

**NOTICE OF REGULAR CITY COUNCIL MEETING  
CITY OF TOMBALL, TEXAS**



**Tuesday, September 03, 2024  
6:00 PM**

Notice is hereby given of a Regular meeting of the Tomball City Council, to be held on Tuesday, September 03, 2024 at 6:00 PM, 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: 850 3489 0979 Passcode: 967610 . 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. Invocation - Led by Pastor Abraham Jasso with La Hermosa Church
- C. Pledges to U.S. and Texas Flags
- D. 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.]*
- E. Reports and Announcements
  - 1. Announcements

**I. Upcoming Events:**

- September 11, 2024 – 9/11 Remembrance 8:30 a.m. – 9:30 a.m. @ Depot

- September 12, 2024 – Mayor’s Kaffeeklatsch 8:30 a.m. – 10 a.m. @ Community Center
- September 14, 2024 – 2nd Saturday 5 p.m. – 9 p.m. @ Depot

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

I. Quarterly Investment Report for Period Ending June 30, 2024. The Public Funds Investment Act requires that a report of the City’s cash and investments be presented to City Council on a quarterly basis.

F. 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 August 19, 2024, Special and Regular City Council meetings.
2. Approve Resolution No. 2024-31, a Resolution of the City of Tomball, Texas, Adopting and Ratifying the City of Tomball’s Investment Policy, as set forth in the City’s Administrative Policy No. 13, entitled “Investment Policy”
3. Approve an agreement with Elite Utility Services, Inc. for Project Number 2019-10034, Cherry Street Gas Main, for a not-to-exceed amount of \$448,840.55 (Bid No. 2024-10), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. These expenditures are included in the fiscal year 2023-2024 capital improvement budget
4. Approve a contract with Hayden Paving, Inc. to complete pavement repairs and striping for Hicks Road, Baker Drive, Theis Lane/Business 249, and Pecan Street, through a BuyBoard Contract (Contract No. 700-23) for a not-to-exceed amount of \$137,927.00, 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 FY 2023-2024 Budget.
5. Approve annual purchases exceeding \$50,000 in accordance with the Purchasing and Bidding Policy from Uline, Inc., through a U.S. General Services Administration (GSA) Contract (Contract MAS No. 332510C) for a not-to-exceed amount of \$70,000. These expenditures are included in the Fiscal Year 2023-2024 Budget.

G. New Business

1. Consider an application for an Indoor & Outdoor Special Events Fireworks Display by Roar Over Texas to occur on October 5, 2024 at Boxwood Manor located at 945 E Hufsmith Road.
2. Conduct Public Hearing and Adopt, on First Reading, Ordinance No. 2024-28, an Ordinance of the City Council of the City of Tomball, Texas, Adopting the Budget for the City of Tomball, Texas, for Fiscal Year 2024-2025; and Authorizing the City Manager to Approve Intra-Departmental (Within the Same Department Only) Transfers of Budgeted Funds; and Amending the Budget for the 2023-2024 Fiscal Year in Accordance with Actual Expenditures; and Providing Other Details Relating to the Passage of This Ordinance
3. Appoint member to Position 1, whose term expired on 9/1/2024, to the Tomball Regional Health Foundation.
4. Appoint member to Position 5, whose term expired on 9/1/2024, to the Tomball Regional Health Foundation.
5. Appoint member to Position 3, whose term expired on 9/1/2024, to the Tomball Regional Health Foundation.
6. Discussion and possible action regarding the appointment and/or removal of current Planning and Zoning Commission Members
7. Discussion and possible action regarding the appointment and/or replacement of current Tomball Economic Development Corporation Board Members
8. Discussion and possible action regarding the appointment and/or replacement of current city appointed Tomball Regional Health Foundation Board Members
9. Approve, on First Reading, Resolution No. 2024-29-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 Performance Agreement by and between the Corporation and RSC Riverside Construction, LLC to make direct incentives to, or expenditures for, assistance with infrastructure costs required or suitable for the promotion of new or expanded business enterprise related to the construction of a multibuilding office/warehouse park to be located at 0 Holderrieth Road, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed \$101,870.00.

10. Approve, on First Reading, Resolution No. 2024-30-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 Performance Agreement by and between the Corporation and Red Grip, LLC to make direct incentives to, or expenditures for, assistance with infrastructure costs required or suitable for the promotion of new or expanded business enterprise related to the construction of a commercial office/retail development to be located at 1211 Rudel Road, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed \$15,195.00.
11. Consideration and possible action to approve, as a Project of the Tomball Economic Development Corporation, an agreement with Walsh Alliance, LLC dba Walsh & Albert Company, Ltd., to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the development of its corporate headquarters to be located at 2401 S Persimmon Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is and amount not to exceed \$165,000.00.
12. Consideration and possible action to approve, as a Project of the Tomball Economic Development Corporation, an agreement with Metal Zinc Manufacturing, LLC, to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the development of its corporate headquarters to be located at 2401 S Persimmon Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is and amount not to exceed \$80,000.00.
13. Consideration and possible action regarding changes to the Business Improvement Grant Program and Old Town Façade Improvement Grant Program Guidelines and Criteria.
14. 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 that the Attorney's Duty Requires to be Discussed in Closed Session
  - Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee-Director of Special Projects
15. Confirm appointment by the City Manager, of the Director of Special Projects, September 16, 2024.

H. Adjournment

**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 30th day of August 2024 by 6:00 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

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Tracylynn Garcia, TRMC, CMC, CPM  
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation 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: September 3, 2024

Topic:

Upcoming Events:

- September 11, 2024 – 9/11 Remembrance 8:30 a.m. – 9:30 a.m. @ Depot
- September 12, 2024 – Mayor’s Kaffeeklatsch 8:30 a.m. – 10 a.m. @ Community Center
- September 14, 2024 – 2nd Saturday 5 p.m. – 9 p.m. @ Depot

Background:

Origination: Marketing Department

Recommendation:

Party(ies) responsible for placing this item on agenda: Sasha Luna, 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 \_\_\_\_\_ Approved by \_\_\_\_\_  
Staff Member Date City Manager Date

# City Council Meeting Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Quarterly Investment Report for Period Ending June 30, 2024. The Public Funds Investment Act requires that a report of the City’s cash and investments be presented to City Council on a quarterly basis.

**Background:**

**Origination:** Finance Dept.

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Jessica Rogers, ACM

**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: # \_\_\_\_\_

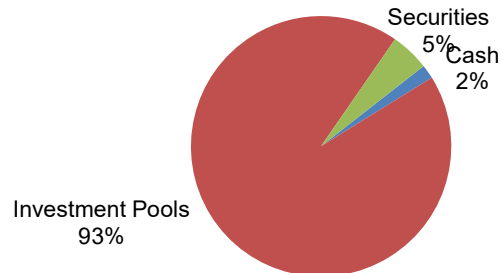
If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed	<u>Jessica Rogers</u>	<u>8/28/24</u>	Approved by	_____
	Staff Member	Date		City Manager
				Date

# CITY OF TOMBALL QUARTERLY INVESTMENT REPORT June 30, 2024

	Market Value		
	3/31/2024	6/30/2024	Change
Cash	\$ 2,863,129	\$ 2,102,440	\$ (760,689)
Investment Pools	112,362,811	113,460,157	1,097,346
Securities	6,839,074	5,857,907	(981,167)
<b>Total Portfolio</b>	<b>\$ 122,065,014</b>	<b>\$ 121,420,503</b>	<b>\$ (644,511)</b>

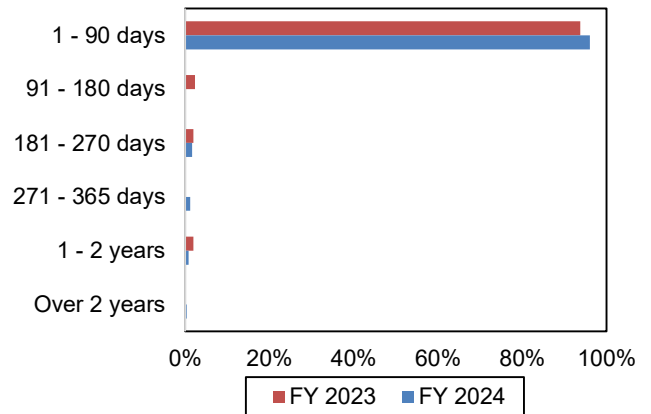
**Diversification by Type  
as of June 30, 2024**



Safety of principal is the first priority of any Public investing portfolio. The City of Tomball invests in securities of federal, state and local governments, and investment pools. These investments are in securities with a rating of A-1/P-1 or higher and pools with Standard & Poor's highest rating of AAAM. Our charter requires that we maintain reserves of no less than 90 days and no more than one year of the current budgeted expenditures. The City currently has reserves in excess of the charter requirement.

	Current Market Value	Percent Portfolio
1 - 90 days	\$ 116,561,289	96.0%
91 - 180 days	-	0.0%
181 - 270 days	1,972,966	1.6%
271 - 365 days	1,399,823	1.2%
1 - 2 years	995,032	0.8%
Over 2 years	491,393	0.4%
<b>Total Portfolio</b>	<b>\$ 121,420,503</b>	

**Diversification by Maturity  
as of June 30, 2024**



Ensuring adequate liquidity is available to cover all expenditures is the second priority of any public investing program. The City staff forecasts cash flow and matches the maturity of investments with future cash needs. A portion of funds are kept in overnight investments as a buffer for any unexpected expenditures. These overnight investments (TexPool, Texas CLASS) have been performing according to market in terms of yield as well as providing liquidity.

This report is in compliance with the investment strategies as approved and the Public Funds Investment Act.

\_\_\_\_\_  
Jessica Rogers  
Assistant City Manager/Interim Finance Director



**CITY OF TOMBALL  
INVESTMENT PORTFOLIO SUMMARY  
ACTIVITY FOR QUARTER ENDING  
June 30, 2024**

INVESTMENTS	COST	MARKET	RATIO	YTM at COST	BENCHMARK YTM**
<b>Beginning of period</b>	<b>\$ 7,144,490</b>	<b>\$ 6,839,074</b>	<b>95.73%</b>	<b>3.290%</b>	<b>5.03%</b>
Purchases	1,000,000	1,000,000			
Maturities/Calls	(2,000,000)	(2,000,000)			
Change in Value	-	18,833			
<b>End of period</b>	<b>\$ 6,144,490</b>	<b>\$ 5,857,907</b>	<b>95.34%</b>	<b>3.027%</b>	<b>5.09%</b>

\*\*Benchmark security is the One-year U. S. Treasury Bill

Weighted average maturity of the portfolio at quarter end is the following number of days: 325

**CITY OF TOMBALL  
INVESTMENT PORTFOLIO  
June 30, 2024**

	<b>CUSIP NUMBER</b>	<b>RATING</b>	<b>MATURITY DATE</b>	<b>INTEREST YIELD</b>	<b>PAR VALUE</b>	<b>MARKET VALUE</b>	<b>DAYS AFTER 06/30/24</b>	<b>INDIVIDUAL MARKET VALUE/TOTAL</b>	<b>WAM DAYS x PERCENT</b>	
1	Federal Home Loan Bank	3130AYEE2	AA+	9/9/2024	5.000%	1,000,000	998,693	71	17.05%	12
2	San Antonio TX TXBL-REF	79623PEQ4	AAA	2/1/2025	0.843%	500,000	487,494	216	8.32%	18
3	Federal Home Loan Bank	3130AYZA7	AA+	2/14/2025	5.210%	1,000,000	998,796	229	17.05%	39
4	Nueces Co TXBL REF Ser B	670386ST9	AA	2/15/2025	0.864%	500,000	486,677	230	8.31%	19
5	Wisconsin ST GF Annual A TXBL	977100GX8	AA	5/1/2025	1.899%	450,000	437,280	305	7.46%	23
6	Federal Home Loan Bank	3130AMTK8	AAA	6/30/2025	1.000%	1,000,000	962,543	365	16.43%	60
7	Federal Home Loan Bank	3130B1PQ4	AA+	12/12/2025	5.400%	1,000,000	995,032	530	16.99%	90
8	Austin TX ISD Taxable Refunding	052430QU2	AAA	8/1/2026	4.000%	500,000	491,393	762	8.39%	64
				<b>TOTAL</b>	<b>3.027%</b>	<b>\$ 5,950,000</b>	<b>\$ 5,857,907</b>	<b>339</b>	<b>100.00%</b>	<b>325</b>

# City Council Meeting Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Approve Minutes of August 19, 2024, Special and Regular City Council meetings.

**Background:**

**Origination:** City Secretary Office

**Recommendation:**

Approve Minutes

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

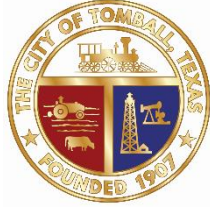
Are funds specifically designated in the current budget for the full amount required for this purpose?

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

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



**Monday, August 19, 2024  
4:00 PM**

A. Mayor L. Klein-Quinn called the meeting of the City of Tomball Council to order at 4:04 p.m.

**PRESENT**

Mayor Lori Klein Quinn  
Council 1 John Ford  
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 - Jessica Rogers  
City Attorney - Loren Smith  
City Secretary - Tracy Garcia  
IT Director - Tom Wilson  
Public Works Director - Drew Huffman  
Fire Chief - Joe Sykora  
Police Chief - Jeff Bert  
Human Resources Director - Kristi Lewis  
Director of Marketing & Tourism - Chrislord Templonuevo  
Director of Community Development - Craig Meyers  
Records Specialist - Fae Morris  
Police Captain-Support Services - Brandon Patin  
Community Center Manager - Jessica Morris  
Project Manager - Meagan Mageo

The Economic Development Corporation meeting was called to order by President G. Fagan at 4:04 p.m.

**PRESENT:**

Member Jim Engleke  
Member Chad Degges

Member Brock Hendrickson  
Member Richard Bruce  
Member Bill Sumner (via zoom)

TEDC STAFF PRESENT:

Director - Kelly Violette  
Assistant Director - Tiffani Wooten  
Economic Development Coordinator - Tori Gleason  
Administrative Assistant - McKayley Dannelley

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.]*

No comments were received.

C. New Business

1. The Tomball City Council and the Tomball Economic Development Corporation Board of Directors will enter into a Workshop Session to discuss the Fiscal Year 2024-2025 Tomball Economic Development Corporation Budget.

D. Adjournment

President G. Fagan adjourned the Economic Development Corporation meeting at 5:21 p.m.  
Motion made by Council 3 Dunagin, Seconded by Council 4 Covington.

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

Motion carried unanimously.

PASSED AND APPROVED this 3<sup>rd</sup> day of September 2024.

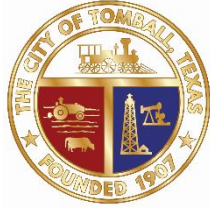
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Tracylynn Garcia  
City Secretary, TRMC, CMC, CPM

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Lori Klein Quinn  
Mayor

**MINUTES OF REGULAR CITY COUNCIL MEETING  
CITY OF TOMBALL, TEXAS**



**Monday, August 19, 2024  
6:00 PM**

- A. Mayor L. Klein-Quinn called the meeting of the City of Tomball Council to order at 6:01 p.m.

