections to minimize disruptions and ensure the smooth flow of both vehicular and pedestrian traffic.

Community Impact:

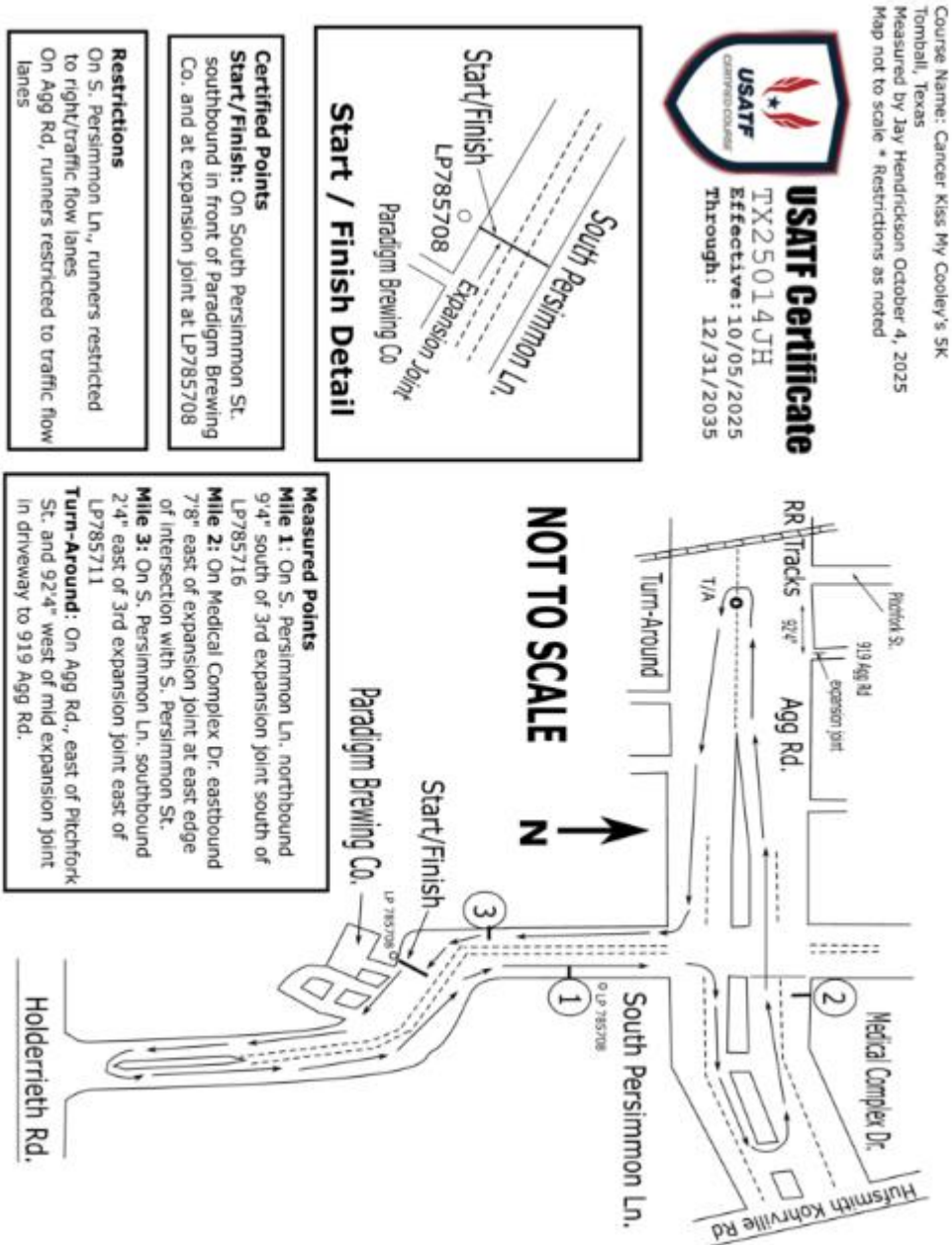
- The Cancer Kiss My Cooley 5K Cooley Run and Superhero Dash event will bring the community together in support of a worthy cause.
- Funds raised from the event will go towards Cancer Kiss My Cooley's mission which is to provide Kisses of Hope to families with children battling brain cancer. Funds will also help us

cancer **kiss** my cooley CKMC™

donate towards research, benefiting individuals and families affected by cancer in the Tomball/Houston area.

- The event will also promote health and wellness within the community, encouraging physical activity and exercise as essential components of a healthy lifestyle.

TX25014JH - page 2 of 2



Conclusion:

cancer **kiss** my cooley

CKMC™

We believe that hosting the Cancer Kiss My Cooley 5K Cooley Run and Superhero Dash at the Paradigm Brewing Company in Tomball, TX, will be a tremendous success. The event will not only raise awareness and funds for families with children battling brain cancer but also foster a sense of unity and support within the community. We kindly request the City of Tomball's approval and support for this event, and we look forward to working together to make it a memorable and impactful experience for all involved. As a nonprofit we would like to request city services as an in-kind donation.

Thank you for considering our proposal.

Sincerely,

Anthony Martin
President, Cancer Kiss My Cooley

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve Minutes of May 18, 2026, Workshop/Regular City Council meeting and May 12, 2026, Joint City Council and Tomball Economic Development Corporation meeting.

Background:

Origination: City Secretary Office

Recommendation:

Approve Minutes

Party(ies) responsible for placing this item on agenda:

Shannon Bennett, Assistant City Secretary

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To # _____
account _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date

**MINUTES OF CITY COUNCIL WORKSHOP/REGULAR AGENDA
CITY OF TOMBALL, TEXAS**



**Monday, May 18, 2026
5:00 P.M.**

The City Council of the City of Tomball, Texas, conducted the meeting scheduled for May 18, 2026, 5:00 P.M., at 401 Market Street, Tomball, Texas 77375.

A. Mayor L. Klein Quinn called the meeting to order at 5:03 P.M.

PRESENT:

Mayor Lori Klein Quinn
Council 1 Shelley Michna
Council 2 Paul Garcia
Council 3 Dane Dunagin
Council 4 Lisa A. Covington
Council 5 Randy Parr

CITY STAFF PRESENT:

City Manager - David Esquivel
City Attorney – Loren A. Smith
Assistant City Secretary - Shannon Bennett
Community Development Director – Craig Meyers
Fire Chief – Joe Sykora
Police Chief – Jeffery Bert
Police Captain – Brandon Patin
Finance Director - Bragg Farmer
Public Works Director - Drew Huffman
Director of Human Resources – Kristie Lewis
Director of Marketing & Tourism - Chrislord Templonuevo
Director of I.T. – Ben Lato
Special Project Director - Luisa Taylor
Police Officer – Bryce Smith

B. General Discussion

1. Discussion regarding amending Ordinance No. 2023-04, Conditional Use Permit (CUP) to allow food trucks at the open-air market located at 401-409 Commerce Street.

City Manager David Esquivel discussed amending Ordinance N. 2023-24, Conditional User Permit (CUP) to allow food trucks at the open-air market location 401-409 Commerce Street.

2. Review of and discussion on the progress of the Tomball Archive and History Center (TAHC).

Allison LaRocca, Historical Archivist provided an update on the Tomball Archive and History Center (TAHC). Exhibit A

- C. Proposed Future Agenda Items *[The following items are provided for informational purposes for City Council and public review. Any item may be pulled for separate discussion at Council's request.]*

1. No Workshop Discussion was held – Approve an agreement with AR TurnKee Construction Company, Inc. for construction of drainage improvements related to the Disaster Recovery Reallocation Program (DRRP) Grant Program for an amount not-to-exceed \$1,087,410 (CSB No. 2026-07), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the Fiscal Year 2025-2026 Capital Improvement budget and is to be paid from grant funds received from the Disaster Recovery Reallocation Program (DRRP).

- D. Recess/Reconvene at 6:00 p.m.

Mayor Klein Quinn recessed the meeting at 6:06 p.m. and reconvened it at 6:20 p.m.

- E. Invocation led by Pastor Richard Jennings, River of Praise

- F. Pledges to U.S. and Texas Flags led by Council 1 Shelley Michna

- G. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*

- Angie Johnson, Tomball, Texas announced the Laying of the Wreaths, Thursday, May 21, 2026, 6:00 p.m. at the Tomball museum and introduced herself as an applicant to serve on the TEDC Committee
- Derek Townsend, Tomball Texas introduced himself as an applicant to serve on the TEDC Committee

- Amanda Kelly, Tomball, Texas announced there was a date change to the Holiday Heros event. The new date will be July 18, 2026 from 9 a.m. – 1 p.m.
- Tammy, Tomball, Texas spoke with concerns of the ducks
- Greg Smith, Tomball, Texas clarified what TEDC stands for

H. Reports and Announcements

1. Announcements

I. Upcoming events:

- May 21, 2026 – Tomball Police Department Memorial Ceremony from 11:00 a.m. – noon at Tomball Community Center
- June 11, 2026 – Kaffeeklatsch from 8:30 – 10:00 a.m. at Tomball Community Center
- June 12, 2026 – Kids Club from 10:00 a.m. – noon at Depot Plaza

2. Reports by City staff and members of council about items of community interest on which no action will be taken: None reported

I. Old Business Consent Agenda: *[All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item in question will be removed from the Consent Agenda and will be considered separately. Information concerning Consent Agenda items is available for public review.]*

1. Approve, on Second Reading, Resolution No. 2026-21-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving an amendment to the Debt Service Contribution Agreement by and between the Corporation and the City of Tomball to make direct incentives to, or expenditures for, improvements to the South Wastewater Treatment Plant Expansion project located in the City of Tomball, Texas, as authorized under Sections 505.152 and 505.154 of the Texas Local Government Code.
2. Approve, on Second Reading, Resolution No. 2026-22-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Economic Development Agreement by and between the Corporation and the Heart of Tomball Alliance to make direct incentives to, or expenditures for, advertising, promotion and event marketing for Old Town Tomball, as authorized

under Section 505.158 of the Texas Local Government Code. The estimated amount of expenditures for such project is an amount not to exceed \$53,147.00.

Motion made by Council 3 Dunagin, Seconded by Council 2 Garcia to approve Old Business Consent Agenda.

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

J. New Business Consent Agenda: *[All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item in question will be removed from the Consent Agenda and will be considered separately. Information concerning Consent Agenda items is available for public review.]*

1. Approve Minutes of May 4, 2026, Workshop/Regular City Council meeting and May 11, 2026, Special City Council meeting.
2. Approve request from Tidy Up Tomball for City Support and In-Kind Services for Tidy Up Tomball event in downtown Tomball and nearby areas, on Saturday, October 24, 2026 from 8:00 – 11:30 a.m.
3. Consideration of and action on appointing Shelley Michna, Council Member – Position 1, to the Tax Increment Reinvestment Zone No. 3, Board of Directors for an unexpired term ending December 31, 2028.
4. Consideration of and action on appointing Shelley Michna, Council Member – Position 1, to the Tomball Legacy Fund, Inc. Board of Directors.
5. Approve an agreement with AR TurnKee Construction Company, Inc. for construction of drainage improvements related to the Disaster Recovery Reallocation Program (DRRP) Grant Program for an amount not-to-exceed \$1,087,410 (CSB No. 2026-07), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the Fiscal Year 2025-2026 Capital Improvement budget and is to be paid from grant funds received from the Disaster Recovery Reallocation Program (DRRP).
6. Approve Resolution No. 2026-25, a Resolution of the City Council of the City of Tomball, Texas, Adopting the Revised Harris County Multi-Jurisdictional All Hazard Mitigation Plan.