**PRESENT**

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

**OTHERS PRESENT:**

City Manager - David Esquivel  
Assistant City Manager - Jessica Rogers  
City Attorney - Loren Smith  
City Secretary - Tracy Garcia  
Fire Chief - Joe Sykora  
Human Resources Director - Kristi Lewis  
Public Works Director - Drew Huffman  
Director of Community Development - Craig Meyers  
Police Chief - Jeff Bert  
Director of Marketing & Tourism - Chrislord Templonuevo  
IT Director - Tom Wilson  
Assistant Fire Chief/Fire Marshal - Jeff Cook  
Records Specialist - Fae Morris  
Police Captain - Shon Davis  
Police Lieutenant-Investigations - Albert Chambers  
Police Sergeant - Courtney White  
Project Manager - Meagan Mageo  
Community Center Manager - Jessica Morris

- B. Invocation - Led by Executive Pastor Tommy Roberson with Real Life Ministries
- C. Pledges to U.S. and Texas Flags led by Sam Shannon
- D. 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.]*

Elaine Hogan 9402 Oakheath Canyon Tomball, Texas 77375	-	Be SMART organization
Tana Ross 30722 Country Meadows Dr. Tomball, TX 77375	-	expressed wishes to be reappointed to Planning & Zoning board
Deborah Williams 1018 Hickory Post Tomball, Texas	-	recognized GFL and the good job - they have done
Linda Reines 516 Clayton Tomball, TX 77375	-	general concerns
Jason Simms 518 Clayton St. Tomball, Texas 77375	-	issues on lack of code enforcement
Jerry Thomas 209 N. Sycamore Tomball, Texas 77375	-	issues and concerns with the Sycamore Project
Dale Nadou 205 N. Sycamore Tomball, Texas 77375	-	issues and concerns with the N Sycamore Project

E. Presentations

1. Proclamation – 2024 Smart Week
2. Tomball Farmer's Market presented a check in the amount of \$2,000.00 to Tomball Fire and Police Departments to support the Holiday Heroes program

F. Reports and Announcements

1. Announcements

**I. Upcoming Events:**

**2024 Swim Season (Jerry Matheson Park Pool)**

**END OF SEASON HOURS (Weekends only)**

August 24 and 25 – Noon to 8 p.m.

August 31 and September 1 – Noon to 8 p.m.

September 2 – 10 a.m. to 6 p.m.

September 2 – 10:00 a.m. to 6:00 p.m.

September 11, 2024 – 9/11 Remembrance 8:30 a.m. – 9:30 a.m. @ Depot

September 12, 2024 – Mayor's Kaffeeklatsch 8:30 a.m. – 10 a.m. @  
Community Center

September 14, 2024 – 2nd Saturday 5 p.m. – 9 p.m. @ Depot

G. Approval of Minutes

1. Approve Minutes of August 5, 2024, Special and Regular City Council meetings.

Motion made by Council 1 Ford, Seconded by Council 3 Dunagin.

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

Motion carried unanimously.



H. New Business

1. Consideration and discussion regarding appointment/reappointment to the Tomball Regional Health Foundation

City Secretary, Tracylynn Garcia read aloud into record Christina Nash's statement to be considered for reappointment.

Maggie Yacoubian - expressed her wishes to be considered for reappointed to TRHF  
14123 Spring Pines Dr.  
Tomball, Texas 77375

Janna Hogland - expressed her wishes to serve on the TRHF

2. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

Motion made by Council 5 Parr, Seconded by Council 1 Ford to reappoint Brock Hendrickson

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

Motion carried unanimously.

3. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

Motion made by Council 1 Ford, Seconded by Council 3 Dunagin to reappoint Bill Sumner.

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

Motion carried unanimously.

4. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

Motion made by Council 4 Covington, Seconded by Council 2 Garcia to appoint Latrell Shannon.

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

Motion carried unanimously.

5. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

Motion made by Council 3 Dunagin, Seconded by Council 1 Ford to appoint Danny Hudson.

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

Motion carried unanimously.

6. Approve the Tomball Economic Development Corporation (TEDC) Fiscal Year 2024-2025 Budget.

Motion made by Council 5 Parr, Seconded by Council 1 Ford to accept FY 2024-2025 TEDC budget

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

Motion carried unanimously.

7. Appoint/Reappoint member to Position Regular 1, whose term expired 6/1/2024, to the Planning and Zoning Commission.

Motion made by Council 3 Dunagin, Seconded by Council 1 Ford to appoint Colleen Pye.

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

Motion carried unanimously.

8. Appoint/Reappoint member to Position Regular 2, whose term expired 6/1/2023, to the Planning and Zoning Commission.

Motion made by Council 1 Ford, Seconded by Council 5 Parr to reappoint Susan Harris.

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

Motion carried unanimously.

9. Appoint/Reappoint member to Position Regular 3, whose term expired 6/1/2024, to the Planning and Zoning Commission.

Motion made by Council 3 Dunagin, Seconded by Council 1 Ford to reappoint Scott Moore, Jr.

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

Motion carried unanimously.

10. Appoint/Reappoint member to Position Regular 5, whose term expired 6/1/2023, to the Planning and Zoning Commission.

Motion made by Council 4 Covington, Seconded by Council 2 Garcia to reappoint Tana Ross.

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

Motion carried unanimously.

11. Approve a Professional Services Agreement with Ardurra for the 16-inch water line along Tomball Parkway, Project Number 2024-10010, for a not-to-exceed amount of \$448,420.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is to be reimbursed by the developer of the Grand Parkway Town Center and will be included in the budget as a Capital Improvement Project for fiscal year 2023-2024.

Motion made by Council 1 Ford, Seconded by Council 3 Dunagin.

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

Motion carried unanimously.

12. Approval to reject the bid received for Bid Number 2024-11, Baker Drive Water Plant (Project No. 2023-10019), and rebid the project. The project is included in the FY 2023-2024 Capital Improvement Project budget.

Motion made by Council 5 Parr, Seconded by Council 4 Covington.

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

Motion carried unanimously.

13. Approve a service agreement with Canon Financial Services for lease and support of the citywide copiers through a Department of Information Resources (DIR) Contract (Contract No. DIR-CPO-4437) for a total contract amount of \$275,000 for a total of five years beginning August 6, 2024 and expiring August 5, 2029, for an annual not-to-exceed amount of \$55,000.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount is included in the FY 2023-2024 budget and will be included in annual budget request during the term of the contract.

Motion made by Council 2 Garcia, Seconded by Council 4 Covington.

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

Motion carried unanimously.

14. Conduct a public hearing and consideration to approve **Zoning Case Z24-010**: Request by TYKHE LLC, represented by JLS Real Estate, to amend Chapter 50 (Zoning) of the Tomball Code of Ordinances, by rezoning approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from Commercial (C) to Light Industrial (LI). The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County, Texas.

Adopt, on First Reading, Ordinance No. 2024-23, an Ordinance of the City of Tomball, Texas, amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by changing the zoning district classification of approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and

192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from the Commercial (C) District to the Light Industrial (LI) District. The property is located at 1730 South Cherry Street, 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.

- Mayor opened the Public Hearing at 7:08 p.m.

Applicant Josh Lass-Sughrue with JLS Real Estate addressed Council on his development plans for the property as a potential buyer

- Hearing no further comments the Mayor closed the Public Hearing at 7:10 p.m.

Motion made by Council 3 Dunagin, Seconded by Council 1 Ford.

Voting Yea: Council 1 Ford, Council 5 Parr

Voting Nay: Council 2 Garcia, Council 3 Dunagin, Council 4 Covington

Motion failed 2 votes Yea, 3 votes Nay.

15. Approve amendments to Administrative Policy No. 7, Credit Cards Acceptance Policy

Motion made by Council 4 Covington, Seconded by Council 3 Dunagin.

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

Motion carried unanimously.

16. Approve Resolution No. 2024-28, a Resolution of the City of Tomball, Texas, approving the Master Fee Schedule for Fiscal Year 2024-2025.

Motion made by Council 5 Parr, Seconded by Council 2 Garcia

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

Motion carried unanimously.

17. 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 that the Attorney's Duty Requires to be Discussed in Closed Session
  - Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee-Director of Finance

Executive Session started: 7:45 p.m.

Executive Session ended: 8:10 p.m.

18. Confirm the appointment by the City Manager, of the Finance Director, effective August 19, 2024.

Motion made by Council 5 Parr, Seconded by Council 3 Dunagin.

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

Motion carried unanimously.

I. Adjournment

Motion made by Council 1 Ford, Seconded by Council 4 Covington.

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

Motion carried unanimously.

PASSED AND APPROVED this 3<sup>rd</sup> day of September 2024.

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Tracylynn Garcia  
City Secretary, TRMC, CMC, CPM

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Lori Klein Quinn  
Mayor

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: \_\_\_\_\_

**Topic:**

Approve Resolution No. 2024-31, a Resolution of the City of Tomball, Texas, Adopting and Ratifying the City of Tomball’s Investment Policy, as set forth in the City’s Administrative Policy No. 13, entitled “Investment Policy”

**Background:**

Administrative Policy No. 13 – Investment Policy identifies those types of investments into which the City may place its funds. The City’s policy is required by the Texas Public Funds Investment Act (PFIA). An additional provision of the PFIA requires that the governing body review and adopt the policy by resolution. The changes made to the Investment Policy are minor and do not change the policy as a whole.

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**Origination:** Finance

**Recommendation:**

Staff recommends approval of Resolution No. 2024-31, adopting and ratifying the City of Tomball’s Investment Policy pursuant to the Texas Public Funds Investment Act.

**Party(ies) responsible for placing this item on agenda:** Jessica Rogers, Assistant 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:** Jessica Rogers, ACM    08/22/2024    **Approved by:** David Esquivel    08/292024  
Staff Member                      Date                      City Manager                      Date



**RESOLUTION NO. 2024-31**

**A RESOLUTION OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE CITY OF TOMBALL’S INVESTMENT POLICY, AS SET OUT IN CITY OF TOMBALL ADMINISTRATIVE POLICY NO. 13, ENTITLED “INVESTMENT POLICY”.**

\* \* \* \* \*

**WHEREAS**, Texas Government Code, Section 2256.005(a), states that “the governing body of an investing entity shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control”; and

**WHEREAS**, the governing body of an investing entity shall review its investment policy and investment strategies not less than annually, adopting a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies;

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

**Section 1.** The City Council has reviewed the investment policy and now desires to reaffirm and re-adopt said investment policy, as set forth in City of Tomball Administrative Policy No. 13, entitled “Investment Policy”, a copy of which is attached hereto and made a part hereof as Exhibit “A”.

**Section 2.** All resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

**Section 3.** In the event any clause phrase, provision, sentence, or part of this Resolution 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 jurisdiction, it shall not affect,

impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**PASSED, APPROVED, AND RESOLVED** this the   3rd   day of   September   2024.

\_\_\_\_\_  
LORI KLEIN QUINN, Mayor  
City of Tomball

ATTEST:

\_\_\_\_\_  
TRACYLYNN GARCIA, City Secretary  
City of Tomball

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

<b>SUBJECT</b>  <b>INVESTMENT POLICY</b>	<b>NUMBER:</b>  13	<b>EFFECTIVE DATE:</b>  July 27, 1992	<b>PAGE</b> 1 OF 8
	<b>REVISED:</b> September 3, 2024	<b>APPROVED BY CITY MANAGER:</b> September 3, 2024	
	<b>SUPERSEDES:</b> September 5, 2023	<b>APPROVED BY CITY COUNCIL:</b> September 3, 2024	

**CITY OF TOMBALL  
INVESTMENT POLICY**

**I. SCOPE OF POLICY**

**PURPOSE:**

This policy is developed to be in accordance with the Public Funds Investment Act, Chapter 2256 and with the Public Funds Collateral Act, Chapter 2257 of the Texas Government Code, as amended. This investment policy applies to the investment activities of the City of Tomball (City) and serves to satisfy the statutory requirement to define and adopt a formal investment policy. The investment portfolio shall be designed and managed in a manner to be responsive to public trust and to be in compliance with legal requirements and limitations.

**INVESTMENT FUNDS:**

All financial assets of all funds of the City at the present time and any funds to be created in the future shall be administered in accordance with the provisions of this policy. For investment purposes, all funds of the City shall be combined in a common pool, except as provided by applicable federal or state statutes, City ordinance, or other law. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

**II. PRIMARY OBJECTIVES**

**SAFETY OF PRINCIPAL:**

The safety of the principal invested always remains the primary and foremost objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, the risk of loss due to the failure of the security issuer or backer, and interest rate risk, the risk that the market value of securities in the portfolio will fall due to changes in general interest rates.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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**LIQUIDITY:**

The City’s investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by structuring the portfolio so that investments mature concurrent with forecasted cash flow requirements. Since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio will also be placed in interest bearing accounts, which offer same day liquidity for short-term funds.

**DIVERSIFICATION:**

Invested funds shall be diversified to minimize risk resulting from over-concentration of assets in a specific maturity, specific market sector, or specific instruments.

**YIELD:**

The City’s cash management portfolio shall be designed with the objective of attaining reasonable market rates of return on investments, while remaining within the objective of safety and liquidity, throughout budgetary and economic cycles. The investment program shall seek to augment these returns consistent with risk limitations identified herein and prudent investment principles, also taking into account the risk constraints associated with the protection of capital.

**MATURITY:**

The investment maturity schedule shall correspond with the City’s projected cash flow needs. Market risk shall be minimized by diversification of maturity dates. The City has a “buy and hold” portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, securities may be sold before they mature should it be in the City’s best interest. No City investments shall exceed a maturity of more than four years.

**INVESTMENT MANAGEMENT:**

All participants in the investment process shall seek to act responsibly as custodians of the public trust. They shall avoid any transactions that might impair public confidence in the City’s ability to govern effectively. The system of internal controls will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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**III. AUTHORIZED INVESTMENTS**

Assets of funds of the government of the City may be invested in:

- A. Obligations of the United States or its agencies and instrumentalities;
- B. Direct obligations of the State of Texas or its agencies and instrumentalities;
- C. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- D. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities;
- E. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- F. Certificates of Deposit issued by state or national banks with its main office or a branch in the State of Texas, a savings bank with its main office or a branch in the State of Texas, or a state or federal credit union with its main office or a branch in the State of Texas and are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and are secured by the obligations named within this policy under items A through E above.
- G. Repurchase agreements which are fully collateralized, have a defined termination date, are secured by obligations of the United States or its agencies and instrumentalities; are purchased and pledged to the City; are held in the City's name; are deposited with third-party safekeeping of collateral at the time the investment is made; and are purchased through a primary government securities dealer or state or national bank doing business in the State of Texas evidenced by a fully executed Master Repurchase Agreement on file with the City. The repurchase agreement is a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations of the United States or its agencies and instrumentalities, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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H. Commercial paper is an authorized investment if the commercial paper:

- a. Has a stated maturity of 270 days or fewer from the date of its issuance; and
- b. Is rated not less than A-1 or P-1 or an equivalent rating by at least:
  - i. Two nationally recognized credit rating agencies; or
  - ii. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by organized and existing under the laws of the United States or any state.