Motion made by Council 4 Covington, Seconded by Council 2 Garica to approve New Business Consent Agenda Items 1 thru 6, except Item 5

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

5. Approve an agreement with AR TurnKee Construction Company, Inc. for construction of drainage improvements related to the Disaster Recovery Reallocation Program (DRRP) Grant Program for an amount not-to-exceed \$1,087,410 (CSB No. 2026-07), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the Fiscal Year 2025-2026 Capital Improvement budget and is to be paid from grant funds received from the Disaster Recovery Reallocation Program (DRRP).

Motion made by Council 2 Garica, Seconded by Council 5 Parr to approve New Business Consent Agenda Item 5 which was pulled for further discussion.

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

K. New Business

1. Conduct a public hearing and consideration to approve Zoning Case Z26-04: Request by Mike Arledge and Baldomero Araiza Alonso, to consider a zone change from Single-Family Residential - 6 (SF-6) to Office (O) on Tracts 8E and 8F, two tracts containing approximately 3.13 acres of land, situated in the Jesse Pruitt Survey, Abstract 629, located north of the northwest intersection of Lizzie Lane and South Persimmon Street. The applicant is requesting to allow for the properties to be developed for professional office buildings.

Mayor Klein Quinn opened the Public Hearing at 6:45 p.m.

Samuel Shannon, Tomball, Texas spoke against the request.

Mike Arledge, requestor spoke in favor of the request.

Mayor Klein Quinn closed the Public Hearing at 6:50 p.m.

Adopt, on First Reading, Ordinance No. 2026-11, an Ordinance of the City of Tomball, Texas, amending the Tomball Code of Ordinances by changing the zoning

district classification of approximately 3.13 acres of land legally described as Tracts 8E and 8F, two tracts situated in the Jesse Pruitt Survey, Abstract 629, located north of the northwest intersection of Lizzie Lane and South Persimmon Street from Single-Family Residential-6 (SF-6) to Office (O), within the city of Tomball, Harris County, Texas; providing for a penalty of an amount not to exceed \$2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

Motion made by Council 4 Covington, Seconded by Council 3 Dunagin to adopt Ordinance No. 2026-11.

Voting Nay: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion failed unanimously.

2. Consideration of and action on Resolution No. 2026-24, a Resolution of the City Council of the City of Tomball, Texas, declaring the intention to institute proceedings to annex certain territory; describing such territory; setting June 15, 2026 at 6 o'clock p.m. as the date and time for Public Hearing at which all interested parties shall have an opportunity to be heard; providing for publication of such notice of said Public Hearing; directing preparation of a municipal service plan for the territory proposed to be annexed (being a tract or parcel containing 14.0945 acres (613,657 square feet) of land, situated in the William Hurd Survey, Abstract Number 377 and in John H. Edwards Survey, Abstract Number 20, Harris County, Texas; being all of a called 8.053 acre tract of record in the name of Shoppes at Willowcreek LLC by deed as recorded under Harris County Clerk's File Number (H.C.C.F. No. RP-2024-432934) and out of and a part of a called 114.9706 acre tract of record in the name of Festival Properties, Inc. , & Silvestri Investments of Florida, Inc., in H.C.C.F. No. RP-2020-302036); and providing severability.

Motion made by Council 5 Parr, Seconded by Council 3 Dunagin to approved Resolution No. 2026-24

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

3. Consideration of and action approving an Asset Purchase Agreement with CenterPoint Energy Resources Corp. for the acquisition of natural gas pipeline assets in an amount not-to-exceed \$250,000 and authorizing the City Manager to execute all necessary document.

Motion made by Council 3 Dunagin, Seconded by Council 5 Parr to approve the Asset Purchase Agreement with CenterPoint Energy Resources Corp.

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

4. Consideration and action on four (4) appointments to the Tomball Economic Development Corporation.

Motion made by Council 4 Covington, Seconded by Council 3 Dunagin to reappoint Danny Hudson and Latrell Shannon and appoint Angie Johnson and Cody Miller to the Tomball Economic Development Corporation.

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

5. Consideration of and action on electing a Council Member as Mayor Pro-Tem.

Motion made by Council 4 Covington, Seconded by Council 1 Michna to elect Paul Garcia as Mayor Pro-Tem.

Voting Yea: Council 1 Michna, Council 2 Garcia, Council 3 Dunagin, Council 4 Covington, Council 5 Parr

Motion carried unanimously.

6. Executive Session: The City Council will meet in Executive Session as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the following purpose(s):

- Sec. 551.071 – Consultation with the City Attorney regarding a matter which the Attorney’s duty requires to be discussed in closed session.
- Sec. 551.072 – Deliberations regarding Real Property; A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- Executive Session Started: 7:10 P.M.

- Executive Session Ended: 8:23 P.M.

L. Adjournment

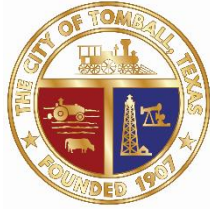
Mayor Lori Klein Quinn adjourned the meeting at 8:23 P.M.

PASSED AND APPROVED on this 1st day June 2026.

Thomas Harris III, TRMC
City Secretary

Lori Klein Quinn
Mayor

**MINUTES OF JOINT CITY COUNCIL AND TOMBALL ECONOMIC
DEVELOPMENT CORPORATION
CITY OF TOMBALL, TEXAS**



**Tuesday, May 12, 2026
3:00 P.M.**

The Joint City Council and Tomball Economic Development Corporation of the City of Tomball, Texas, conducted the meeting scheduled for May 12, 2026, 3:00 P.M., at 401 Market Street, Tomball, Texas 77375.

- A. Mayor Lori Klein Quinn called the meeting of the City of Tomball Council to order at 3:02 P.M.

PRESENT:

Mayor Lori Klein Quinn
Council 1 Shelley Michna
Council 2 Paul Garcia
Council 3 Dane Dunagin
Council 4 Lisa A. Covington
Council 5 Randy Parr

CITY STAFF PRESENT:

City Manager - David Esquivel
Assistant City Manager- Sakora Moten
City Attorney Tommy Ramsey
Assistant City Secretary – Shannon Bennett
Public Works Director - Drew Huffman
Director of Human Resources – Kristie Lewis
Assistant Fire Chief – Jeff Cook
Director of Special Projects – Luisa Taylor
Records Specialist – Dayjah Whyte
Police Officer – James O’Malley
Police Officer – Matthew Magillito

President Lisa Covington called meeting of the Tomball Economic Development Corporation to order at 3:05 P.M.

PRESENT:

President Lisa Covington
Secretary Bill Sumner Jr.

Member Wayne Hall
Member Brock Hendrickson
Member Becky Clepper

ABSENT (EXCUSED):
Treasurer Latrell Shannon
Vice President Danny Hudson

TEDC STAFF PRESENT:
Executive Director - Kelly Violette
Assistant Director – Tiffani Wooten
Economic Development Coordinator – Tori Gleason

B. Presentations

1. Presentation by Duncan Webb, Webb Management, regarding the Tomball Legacy Square Feasibility Study.

Duncan Webb, Webb Management provided a presentation regarding the Tomball Legacy Square Feasibility Study. (Exhibit A)

2. Presentation and discussion by the Tomball Legacy Square Board Committee regarding the Webb Management Feasibility Study.

President Lisa Covington and Board Member Wayne Hall of the Tomball Economic Development Corporation provided a presentation of the Tomball Legacy Square Board Committee. (Exhibit B)

- C. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*

The following speakers spoke in opposition of the Tomball Legacy Square Feasibility Study:

- Judy Jackson, Cypress, Texas
- Lisa Daniels, Tomball, Texas
- Esther Mena, Tomall, Texas
- Kristen Heck, Tomball, Texas
- Kendall Wolfe, Tomball, Texas
- John Reed, Tomball, Texas

- Carissa Wolfe, Tomball, Texas
- Derek Townsend, Tomball, Texas
- Leeland Con, Tomball, Texas
- Casey Berry, Tomball, Texas
- Ellen Warren, Tomball, Texas (write up to be included as an exhibit to the minutes)

The following speakers spoke in favor of the Tomball Legacy Square Feasibility Study:

- Matt Davis, Tomball, Texas
- Les Lee, Tomball, Texas (write up to be included as an exhibit to the minutes)
- Christina Black, Tomball, Texas
- Brandy Beyer, Hockley, Texas

The Assistant City Secretary Shannon Bennett acknowledged individuals who signed up to speak but elected not to address Council, and noted their opposition for the record:

- Brent Wiggins, Tomball, Texas

The Assistant City Secretary Shannon Bennett also acknowledged emails received to be attached as exhibits to the minutes:

- Johnny Dove, Tomball, Texas (Exhibit A)
- Lisa Daniels, Tomball, Texas (Exhibit B)
- Rachael Rutledge, Tomball, Texas (Exhibit C)
- Zoila Flores, Tomball, Texas (Exhibit D)
- Scott & Nicole Nixdorf, Tomball, Texas (Exhibit E)
- Thomas Collier, Tomball, Texas (Exhibit F)

D. Adjournment

Mayor Lori Klein Quinn adjourned the meeting at 4:49 P.M.

Motion made by TEDC Member Wayne Hall, Seconded by TEDC Member Brock Hendrickson to adjourn the meeting at 4:50 P.M.

Voting Yea: Member Bill Sumner Jr., Member Brock Hendrickson Member Latrell Shannon, Member Wayne Hall, Member Becky Clepper

ABSENT (EXCUSED):
Vice President Danny Hudson
Member Latrell Shannon

Motion carried unanimously.

PASSED AND APPROVED on this 1st day June, 2026.

Thomas Harris III, TRMC
City Secretary

Lori Klein Quinn
Mayor

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Consideration of and action on the second reading of Ordinance No. 2026-04, amending Chapter 42 of the Code of Ordinances of the City of Tomball, Texas regarding the City’s Tourism Advisory Committee; providing for severability; and providing an effective date.

Background:

On April 7, 2003, the City of Tomball did adopt Ordinance No. 2003-04 levying a hotel occupancy tax to become effective on May 1, 2003, which was later amended on November 6, 2006 by the adoption of Ordinance No. 2006-16, which was later amended on November 1, 2010 by the adoption of Ordinance No. 2010-21 creating the Tourism Advisory Committee. Section 42-27(d)(2) states the Committee shall meet at least once quarterly during a fiscal year. During the December 15, 2025 City Council meeting, Council voted to revise the meeting requirement to as needed.

Origination: City Secretary Office

Recommendation: Approve second reading of Ordinance No. 2026-04.