I. An eligible investment pool authorized by the governing body, which must furnish to the City an offering circular or other similar disclosure instrument that contains, at a minimum, the types of investments in which money is allowed to be invested; the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool; the maximum stated maturity date of any investment within the portfolio; the objectives of the pool; the size of the pool; the names of the members of the advisory board of the pool and the dates their terms expire; the custodian bank that will safe-keep the pool's assets; whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation; whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment; the name and address of the independent auditor of the pool; the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

To maintain eligibility to receive funds from and invest funds on behalf of the City, an investment pool must furnish to the City investment transaction confirmations; and a monthly report that contains, at a minimum, the types and percentage breakdown of securities in which the pool is invested, the current average dollar-weighted maturity based on the stated maturity date of the pool, the current percentage of the pool's portfolio in investments that have stated maturities of more than one year, the book value versus the market value of the pool's portfolio, using amortized cost valuation, the size of the pool, the number of participants in the pool, the custodian bank that is safekeeping the assets of the pool, a listing of daily transaction activity of the entity participating in the pool, the yield and expense ratio of the pool, the portfolio managers of the pool and any changes or addenda to the offering circular.

Investment pool yield shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the Federal Securities and Exchange Commission.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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To be eligible to receive funds from and invest funds on behalf of the City, a public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily, and, to the extent reasonably possible, stabilize at a \$1 net asset value.

If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ration between 0.995 and 1.005.

A public funds investment pool must have an advisory board composed: equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created and managed by a state agency; or of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.

To maintain eligibility to receive funds from and invest funds on behalf of the City, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

Although allowed under State Law, Prime Domestic Bankers' Acceptances, and Money-market mutual funds are not considered suitable investments of the City, and the City will refrain from making such investments or allowing such instruments to be pledged to the City's deposits or serve as underlying collateral.

**IV. RESPONSIBILITY AND CONTROL**

**DELEGATION OF AUTHORITY:**

Management responsibility for the investment program is hereby delegated to the Finance Director, or in the absence of such, Assistant City Manager, or such other person specifically designated by the City Manager or Assistant City Manager. The Finance Director, or designated person by such, shall be responsible for all transactions, compliance with internal controls, and ensuring that all safekeeping, custodial, and collateral duties are in compliance with this investment policy and other applicable laws and regulations.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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**TRAINING REQUIREMENT:**

The Finance Director, and any person designated by the Finance Director, City Manager, and/or Assistant City Manager to be responsible for the investment of City funds shall attend an independent and approved source of investment training session no less often than once every two fiscal years and shall receive not less than 10 hours of instruction relating to investment responsibilities under the state statutes. Any person newly designated to duties relating to the investment program shall be required to attend an independent and approved source of investment training session within 12 months of such designation. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Public Funds Investment Act under the Texas Government Code Chapter 2256.

**QUARTERLY REPORTS:**

The Finance Director, and the person or persons designated by such, shall submit quarterly an investment report that summarizes the investment portfolio for all funds to the City Council. The report shall describe in detail the investment position of the City on the date of the report; be prepared and signed by all investment officers of the City; contain a summary statement, prepared in compliance with generally accepted accounting principles; provide the beginning market value for the reporting period, the additions and changes to the market value during the period, the ending market value for the period, and fully accrued interest for the reporting period; state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested; state the maturity date of each separately invested asset that has a maturity date; state the account, fund or pooled group fund in City for which each individual investment was acquired; and state the compliance of the investment portfolio of the City’s policy as it relates to the strategy. The reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

**CONFLICTS OF INTEREST:**

The Finance Director, or any person designated by such to be responsible for investments, shall not be designated as an investment officer for any investing entity other than the City. Any person responsible for investments for the City who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. Any person responsible for investments for the City who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship.



**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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This statement must be filed with the Texas Ethics Commission and the City. A personal business relationship is defined as owning 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization; funds received from the business organization exceed 10 percent of the person’s gross income for the previous year; or the acquisition of investments from the business organization during the previous year have a book value of \$2,500 or more for the person’s personal account. Any person involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Secretary any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial and/or investment positions that could be related to the performance of the City’s portfolio. Any person responsible for investments shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

**V. COLLATERAL AND SAFEKEEPING**

**COLLATERAL REQUIRED:**

Funds of the City of Tomball shall be secured by collateral, whereby the market value of such collateral shall not be less than the total amount of the sum of the City’s deposits, investments and accrued interest less the amount of insurance provided by the United States or an instrumentality of the United States, such as Federal Deposit Insurance Corporation (FDIC) insurance. All items held for collateral for the City shall be qualified investments as stated in items III.A. through III.E. of the City’s investment policy.

**SECURITY OF COLLATERAL:**

All securities owned by thy City or pledged to the City shall be held in safekeeping by the City; in a City approved account in a third-party financial institution with a main office in the State of Texas and capital stock and permanent surplus of \$5 million or more; the Texas Treasury Safekeeping Trust Company; a Federal Home Loan Bank; or with a Federal Reserve Bank. A third-party custodian shall be required to issue original safekeeping receipts directly to the City and monthly provide a listing of each specific security, rate description, maturity, Committee on Uniform Securities Identification Procedures (CUSIP) number, and other information as may be deemed necessary and appropriate by the City. Each safekeeping receipt will be clearly marked that the security is pledged to the City. It shall be the sole responsibility of the financial institution to immediately, without notice from the City or cost to the City, replace any nonconforming pledged security.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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**DELIVERY VS. PAYMENT:**

Treasury Bills, Notes and Bonds and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the City or its designated Trustee. The security shall be held in the name of the City. The Trustee's records shall reflect that the City owns such securities. In the event that the security is held by Trustee, the original copy of all safekeeping receipts shall be delivered to the Finance Director, or person designated by such.

**VI. AUTHORIZED BROKERS**

The City shall annually review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City. Following are authorized brokers for the City of Tomball:

FHN Financial  
Wells Fargo Securities, LLC  
Hilltop Securities

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Approve an agreement with Elite Utility Services, Inc. for Project Number 2019-10034, Cherry Street Gas Main, for a not-to-exceed amount of \$448,840.55 (Bid No. 2024-10), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. These expenditures are included in the fiscal year 2023-2024 capital improvement budget

**Background:**

The proposed agreement with Elite Utility Services, Inc. is to complete the installation of a new gas main along Cherry Street extending approximately 6,165 linear feet. Elite Utility Services was selected through the competitive sealed bid process (Bid No. 2024-10), which allowed for interested parties to submit sealed bids to complete the proposed project and Elite was the only bid received. Elite has been working in the City of Tomball for more than five years installing public and private natural gas lines. After reviewing the submitted bid, it was determined that Elite would provide the best service to the City given their proven record and the submitted bid being with the engineer's submitted cost estimate. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

This item authorizes an agreement with Elite Utility Services, to complete the installation of a new gas main along S. Cherry Street for an amount not-to-exceed \$448,840.55, included in the adopted fiscal year 2023-2024 capital budget.

**Origination:** Project Management

**Recommendation:**

Staff recommends approving an agreement with Elite Utility Services, Inc. for the installation of a new gas main along S. Cherry Street for an amount not-to-exceed \$448,840.55.

**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: X No: \_\_\_\_\_ If yes, specify Account Number: #400-613-6409

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

**Signed:** Meagan Mageo **Approved by:** \_\_\_\_\_  
Staff Member Date City Manager Date

Document 00520

AGREEMENT

Project: Cherry Street Gas Line Relocation

Project Location: Cherry Street

Project Bid No: 2024-10

E&P Project No: 2019-10034

The City: The City of Tomball, County of Harris, Texas (the "City")  
and

Contractor: Elite Utility Services, Inc

(Address for Written Notice) 14110 Hirschfield Rd, Tomball, TX 77377

Phone Number: 281-290-7265

City Engineer is: Troy Toland

(Address for Written Notice) 501 James St, Tomball, TX 77375

Phone Number: 281-290-1406

THE CITY AND CONTRACTOR AGREE AS FOLLOWS:

ARTICLE 1

THE WORK OF THE CONTRACT

1.1 Contractor shall perform the Work in accordance with the Contract.

ARTICLE 2

CONTRACT TIME

2.1 Contractor shall achieve Date of Substantial Completion within 180 days after Date of Commencement of the Work, subject to adjustments of Contract Time as provided in the Contract.

2.2 The Parties recognize that time is of the essence for this Agreement and that the City will suffer financial loss if the Work is not completed within the Contract Time. Parties also recognize delays, expense, and difficulties involved in proving in a legal or arbitration proceeding actual loss suffered by the City if the Work is not completed on time. Accordingly, instead of requiring any such proof, the Parties

00520-1  
06-16-2011

agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay the City the amount stipulated in Document 00800 – Supplementary Conditions, for each day beyond Contract Time.

**ARTICLE 3  
CONTRACT PRICE**

3.1 Subject to terms of the Contract, the City will pay Contractor in current funds for Contractor's performance of the Contract, Contract Price of \$448,840.55, which includes Alternates, if any, accepted below.

3.2 The City accepts Alternates as follows:

Alternate No. 1 \_\_\_\_\_ [ Not Applicable]

**ARTICLE 4  
PAYMENTS**

4.1 The City will make progress payments to Contractor as provided below and in the General Conditions.

4.2 The Period covered by each progress payment is one calendar month ending on the [] 10th, [] 20th, or [] last day of the month.

4.3 The Schedule of Values established as provided in paragraph 2.07.A of the General Conditions will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to Engineer. Progress payments on account of Unit Price Work will be based on the number of units completed. The City will make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment as provided below in paragraphs 4.3.1 and 4.3.2.

4.3.1 Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or City may withhold, in accordance with paragraph 14.02 of the General Conditions:

- a. For contracts under \$400,000.00, 90% of Work completed (with the balance being retainage).  
For contracts over \$400,000.00, 95% of Work completed (with the balance being retainage.)
- b. For contracts under \$400,000.00, 90% (with the balance being retainage) and for contracts over \$400,000.00, 95% (with the balance being retainage) of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to the City as provided in paragraph 14.02 of the General Conditions).

4.3.2 Upon Substantial Completion, the City shall pay an amount sufficient to increase total payments to Contractor to 95% of the Work completed, less such amounts as Engineer shall determine in accordance with paragraph 14.02.B.5 of the General Conditions and less 100% of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the Certificate of Substantial Completion.

00520-2  
06-16-2011

4.4 Final payment, constituting entire unpaid balance of Contract Price, will be made by the City to Contractor as provided in the General Conditions.

**ARTICLE 5**  
**CONTRACTOR REPRESENTATIONS**

5.1 Contractor represents:

5.1.1 Contractor has examined and carefully studied Contract documents and other related data identified in Bid Documents.

5.1.2 Contractor has visited the site and become familiar with and is satisfied as to general, local, and site conditions that may affect cost, progress, and performance of the Work.

5.1.3 Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the Work.

5.1.4 Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in Contract documents and (2) reports and drawings of a hazardous environmental condition, if any, at the site which has been identified in Contract documents.

5.1.5 Contractor has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including applying specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract to be employed by Contractor, and safety precautions and programs incident thereto

5.1.6 Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for performance of the Work at Contract Price, within Contract Time, and in accordance with the Contract.

5.1.7 Contractor is aware of general nature of work to be performed by the City and others at the site that relates to the Work as indicated in Contract documents.

5.1.8 Contractor has correlated information known to Contractor, information and observations obtained from visits to the site, reports and drawings identified in the Contract, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract.

00520-3  
06-16-2011

5.1.9 Contractor has given City Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract, and written resolution thereof by City Engineer is acceptable to Contractor.

5.1.10 Contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

**ARTICLE 6**

**MISCELLANEOUS PROVISIONS**

6.1 The Contract may be terminated by either Party as provided in Conditions of the Contract.

6.2 The Work may be suspended by the City as provided in Conditions of the Contract.

6.3 Contractor further covenants and agrees that it 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 by law to be employed in that manner in the United States.

6.4 In accordance with Chapter 2270, Texas Government Code, a government entity may not enter into a contract with a company for goods or services unless the company covenants and agrees that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. Furthermore, the contractor is prohibited from engaging in business with Iran, Sudan or Foreign Terrorist Organizations.

6.5 When conducting activities for the City of Tomball, contractor will adhere to the City's Storm Water Management Plan and permit issued by the Texas Commission on Environmental Quality.

**ARTICLE 7**

**ENUMERATION OF CONTRACT DOCUMENTS**

7.1 The following documents are incorporated into this Agreement:

7.1.1 Document 00700 - General Conditions

7.1.2 Document 00800 - Supplementary Conditions

7.1.3 General Requirements.

7.1.4 Divisions 02 through 16 of Specifications attached hereto or incorporated by reference in Document 00010 - Table of Contents.

7.1.5 Drawings listed in Document 00015 - List of Drawings and bound separately.

7.1.6 Addenda which apply to the Contract, are as follows:

Addendum No. 1, dated: 6/24/2024

7.1.7 Other documents:

00520-4  
06-16-2011

<u>Document No.</u>	<u>Title</u>
[ ] 00410B	Bid Form – Part B
[ X ] 00500	Form of Business
[ X ] 00501	Resolution of Corporation (if a corporation)
[ X ] 00610	Performance Bond
[ X ] 00611	Statutory Payment Bond
[ X ] 00612	One-year Maintenance Bond
[ X ] 00620	Affidavit of Insurance (with the Certificate of Insurance attached)
[ X ] 00800	Exhibit A, Wage Rates
[ ] 00821	Wage Rate for Building Construction
[ ] 00830	Trench Safety Geotechnical Information

**ARTICLE 8**  
**SIGNATURES**

8.1 This Agreement is executed in two originals and is effective on \_\_\_\_\_.

00520-5  
06-16-2011



CONTRACTOR: Elite Utility Services, Inc

(If Joint Venture)

By: [Signature]

By: \_\_\_\_\_

Name: Greg Beiersdorfer

Name: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Date: 8/22/2024

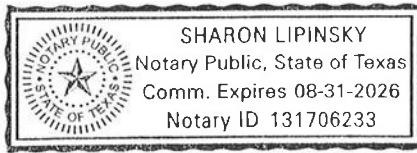
Date: \_\_\_\_\_

Tax Identification Number: 76-0667223

Tax Identification Number: \_\_\_\_\_

ATTEST/SEAL:

[SEAL]



Attest:

[Signature: Sharon Lipinsky]

Date:

8/22/24

CITY OF TOMBALL, TEXAS:

By: \_\_\_\_\_

City Manager

ATTEST/SEAL:

Date: \_\_\_\_\_

[SEAL]

Attest: \_\_\_\_\_

City Secretary

Date: \_\_\_\_\_

END OF DOCUMENT

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: September 3, 2024

Approve a contract with Hayden Paving, Inc. to complete pavement repairs and striping for Hicks Road, Baker Drive, Theis Lane/Business 249, and Pecan Street, through a BuyBoard Contract (Contract No. 700-23) for a not-to-exceed amount of \$137,927.00, 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 FY 2023-2024 Budget.