Party(ies) responsible for placing this item on agenda:

Thomas Harris III, City Secretary,
Chrislord Templonuevo,
Marketing & Tourism

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To # _____
account _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date

ORDINANCE NO. 2026-04

AN ORDINANCE AMENDING CHAPTER 42 OF THE CODE OF ORDINANCES OF THE CITY OF TOMBALL, TEXAS REGARDING THE CITY'S TOURISM ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on April 7, 2003, the City of Tomball did adopt Ordinance No. 2003-04 levying a hotel occupancy tax to become effective on May 1, 2003, which was later amended on November 6, 2006 by the adoption of Ordinance No. 2006-16, which was later amended on November 1, 2010 by the adoption of Ordinance No. 2010-21; and

WHEREAS, the City Council of the City of Tomball, Texas (the "City Council"), determines it is in the best interest of the of the City of Tomball, Texas (the "City") to amend the meeting frequency of the Tourism Advisory Committee to be as needed; and **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

SECTION 1. THAT, the City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

SECTION 2. THAT, the first sentence of Subsection 42-27(d)(2) of the Code of Ordinances, Tomball, Texas is hereby amended to read as follows:

"The committee shall meet as needed during a fiscal year."

SECTION 3. THAT, in the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent or original jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and, the City Council 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 4. THAT, this Ordinance shall be in full force and effect immediately upon its adoption as provided by law.

FIRST READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL, HELD ON JANUARY 5, 2026.

COUNCILMEMBER FORD _____
COUNCILMEMBER GARCIA _____

COUNCILMEMBER DUNAGIN _____
COUNCILMEMBER COVINGTON _____
COUNCILMEMBER PARR _____

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL, HELD ON JANUARY 19, 2026.

COUNCILMEMBER FORD _____
COUNCILMEMBER GARCIA _____
COUNCILMEMBER DUNAGIN _____
COUNCILMEMBER COVINGTON _____
COUNCILMEMBER PARR _____

LORI QUINN, MAYOR

ATTEST:

Thomas Harris, III, City Secretary

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Conduct the first Public Hearing to consider annexation proceedings to enlarge and extend the boundary limits of said city limits on a 120-foot-wide portion of FM 2920 Road, being a Texas Department of Transportation (TxDOT) right-of-way, generally located in the Extraterritorial Jurisdiction (ETJ) of the City of Tomball, Texas.

Background:

On April 1, 2026, the City of Tomball, Texas sent notice of Municipal Annexation via email to TxDOT ROW Operations within 61 days as required by Texas Local Government Code (LGC) Section 43.1056.

The purpose of this annexation is to create a contiguous municipal corporate boundary of the City to approve an annexation request of 12.0527 acres of land in the William Hurd Survey, Abstract Number 377, John H. Edwards Survey, Abstract Number 20, Harris County, Shoppes at Willow Creek Parcel through Municipal Annexation of a:

120-foot-wide portion of FM 2920 Road, being a Texas Department of Transportation (TxDOT) right-of-way, along the length of property footage beginning at the current city limits near Telge Road extending west to Krahn Lane for an approximate length of 2,960 feet (0.56 miles)

This is the first of two (2) Public Hearings required by the Texas Local Government Code to receive comments regarding the annexation of FM 2920 Road right-of-way. At the second Public Hearing, scheduled for June 15, 2026, the City Council is to open the second Public Hearing, receive any comments, close the Public Hearing, consider the request, and take final action on the Municipal Annexation that includes the legal description, vicinity map, and service plan.

The City Council is required to open the first Public Hearing and receive public comments. After closing the public hearing, no action is to be taken, nor is any deliberation necessary.

Origination: City Secretary

Recommendation:

Conduct a Public Hearing and receive public comments for Municipal Annexation of TxDOT right-of-way. After closing the first Public Hearing, no action is to be taken.

Party(ies) responsible for placing this item on agenda: Thomas Harris III, City Secretary

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____
If no, funds will be transferred from account # _____ To account # _____

Signed Thomas Harris, III Approved by _____
Staff Member Date City Manager Date

**NOTICE OF PUBLIC HEARING
CITY OF TOMBALL, TEXAS**

MONDAY, JUNE 1, 2026



6:00 P.M.

NOTICE IS HEREBY GIVEN THAT a public hearing will be conducted by the City Council of the City of Tomball, Texas for 6:00 p.m. on June 1, 2026 at the regular meeting place of the City, the City Council Chamber at Tomball City Hall, 401 Market Street, Tomball, Texas 77375 (unless alternative meeting arrangements are required to address public health concerns, which meeting arrangements will be specified in the notice of such meeting posted in accordance with applicable law). The public hearing will be held to consider annexation proceedings to enlarge and extend the boundary limits of said city limits to include the following described territory, to-wit:

120-foot wide portion of FM 2920 Road, being a Texas Department of Transportation (TxDOT) right-of-way, along the length of property frontage beginning at the current city limits near Telge Road extending west to Krahn Lane for an approximate length of 2,960 feet (0.56 miles), generally located in the Extraterritorial Jurisdiction (ETJ) of the City of Tomball, Texas

Any member of the public has the right to appear at the Public Hearing and present evidence for or against the update. All written or oral objections relating to this matter will be considered at the public hearing.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 20th day of May 2026 by 5:00 p.m., and remained posted for at least three business days preceding the scheduled time of said meetings.

Thomas Harris III

Thomas Harris III
City Secretary, TRMC

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1002 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT www.tomballtx.gov.

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve supporting the Tomball Community Family Fun Day to be held at the Depot in the City of Tomball from 10:00 a.m. to 3:00 p.m. on Saturday, October 24, 2026.

Background:

Tomball Pregnancy Center requests the support and endorsement of the City of Tomball for their Community Family Fun Day event to be held at the Depot in Tomball on Saturday, October 24, 2026. This is a free event designed to bring families, churches, and local organizations together for a day of connection and fun. At this point, they are still in the initial planning phase, so details such as participating organizations, event times, and a site map are not finalized. They estimate up to 500 people. They do not plan to serve alcohol. They respectfully ask to use the Depot area, including access to bathrooms and trash services. The estimated In-Kind Services cost is \$700.

In-Kind Request for Services:

Service/Support	Cost
Public Works	\$700
Total	\$700

Origination: Crystal Tidball from Tomball Pregnancy Center

Recommendation: Staff recommends approval to waive rental fee and provide PW staff for restroom and trash services.

Party(ies) responsible for placing this item on agenda:

Chrislord Templonuevo, Marketing Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date



SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, TX 77375 | (281) 351-5484

An application to stage an event within the city of Tomball shall be filed with the Marketing & Tourism Team at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by the Tomball City Council.

Date: April 21st 2026 Is this event Co-City sponsored? Yes No

Request for permission to use a public venue for the following type of event (please check one):

Festival Community Event Arts & Crafts Event Music Event Other (specify) _____

1. Event title: (not officially titled) Community Family Fun Day

2. Sponsoring entity: Tomball Pregnancy Center

3. Is this organization based in Tomball: Yes No

4. Is this organization *non-profit* or *for-profit* *Attach 501 (c) (3) tax exemption if applicable

5. Contact: Crystal Tidball Phone: 832-559-7817

6. Contact address: 1123 Alma Street, Tomball, TX 77375

7. Contact email: ctidball@tomballpregnancy.com

8. Event date: October 24th, 2026

9. Event times: Start still planning Finish _____ Set-up _____ Breakdown _____

10. Is this event for charity? Yes No

11. If yes, what charity? Tomball Pregnancy Center Tax ID 26-3052959

12. If yes, what percentage of net proceeds will be donated to the charity? 100%

13. On-site contact: Crystal Tidball Mobile #: 405-535-9971

14. Estimated number of attendees: not sure- first event.

15. Detailed site map in attached: Yes No

16. Is this event open to the public: Yes No

17. Admission fee: \$ _____ Free

18. Time at which event staff will begin to arrive: still planning

19. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial ct

20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial ct

21. Name of insurance carrier: Johnson-Witkemper Agency

22. Are Fireworks included in your event? No Yes (Must submit Fireworks Event Application)

Signature: Crystal Tidball

Community Family Fun Day

Hosted by **Tomball Pregnancy Center**

Event Vision

Tomball Pregnancy Center is planning a Community Family Fun Day (not official title), a free event designed to bring families, churches, and local organizations together for a day of connection and fun. At this point, we are still in the initial planning phase, so details such as participating organizations, event times, and a site map are not finalized. We do not plan to have alcohol, but we may need the street closed right in front of the depot area, and we are open to any advice you have on that.

Event Highlights

The event will include a variety of activities designed for families with children of all ages:

Church Game Booths

Local churches will host carnival-style booths with games and activities such as ring toss, bean bag toss, craft stations, and prize wheels. These booths provide a fun way for churches to interact with families and share information about their ministries.

Food Trucks and Refreshments

Local food trucks will be invited to provide a variety of food options for families to enjoy throughout the event. This also supports small local businesses while adding to the festive atmosphere.

Family Activities

- Bounce houses and inflatable play areas
- Yard games and family competitions
- Giveaways and prizes
- Open play spaces for kids

Live Music (Optional)

Local musicians may provide live music to create a fun and lively atmosphere.

Purpose of the Event

The Community Family Fun Day aims to:

- Strengthen connections between families in the community, Tomball Pregnancy, and our community partners
- Provide a safe and joyful environment for families
- Introduce families to local support resources

- Raise awareness about the services provided by Tomball Pregnancy Center
- Encourage collaboration among churches and organizations

Community Impact

Events like this create opportunities for families to build relationships, discover local support systems, and experience the generosity and care of the community around them. By bringing churches, businesses, and families together, the Community Family Fun Day fosters connection, encouragement, and a spirit of unity.

Together, we can create a meaningful and memorable day that celebrates families and strengthens our community.

About Tomball Pregnancy Center

Tomball Pregnancy Center is a nonprofit organization dedicated to supporting women and families in our community. All services are provided at no cost and include:

- Pregnancy testing
- Ultrasound
- 1st trimester prenatal care
- Well woman care
- STI testing and treatment
- Prenatal education and parenting classes
- Material support, including diapers, baby clothing, and infant supplies
- Mentoring and support for mothers and fathers
- Grief support after miscarriage, stillbirth, or infant loss
- Referrals and connections to healthcare and community resources

Our mission is to ensure families have the support, resources, and encouragement they need to thrive.

Community Family Fun Day

Hosted by **Tomball Pregnancy Center**

Event Vision

Tomball Pregnancy Center is planning a Community Family Fun Day (not official title), a free event designed to bring families, churches, and local organizations together for a day of connection and fun. At this point, we are still in the initial planning phase, so details such as participating organizations, event times, and a site map are not finalized. That includes attendance. While we do not know what to expect, we would probably plan for up to 500. We do not plan to have alcohol. We respectfully ask to use the Depot area, including access to bathrooms and trash services.

Event Highlights

The event will include a variety of activities designed for families with children of all ages:

Church Game Booths

Local churches will host carnival-style booths with games and activities such as ring toss, bean bag toss, craft stations, and prize wheels. These booths provide a fun way for churches to interact with families and share information about their ministries.

Food and Refreshments

As we are still in the planning stages, we have not decided the best way to handle refreshments for the event. However, if we do invite local food trucks or vendors, we know that they must be properly permitted and compliant with the new stat certification requirements.