**Background:**

Staff completed evaluations of pavement failures and substandard pavement markings on Hicks Street, Baker Drive, Thies Lane & Business 249, and Pecan Street. These evaluations determined that pavement repairs and re-striping of pavement markings were needed to improve roads and provide safe vehicular travel.

Repairs to Hicks Street, Baker Drive, and Pecan Street, were completed in the fall of 2023 for a total amount of \$88,525, as two separate contracts. This item authorizes a contract with Hayden Paving, Inc. to perform the necessary repairs to the Theis Lane and Business 249 intersection, with anticipated completion within four weeks of the contract approval and approves fiscal year expenditures in excess of \$50,000 as required by the adopted Procurement Policy. The total not-to-exceed amount for Hayden Paving, Inc. for fiscal year 2023-2024 will be a not-to-exceed amount of \$137,927, and a full project breakdown in provided in the table below.

Location	Detailed Description	Amount
Hicks Street – between Quinn Road and SH-249	Asphalt, Base Repairs and Re-Striping of lanes	\$47,528.00
Baker Drive – between Brown Rd and Quinn Rd Pecan Drive – between Baker Dr and Inwood Dr	Asphalt and Base Repairs – Baker Dr. Concrete Repairs – Pecan Dr.	\$40,997.00
Theis Lane and SH 249	Asphalt, Base and Concrete repairs	\$49,402.00
<b>Total</b>		<b>\$137,927.00</b>

**Origination:** Public Works Department

**Recommendation:**

Staff recommends approving a contract with Hayden Paving, Inc. to perform the recommended pavement and striping repairs for a not-to-exceed amount of \$137,927.00.

**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: # 100-154-6207

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Drew Huffman Approved by \_\_\_\_\_  
Staff Member Date City Manager Date



# HAYDEN PAVING, INC.

4710 Windsong Trail, Houston, TX 77084 O: 281-855-7710 F: 281-856-2506

## Quotation

**Quote Number:** 34984  
**Quote Date:** 8/12/2024  
**Quoted By:** Michael Henry

**Quoted to:**  
 City of Tomball  
 501 James St.  
 Tomball, TX 77375

**Job Name:** City of Tomball Theiss Patch  
 Theiss Road & Bu249  
 Tomball TX 77375  
**Phone:**

Contact	Good Through	Payment Terms	Job Location
Justin Pruitt	9/11/2024	Net 30 Days	
Item	Description	Amount	
Supply material, labor and equipment to perform the following:			
1	ASPHALT R&R: Saw cut edges to be repaired, excavate the top 2" of the existing deteriorated asphalt pavement and 10" of existing base material. Place and compact 10" of Asphalt Stabilized Base (Black Base). Apply SS-1 tack coat @ 0.05 to 0.15 gal./sq.yd., place and compact 2" of type 'D' HMAC. Area totaling approximately 600 SF. Also, extend the existing curb an additional 20 LF per Tomball instructions.	\$28,478.00	
2	CONCRETE R&R: Saw cut edges to be repaired. Excavate 8" of the existing concrete pavement and haul off-site. Reinforce with #4 Rebar on 16" centers and dowel into existing concrete, place and apply medium broom finish to 6" of 3000 PSI concrete with 1 1/2" aggregate. Area totaling approximately 440 sq.ft. Barricade for 24 hours.	\$20,924.00	
***	Buy Board Number: 700-23		
		<b>Base</b>	\$49,402
		<b>Bond Cost</b>	\$0
		<b>Subtotal</b>	\$49,402
Exempt - contingent upon receipt of Tax Certificate		8.25%	\$0
		<b>Total</b>	\$49,402

Notes	
1	This quote does not include the cost of permits, which may or may not be required, or the plan work necessary to obtain such permits.
2	Price is subject to change due to any freight increases, liquid asphalt increases, and fuel surcharges incurred.
3	Hayden Paving shall not warranty asphalt failures caused by sub-grade or base failures where asphalt is placed on existing sub-grade, base or asphalt surface which was not installed by Hayden Paving.
4	Asphalt paving industry recommended grade for proper drainage of asphalt surfaces is 2%. Designed grades of less than 1.5% will increase the chances of water ponding. Hayden Paving shall not guarantee zero ponding on surfaces designed with less than 1.5% grade.
5	Engineering layout, offset stakes and string line elevation control costs are not included in this quotation. This quote is based upon the assumption that elevations shall be controlled by existing curbs, gutters, base material, etc



## **HAYDEN PAVING, INC.**

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4710 Windsong Trail, Houston, TX 77084 O: 281-855-7710 F: 281-856-2506

*"20 Years Experience"*

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Hayden Paving, Inc is authorized to do the work as specified. Payment will be made as described by payment terms listed above. Hayden Paving, Inc. reserves the right to repossess any material that is not paid in full within 90 days of the job completion.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



# HAYDEN PAVING, INC.

4710 Windsong Trail, Houston, TX 77084 O: 281-855-7710 F: 281-856-2506

## Quotation

**Quote Number:** 34518  
**Quote Date:** 5/10/2024  
**Quoted By:** ihaun Wilkerson

**Quoted to:**  
 City of Tomball  
 501 James St.  
 Tomball TX 77375

**Job Name:** City of Tomball - Asphalt & Concrete Repairs  
 Tomball TX 77375  
**Phone:** (281)290-1426

Contact	Good Through	Payment Terms	Job Location
Justin Pruitt	6/9/2024	Net 30 Days	Tomball
Item	Description	Amount	
Supply material, labor and equipment to perform the following:			
1	<b>ASPHALT &amp; BASE REPAIRS:</b> Mill 2" of the existing deteriorated asphalt pavement and 8" of existing base material. Place and compact 8" of Asphalt base material. Apply Tack coat @ 0.05 to 0.15 gal./sq.yd., place and compact 2" of type 'D' HMA. Area totaling approximately 450/sq.ft.	\$27,416.00	
2	<b>CONCRETE REPAIRS:</b> Saw cut edges to be repaired. Excavate Approximately 8" of the existing deteriorated concrete pavement and haul off-site. Reinforce with #4 Rebar on 12" centers and dowel into existing concrete, place and apply medium broom finish to 8" of 3000 PSI concrete. Area totaling approximately 350 sq.ft.	\$13,581.00	
***	Buy Board Number: 700-23		
		<b>Base</b>	\$40,997
		<b>Bond Cost</b>	\$0
		<b>Subtotal</b>	\$40,997
Exempt - contingent upon receipt of Tax Certificate		8.25%	\$0
		<b>Total</b>	\$40,997

Notes	
1	This quote does not include the cost of permits, which may or may not be required, or the plan work necessary to obtain such permits.
2	Price is subject to change due to any freight increases, liquid asphalt increases, and fuel surcharges incurred.
3	Hayden Paving shall not warranty asphalt failures caused by sub-grade or base failures where asphalt is placed on existing sub-grade, base or asphalt surface which was not installed by Hayden Paving.
4	Asphalt paving industry recommended grade for proper drainage of asphalt surfaces is 2%. Designed grades of less than 1.5% will increase the chances of water ponding. Hayden Paving shall not guarantee zero ponding on surfaces designed with less than 1.5% grade.
5	Engineering layout, offset stakes and string line elevation control costs are not included in this quotation. This quote is based upon the assumption that elevations shall be controlled by existing curbs, gutters, base material, etc.



## **HAYDEN PAVING, INC.**

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4710 Windsong Trail, Houston, TX 77084 O: 281-855-7710 F: 281-856-2506

### ***"20 Years Experience"***

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Hayden Paving, Inc is authorized to do the work as specified. Payment will be made as described by payment terms listed above. Hayden Paving, Inc. reserves the right to repossess any material that is not paid in full within 90 days of the job completion.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



# HAYDEN PAVING, INC.

4710 Windsong Trail, Houston, TX 77084 O: 281-855-7710 F: 281-856-2506

## Quotation

**Quote Number:** 33394  
**Quote Date:** 10/16/2023  
**Quoted By:** Jordan Shepherd

**Quoted to:**  
 City of Tomball  
 501 James St.  
 Tomball, TX 77375

**Job Name:** Hicks Street repair  
 Hicks Street  
 Tomball TX  
**Phone:**

Contact	Good Through	Payment Terms	Job Location
Juanita Cherety	11/15/2023	Net 30 Days	Tomball, TX

Item	Description	Amount
Supply material, labor and equipment to perform the following:		
1	Mobilization: Each	
2	ASPHALT & BASE REPAIRS: Saw cut edges to be repaired, mill the top 10" of the existing deteriorated asphalt pavement and existing base material. Place and compact 8" of black base material. Apply SS-1 tack coat @ 0.15 to 0.25 gal. sq.yd., place and compact 2" of type 'D' HMAC. Area totaling approximately 1760 sq.ft.	\$47,528.00
3	RE-STRIPE: This includes applying regular paint striping with glass beads on approximately 240 LF of roadway.	
***	Buy Board Number: 700-23	
<b>Base</b>		\$47,528
<b>Bond Cost</b>		\$0
<b>Subtotal</b>		\$47,528
Exempt - contingent upon receipt of Tax Certificate 8.25%		\$0
<b>Total</b>		\$47,528

Notes	
1	This quote does not include the cost of permits, which may or may not be required, or the plan work necessary to obtain such permits.
2	Price is subject to change due to any freight increases, liquid asphalt increases, and fuel surcharges incurred.
3	Hayden Paving shall not warranty asphalt failures caused by sub-grade or base failures where asphalt is placed on existing sub-grade, base or asphalt surface which was not installed by Hayden Paving.
4	Asphalt paving industry recommended grade for proper drainage of asphalt surfaces is 2%. Designed grades of less than 1.5% will increase the chances of water ponding. Hayden Paving shall not guarantee zero ponding on surfaces designed with less than 1.5% grade.
5	Engineering layout, offset stakes and string line elevation control costs are not included in this quotation. This quote is based upon the assumption that elevations shall be controlled by existing curbs, gutters, base material, etc

### "20 Years Experience"

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Hayden Paving, Inc is authorized to do the work as specified. Payment will be made as described by payment terms listed above. Hayden Paving, Inc. reserves the right to repossess any material that is not paid in full within 90 days of the job completion.





**HAYDEN PAVING, INC.**

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4710 Windsong Trail, Houston, TX 77084 O: 281-855-7710 F: 281-856-2506

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Approve annual purchases exceeding \$50,000 in accordance with the Purchasing and Bidding Policy from Uline, Inc., through a U.S. General Services Administration (GSA) Contract (Contract MAS No. 332510C) for a not-to-exceed amount of \$70,000. These expenditures are included in the Fiscal Year 2023-2024 Budget.

**Background:**

Uline Inc., is an authorized distributor through U.S. General Services Administration (GSA) for office supplies, furniture, safety products and equipment. Staff utilized Uline during the fiscal year to purchase office supplies and furniture for the Administrative Services Building remodel, as well as equipment and safety products for Public Works use. The table below depicts purchases completed as of July 15, 2024.

Uline Purchases – Fiscal Year 2024	
Office Furniture	\$35,623.12
Safety Equipment	\$9,211.59
Miscellaneous Supplies	\$18,288.71
<b>FY 2024 Expenditures (as of 7/15/2024)</b>	<b>\$63,123.42</b>
Estimated Additional Expenses	\$6,876.58
<b>Total not-to-exceed purchases (FY 2024)</b>	<b>\$70,000.00</b>

Based on the City’s adopted Procurement Policy for purchases in excess of \$50,000, staff is approval to authorize annual purchases in excess of \$50,000 with Uline totaling a not-to-exceed amount of \$70,000 for fiscal year 2024.

**Origination:** Public Works Department

**Recommendation:**

Staff recommends the purchases from Uline, Inc. for a not-to-exceed amount of \$70,000.

**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?

Yes:  No:

#600-615-6106,  
#600-613-6106,  
#600-614-6106,  
#100-157-6130,  
#100-153-6106,  
#100-157-6403,  
#100-153-6207,

If yes, specify Account Number:

\_\_\_\_\_

#100-154-6106,  
#100-157-6406  
#400-613-6409

\_\_\_\_\_

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

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

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Consider an application for an Indoor & Outdoor Special Events Fireworks Display by Roar Over Texas to occur on October 5, 2024 at Boxwood Manor located at 945 E Hufsmith Road.

**Background:**

As per the Administrative Handbook Roar Over Texas Fireworks has submitted an application for a private indoor & outdoor fireworks display to be conducted at a wedding on October 5<sup>th</sup> at Boxwood Manor. Furthermore, Council must approve the application of any private fireworks display conducted within the City Limits.

The use of cold spark technology in pyrotechnic devices has become a popular entertainment effect that's used in various types of public events and gatherings, including weddings. All spark producing devices utilize powdered titanium or zirconium as the chemical which produces the sparkler visual effect. A common misunderstanding is that the sparks are cold. While the heat released from cold sparks is a lower temperature than standard sparklers, the heat generated from cold sparks is still capable of igniting nearby materials.

Due to the inherent risks of these devices being utilized within a structure with a large gathering of people the Fire Department does not recommend approval of the indoor display. However, the outdoor display is recommended for approval.

**Origination:** Fire Department

**Recommendation:**

Denial

**Party(ies) responsible for placing this item on agenda:** Joe Sykora, Fire Chief

**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	<u>Joe Sykora</u>	<u>8/28/2024</u>	Approved by	_____
	Staff Member	Date		City Manager
				Date



ROAR Over Texas, Inc.

Proposal for Indoor/Outdoor Pyrotechnics- Boxwood Manor 10/05/2024

City of Tomball

To whom it may concern:

ROAR Over Texas, Inc. is a firework and special effects company in business for 8 years as a family owned and operated first responder company. Our CTO, Oscar Lopez, was employed by the Cy-Fair Fire Department for 15 years and many of our technicians are either former or current firefighters in various fire departments. We pride ourselves on delivering first class displays for our clients' special occasions including weddings, birthdays, and corporate events. Our goal is to safely and efficiently perform pyrotechnic displays within AHJ restrictions.

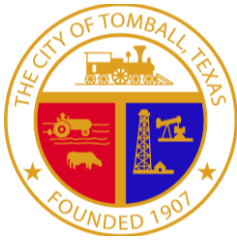
Contents of proposal:

- City of Tomball Special Event Guidelines and Application
- City of Tomball Fireworks Event Guidelines and Application
- Tomball Fire Rescue Annual Operational Permit Application
- City of Tomball Fire Department Credit Card Draft Authorization Form
- Formal Safety Plan for Sparkular Mini
- MSDS for MOKASFX Cold Spark Special Effect Fountain Particles
- Technician License
- Insurance certificate
- Michelle and Daniel's Wedding Timeline
- Site Plan of Boxwood Manor indoor/outdoor

Event details:

Date	October 5, 2024
Times	7:15-7:25pm, 9:30pm
Venue	Boxwood Manor 945 E Hufsmith Rd, Tomball, TX 77375

Indoor pyrotechnics use	<ul style="list-style-type: none"> <li>-Introduction of bride and groom</li> <li>-1<sup>st</sup> dance</li> <li>-Father/daughter dance</li> <li>-Mother/son dance</li> </ul> <p>*indoor pyro machines will be moved outside</p> <ul style="list-style-type: none"> <li>-Faux exit for family and wedding party</li> </ul>
Operator	Frank Caamano
Operator Information	<p>FEO- 3075520</p> <p>Phone number: 281 744 9882</p>
Coordinator	Christine Tierra
Coordinator Information	<p>Owner, Lead Designer + Planner</p> <p>cell: 512.755.0179</p> <p>email: <a href="mailto:christine@houstonsoiree.com">christine@houstonsoiree.com</a></p> <p>web: <a href="http://www.houstonsoiree.com">www.houstonsoiree.com</a></p>



# SPECIAL EVENT GUIDELINES & APPLICATION

**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 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 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 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.

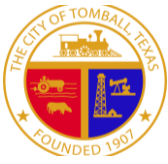
For additional information, or to submit an event application, please contact:

Chrislord Templonuevo – Marketing and Tourism Manager

401 Market Street

Tomball, Texas 77375

(281) 290-1035 | Email – [ctemplonuevo@tomballtx.gov](mailto:ctemplonuevo@tomballtx.gov)



# SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, Texas 77375 | 281-351-5484

An application to stage an event within the City of Tomball shall be filed with the Community Events Coordinator 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 Tomball City Council.

Date: 08/21/2024 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) N/A this is a private wedding

1. Event title: Boxwood Manor wedding- indoor cold sparks for special dances and faux exit
2. Sponsoring entity: ROAR Over Texas, Inc.
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: Oscar Lopez Phone: 832 920 6138
6. Contact address: 9734 Tucker Cypress Dr. Houston, TX 77095
7. Contact email: admin@roarover texas.com
8. Event date: 10/05/2024
9. Event times: Start 5:00pm Finish 11:00pm Set-up 10:00am- all vendors can arrive; 6:15pm-ROAR arrival Breakdown 11:05pm- all vendors 9:30pm- ROAR breakdown
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: Frank Caamano Mobile Phone: 281 744 9882
14. Estimated number of attendees: 120-150
15. Detailed site map in attached: Yes  No \_\_\_
16. Is this event open to the public: Yes \_\_\_ No
17. Admission fee: \$ \_\_\_\_\_ Free  private wedding
18. Time at which event staff will begin to arrive: 10:00am- all vendors can arrive; 6:15pm-ROAR arrival
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 OK
20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured.  
Initial OK
21. Name of insurance carrier: Drayton Insurance
22. Are Fireworks included in your event? \_\_\_ No  Yes (Must submit Fireworks Event Application)

Signature: OK

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





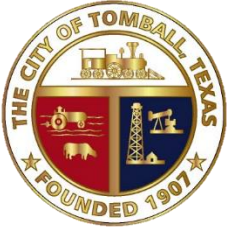
## FIREWORKS EVENT GUIDELINES & APPLICATION

**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. 1000 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 be at this meeting to answer 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 Fire Prevention Division for permitting.
5. Failure to comply with these guidelines may result in a fine not to exceed \$2000.

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](mailto: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: 08/21/2024

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)

N/A this is a private wedding

1. Event title: Boxwood Manor wedding- indoor cold sparks for special dances and faux exit
2. Contact: Oscar Lopez Phone: 832 920 6138
3. Contact address: 9734 Tucker Cypress Dr. Houston, TX 77095
4. Contact email: admin@roarover texas.com
5. Event date: October 5, 2024
6. Firework Show Event times: Start 7:15pm Finish 9:30pm Set-up 6:15pm Breakdown 9:30pm
7. Fireworks Show Type (Check All that Apply):  Aerial  Ground Effects
8. State -Licensed Fireworks Provider: ROAR Over Texas, Inc. Phone: 832 427 6194
9. On-site contact: Frank Caamano Mobile Phone: 281 744 9882
10. Estimated number of attendees: 120-150
11. Detailed site map is attached: Yes  No
12. Is this event open to the public: Yes  No
13. Admission fee: \$                      Free N/A this is a private wedding

Signature: 



**Tomball Fire Rescue**  
**Fire Prevention Division**  
 1200 Rudel Rd.  
 Tomball, TX  
 281-351-7101



Business Name: ROAR Over Texas, Inc.

9734 Tucker Cypress Dr. Houston, TX 77095

Business Address: \_\_\_\_\_

Person Responsible: Oscar Lopez

Business Phone: 832 427 6194 Date: 08/21/2024

E-Mail Address: admin@roarover texas.com

## Annual Operational Permit Application

Type of Permit		Amount	X	Reason for Permit
1	Aerosol Products	\$100.00		To manufacture, store or handle
2	Amusement Buildings	\$100.00		To operate
3	Aviation Facility	\$150.00		Aircraft servicing or repair of
4	Carnivals and Fairs	\$150.00		To conduct
5	Cellulose Nitrate Film	\$100.00		To store, handle or use
6	Combustible Dust Products	\$100.00		To operate a facility that creates combustible dust
7	Combustible Fibers	\$125.00		To store, handle in quantities greater than 100 cubic feet.
8	Compressed Gases	\$100.00		To store, operate or use
9	Covered Mall Buildings	\$50.00		For salable goods inside covered mall buildings
10	Cryogenic Fluids	\$100.00		To produce, store, or transport
11	Cutting and Welding	\$75.00		To conduct cutting and welding operations
12	Dry Cleaning Plants	\$100.00		To engage in the business of
13	Exhibits and Trade Show	\$75.00		To operate
14	Small arms & Explosives, including Fireworks	\$150.00		For the manufacture, storage, sale or use of
16	Flammable and Combustible Liquids	\$75.00		To store, handle or use Class I liquids in accordance with the IFC 2015
17	Floor Finishing (including bowling lanes)	\$100.00		To finish or surface over 350 sq. ft.
19	Fumigation & Insecticide Fogging	\$50.00		To operate a business of fumigation
20	Hazardous Materials	\$150.00		To store, transport on site, use or handle
21	HPM Facilities	\$150.00		To Store, handle or use hazardous production materials
22	High Piled Storage	\$75.00		For storage within a building exceeding 500 sq. ft. over 12ft.
23	Hot Work Operations	\$75.00		Welding, cutting or roofing operations
24	Industrial Ovens	\$100.00		To operate
25	Lumber Yards and Wood Working Plants	\$100.00		To store or process amounts exceeding 100, 000 board beet
26	Liquid or Gas Fueled Vehicles in Group "A"	\$100.00		To operate, display or demonstrate in a Group A occupancy
27	LP-Gas	\$100.00		To store or use and the operation of tankers that transport LP Gas
28	Magnesium Working	\$150.00		To melt, cast, heat treat or grind
29	Miscellaneous Combustible Storage	\$100.00		To store in excess of 2500 cu. ft. combustible packing material, boxes, crates, barrels, tires, cork or similar combustible material
30	Open Burning (Commercial-Trench)	\$150.00		To Operate
32	Open Flames and Candles	\$50.00		To operate in connection with assembly occupancies
33	Organic Coatings	\$100.00		Producing more than one (1) gallon a day
34a	Places of Assembly 50-100	\$75.00		To operate with occupancy of 50-100 persons
34b	Places of Assembly 101-299	\$100.00		To operate with occupancy of 101-299 persons
34c	Places of Assembly 300 or more	\$125.00		To operate with occupancy of 299 or more persons
36	Pyrotechnic (special effects material)	\$150.00	x	To use
39a	Repair Garage	\$100.00		To operate
39b	Motor Vehicle Fuel Dispensing	\$100.00		To operate fuel tank or station
40	Rooftop Heliports	\$150.00		To operate
41	Spray or Dipping	\$150.00		To conduct
42	Tire Storage	\$100.00		To establish, conduct, maintain storage that exceeds 2500 cu.ft.
43	Temporary Structures, Tents & Canopies	\$75.00		To operate Tent over 200 sq. ft. or Canopy over 400 sq. ft.
46	Wood Products	\$100.00		To store chips, hogged material lumber or plywood in excess of 200 cu. ft.
50	Water Flow Test – Fire Hydrant	\$150.00		To flow water from fire hydrant for flow calculations

**Mail or Drop this completed application to: Fire Prevention Division – 1200 Rudel Rd. - Tomball, TX 77375**

I understand that the permit I have applied for may be revoked at any time for violation of the terms and conditions under which it is granted, or for any violation of the City of Tomball Fire Codes and Ordinances pertaining thereto. I also understand that this permit must be posted at the location indicated as the permitted premises.

Signature of Applicant O Lopez

Total \$ 150.00



# City of Tomball Fire Department Credit Card Draft Authorization Form



Project Name On Permit: Indoor/Outdoor Pyro- Boxwood Manor 10/05/2024

Sprinkler/Alarm Contractor Name: \_\_\_\_\_

Project Address: 945 E Hufsmith Rd, Tomball, TX 77375

### Credit Card Information

**Visa, Master or American Express Card ONLY**

Credit Card Number: 4102 8100 0204 1862 Expiration Date: 06/27

Name Shown on Credit Card: Megan Lopez CVV Code 643

Billing Address: 9734 Tucker Cypress Dr Apt./Suite No \_\_\_\_\_

City: Houston State: TX Zip: 77095

Cell Phone: 832 920 6138 Business Phone: 832 427 6194

**Effective November 1, 2021 , an additional fee of 3% of the total permit will be added to all Credit Card Transactions.**

I authorize The City of Tomball to charge the account referenced above for the amount of \$ 150 , plus a 3% credit card transaction fee.

I understand that my credit card information will be used only for the purpose of a one-time Permit payment to The City of Tomball and that the City will keep my credit card information confidential.

Card Holder's Signature

08/21/2024

Date

admin@roarovertxas.com

Card Holder's Email

1200 Rudel Rd., Tomball, TX 77375  
Phone: 281-290-1060 or 281-351-7100  
firecode@tomballtx.gov

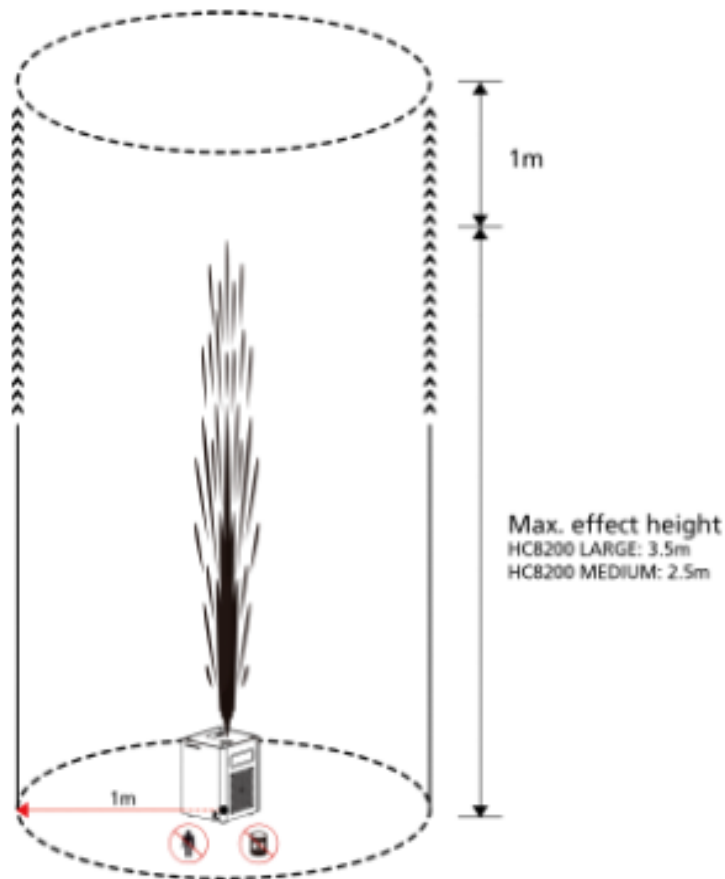
# Formal Safety Plan for Sparkular Mini

## Δ Safety Instructions

- ⚡ Unauthorized repair are prohibited, it may cause serious incident.
- ⚡ Keep SPARKULAR<sup>®</sup> mini dry and do NOT use in rain or snow.
- ⚡ Make sure lid of feeding hopper are well covered when use SPARKULAR<sup>®</sup> mini.
- ⚡ Accidentally burning of consumable can only use sands to extinguish.
- ⚡ Consumable should keep away from moisture and stored in a dry sealed environment.
- ⚡ Check whether there is consumable aggregate in the output nozzle both before and after each show, if any, please clean it up, or it will affect the firing effect or even damage SPARKULAR<sup>®</sup> mini.
- ⚡ There will be some sparks drop to ground when use HC8200 LARGE, suggest to use HC8200 MEDIUM or SMALL for indoor events.
- ⚡ The SPARKULAR<sup>®</sup> mini power supply cable maximum allowed cascade is 6pcs (BT06) / 3pcs (BT07), exceed connecting may result in damage or even cause fire.
- ⚡ For better heat dissipation, block the air intake and air outlet is prohibited.
- ⚡ Cover the output nozzle of SPARKULAR<sup>®</sup> mini are forbidden, inspect the machine before each show, making sure no objects or material will block the output nozzle.
- ⚡ Never touch the nozzle of SPARKULAR<sup>®</sup>, danger of getting burnt
- ⚡ Never touch the sparks which shooting out from the nozzle

## Safety Distance

- ⚡ Keep audience and flammable material at a minimum distance of 1m from SPARKULAR<sup>®</sup> mini.
- ⚡ Make sure sparks shoot out from SPARKULAR<sup>®</sup> mini can NOT touch any objects. And keep a clearance with minimum 1m from the setting maximum effect height.
- ⚡ In windy environment, increase the safety distance according to the wind direction and speed.
- ⚡ The safety zone area changes accordingly when machine installed in tilt position. Please increase the safety distance in the direction which machine tilt.
- ⚡ Sparks and consumables from the machine can lead to serious eye injury. Always wear safety goggles when enter the safety zone.



### Δ Description

SPARKULAR<sup>®</sup> mini is an affordable sparks solution based on SPARKULAR<sup>®</sup> platform, it is with fixed sparks effects at around 2-3m. Equipped with wireless remote and DMX double control ensure the versatile use for wedding, party, clubs, cruise ships etc. venues and stages.

### Δ Technical Specifications

- \\ **MODEL:** BT06/BT07
- \\ **DIMENSION:** 168x180x228mm
- \\ **WEIGHT:** 4.5kg
- \\ **VOLTAGE:** 220V(BT06)/110V(BT07), 50/60Hz
- \\ **WORK POWER:** 380W
- \\ **EFFECT HEIGHT:** 2-2.5m (HCB200 MEDIUM), 3-3.5m (HCB200 LARGE)
- \\ **INTERFACE:** 3-pin XLR, POWER IN/OUT
- \\ **CONTROL:** DMX 2 channels, Wireless Remote

## SECTION 3: Composition/information on ingredients

### 3.1 Chemical characterization: Mixture

#### Description:

Mixture of the substances listed below with nonhazardous additions; For the wording of the listed risk phrases refer to section 16.