Family Activities

- Bounce houses and inflatable play areas
- Yard games and family competitions
- Giveaways and prizes
- Open play spaces for kids

Live Music (Optional)

Local musicians may provide live music to create a fun and lively atmosphere.

Purpose of the Event

The Community Family Fun Day aims to:

- Strengthen connections between families in the community, Tomball Pregnancy, and our community partners
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Events like this create opportunities for families to build relationships, discover local support systems, and experience the generosity and care of the community around them. By bringing churches, businesses, and families together, the Community Family Fun Day fosters connection, encouragement, and a spirit of unity.

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- Mentoring and support for mothers and fathers
- Grief support after miscarriage, stillbirth, or infant loss
- Referrals and connections to healthcare and community resources

Our mission is to ensure families have the support, resources, and encouragement they need to thrive.

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Review of and Discussion on Ordinance No. 2026-16. An Ordinance of the City Council of the City of Tomball, Texas, amending Chapter 32 (Peddlers and Solicitors) of the Tomball Code of Ordinances to comply with State preemption of local mobile food vendor regulations; providing a savings clause; providing a severability clause; and providing for an effective date.

Background:

The proposed ordinance amends Chapter 32 of the Tomball Code of Ordinances to bring the City into compliance with new state laws governing mobile food vendors. The 89th Texas Legislature enacted Senate Bill 1008 in 2025, which significantly limits municipal authority to impose permits, fees, and operational regulations on food service establishments and mobile food units. As noted in the ordinance, SB 1008 also expanded civil enforcement remedies under Chapter 102A of the Texas Civil Practice and Remedies Code, allowing individuals and trade associations to seek injunctive relief and attorneys' fees against cities whose ordinances conflict with state food-service.

In addition, House Bill 2844, effective July 1, 2026, created Texas Health and Safety Code Chapter 437B, establishing a statewide licensing and inspection program for mobile food vendors administered by the Texas Department of State Health Services. Chapter 437B expressly preempts local regulation of mobile food vendors except in limited areas such as fire codes, zoning, and lawful location restrictions. The ordinance reflects this shift, noting that municipalities may not adopt or enforce requirements that conflict with Chapter 437B.

To comply with these state mandates, the ordinance repeals local definitions, exceptions, and regulatory provisions related to mobile food vendors, including the full repeal and replacement of Section 32-11. The revised section now requires only that mobile food vendors present a valid state-issued license upon request, aligning the City's process with the new statewide system. The ordinance also removes outdated approval and appeal procedures that previously applied to mobile food vendor permitting.

Finally, the ordinance includes standard savings and severability clauses to ensure continuity of other Chapter 32 provisions and to prevent enforcement of any repealed or preempted requirements. It establishes an effective date of July 1, 2026, coinciding with the implementation of HB 2844. Overall, the amendments reduce the City's exposure to civil liability while preserving its authority over zoning, fire safety, and waste disposal for mobile food vendors.

Origination: City Secretary's Office/Olson & Olson

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda: Thomas Harris III, City Secretary

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____ Approved by _____
Staff Member Date City Manager Date

ORDINANCE NO. 2026-16

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS,
AMENDING CHAPTER 32 (PEDDLERS AND SOLICITORS) OF THE TOMBALL CODE
OF ORDINANCES TO COMPLY WITH STATE PREEMPTION OF LOCAL MOBILE
FOOD VENDOR REGULATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING A
SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Tomball, Texas (the "City") is a home-rule municipality duly organized and operating under the laws of the State of Texas, including Article XI, Section 5 of the Texas Constitution and as such, is vested with the power of local self-government; and

WHEREAS, the 89th Texas Legislature enacted Senate Bill 1008 ("SB 1008"), effective September 1, 2025, which limits a municipality's authority to impose permits, licenses, fees, and sound regulations upon food service establishments, mobile food units, and related businesses, and which expanded civil enforcement remedies under Texas Civil Practice and Remedies Code Chapter 102A, authorizing individuals and trade associations to seek injunctive relief and attorneys' fees against municipalities for ordinances in conflict with state law governing food service regulation; and

WHEREAS, the 89th Texas Legislature enacted House Bill 2844 ("HB 2844"), effective July 1, 2026, which created Texas Health and Safety Code Chapter 437B ("Chapter 437B"), establishing a comprehensive statewide licensing and inspection program for mobile food vendors administered by the Texas Department of State Health Services ("DSHS"), and which expressly preempts any local authority from prohibiting or regulating mobile food vendors in a manner that conflicts with Chapter 437B; and

WHEREAS, the Texas Health and Human Services Commission (HHSC), on behalf of DSHS, has proposed implementing rules at 25 Texas Administrative Code Chapter 226 ("25 TAC Chapter 226"), filed with the Texas Secretary of State on February 3, 2026, establishing statewide MFV licensing requirements, application procedures, inspection categories, and fee structures, and reaffirming that a local authority may not adopt rules or enforce requirements that conflict with Chapter 437B; and

WHEREAS, HB 2844 and Chapter 437B expressly preserve a local authority's power to enforce fire codes, zoning codes, and lawful location restrictions, and this Ordinance is intended to preserve those lawful regulatory powers while bringing the City's Code into compliance with state law; and

WHEREAS, the City Council finds that the public health, safety, and welfare are best served by amending Chapter 32 to comply with applicable state law, to reduce the City's exposure to civil liability, and to establish a streamlined registration system for mobile food vendors that preserves the City's authority over zoning, fire safety, and waste disposal;

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

SECTION 1. FINDINGS AND RECITALS INCORPORATED.

The findings and recitals set forth in the preamble of this Ordinance are hereby incorporated into the body of this Ordinance as if fully set forth herein and are adopted as findings of the City Council.

SECTION 2. AMENDMENT OF SECTION 32-1 — Definitions.

Section 32-1 (Definitions) of Chapter 32 of the Tomball Code of Ordinances is hereby amended by deleting the definitions of *Mobile* and *Mobile food vendor* in their entirety.

SECTION 3. AMENDMENT OF SECTION 32-2 — Exceptions to chapter.

Section 32-2 (Exceptions to chapter) of Chapter 32 of the Tomball Code of Ordinances is hereby amended by repealing subsection (6) in its entirety.

SECTION 4. AMENDMENT OF SECTION 32-11 — MOBILE FOOD VENDORS.

Section 32-11 (Mobile food vendors) of Chapter 32 of the Tomball Code of Ordinances is hereby repealed in its entirety and now reads as follows:

“Section. 32-11. – Mobile food vendors.

Upon request from the City, any mobile food vendor, as defined in Section 437B.001 of the Texas Health and Safety Code, within the city limits must present a valid state-issued mobile food vendor license indicating their legal ability to operate as a mobile food vendor.”

SECTION 5. AMENDMENT OF SECTION 32-49 — APPROVAL, DENIAL, ISSUANCE, AND APPEAL.

Section 32-49 (Approval, Denial, Issuance, and Appeal) of Chapter 32 of the Tomball Code of Ordinances is hereby amended by repealing the current subsection (b) in its entirety and renumbering subsections (c) and (d) as (b) and (c), respectively.

SECTION 6. SAVINGS CLAUSE.

Except as amended or repealed by this Ordinance, all provisions of Chapter 32 of the Tomball Code of Ordinances shall remain in full force and effect. All rights, duties, and obligations arising under prior ordinances, permits, or registrations issued pursuant to Chapter 32 prior to the effective date of this Ordinance, and all pending enforcement proceedings thereunder, shall be governed by the ordinances in effect at the time such rights, duties, obligations, or proceedings arose, except that no enforcement action shall be taken under any provision repealed or made inapplicable to mobile food vendors by this Ordinance.

SECTION 7. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final judgment of any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the

remaining portions of this Ordinance, it being the intent of the City Council that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall take effect July 1, 2026, the effective date of House Bill 2844, 89th Legislature, Regular Session, 2025.

PASSED AND APPROVED by the City Council of the City of Tomball, Texas, on this _____ day of _____, 2026.

Lori Klein Quinn, Mayor
City of Tomball, Texas

ATTEST:

City Secretary
City of Tomball, Texas

Date of first reading: _____

Date of second reading/adoption: _____

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Approve the expenditure with Vortex Services, LLC. for Sanitary Sewer Evaluation Survey (SSES) repairs through the TIPS-USA Cooperative (Contract #23110201) for \$296,923 authorize the expenditure of funds therefor and authorize the City Manager any and all documents related to the expenditure. This amount is included in the FY 2025-2026 budget.

Background:

As part of the Wastewater Master Plan flow models were conducted. The flow models identified area within the wastewater system that showed higher amounts of inflow and infiltration (I&I) during rain events. To reduce the amount of rain water entering into the wastewater system, staff identified the Hunterwood area for SSES to reduce I&I. The SSES used smoke testing, cleaning and videoing of the wastewater collections to identify defects allowing I&I. Repairs needed include pipe repair, pipe lining, manhole repairs and cleanout repairs.

SSES	Activity	AMOUNT
	Smoke Testing, CCTV, Cleaning, Survey	\$92,070
	Repairs	\$204,853
Total		\$296,923
Budget		\$317,000

Origination: Public Works

Recommendation:

Staff recommends approval of the expenditure to Vortex Services for completion of the SSES-related work described above in the amount of \$296,923 appropriated in the Fiscal Year 2025-2026 budget.

Party(ies) responsible for placing this item on agenda: Drew Huffman, Public Works Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____

If yes, specify Account Number: #600-614-6409

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: Drew Huffman **Approved by:** _____
Staff Member Date City Manager Date



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Hunterwood Sanitary Sewer Repairs

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total
BASE BID ITEMS							
1	Mobilization (Point Repairs)	1	LS	\$ 6,500.00	\$ 6,500.00	\$5,000.00	\$ 5,000.00
2	Mobilization (CIPP)	1	LS	\$ 6,500.00	\$ 6,500.00	\$5,000.00	\$ 5,000.00
3	8" Point Repair Patch - up to 4ft	15	EA	\$ 5,980.00	\$ 89,700.00	\$4,600.00	\$ 69,000.00
4	8" Point Repair Patch - up to 4ft & Reinstate Service	1	EA	\$ 7,800.00	\$ 7,800.00	\$6,000.00	\$ 6,000.00
5	8" CIPP Sanitary Sewer Line	823	LF	\$ 79.30	\$ 65,263.90	\$61.00	\$ 50,203.00
6	Mechanical Cleaning (Concrete Removal)	1	LS	\$ 1,170.00	\$ 1,170.00	\$900.00	\$ 900.00
7	Manhole Rehab (4ft Diameter - 1" Geopolymer)	115	VF	\$ 585.00	\$ 67,275.00	\$450.00	\$ 51,750.00
8	Grout Exterior Manhole Frame	5	EA	\$ 747.50	\$ 3,737.50	\$575.00	\$ 2,875.00
9	Manhole Chimney Seal	3	EA	\$ 1,137.50	\$ 3,412.50	\$875.00	\$ 2,625.00
10	Seal Pipe & Joints	6	EA	\$ 1,300.00	\$ 7,800.00	\$1,000.00	\$ 6,000.00
11	Raise Manhole	1	EA	\$ 1,690.00	\$ 1,690.00	\$1,300.00	\$ 1,300.00
12	Remove & Replace MH Ring & Cover	1	EA	\$ 3,250.00	\$ 3,250.00	\$2,500.00	\$ 2,500.00
13	Reset & Reseal MH Ring & Cover	1	EA	\$ 2,210.00	\$ 2,210.00	\$1,700.00	\$ 1,700.00
				\$ -	\$ -		\$ -
				\$ -	\$ -		\$ -
	Proposal BASE Total				\$ 266,308.90		\$ 204,853.00

SUPPLEMENTAL ITEMS



**THE INTERLOCAL
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"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Hunterwood Sanitary Sewer Repairs

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit
Proposal SUPPLEMENTAL ITEMS Total			

LIST PRICING	
Unit Price	Total
\$ -	

PROJECT SPECIFIC DISCOUNT	
Unit Price	Total
\$ -	

TOTAL BASE + SUPPLEMENTAL (incl Bonds)

\$ 266,308.90

\$ 204,853.00

Items **NOT** included in quote unless expressly noted:

Manhole Removal / Replacement or Coatings, Point Repairs,

Dewatering, Traffic Control outside of typical cones and signage,

Heavy Bypass Pumping, Surface Restoration beyond Sodding, SWPPP, Compaction Testing, Vibration Monitoring,

Smoke Testing, Bonds, Mechanical Pipe Cleaning

Insurance, overhead, co-op fees:

\$ 10,000.00

Pricing Date: **4/27/2026**

TOTAL: \$ 214,853.00

Buying Agency:	City of Tomball
Contact Person:	Drew Huffman, Director of Public Works
Phone:	281-290-1466
Email:	dhuffman@tomballtx.gov

Contractor:	Vortex Services, LLC
Prepared By:	Jedidiah Brewer
Phone:	615.495.9500
Email:	jbrewer@vortexcompanies.com



**THE INTERLOCAL
PURCHASING SYSTEM**
"PURCHASING MADE PERSONAL"



CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Hunterwood Sanitary Sewer Repairs

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total

NOTE:

The Customer shall be responsible for providing:

- Access to jobsite and hydrants or free water source as necessary (including meters)
- All Heavy Traffic Control and Paving required for Surface Restoration
- All Permits and Permissions which may be necessary (Federal, State, Local, etc.)
- Any Utility Relocation Necessary to Provide Adequate Working Space
- Stand by Rate of \$125/hr per Individual (10 hours/day)
- In the Event Existing Utilities Prevent Pipe Bursting from being Performed, Customer Shall Pay Mobilization/Demobilization and Stand By Rate

- EXCLUSIONS - Items NOT included in quote unless expressly noted:

- *Manhole Removal/Replacement or Coatings
- *Point Repairs, Grading/Elevation Changes or Static Burst
- *Shoring or Excavations over 10 feet deep
- *Dewatering
- *Traffic Control outside of Typical Cones or Collapsible Signs
- *Heavy Bypass Pumping beyond 4" Pump and Layflat
- *Surface Restoration / Paving
- *Select Backfill (Flowable, Cement Stabilized, etc.)

- Quantity is based on information provided by the Customer and may vary based on field measurements to be verified by Contractor
- Contractor reserves the right to modify prices with written notice at any time during construction or until execution of formal contracts
- No one item may removed or excluded from this proposal.
- In the event quantities vary by more than 25%, Vortex reserves the right to revise pricing.
- This proposal is prepared, planning to dump spoils off-site

- *Pre or Post Television Inspection and Cleaning
- *Mechanical Pipe Cleaning or De-Beading
- *Vibration Monitoring or Testing (Air, Smoke, Compaction, Deflection, etc.)
- *Surveying or Site Clearing
- *Spoil Haul Off, Unsuitable Backfill or Asbestos Abatement
- *Utility Relocates or Utility Pole Bracing
- *SWPPP, Temporary Sediment or Erosion Control
- *Bonds, Permits, Sales Tax, OCP, Additional Insurance Requirements



**THE INTERLOCAL
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CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Clean/TV/Smoke Testing/ MH Inspections

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total
BASE BID ITEMS							
1	Mobilization	1	LS	\$ 9,750.00	\$ 9,750.00	\$7,500.00	\$ 7,500.00
2	Clean & Televis 8" Sanitary Sewer Lines - Front Easement	4700	LF	\$ 4.55	\$ 21,385.00	\$3.50	\$ 16,450.00
3	Clean & Televis 8" Sanitary Sewer Lines - Back Easement	7700	LF	\$ 5.20	\$ 40,040.00	\$4.00	\$ 30,800.00
4	Smoke Test Sanitary Sewer Lines	12400	LF	\$ 2.28	\$ 28,210.00	\$1.75	\$ 21,700.00
5	Manhole Inspections	50	EA	\$ 188.50	\$ 9,425.00	\$145.00	\$ 7,250.00
				\$ -	\$ -		\$ -
Proposal BASE Total				\$ 108,810.00		\$ 83,700.00	
SUPPLEMENTAL ITEMS							
A1	Contingency (10% of base value)	1	LS			\$8,370.00	\$ 8,370.00
Proposal SUPPLEMENTAL ITEMS Total				\$ -		\$ 8,370.00	
TOTAL BASE + SUPPLEMENTAL (incl Bonds)				\$ 108,810.00		\$ 92,070.00	

Items **NOT** included in quote unless expressly noted:

Manhole Removal / Replacement or Coatings, Point Repairs,

Dewatering, Traffic Control outside of typical cones and signage,

Heavy Bypass Pumping, Surface Restoration beyond Sodding, SWPPP, Compaction Testing, Vibration Monitoring,

Smoke Testing, Bonds, Mechanical Pipe Cleaning

Insurance, bonds, co-op fees:

not incl.

Pricing Date: 10/1/2025

TOTAL: \$ 92,070.00

Buying Agency:	City of Tomball
Contact Person:	Drew Huffman, Director of Public Works
Phone:	281-290-1466
Email:	dhuffman@tomballtx.gov

Contractor:	Vortex Services, LLC
Prepared By:	Jedidiah Brewer
Phone:	615.495.9500
Email:	jbrewer@vortexcompanies.com



**THE INTERLOCAL
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CONTRACTOR PRICING WORKSHEET

JOB ORDER CONTRACTING NO:

23110201

PROJECT NAME: Tomball - Clean/TV/Smoke Testing/ MH Inspections

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, please email an executed / signed copy to the contact information provided below. Thank you!

Item	Description of Item	Est. Quant.	Unit	LIST PRICING		PROJECT SPECIFIC DISCOUNT	
				Unit Price	Total	Unit Price	Total

NOTE:

The Customer shall be responsible for providing:

- Access to jobsite and hydrants or free water source as necessary (including meters)
- All Heavy Traffic Control and Paving required for Surface Restoration
- All Permits and Permissions which may be necessary (Federal, State, Local, etc.)
- Any Utility Relocation Necessary to Provide Adequate Working Space
- Stand by Rate of \$125/hr per Individual (10 hours/day)
- In the Event Existing Utilities Prevent Pipe Bursting from being Performed, Customer Shall Pay Mobilization/Demobilization and Stand By Rate

- EXCLUSIONS - Items NOT included in quote unless expressly noted:

- *Manhole Removal/Replacement or Coatings
- *Point Repairs, Grading/Elevation Changes or Static Burst
- *Shoring or Excavations over 10 feet deep
- *Dewatering
- *Traffic Control outside of Typical Cones or Collapsible Signs
- *Heavy Bypass Pumping beyond 4" Pump and Layflat
- *Surface Restoration / Paving
- *Select Backfill (Flowable, Cement Stabilized, etc.)

- Quantity is based on information provided by the Customer and may vary based on field measurements to be verified by Contractor
- Contractor reserves the right to modify prices with written notice at any time during construction or until execution of formal contracts
- No one item may removed or excluded from this proposal.
- In the event quantities vary by more than 25%, Vortex reserves the right to revise pricing.
- This proposal is prepared, planning to dump spoils off-site

- *Pre or Post Television Inspection and Cleaning
- *Mechanical Pipe Cleaning or De-Beading
- *Vibration Monitoring or Testing (Air, Smoke, Compaction, Deflection, etc.)
- *Surveying or Site Clearing
- *Spoil Haul Off, Unsuitable Backfill or Asbestos Abatement
- *Utility Relocates or Utility Pole Bracing
- *SWPPP, Temporary Sediment or Erosion Control
- *Bonds, Permits, Sales Tax, OCP, Additional Insurance Requirements

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 1, 2026

Topic:

Consideration and discussion regarding future appointment/reappointment to the Board of Adjustments.

Background:

During this meeting, candidates will have the opportunity to introduce themselves and respond to any questions.

The board’s purpose is to consider variances and special exceptions to the terms of the Zoning Ordinance and to hear and decide appeals of decisions and interpretations made by an administrative official in the enforcement of the Zoning Ordinance.

The City Council appoints five (5) regular members and up to four (4) alternate members to serve in the absence of one or more of the regular Board members on an alternating basis. Such Board members shall be residents of the City of Tomball. Knowledge of and experience in technical review, design or the development industry is helpful. The members of the Board (and alternate members, as needed) shall regularly attend meetings and public hearings of the Board, shall serve without compensation, and shall not hold any other office or position with the City while serving on the Board. A Board member shall not act in a case in which he has a personal or financial interest.

BOA Member	Position	Term Ends
Christine Roquemore	Regular 2	03/02/2026
Vacant	Regular 4	03/02/2026 (Angie Johnson resigned)
Cindy Phillips	Regular 5	03/02/2026
Vacant	Alternate 1	03/02/2026 (Devon Ketchner resigned)
Ellen Warren	Alternate 3	03/02/2026

Current members were all contacted, and the following members would like to be reappointed:

- Chirstine Roquemore
- Cindy Phillips
- Ellen Warren

Additionally, we received applications from the following individuals:

- Lisa Daniels
- Sandra Kay Glasscock

All qualified applicants were invited to attend today’s meeting.

Appointments will be made at the next Regular City Council meeting to be held on June 15, 2026, and their terms will end 03/02/2028.

Origination: Mayor Lori Klein Quinn

Recommendation: n/a

Party(ies) responsible for placing this item on agenda: Thomas Harris III, City Secretary

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 9/16/2024

Name: Christine W. Roquemore

Phone: _____ (Home)

Address: Tina [Redacted]

Phone: _____

City/State/Zip [Redacted]

Cell: [Redacted]

Email: dtroquemore@gmail.com

I have lived in Tomball 21 years.

I am am not ___ a U.S. Citizen

Occupation: Retired

Professional and/or Community Activities: BoA member since
Special Needs Ministry

Additional Pertinent Information/References: _____

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

Serving is one way I'm able to give back to the community.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**


Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-351-5484
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

Christine W. Rogueman

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7 *Christine W. Rogueman*
Signature of vendor doing business with the governmental entity

9/16/2024
Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

**LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

Christine W. Roguemoore

2 Office Held

BOA Board Member

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code

Christine W. Roguemoore
Signature of Local Government Officer

CRG

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____

20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is Christine W. Roguemoore and my date of birth is 2/25/1952

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

Executed in Harris County, State of Texas, on the 16 day of Sept, 2024

Christine W. Roguemoore
Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

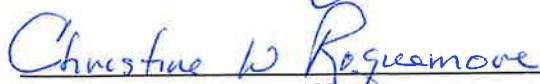
emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.