#### Component:

CAS No.: 7440-32-6 EC No.: 231-142-3	Titanium substance with a Community workplace exposure limit	75%
CAS No.: 7440-67-7 EC No.: 231-176-9	Zirconium(stabilised) substance with a Community workplace exposure limit	20 %
CAS No.:13463-67-7 EC No.:236-675-5	Titanium dioxide substance with a Community workplace exposure limit	5%

## SECTION 5: Fire-fighting measures

### 5.1 Extinguishing media

**Suitable extinguishing agents:** CO<sub>2</sub>, chemical dry powder, alcohol-resistant foam. Do not use water.

**5.2 Special hazards arising from the substance or mixture:** May produce irritant dust under fire.

### 5.3 Advice for firefighters

**Protective equipment:** Mouth respiratory protective device.

## SECTION 4: First aid measures

### 4.1 Description of first aid measures

**General advice:** If exposure and feel unwell, consult doctor.

**After inhalation:** Supply fresh air. If feel unwell, get medical advice/attention.

**After skin contact:** Wipe off with dry towel, then wash skin with water. If skin irritation happens: Get medical advice/attention.

**After eye contact:** Rinse eyes with running water. Get medical advice/attention immediately.

**After swallowing:** Rinse mouth. If feel unwell, get medical advice/attention.

**4.2 Most important symptoms and effects, both acute and delayed:** There are not any known symptoms and effects normally.

**4.3 Indication of any immediate medical attention and special treatment needed:** No further relevant information available.

## SECTION 6: Accidental release measures

**6.1 Personal precautions, protective equipment and emergency procedures:** Collect spillage timely; Ensure well-ventilation; Avoid breathing the dust; Prevent contact with eyes; Keep away from water.

**6.2 Environmental precautions:** Do not allow large quantities of the product to enter sewers/surface or ground water; Inform respective authorities in case of seepage into water course or sewage system.

**6.3 Methods and material for containment and cleaning up:** Ensure good ventilation; Pick up mechanically; Dispose contaminated material as waste according to item 13.

**6.4 Reference to other sections:** See section 7 for information on safe handling; See section 8 for information on personal protection equipment; See section 13 for disposal information.

## SECTION 7: Handling and storage

**7.1 Precautions for safe handling:** Ensure well-ventilation; Avoid breathing the dust; Prevent contact with eyes and skin; Keep away from water.

**Information about fire and explosion protection:** Normal measures for preventive fire protection.

### 7.2 Conditions for safe storage, including any non-compatibility

**Requirements to be met by storerooms and receptacles:** Store in a dry and well-ventilation place.

**Information about storage in one common storage facility:** Keep away from acid and water.

**Further information about storage conditions:** Store locked up.

**7.3 Specific end use(s):** Material of corrosion-resisting alloy, flash, fireworks and chemical reagent.



## 8.2 Exposure controls

Based on the composition shown in section 3, the following measures are suggested for occupational safety measure.

### Appropriate engineering controls:

Handle in accordance with good industrial hygiene and safety practice; Wash hands and face before breaks and at the end of work; See section 7 for information about design of technical facilities.

### Personal protective equipment

**Respiration protection:** In case of brief exposure or low pollution use respiratory filter device.

In case of intensive or longer exposure use respiratory protective device that is independent of circulating air.

### Protection of hands:



#### Protective gloves

Gloves made from butyl rubber Neoprene™ rubber, nitrile rubber (thickness > 0.11mm; breakthrough times up to 480 minutes).

### Eye protection:



#### Safety glasses

Protective goggles with side-shields.

### Environmental exposure controls:

Control measures must be made in accordance with Community environmental protection legislation.

**Operating temperature is listed in manual. Ambient air temperature when not in use.**

**Video link for example:**

<https://youtu.be/t4O97WK4Wno?si=PObii-4nly8pygtP>

## SECTION 13: Disposal consideration

### 13.1 Waste treatment methods

**Recommendation:** Must not be disposed together with household garbage. Recycle it.

### 13.2 Un-cleaned packaging

**Recommendation:** Dispose of contents/container in according to the local/regional/national/ international regulation.

## SECTION 14: Transport information

· 14.1 UN-Number ADR, IMDG, IATA	Not regulated as dangerous transport goods, not applicable
· 14.2 UN proper shipping name ADR, IMDG, IATA	Not applicable
· 14.3 Transport hazard class (es) ADR, IMDG, IATA Class Label	Not applicable Not applicable
· 14.4 Packing group ADR, IMDG, IATA	Not applicable
· 14.5 Marine pollution	No
· 14.6 Special precautions for user	Not applicable
· 14.7 UN "Model Regulation"	-

## Emergency Contacts:

### Tomball Fire Department

4.0 ★★★★★ 5 Google reviews

Fire station in Tomball, Texas



Website



Directions



Save



Share



Call

**Address:** 1200 Rudel Rd, Tomball, TX 77375

**Phone:** (281) 351-7101

# USER MANUAL

## SPARKULAR® mini

V2.1  
2022/06/22



**Showven Technologies Co., Ltd.**

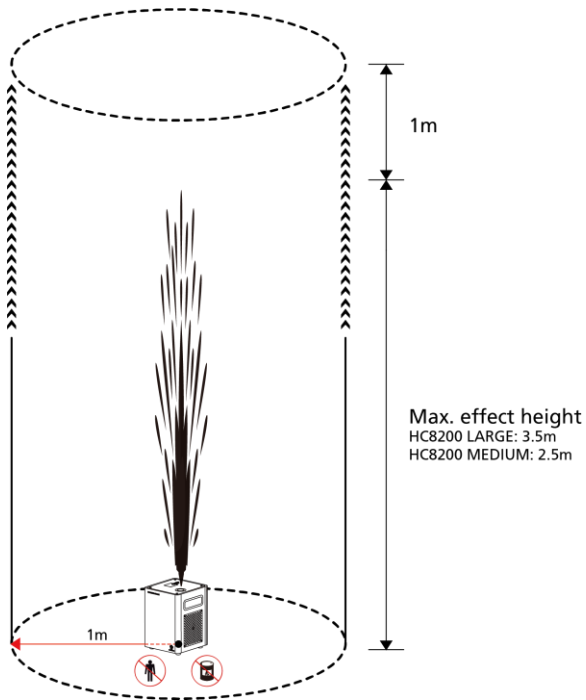
Thanks for choosing SPARKULAR<sup>®</sup> mini, we wish it will sparks up your show. Please read the following manual carefully before operating this product.

## Δ **Safety Instructions**

- ⚠ Unauthorized repair are prohibited, it may cause serious incident.
- ⚠ Keep SPARKULAR<sup>®</sup> mini dry and do NOT use in rain or snow.
- ⚠ Make sure lid of feeding hopper are well covered when use SPARKULAR<sup>®</sup> mini.
- ⚠ Accidentally burning of consumable can only use sands to extinguish.
- ⚠ Consumable should keep away from moisture and stored in a dry sealed environment.
- ⚠ Check whether there is consumable aggregate in the output nozzle both before and after each show, if any, please clean it up, or it will affect the firing effect or even damage SPARKULAR<sup>®</sup> mini.
- ⚠ There will be some sparks drop to ground when use HC8200 LARGE, suggest to use HC8200 MEDIUM or SMALL for indoor events.
- ⚠ The SPARKULAR<sup>®</sup> mini power supply cable maximum allowed cascade is 6pcs (BT06) / 3pcs (BT07), exceed connecting may result in damage or even cause fire.
- ⚠ For better heat dissipation, block the air intake and air outlet is prohibited.
- ⚠ Cover the output nozzle of SPARKULAR<sup>®</sup> mini are forbidden, inspect the machine before each show, making sure no objects or material will block the output nozzle.
- ⚠ Never touch the nozzle of SPARKULAR<sup>®</sup>, danger of getting burnt
- ⚠ Never touch the sparks which shooting out from the nozzle

## **Safety Distance**

- ⚠ Keep audience and flammable material at a minimum distance of 1m from SPARKULAR<sup>®</sup> mini.
- ⚠ Make sure sparks shoot out from SPARKULAR<sup>®</sup> mini can NOT touch any objects. And keep a clearance with minimum 1m from the setting maximum effect height.
- ⚠ In windy environment, increase the safety distance according to the wind direction and speed.
- ⚠ The safety zone area changes accordingly when machine installed in tilt position. Please increase the safety distance in the direction which machine tilt.
- ⚠ Sparks and consumables from the machine can lead to serious eye injury. Always wear safety goggles when enter the safety zone.



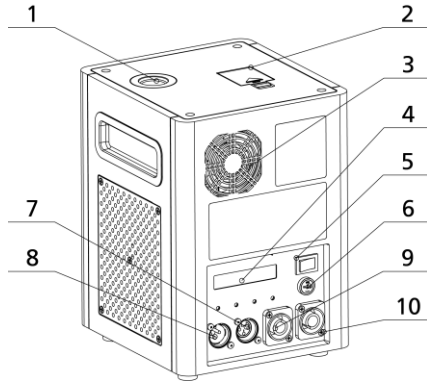
## Δ Description

SPARKULAR<sup>®</sup> mini is an affordable sparks solution based on SPARKULAR<sup>®</sup> platform, it is with fixed sparks effects at around 2-3m. Equipped with wireless remote and DMX double control ensure the versatile use for wedding, party, clubs, cruise ships etc. venues and stages.

## Δ Technical Specifications

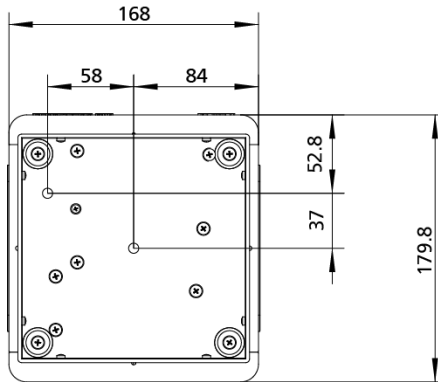
- \ **MODEL:** BT06/BT07
- \ **DIMENSION:** 168×180×228mm
- \ **WEIGHT:** 4.5kg
- \ **VOLTAGE:** 220V(BT06)/110V(BT07), 50/60Hz
- \ **WORK POWER:** 380W
- \ **EFFECT HEIGHT:** 2-2.5m (HC8200 MEDIUM), 3-3.5m (HC8200 LARGE)
- \ **INTERFACE:** 3-pin XLR, POWER IN/OUT
- \ **CONTROL:** DMX 2 channels, Wireless Remote

## Δ Structure of SPRKULAR<sup>®</sup> mini



1. Output Nozzle
2. Feeding Hopper Lid
3. Cooling Fan
4. LCD Screen
5. Power Switch
6. Fuse
7. DMX OUT
8. DMX IN
9. POWER IN
10. POWER OUT

### Diagram of Bottom Panel



## Δ Operation Panel

### 1. LED display area



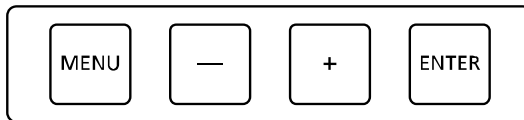
**READY:** After turn on machine, it will automatically preheat around 5 minutes, when the "READY" green light turns from flashing into long on, indicates that the machine is ready to work.

**DMX:** Flashing shows that DMX signal is connected, otherwise is without signal

**FAULT:** When any malfunction, the indicate light turn on

**HEAT:** When the machine is heating, signal light turn on

### 2. Control button area



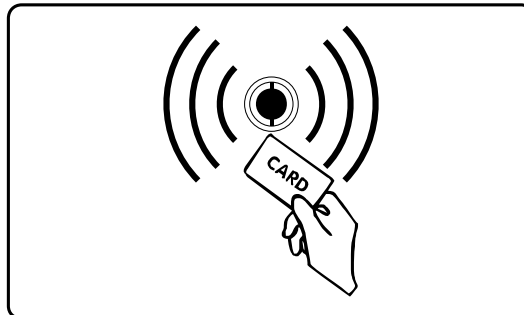
**MENU:** Short press to switch interface, press and hold for 3 seconds can switch to the advanced setup interface

-: Parameters down

+: Parameters up

**ENTER:** Confirm and save parameters.

### 3. RFID area



Composite Ti with RFID card, swiping cards used to identify parameters and types of granules. The RFID card is disposable, one card can only use one time.

## Δ Interface

### 1. Main Interface

<b>DMX Address</b>	<b>1</b>
<b>210 ■■■</b>	<b>07.24</b>

**First line:** Display DMX address is "1"

**Second line:** Display the present inner core temperature and the temperature progress bar; islays remaining time is 7 minutes and 24 seconds

### 2. Error Information

Error information	Explanation
E0 System IC	Systematic error
E2 Temp. Sensor	Temperature sensor is not connected or damage
E3 P Temp. Over	Chassis over-temperature
E4 Time Remain	Insufficient granules or remaining time, please swiping time card
E5 K Temp. Over	Heating chamber over-temperature
E6 Heat Fail	Heating failed
E7 Tip Over	Machine slant over 45 degrees.

### 3. Setting Menu

Press "MENU" to enter the Setting interface, press the "MENU" button to enter different options until you return to the main interface

Options	Range	Default	Explanation
Set DMX Address	1-512	1	Set the DMX address, machine become a wireless host and can send out DMX signal when its address is "1++"
Wireless Control	ON/OFF	ON	Wireless function switch, you can match machine with remote controller when at "ON" status
Manual Fountain	ON/OFF	OFF	Manual fountain switch , for testing purposes only

### 4. Advanced Menu

Press and hold "MENU" for 3 seconds to enter the advanced setup interface, press MENU key to enter different options, wait 3 seconds to return to the main interface.

Options	Range	Default	Explanation
Set Temperature	480-620	550	Setup inner Core temperature
Auto Heat	ON/OFF	ON	Auto preheat function switch after turn on machine
Density	70-100	90	Adjust the sparks density
Mode Selection	Factory Mode	User Mode	Factory Mode is factory debugging mode,



	User Mode		User Mode is using mode
DMX Channel Mode	2 / 4 / 2+3 DMX Channel	2 DMX channel	Don't change. 4 DMX Channel and 2+3 DMX Channel are for special use.
Tip Over Error	ON/OFF	ON	Tilt function switch
Default Parameter			Useless
Standby Switch	ON/OFF	OFF	When ON, the machine can firing only when heating up was finished

## 5. DMX Mode

When using the DMX controller, the system takes 2 channels

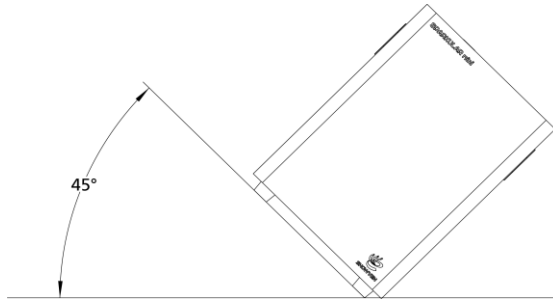
The First channel	Functions
0-15	Fountain OFF
16-255	Fountain ON
The second channel	Functions
60-80	Clear Material
20-40	Emergency Stop
0-10	Pre-heat OFF
240-255	Pre-heat ON

If use together with HOST CONTROLLER ZK6200/6300, each unit of SPARKULAR<sup>®</sup> must use different DMX address, otherwise it may leads to signal interference.