Board Member's Signature

9/16/2024
Date


Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/16/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.


Signature of Applicant for Appointment

Christine W. Raguemore
Printed Name of Applicant

9/16/2024
Date:

Biography

Christine (Tina) Roquemore

[REDACTED] lived in the greater Tomball area since 1996, and then moved into the city in 2003. While I "officially" retired in 1990 from the workforce, I have had numerous employment opportunities since then.

While working for these companies, gave me the opportunities to interact with businesses, be involved with the Chamber & attend meetings and serve the employees of city government.

However, one opportunity has allowed me the privilege of serving Tomball directly. I was appointed to the Board of Adjustments a number of years ago. I'm not sure what year it was exactly, but John Ford was Chairman. It's been my pleasure to serve and hopefully it's been deemed beneficial.

[REDACTED]

[REDACTED]

[REDACTED] very involved in [REDACTED] church, Real Life Ministries Texas. Through them, we are able to work with the local pregnancy center, TEAM, etc.



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years: for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9/11/24

Name: CINDY Phillips

Phone: _____
(Home)

Address: _____

Phone: _____

City/State/Zip _____

Cell: _____

Email: _____

I have lived in Tomball 10 years.

I am am not a U.S. Citizen

Occupation: SELF EMPLOYED. Phillips Cleaning Services LLC
BURKES Carpets tile, CLEAN TEAM BUILDING SOLUTIONS

Professional and/or Community Activities: BOARD OF ADJ., BOARD FOR
CHAMBER OF COMMERCE, LEADERSHIP North Houston

Additional Pertinent Information/References: _____

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

To help service & preserve our community

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

- Tomball Regional Health Foundation

Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.



Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cs@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.
Phillips Cleaning & CleanTeam Supplies

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

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

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

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?
 Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?
 Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.
CLEAN FOR CONG WESLEY HUNT.
SELL PRODUCTS TO CITY OF TAMPAH

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

7 [Signature]
 Signature of vendor doing business with the governmental entity

9/11/24
 Date

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 83, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 178, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

CINDY Phillips

2 Office Held

BOARD OF ADJUSTMENTS

3 Name of vendor described by Sections 178.001(7) and 178.003(a), Local Government Code

N/A

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in Item 3 exceeds \$100 during the 12-month period described by Section 178.003(a)(2)(B).

Date Gift Accepted	_____	Description of Gift	_____
Date Gift Accepted	_____	Description of Gift	_____
Date Gift Accepted	N/A	Description of Gift	_____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 178.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 178.003(a)(2)(B), Local Government Code.

Cindy Phillips

Signature of Local Government Officer

Please complete either option below:



Sworn to and subscribed before me by Cindy Phillips this 16 day of Sept

2024 to certify which, witness my hand and seal of office

Diana E Garza Velazquez Diana E Garza Velazquez

Notary

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

(2) Unsworn Declaration

My name is _____ and my date of birth is _____

My address is _____

(street) (city) (state) (zip code) (county)

Executed in _____ County, State of _____, on the _____ day of _____, 20____

Signature of Local Government Officer (Declarant)



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

___ home address

___ home telephone number

___ personal email address

___ cell or pager numbers not paid for by the City

___ emergency contact information

___ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

C. Phillips
Board Member's Signature

9-15-24
Date

CINDY PHILLIPS
Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/15/24 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.


Signature of Applicant for Appointment

Cindy Phillips
Printed Name of Applicant

9/15/24
Date:

Cindy Phillips

"...Mrs. Phillips administrative and leadership skills are exceptional! She shows total dedication to any task she is given, her determination and positive attitude is a joy to work with, she loves to learn new things and no responsibility is too big or too small. "
Rosehill Christian School

Computer Skills:

DAC, MS Word, Excel, Quick Books, Outlook, Windows XP/Vista

Targeting Operations Manager

Leadership professional eager to leverage 14 years of experience in creating, managing and facilitating 3 companies. Highly organized, efficient and skilled in a variety of office support tasks, including:

- Office Organization & Administration
- Records & Database Management
- All Bookkeeping (A/P & A/R)
- Sales and management of 40 employees
- Spreadsheets & Reports
- Scheduling and Marketing
- Meeting & Event Planning
- Filing & Data Entry, Inventory

Experience

Clean Team Building Supplies— Tomball, Texas — Owner and operator
2014 to Present

Created from the ground up. Set up structure, sales team, marketing etc.

Results:

- Found a need in the market for supplies with my other existing company and utilized the opportunity

Phillips Cleaning Services, LLC — Tomball, Texas — CEO

2003-present

Created from the ground up. Set up structure, sales team, marketing etc.

Results:

- 70+ Employees
- 250 + annual contract
- Growing at record speed
- 3+ mil in sales

Appletree Markets—College station—Crisis Manager and corporate merchandiser
1991-2002

Results:

- Was appointed to restructure management for perishable dept. through bankruptcy
- Petitioned and had union removed from Appletree for survival purposes
- Stabilized profit in failing departments
- Trained and restructure all Deli and Bakery dept.

Education

Tomball High School — WB Ray High School 1991

Texas A&M – Did not graduate

Community Involvement

Board of Directors for GTACC, 2017-2019

Board of Adjustments for City of Tomball Alt. 2018-present

Citizen Police Academy VIP 2018



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name:

Ellen Warren

Date:

10/4/2022

Phone:

[Redacted]

Address:

[Redacted]

Phone:

(Home)

City/State/Zip

[Redacted]

Cell:

(Work)

Email:

[Redacted]

I have lived in Tomball 10 years.

I am am not a U.S. Citizen

Occupation:

AST Gymnastics Sales & Coach.

Co-Owner of J. Cummings Construction,
part-time @ Wholly Prepper
volunteer for German festival
member of Real Life in Tomball

Professional and/or Community Activities:

German Festival Volunteer

Real Life member & Volunteer.

Delta Zeta; Sigma Nu white page @ SFASA
working on a group for keeping Tomball beautiful
by picking up trash throughout downtown Tomball.

Additional Pertinent Information/References:

I have lived in Spring Klein, Tomball for 30 years. Worked in the restaurant industry for 20+ years. References will be on Bio Form.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I want to keep Tomball beautiful & a loving community/home. This town is known as the "Friendliest town in Texas" and I want to help keep it that way. I have volunteered & helped our community grow.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- () Planning & Zoning Commission
- (x) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- (x) Tomball Economic Development Corporation
- () Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- () Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

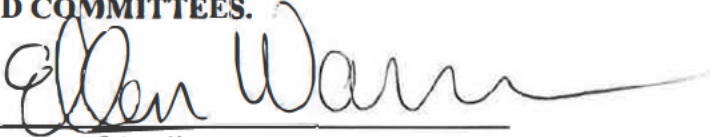
Non-profit Corporation Boards

- (x) Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant

(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
csso@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

NA _____ Glen Warren
 Name of Officer

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

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

Yes No

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

Yes No

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

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

7 NA _____
 Signature of vendor doing business with the governmental entity

_____ Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

NA Elton War
Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

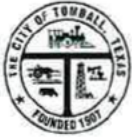
Local Government Code § 176.003(a)(2)(A):

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

- (2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number


personal email address


cell or pager numbers not paid for by the City


emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.


Board Member's Signature


Date


Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 10/4/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Ellen Warren
Signature of Applicant for Appointment

Ellen Warren
Printed Name of Applicant

10/4/2022
Date:



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 3/4/2025

Name: Lisa Daniels

Phone: (281) 639-1592

Address: 403 Epps St

Phone: (281) 639-1592 (Home)

City/State/Zip: Tomball

Cell: (281) 639-1592 (Work)

Email: ledaniels00@mac.com

I have lived in Tomball 14 years.

I am am not ___ a U.S. Citizen

Occupation: Territory Manager Pharmaceutical Sales

Professional and/or Community Activities: Volunteer tomball Museum special events

Volunteer Abandoned Animal Rescue

Previous volunteer GED Equivalent Diploma Program

Volunteer Texas Humane Legislators Network

Additional Pertinent Information/References: Previous experience in construction and was employ Electrician. I have experience with working projects from underground up to completion

I have a Texas license as a Physical Therapist Assistant

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived here for almost 15 years and I can bring a well rounded perspective to projects. I Years and would welcome the opportunity to contribute to the City of Tomball

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant

(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cs0@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 2px;">OFFICE USE ONLY</th> </tr> <tr> <td style="padding: 2px;">Date Received</td> </tr> </table>	OFFICE USE ONLY	Date Received
OFFICE USE ONLY			
Date Received			
<p>1 Name of Local Government Officer</p>			
<p>2 Office Held</p>			
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>			
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</p>			
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>			
<p>6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p> <p style="text-align: center;">Please complete either option below:</p> <p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p> <p>(2) Unsworn Declaration</p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20_____,</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>			

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

- (2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

___ home address

___ home telephone number

___ personal email address

___ cell or pager numbers not paid for by the City

___ emergency contact information

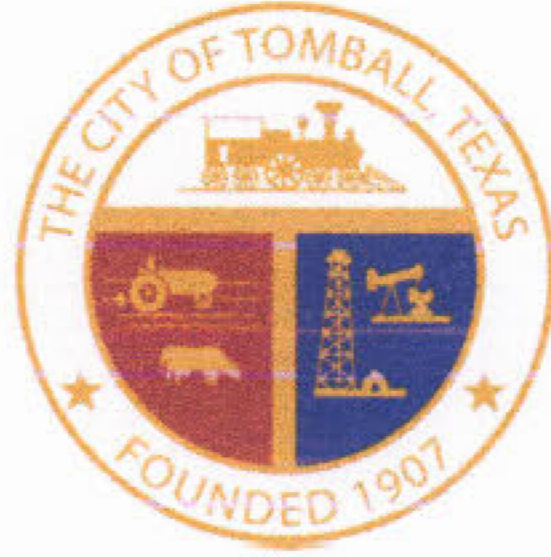
___ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

Date

Board Member's Printed Name



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 5/11/2026

Name: Sandra "Kay" Glasscock

Phone: [REDACTED]
(Home)

Address: [REDACTED]

Phone: same
(Work)

City/State/Zip: [REDACTED]

Cell: same

Email: Kayglasscock1013@gmail.com

I have lived in Tomball 1/2 years.