## Δ Operation Guide

### 1. Install SPARKULAR<sup>®</sup> mini

- Horizontal installation is preferred for SPARKULAR<sup>®</sup> mini. If need to installed SPARKULAR<sup>®</sup> mini in angles, please turn the Tip over to OFF status first, maximum firing angle is 45 ° and can only be angled to the right side as below picture.
- Make sure the machine is securely installed to avoid tipping.
- The safety zone area shifts accordingly when machine installed in tilt position. Please increase the safety distance in the direction which machine tilt.
- Check carefully the output nozzle of each machine, make sure the output nozzle is in good shape and there is no powder aggregate.



## 2. Fill SPARKULAR<sup>®</sup> mini

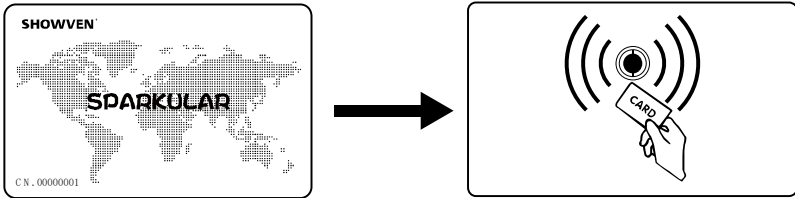
- a) Open powder bags and fill the feeding hopper. Hopper capacity of SPARKULAR<sup>®</sup> mini is 100g.
- b) Choose correct consumable according to the application scenario. HC8200 LARGE will have some sparks drop on ground, suggest HC8200 MEDIUM or SMALL for indoor use.
- c) Maximum effect height for HC8200 LARGE is 3.5m, HC8200 MEDIUM is 2.5m.
- d) Make sure the lid of hopper is locked tight after filling.

## 3. Connect Power / DMX cable

- a) Connect a power cable to the POWER IN socket of SPARKULAR<sup>®</sup> mini. Connect the other end of power cable to the power source. Make sure power supply is consistent with the rated voltage of the equipment, and the socket must well grounded.
- b) If connect machine in sequence, please connect a power link cable to the POWER OUT of previous machine, connect the other end of the power link cable to POWER IN of the next machine.
- c) The SPARKULAR<sup>®</sup> mini power supply cable maximum allowed cascade is 6 units (220V version) / 3pcs (110V version). Do not connect exceed units to a single electrical circuit.
- d) Power ON all SPARKULAR<sup>®</sup> mini.
- e) Assign DMX address for each unit of SPARKULAR<sup>®</sup> mini. If use SHOWVEN host controller or FXcommander to control the machine please allocate a unique DMX address for each unit of machine.  
If use remote controller to control SPARKULAR<sup>®</sup> mini wirelessly, please set machine to wireless ON status and match machine with remote controller. For DMX cable control please execute below operations (f to h).
- f) Connect a DMX cable to the DMX IN socket of first unit of SPARKULAR<sup>®</sup> mini, connect the male connector end of DMX cable to your DMX controller (FXcommander, HOST CONTROLLER, light console etc).
- g) Connect a DMX cable to the DMX OUT of previous machine, and the other end of to the DMX IN of next machine. Connect all devices in series in this way.
- a) Suggest to plug in a DMX terminator into the DMX OUT in last unit of machine to improve signal reliability. Signal amplifier is required for long distance (>200m) DMX signal transmission.

#### 4. Activate SPARKULAR<sup>®</sup> mini machine by swipe RFID card

- a) Swipe an RFID card. Read the card as show below. SPARKULAR<sup>®</sup> mini shows time remain if read successfully.
- b) SPARKULAR<sup>®</sup> mini report E4 when remaining time is less than 8 minutes.
- c) Please note each RFID card come with 50g package HC8200 can increase single machine 4min working time, the maximum recharge time for SPARKULAR<sup>®</sup> mini is 30min, when time remain reached 30min, it can't recharge anymore RFID card.



#### 5. Programming and Firing

- a) Programming SPARKULAR<sup>®</sup> mini, set the firing height, firing sequences etc.
- a) Heating up machine, it takes around 5min. it varies according to the voltage and environment temperature.
- b) Make sure the prescribed safety zone is clear.
- c) Suggest to clear material before firing.
- b) Firing. In order to prevent overheat in the heating chamber and protect machine, the maximum continuous firing time for SPARKULAR<sup>®</sup> mini is 30s.
- c) The operator should always have a clear view of the device, so that he/she can stop the show immediately when there is danger.
- d) Clear material for SPARKULAR<sup>®</sup> mini for 5s after show, clear material will remove the remaining particles from heating chamber. For angled installation please elongate clear material time.

#### 6. Turn off and Clean up

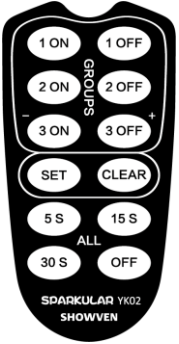
- a) Power off SPARKULAR<sup>®</sup> mini, allow SPARKULAR<sup>®</sup> mini to cool down.
- b) Disconnect all POWER and DMX cables.
- c) Empty the remaining HC8200 in hopper, and store the remaining HC8200 in a dry sealed bottle for next time use. Never touch the output nozzle of SPARKULAR<sup>®</sup> mini when empty the hopper. DANGER OF GET BURNT!
- d) Operators can use handheld vacuum cleaner to empty the feeding hopper. Do make sure the machine was cool down when clean it. Do NOT use high-power vacuum cleaners to avoid hot consumables being sucked into the vacuum cleaner from the heating chamber and cause fire.
- e) Clean the surroundings to remove powder residues.

## Δ Wireless Control Information

### 1. Wireless remote control mode:

**Wireless Control  
ON**

When use wireless remote control, please unplug DMX cable connection on machine, set Wireless Control at ON status, match the remote controller with machine, pull out the antenna on remote controller.

<b>1 ON</b>	DMX address "1" ON	<b>1 OFF</b>	DMX address "1" OFF	
<b>2 ON</b>	DMX address "3" ON	<b>2 OFF</b>	DMX address "3" OFF	
<b>3 ON</b>	DMX address "5" ON	<b>3 OFF</b>	DMX address "5" OFF	
<b>SET</b>	Match the machine with remote	<b>CLEAR</b>	Clean material for 3 seconds	
<b>5 S</b>	All firing 5s	<b>15 S</b>	All firing 15s	
<b>30 S</b>	All firing 30s	<b>OFF</b>	All stop	

#### NOTE:

- a) When the indicator light becomes weak on the remote controller, please replace the battery. The battery type is 12V23A.
- b) When the machine is occasionally not working, may be caused by interference, please press the start button again.
- c) Wireless control is easily influenced by interference, suggests to stay as close to machine as possible when use remote controller, and machines cannot use metal shielding

### 3. Wireless host SPARKULAR<sup>®</sup> mini mode (requires communication cables)

- a) In occasion of strong interference, using the wireless host can avoid interference, ensure stable control.
- b) Set the first unit of SPARKULAR<sup>®</sup> mini DMX address into "1+", this machine address is "1", but it can also output DMX signal and turns into wireless host SPARKULAR<sup>®</sup> mini.
- c) Use communication cables to connect all SPARKULAR<sup>®</sup> minis, the host SPARKULAR<sup>®</sup> mini will receive the signal from remote controller and transfer to all other SPARKULAR<sup>®</sup> mini via communication cable to realize stable signal transmission.

## Δ **Maintenance**

- a) Empty the feeding hopper before shipment of machine.
- b) Empty the feeding hopper if long time not use, for high humidity environment we suggest to empty feeding hopper after show.
- c) Clear material both before and after the show for SPARKULAR® mini.
- d) Recommended to wash or replace the air intake filter every two months.

## Δ **Warranty Instructions**

- \ Sincere thanks for your choosing our products, you will receive quality service from us
- \ The product warranty period is one year. If there are any quality problems within 7 days after shipping out from our factory, we can exchange a brand new same model machine for you.
- \ We will offer free of charge maintenance service for machines which with hardware malfunction (except for the instrument damage caused by human factors) in warranty period. Please don't repair machine without factory permission

### **Below situations NOT included in warranty service:**

- \ Damage caused by use other type of consumable which is not from SHOWVEN® or SHOWVEN® authorized distributor.
- \ Damage caused by improper transportation, usage, management, and maintenance, or damage caused by human factors;
- \ Disassemble, modify or repair products without permission;
- \ Damage caused by external reasons (lightning strike, power supply etc.)
- \ Damage caused by improper installation or use;

For product damage not included in warranty range, we can provide paid service.

Invoice is necessary when applying for maintenance service from SHOWVEN®.

# SHOWVEN<sup>®</sup>



**Showven Technologies Co., Ltd.**

Tel: +86-731-83833068

Web: [www.showven.cn](http://www.showven.cn) E-mail: [info@showven.cn](mailto:info@showven.cn)

Add: No.1 Tengda Road, Liuyang Economic & Technical Development Zone, 410300, Changsha  
Hunan, P.R.China



**SHENZHEN YARUI TESTING CO., LTD.**

6 Floor Baowen Building, Baole New Village, Xixiang Yantian, Bao'An District, Shenzhen City  
Tel : +86-755-27912080 Fax: +86-755-27916936

# Material Safety Data Sheet

**Applicant**.....: GUANGZHOU MOLI STAGE EQUIPMENT CO.,LIMITED

**Address of applicant**.....: NO.388 TIANNAN ROAD,JIANG GAO TOWN,  
BAIYUN DISTRICT,GUANGZHOU,CHINA

**Product name**.....: MOKASFX Cold Spark Special Effect Fountain Particles

**Model No**.....: MK-E11A

**Composition/Ingredient of The Sample**.....: See Section 3 on the MSDS

**Service Requested**.....: Material Safety Data Sheet (MSDS) for the sample with submitted composition.

**Summary**.....: As per request, the contents and formats of the MSDS are prepared in accordance with Regulation (EC) No 1907/2006, 1272/2008, Regulation (EU) No 2015/830 and are provided per attached.

**Testing Laboratory**.....: SHENZHEN YARUI TESTING CO., LTD.

**Address**.....: 6 Floor Baowen Building, Baole New Village,  
Xixiang Yantian, Bao'An District, Shenzhen City

**Report Reference No**.....: YRT201804254S

**Date of issue**.....: April 26, 2018

**Tested by (name+ signature)**.....: Tommy Zhong 

**Compiled by (name+ signature)**...: David Wang  

**Approved by (name+ signature)**...: Jack Yu 

## SECTION 1: Identification of the substance/mixture and of the company/undertaking

### 1.1 Product identifier

**Product name:** MOKASFX Cold Spark Special Effect Fountain Particles

**Model No.:** MK-E11A

**Registration number:** Data not available

### 1.2 Relevant identified uses of the substance or mixture and uses advised against on

**Application of the substance/ mixture:** Material of corrosion-resisting alloy, flash, fireworks and chemical reagent.

### 1.3 Details of the supplier of the safety data sheet

**Manufacturer/Supplier:**

GUANGZHOU MOLI STAGE EQUIPMENT CO.,LIMITED

NO.388 TIANNAN ROAD,JIANG GAO TOWN,BAIYUN DISTRICT,GUANGZHOU,CHINA

**Tel:** 18998818260

**Email:** wison@mokalighting.com

**Only Representative/other EU contact point:** Not special country, data not available

**Further information obtainable from:** GUANGZHOU MOLI STAGE EQUIPMENT CO.,LIMITED

### 1.4 Emergency telephone number

wison

15920591696

## SECTION 2: Hazards identification

### 2.1 Classification of the substance or mixture Classification according to regulation (EC) 1272/2008:

The product is not classified according to CLP Regulation

**Classification system:**

The classification is according to the latest edition of Regulation 1272/2008, and extended by company and literature data.

**2.2 Label elements · Labeling according to Regulation (EC) No 1272/2008:** The product is labeled according to CLP regulation. ·

**Hazard pictograms:** Not applicable

**Signal word:** Not applicable

**Hazard statements:** Not applicable

**Precautionary statement:** Not applicable

### SPECIAL RULES FOR SUPPLEMENTAL LABEL ELEMENTS FOR CERTAIN MIXTURES

EUH210 -‘Safety data sheet available on request’.

### 2.3 Other hazards

**Results of PBT and vPvB assessment**

**PBT:** Not applicable

**VPvB:** Not applicable

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## SECTION 3: Composition/information on ingredients

### 3.1 Chemical characterization: Mixture

#### Description:

Mixture of the substances listed below with nonhazardous additions; For the wording of the listed risk phrases refer to section 16.

#### Component:

CAS No.: 7440-32-6 EC No.: 231-142-3	Titanium substance with a Community workplace exposure limit	75%
CAS No.: 7440-67-7 EC No.: 231-176-9	Zirconium(stabilised) substance with a Community workplace exposure limit	20 %
CAS No.:13463-67-7 EC No.:236-675-5	Titanium dioxide substance with a Community workplace exposure limit	5%

## SECTION 4: First aid measures

### 4.1 Description of first aid measures

**General advice:** If exposure and feel unwell, consult doctor.

**After inhalation:** Supply fresh air. If feel unwell, get medical advice/attention.

**After skin contact:** Wipe off with dry towel, then wash skin with water. If skin irritation happens: Get medical advice/attention.

**After eye contact:** Rinse eyes with running water. Get medical advice/attention immediately.

**After swallowing:** Rinse mouth. If feel unwell, get medical advice/attention.

**4.2 Most important symptoms and effects, both acute and delayed:** There are not any known symptoms and effects normally.

**4.3 Indication of any immediate medical attention and special treatment needed:** No further relevant information available.

## SECTION 5: Fire-fighting measures

### 5.1 Extinguishing media

**Suitable extinguishing agents:** CO<sub>2</sub>, chemical dry powder, alcohol-resistant foam. Do not use water.

**5.2 Special hazards arising from the substance or mixture:** May produce irritant dust under fire.

### 5.3 Advice for firefighters

**Protective equipment:** Mouth respiratory protective device.

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## SECTION 6: Accidental release measures

**6.1 Personal precautions, protective equipment and emergency procedures:** Collect spillage timely; Ensure well-ventilation; Avoid breathing the dust; Prevent contact with eyes; Keep away from water.

**6.2 Environmental precautions:** Do not allow large quantities of the product to enter sewers/surface or ground water; Inform respective authorities in case of seepage into water course or sewage system.

**6.3 Methods and material for containment and cleaning up:** Ensure good ventilation; Pick up mechanically; Dispose contaminated material as waste according to item 13.

**6.4 Reference to other sections:** See section 7 for information on safe handling; See section 8 for information on personal protection equipment; See section 13 for disposal information.

## SECTION 7: Handling and storage

**7.1 Precautions for safe handling:** Ensure well-ventilation; Avoid breathing the dust; Prevent contact with eyes and skin; Keep away from water.