I am am not a U.S. Citizen

Occupation: Retired business owner. Current real estate license

Professional and/or Community Activities: board member Legacy Square Committee, Member of Tomball Museum, Board Member Heart of Tomball Republican Women, former member HLSR,

Additional Pertinent Information/References: _____

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived in the greater Tomball area all my life. Within the last 6 mos. I have moved in the city limits. Now being retired I have the time to devote to my community and wish to become more involved.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Capital Improvement Advisory Committee

- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
Second Monday in June & December, 5:30 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

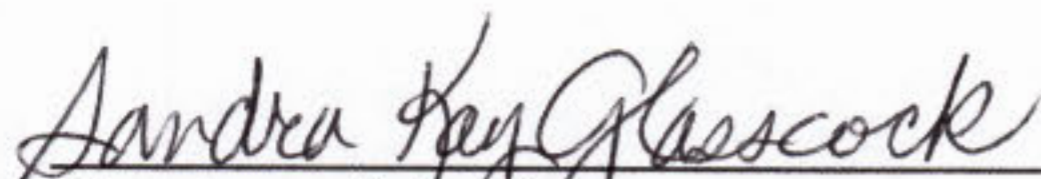
Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cs@tomballtx.gov
office: 281-351-5484
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 35, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
 For vendor doing business with local governmental entity

n/a

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT**

n/a

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p align="center">OFFICE USE ONLY</p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer</p>	
<p>2 Office Held</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p align="center">(attach additional forms as necessary)</p>	
<p>6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p align="center">_____</p> <p align="center">Signature of Local Government Officer</p> <p align="center">Please complete either option below:</p> <p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.</p> <p>_____ Signature of officer administering oath</p> <p>_____ Printed name of officer administering oath</p> <p>_____ Title of officer administering oath</p> <p align="center">OR</p> <p>(2) Unsworn Declaration</p> <p>My name is _____, and my date of birth is _____.</p> <p>My address is _____, _____, _____, _____, _____.</p> <p align="center">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20_____. align="center">(month) (year)</p> <p align="center">_____</p> <p align="center">Signature of Local Government Officer (Declarant)</p>	

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

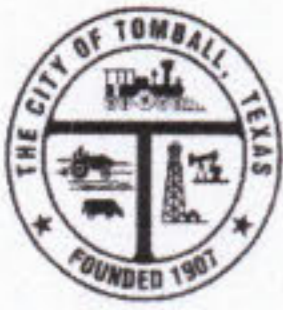
Local Government Code § 176.003(a)(2)(A):

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

~~home telephone number~~

~~personal email address~~

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Sandra Kay Glasscock
Board Member's Signature

5/11/2026
Date

Sandra Kay Glasscock
Board Member's Printed Name

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Consideration and discussion regarding future appointment/reappointment to the Planning and Zoning Commission.

Background:

During this meeting, candidates will have the opportunity to introduce themselves and answer questions.

The Commission’s purpose is to review, advise and make recommendations to the City Council on matters relating to City and extraterritorial jurisdiction (ETJ) planning and development.

The City Council appoints five (5) members. Members must be residents of the City of Tomball, real property owners, and not employees of the City. The Planning and Zoning Commission members serve as the members of the Building Standards Commission, along with the City’s Building Official and the City’s Fire Marshall as ex officio members.

P&Z Commissioners Term Ends

Susan Harris	6/1/2026
Tana Ross	6/1/2026

We received applications from the following individuals:

John Mottershaw
Owen Howard
Sandra Kay Glasscock

All qualified applicants were invited to attend today’s meeting.

Appointments will be made at the next Regular City Council meeting to be held on June 15, 2026, and their terms will end 06/01/2028.

Origination: Thomas Harris III, City Secretary

Recommendation: n/a

Party(ies) responsible for placing this item on agenda: Thomas Harris III, City Secretary

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____

If yes, specify Account Number: # _____

If no, funds will be transferred from
account

#

To account #

Signed

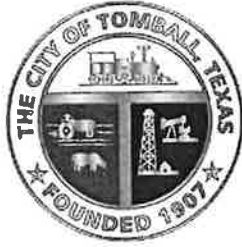
Staff Member

Date

Approved by

City Manager

Date



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 8/31/24

Name: Susan Harris

Phone: _____ (Home)

Address: _____

Phone: _____

City/State/Zip _____

Cell: _____

Email: _____

I have lived in Tomball 12 years.

I am am not ___ a U.S. Citizen

Occupation: RN

Professional and/or Community Activities: current: Greater Tomball Rowing Club Board member, National Pachyderm Board member representative for HCA Tomball P-tech program with TSSD and Lone Star College
previous: BOARD of Adjustment's member, Charter revision member

Additional Pertinent Information/References:

Dr Ewan Johnson - FFA
Dr John Ford - Councilman
Bruce Hillquist - chamber president
Debbie Middle - state representative

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I am proud to live and work in Tomball. I work at the hospital many times Tomball police, and Tomball fire department have assisted and kept the patients safe and supported the staff. I want to give back to the community that has meant ALOT to me.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant

(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-351-5484
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

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

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

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

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

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?
 Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?
 Yes No

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

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

7 Lisa Harris 9/19/24
Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filling this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p>OFFICE USE ONLY</p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer <u>Susan Harris</u></p>	
<p>2 Office Held <u>Board of Planning and Zoning</u></p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code <u>N/A</u></p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. <u>N/A</u></p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p><u>N/A</u></p> <p>(attach additional forms as necessary)</p>	
<p>6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p>_____</p> <p>Signature of Local Government Officer</p>	
<p>Please complete either option below:</p>	
<p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which, witness my hand and seal of office</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p>(2) Unsworn Declaration</p> <p>My name is <u>Susan Harris</u> and my date of birth is <u>9/25/58</u></p> <p>My address is _____</p> <p>Executed in <u>Harris</u> (street) County, State of <u>Tx</u> (city) on the <u>19</u> (state) day of <u>September</u> (zip code) 20<u>24</u> (country) (month) (year)</p> <p>_____</p> <p>Signature of Local Government Officer (Declarant)</p>	

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

- (2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

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(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

___ home address

___ home telephone number

___ personal email address

___ cell or pager numbers not paid for by the City

___ emergency contact information

___ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Susan Harris
Board Member's Signature

5/31/24
Date

SUSAN HARRIS
Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 8/27/24 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Susan Harris
Signature of Applicant for Appointment

Susan Harris
Printed Name of Applicant

8/31/24
Date:

Susan Harris, MBA, BSN, RN



I have been a nurse since 1979, working in leadership roles since 1983. I have earned a Master's in Business, and Bachelor's in Nursing. I have worked at HCA Tomball since 2007 in leadership roles, and community outreach. I was voted Top 100 Nurses by the Houston Chronicle, and Director of the Year in Tomball. I currently collaborate with Lone Star College Tomball, and Tomball ISD participating with the P- TECH program. Early college degrees, and certifications in EKG, Phlebotomy, and Nurse tech.

To give back to the community in which I love, I have been a commissioner on the Board of Adjustments, and now on the Planning and Zoning Committee.

I am on the Board of the Greater Tomball Pachyderm Club, both locally and the National Board.

I have been in Texas since 1980, [REDACTED]
I enjoy traveling, [REDACTED] around the country.



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: May 21, 2024

Name: Tana P. Ross

Phone: n/a
(Home)

Address: [REDACTED]

Phone: n/a
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: tanaleahr@gmail.com

I have lived in Tomball 20 years.

I am am not a U.S. Citizen

Occupation: Retired. Former planner for City of Magnolia from 2016 to 2022. Former economic development coordinator for City of Magnolia from 2011 to 2016.

Professional and/or Community Activities: PCED - Professional Community and Economic Development certification since 2015. Volunteer on City of Tomball Board of Adjustment from 2009 to 2015. Serving on City of Tomball Planning and Zoning Commission since 2020. Completed Citizen Planner Course in 2017. Member Texas Chapter of the American Planning Association from 2017 to 2022.

Member Salem Lutheran Church. Former President of Country Meadows HOA, now serve on the Coutry Meadows HOA Architectural Control Committee.

Additional Pertinent Information/References: Have an in depth understanding of urban planning and the municipal processes.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived in the City of Tomball for 20 years. I have a knowledge and understanding of the history of the City and respect its roots. At the same time I understand government processes, and know we are to serve the will of the City's citizens. I enjoy the challenge of the two and the democratic process. I would very much appreciate being able to continue to serve the City of Tomball, especially on the Planning and Zoning Commission.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- () Tomball Economic Development Corporation

- () Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- () Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- () Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**

Tana Ross /Tana Ross

Signature of Applicant

(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

n/a for Tana Ross

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

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

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

**LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filling this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

Tana Ross

2 Office Held

Planning and Zoning Commissioner - City of Tomball

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

n/a

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

n/a

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

n/a

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____

20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is Tana Ross and my date of birth is _____

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

Executed in Harris County, State of Texas, on the 21st day of May, 2024

Tana Ross
Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

- (2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Tana Ross
Board Member's Signature

May 21, 2024
Date

Tana Ross
Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on May 21, 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Tana Ross

Signature of Applicant for Appointment

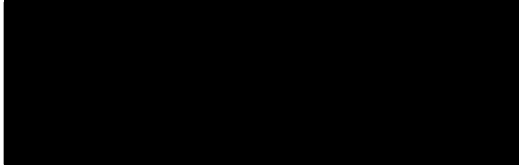
Tana Ross

Printed Name of Applicant

May 21, 2024

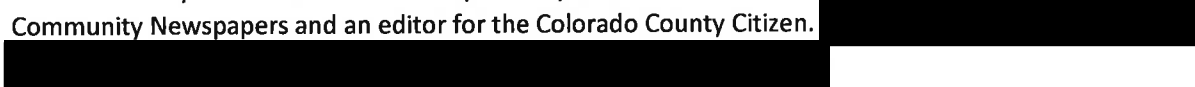
Date:

Tana Ross



Biography

Tana Ross is a retired certified Professional Community and Economic Developer, and Business Retention and Expansion Coordinator. She served the City of Magnolia as its Planning Coordinator from July 2016 to June 2022, and as its EDC Coordinator from 2011 to July 2016. In addition, she was active with CETA (the Central East Texas Alliance for economic development) 2014-2023 and served on the Board for four years. Prior to her municipal occupations Tana was a journalist (1998-2004) with Houston Community Newspapers and an editor for the Colorado County Citizen.





CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 4/3/25

Name: John Mottershaw

Phone: [REDACTED]

(Home)

Address: 2531 S. Cherry St

Phone: _____

(Work)

City/State/Zip Tomball TX 77375

Cell: [REDACTED]

Email: mottershaw@gmail.com

I have lived in Tomball 23 years.

I am am not a U.S. Citizen

Occupation: Retired Systems engineer. Mainly Oil & Gas exploration area.

Professional and/or Community Activities: Retired. I inject \$'s into local economy.

Additional Pertinent Information/References: _____

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I can manage - direct change in systems - workflow well.
Zoning needs to be updated.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

-) Planning & Zoning Commission
-) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

-) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

-) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

-) Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

-) Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

None

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

None

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

Date

Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on _____ (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

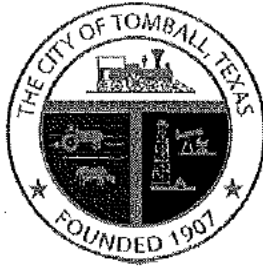
Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Signature of Applicant for Appointment

Printed Name of Applicant

Date:



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/10/2026

Name: Owen Howard

Phone: _____
(Home)

Address: [REDACTED]

Phone: _____
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 15 years.

I am am not a U.S. Citizen

Occupation: I am an Upper School STEM educator & curriculum leader with over 15 years of experience teaching higher mathematics and chemistry courses. The last ten years, I have worked in private Christian education.

Professional and/or Community Activities: I serve on several committees within my school and I have led corporate partnerships with my school including Outward Bound. Additionally, my wife and I own Ultimate Shred LLC of Tomball and I have lived in Old Town Tomball for 15 years.

Additional Pertinent Information/References: *I have a proven track record of leadership, strategic thinking and collaborative problem solving that translates well to board and committee service. My experience includes designing and implementing institutional policies, leading cross-functional initiatives, and analyzing data to inform decision-making. I want to bring these talents and experience to serve my home: Tomball. Please attach a short biography to this application.*

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town: its history, its stores, Saturday mornings down-town, and so much more. The 'small-town' atmosphere with modern conveniences is something, I think, should be maintained. Additionally, I love the people here so putting it all together, I am very excited about the prospect of serving this community! References available upon request.

Please complete the attached Conflict of Interest Questionnaire (CIO), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Capital Improvement Advisory Committee
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
 Second Monday in June & December, 5:30 p.m.
 To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
 Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

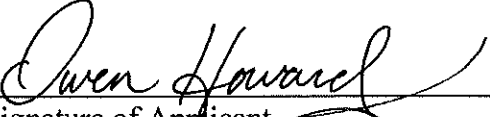
Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-351-5484
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 35, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

 Name of Officer

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

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

Yes No

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

Yes No

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

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

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

**LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer</p>	
<p>2 Office Held</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in Item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p>6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p> <p style="text-align: center;">Please complete either option below:</p> <p>(1) Affidavit</p> <p style="text-align: center;">NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p> <p>(2) Unsworn Declaration</p> <p>My name is _____, and my date of birth is _____.</p> <p>My address is _____, _____, _____, _____, _____.</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20_____,</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in Item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.


Board Member's Signature

4/10/2026
Date

Owen Howard
Board Member's Printed Name

Biography

I was born in Kingwood, Texas, where I lived until my father accepted a position in Newburgh, Indiana, a small town on the southern edge of the state. I spent much of my early childhood there before my family returned to Texas in 2002, when my parents purchased a Christian Brothers Automotive franchise.

I then lived in Arlington through my college years, attending Tarleton State University, a member of the Texas A&M System located in Erath County. While there, I earned dual bachelor's degrees in Mathematics and Chemistry.

In 2011, I moved to Old Town Tomball to begin my teaching career, and I have proudly called Tomball home ever since. As both an educator and a father of five, I have deep roots in this community. My family and I are active supporters of the town, regularly attending local events and volunteering whenever possible.

OWEN HOWARD

ENTHUSIASTIC

FORWARD-THINKING

CREATIVE

CHANGE-AGENT

SUMMARY

Accomplished Upper School STEM educator and curriculum leader with over 15 years of experience teaching advanced mathematics and chemistry, including multiple AP courses. Proven track record of exceptional student achievement, with the majority of AP students earning scores of 4 and 5. Experienced in program design, vertical alignment, standards-based grading, and data-informed instructional improvement. Recognized for rebuilding and modernizing academic programs through technology integration, rigorous lab-based learning, and innovative curriculum development. Trusted leader with extensive experience in professional development, cross-departmental collaboration, policy design, and experiential education

EDUCATION

SAM HOUSTON STATE UNIVERSITY

M.Ed. ADMINISTRATION August 2014

TARLETON STATE UNIVERSITY

B.S. MATHEMATICS May 2011, Magna cum Laude

B.S. CHEMISTRY May 2011, Magna cum Laude

CORE SKILLS

- » Curriculum Leadership
- » Vertical Alignment
- » AP Program Design
- » Data-Driven Instruction
- » Educational Technology
- » Experiential Learning
- » Policy Development
- » Cross-Departmental Collaboration

TEACHING & CURRICULUM LEADERSHIP EXPERIENCE

UPPER SCHOOL MATHEMATICS TEACHER 2016 – Present

The Woodlands Christian Academy (TWCA)

The Woodlands, TX 77384

- ✓ **Courses Taught:** PAP Chemistry, AP Chemistry, AP Precalculus, AP Calculus AB, AP Calculus BC
- ✓ Rebuilt the chemistry program with a focus on 21st-century skills and online learning management systems (WileyPLUS and OWLv2), as well as comprehensive lab-based instruction.
- ✓ Led the development and implementation of curriculum including project-based learning in AP Chemistry ensuring academic rigor and engagement while addressing diverse student needs.
- ✓ Initiated and led the MS and US math department in vertical alignment of instruction, standards, and calculator use (2023).
- ✓ Completed over 100+ hours of MAP data analysis to enhance instruction in mathematics
- ✓ Organized professional development trainings for 5th–12th grade math teachers to both regional and national NCTM conferences.
- ✓ Compiled and presented attendance data leading to the creation of the current US attendance policy.
- ✓ Served as a key contributor to the design and implementation of the current US attendance policy framework.
- ✓ Active member of both the Attendance Committee and Beyond the Walls Committee.
- ✓ Initiated and developed a partnership between Outward Bound and TWCA for Beyond the Walls expeditions focusing on service to others, teamwork, and character development.
- ✓ Oversaw and managed student expeditions to northern Minnesota, Utah (x2), Florida Keys, and Costa Rica.
- ✓ AP Reader for AP Calculus (2025, 2026)
- ✓ Coordinate and oversee detentions for all MS and US students.

Current Projects and Initiatives

- ✓ Leading standard-based grading at TWCA in select AP mathematics and AP English courses (Fall 2026).
- ✓ Designing advanced electives including Multivariable Calculus and Organic Chemistry (Fall 2027).
- ✓ Publishing “*The Paint Lab*”, an original, month-long comprehensive laboratory experience in PAP Chemistry (Fall 2027).
- ✓ Developing a comprehensive, vertical alignment software for TWCA teachers to track, edit, and enhance standards/policies progression K-12 (2026)

OWEN HOWARD

PAGE 2

TEACHING & CURRICULUM LEADERSHIP EXPERIENCE CONTINUED

UPPER SCHOOL S.T.E.M. TEACHER

The Andrew Rodman School

Conroe, Texas 77384

2014 – 2016

- ✓ **Courses taught:** Calculus AB, Geometry, PAP Geometry, Chemistry, Technical Mathematics, Precalculus, and Physics
- ✓ Hired in the first year of the school to develop all curriculum for the courses above for accreditation including standards, textbooks, vertical alignment, homework policies and classroom policies. (School received full accreditation within the second year of operation.)
- ✓ Organized and directed the development of the initial website including design, content, layout, and marketing
- ✓ Served as interim Director of Technology from July through November, 2014
- ✓ Lead the inclusion of technology within the US STEM departments including teacher websites and learning management systems
- ✓ Utilized mathematical programs daily including Maple, Geogebra, PhET and web-based applets to demonstrate concepts

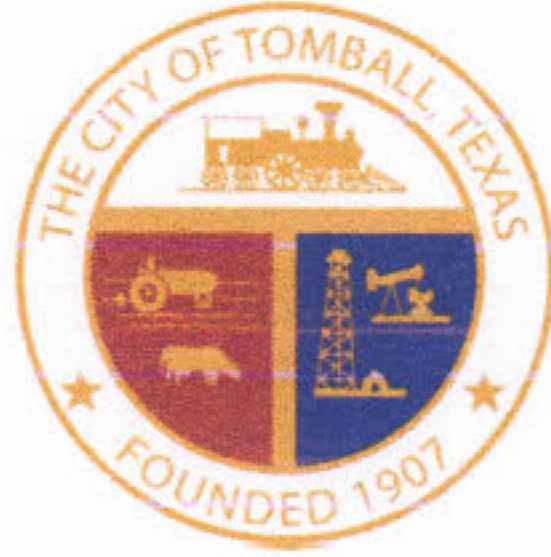
UPPER SCHOOL MATHEMATICS TEACHER

The Woodlands Preparatory School

Tomball, Texas 77375

2011 – 2014

- ✓ **Courses taught:** Calculus, AP Calculus AB & BC, AP Statistics, 8th/9th Grade PAP Geometry
- ✓ Adapted and evolved curriculum and instruction to embrace the Woodlands Preparatory School's exceptionally diverse student body representing more than 50 countries.
- ✓ Worked extensively with publishers Wiley, Brooks Cole, Cengage, McDougal-Little, Houghton-Mifflin, and Collegeboard to find the most suitable curriculum and supplemental resources aligned to our standards
- ✓ Initiated, developed and lead *Pi Day*, an all-day K-12 event involving numerous stakeholders including over 20 unique, student-lead STEM demonstrations and activities for LS and culminating in a 5-12 STEM competition with over 50 competitors including individuals and groups for a \$500 prize.
- ✓ Member of the Campus Technology Committee and the Website Committee
- ✓ Established the math departmental use of supplemental homework programs including Webassign and WileyPLUS
- ✓ 2014 WPS Teacher of the Year



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 5/11/2026

Name: Sandra "Kay" Glasscock

Phone: [REDACTED]
(Home)

Address: [REDACTED]

Phone: same
(Work)

City/State/Zip: [REDACTED]

Cell: same

Email: Kayglasscock1013@gmail.com

I have lived in Tomball 1/2 years.

I am am not a U.S. Citizen

Occupation: Retired business owner. Current real estate license

Professional and/or Community Activities: board member Legacy Square Committee, Member of Tomball Museum, Board Member Heart of Tomball Republican Women, former member HLSR,

Additional Pertinent Information/References: _____

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived in the greater Tomball area all my life. Within the last 6 mos. I have moved in the city limits. Now being retired I have the time to devote to my community and wish to become more involved.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Capital Improvement Advisory Committee

- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
Second Monday in June & December, 5:30 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

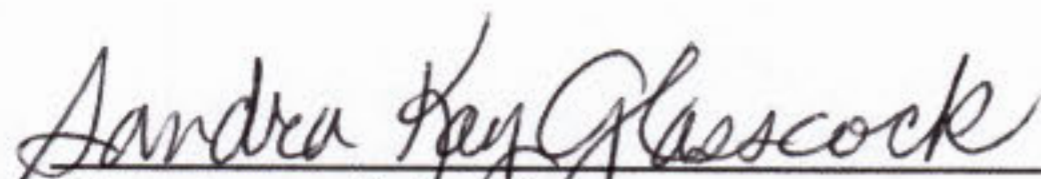
Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cs@tomballtx.gov
office: 281-351-5484
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 35, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

n/a

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

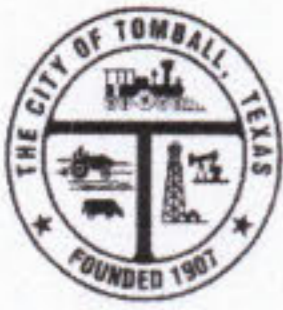
Local Government Code § 176.003(a)(2)(A):

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

~~home telephone number~~

~~personal email address~~

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Sandra Kay Glasscock
Board Member's Signature

5/11/2026
Date

Sandra Kay Glasscock
Board Member's Printed Name

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 1, 2026

Topic:

Executive Session: The City Council will meet in Executive Session as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the following purpose(s):

- Sec. 551.071 – Consultation with the City Attorney regarding a matter which the Attorney’s duty requires to be discussed in closed session
- Sec. 551.072 – Deliberations regarding Real Property; A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- Sec. 551-074- Personnel Matters – Community Development Director

Background:

Origination: David Esquivel, City Manager

Recommendation:

Party(ies) responsible for placing this item on agenda: David Esquivel, City Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____ Approved by _____
Staff Member Date City Manager Date