**Information about fire and explosion protection:** Normal measures for preventive fire protection.

**7.2 Conditions for safe storage, including any non-compatibility**

**Requirements to be met by storerooms and receptacles:** Store in a dry and well-ventilation place.

**Information about storage in one common storage facility:** Keep away from acid and water.

**Further information about storage conditions:** Store locked up.

**7.3 Specific end use(s):** Material of corrosion-resisting alloy, flash, fireworks and chemical reagent.

## SECTION 8: Exposure controls/personal protection

### 8.1 Control parameters

**Ingredients with limit values that require monitoring at the workplace:**

Country	Limit value - Eight hours	Limit value - Short term
7440-32-6 Titanium (75%)		
Latvia	10 mg/m <sup>3</sup>	-
7440-67-7 Zirconium(stabilised) (20%)		
Finland	1 mg/m <sup>3</sup>	-
13463-67-7 Titanium dioxide (5%)		
Belgium	10 mg/m <sup>3</sup>	-
Denmark	6 mg/m <sup>3</sup> total dust	10 mg/m <sup>3</sup> total dust
France	11 mg/m <sup>3</sup> Inhalable aerosol	-
Ireland	10 mg/m <sup>3</sup> Inhalable fraction; 4 mg/m <sup>3</sup> Respirable fraction	-
Latvia	10 mg/m <sup>3</sup>	-
Poland	10 mg/m <sup>3</sup>	30 mg/m <sup>3</sup>
Spain	10 mg/m <sup>3</sup> inhalable aerosol	-

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Sweden	5 mg/m <sup>3</sup> inhalable aerosol		-
United Kingdom	10 mg/m <sup>3</sup> inhalable aerosol; 4 mg/m <sup>3</sup> respirable aerosol		-
<b>DNEL type</b>		<b>DNEL worker value</b>	<b>DNEL consumer value</b>
13463-67-7 Titanium dioxide			
Local effects	Long-term, inhalation exposure	10 mg/m <sup>3</sup>	-
Systemic effects	Long-term, oral exposure	-	700 mg/kg bw/day
<b>PNEC type</b>		<b>Value</b>	
13463-67-7 Titanium dioxide			
PNEC aquatic, freshwater		184 µg/L	
PNEC aquatic, intermittent release		193 µg/L	
PNEC aquatic, marine water		18.4 µg/L	
PNEC sewage treatment plant		100 mg/L	
PNEC sediment, freshwater		1000 mg/kg sediment dw	
PNEC sediment, marine water		100 mg/kg sediment dw	

**Additional information:** The lists valid during the marking were used as basis.

**8.2 Exposure controls**

Based on the composition shown in section 3, the following measures are suggested for occupational safety measure.

**Appropriate engineering controls:**

Handle in accordance with good industrial hygiene and safety practice; Wash hands and face before breaks and at the end of work; See section 7 for information about design of technical facilities.

**Personal protective equipment**

**Respiration protection:** In case of brief exposure or low pollution use respiratory filter device.

In case of intensive or longer exposure use respiratory protective device that is independent of circulating air.

**Protection of hands:**



**Protective gloves**

Gloves made from butyl rubber Neoprene™ rubber, nitrile rubber (thickness > 0.11mm; breakthrough times up to 480 minutes).

**Eye protection:**



**Safety glasses**

Protective goggles with side-shields.

**Environmental exposure controls:**

Control measures must be made in accordance with Community environmental protection legislation.

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## SECTION 9: Physical and chemical properties

<b>9.1 Information on basic physical and chemical properties</b>	
<b>· Appearance:</b>	
<b>Form</b>	<i>Particle</i>
<b>Color</b>	<i>Grey</i>
<b>Odor</b>	<i>Odorless</i>
<b>Odor threshold</b>	<i>Data not available</i>
<b>· pH-value</b>	<i>Not applicable</i>
<b>· Change in condition</b>	
<b>Melting point/melting range</b>	<i>&gt;1600°C</i>
<b>Boiling point and boiling range</b>	<i>&gt;3200°C</i>
<b>· Freezing point</b>	<i>Data not available</i>
<b>· Flash point</b>	<i>Not applicable</i>
<b>· Flammability</b>	<i>Not flammable solid</i>
<b>· Decomposition temperature</b>	<i>Data not available</i>
<b>· Self-ignition</b>	<i>Product is not self-igniting.</i>
<b>· Danger of explosion</b>	<i>Product does not present an explosion hazard.</i>
<b>· Explosion limits</b>	
<b>Lower:</b>	<i>Not explosive</i>
<b>Upper:</b>	<i>Not explosive</i>
<b>· Oxidizing properties</b>	<i>Data not available</i>
<b>· Vapor pressure</b>	<i>Data not available</i>
<b>· Density</b>	<i>Data not available</i>
<b>· Relative density</b>	<i>Data not available</i>
<b>· Vapor density</b>	<i>Data not available</i>
<b>· Evaporation rate</b>	<i>Data not available</i>
<b>· Solubility in/Miscibility with</b>	
<b>Water</b>	<i>Insoluble in water</i>
<b>· Partition coefficient (n-octanol/water)</b>	<i>Data not available</i>
<b>· Viscosity</b>	
<b>Dynamic</b>	<i>Not applicable</i>
<b>Kinematic</b>	<i>Not applicable</i>
<b>· 9.2 Other information</b>	<i>Data not available</i>

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## SECTION 10: Stability and reactivity

- 10.1 Reactivity:** No decomposition if used according to specification.  
**10.2 Chemical stability:** Stable under recommended storage conditions.  
**10.3 Possibility of hazardous reactions:** No further relevant information available.  
**10.4 Conditions to avoid:** Moisture.  
**10.5 Incompatible materials:** Strong oxidizing agent, acid and water.  
**10.6 Hazardous decomposition products:** No known hazardous decomposition products.

## SECTION 11: Toxicological information

### 11.1 Information on toxicological effects

**Acute toxicity:** Based on available data, the classification criteria are not met.

**LD/LC50 values relevant for classification:** No animal test has been done for this product.

13463-67-7 Titanium dioxide		
Rat	LD50-oral LC50-inhalation	>20000mg/kg >6.82mg/L
Rabbit	LD50-skin	>10000mg/kg
Remark: The above data is from literature.		

**Skin corrosion/irritation:** Based on available data, the classification criteria are not met.

**Serious eyes damage/ irritation:** Based on available data, the classification criteria are not met.

**Respiratory or skin sensitization:** Based on available data, the classification criteria are not met.

**Germ cell mutagenicity:** Based on available data, the classification criteria are not met.

**Carcinogenicity:** Based on available data, the classification criteria are not met.

**Reproductive toxicity:** Based on available data, the classification criteria are not met.

**STOT-single exposure:** Based on available data, the classification criteria are not met.

**STOT-repeated exposure:** Based on available data, the classification criteria are not met.

**Aspiration hazard:** Based on available data, the classification criteria are not met.

## SECTION 12: Ecological information

### 12.1 Toxicity

**Aquatic toxicity:** Not hazardous to the aquatic environment.

13463-67-7 Titanium dioxide	
Short-term toxicity to fish	LC50 (14 days) 1 - 1.1 mg/L NOEC (14 days) 870 - 1 100 µg/L
Short-term toxicity to aquatic invertebrates	EC50 (48 h) 19.3 - 33.6 mg/L LC50 (48 h) 500 mg/L
Long-term toxicity to aquatic invertebrates	NOEC (21 days) 1.72 - 2.92 mg/L
Toxicity to aquatic algae and cyanobacteria	EC50 (72 h) 100 mg/L NOEC (32 days) 1 mg/L

**12.2 Persistence and degradability:** Inorganic substance

**12.3 Bio-accumulative potential:** Data not available

**12.4 Mobility in soil:** Data not available

**12.5 Results of PBT and vPvB assessment**

**PBT:** Not applicable

**vPvB:** Not applicable

**12.6 Other adverse effects:** No further relevant information available.

**12.7 Additional ecological information**

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**General notes:** Water hazard class 1 (German Regulation) (self-assessment): Slightly hazardous for water. Do not allow large quantities of the product to reach ground water, water course or sewage system.

## SECTION 13: Disposal consideration

### 13.1 Waste treatment methods

**Recommendation:** Must not be disposed together with household garbage. Recycle it.

### 13.2 Un-cleaned packaging

**Recommendation:** Dispose of contents/container in according to the local/regional/national/ international regulation.

## SECTION 14: Transport information

· 14.1 UN-Number ADR, IMDG, IATA	Not regulated as dangerous transport goods, not applicable
· 14.2 UN proper shipping name ADR, IMDG, IATA	Not applicable
· 14.3 Transport hazard class (es) ADR, IMDG, IATA Class Label	Not applicable Not applicable
· 14.4 Packing group ADR, IMDG, IATA	Not applicable
· 14.5 Marine pollution	No
· 14.6 Special precautions for user	Not applicable
· 14.7 UN "Model Regulation"	-

## SECTION 15: Regulatory information

**15.1 Safety, health and environmental regulations/legislation specific for the substance or mixture MAK (German Maximum Workplace Concentration):**

13463-67-7	Titanium dioxide	3A
------------	------------------	----

**Directive 2012/18/EU · Named dangerous substances-ANNEX I:** None of the ingredients is listed. ·

**National regulations.**

**Water hazard class:** Water hazard class 1 (German Regulation) (self-assessment): Slightly hazardous for water. ·

**Other regulations, limitations and prohibitive regulations**

**SVHC Candidate list of REACH Regulation Annex XIV Authorization:** None of the ingredients is listed. ·

**REACH Regulation Annex XVII Restriction:** None of the ingredients is listed. ·

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**REACH Regulation Annex XIV Authorization List:** None of the ingredients is listed.

**15.2 Chemical safety assessment:** A Chemical Safe Assessment has not been carried out.

## SECTION 16: Other information

The contents and format of this SDS are in accordance with Regulation (EC) No 1907/2006, 1272/2008 and Regulation (EU) No 2015/830.

### DISCLAIMER OF LIABILITY:

The information in this MSDS was obtained from sources which we believe are reliable. However, the information is provided without any warranty, express or implied, regarding its correctness. The conditions or methods of handling, storage, use or disposal of the product are beyond our control and may be beyond our knowledge. For this and other reasons, we do not assume responsibility and expressly disclaim liability for loss, damage or expense arising out of or in any way connected with the handling, storage, use or disposal of the product. This SDS was prepared and is to be used only for this product. If the product is used as a component in another product, this SDS information may not be applicable.

\*\*\*\*\*

### Abbreviations and acronyms:

**ADR:** Accord européen sur le transport des marchandises dangereuses par Route (European Agreement concerning the International Carriage of Dangerous Goods by Road).

**IMDG:** International Maritime Code for Dangerous Goods.

**IATA:** International Air Transport Association.

**GHS:** Globally Harmonized System of Classification and Labeling of Chemicals

**CAS:** Chemical Abstracts Service (division of the American Chemical Society)

**DNEL:** Derived No-Effect Level (REACH)

**PNEC:** Predicted No-Effect Concentration (REACH)

**PBT:** Persistent, Bio accumulative and Toxic

**SVHC:** Substance of Very High Concern

**LD50:** Lethal dose, 50 percent

**LC50:** Lethal concentration, 50 percent

**NOEC:** No observed effect concentration

**LOEC:** Lowest observed effect concentration

**EC50:** Concentration of maximal effect, 50 percent

**Skin Irrit. 2:** Skin corrosion/irritation, hazard category 2

**Eye Irrit. 2:** Eye damage/irritation, hazard category 2

\*\*\*\*\*

---END---

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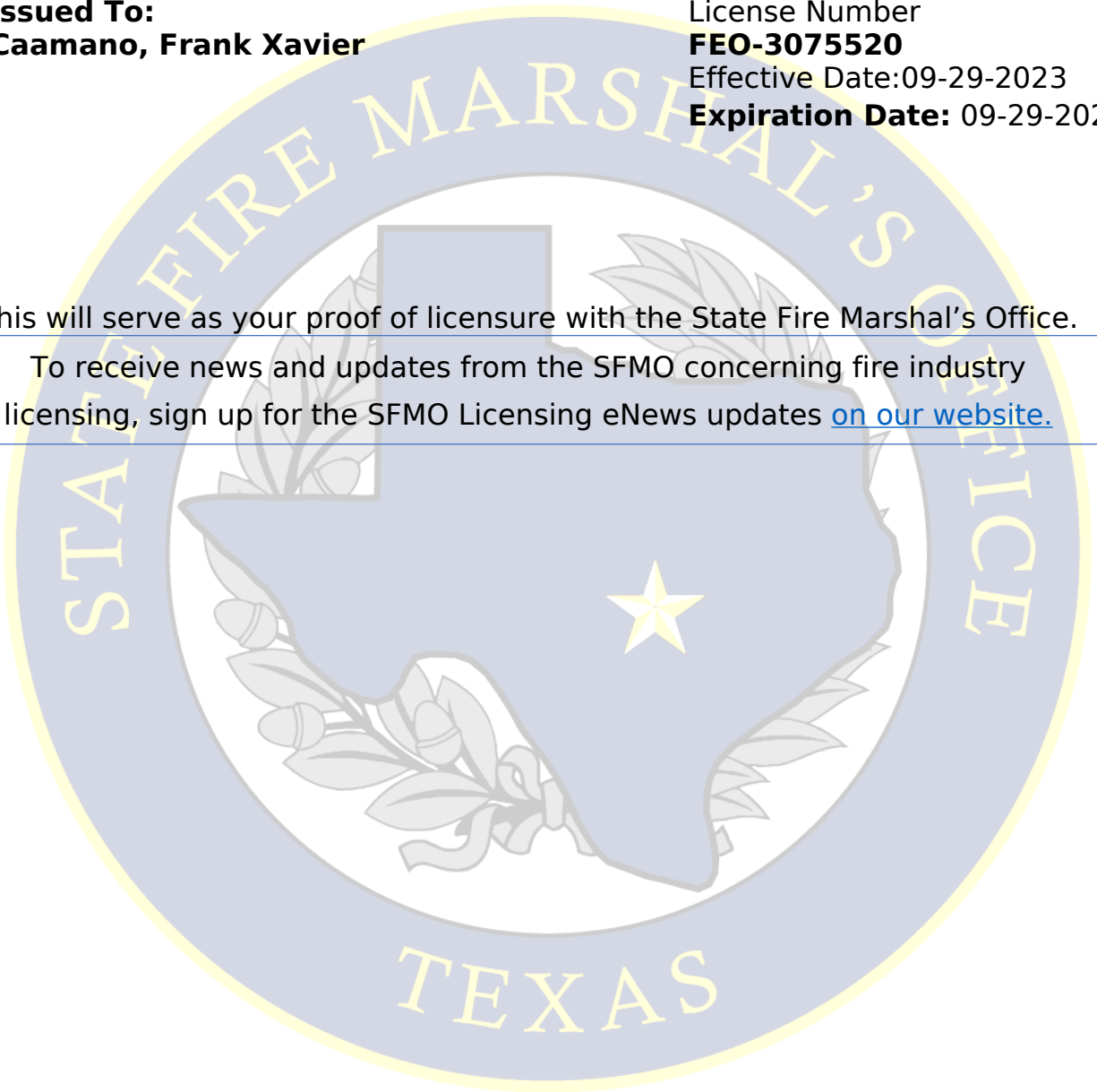
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STATE FIRE MARSHAL'S OFFICE**

**Issued To:  
Caamano, Frank Xavier**

License Number  
**FEO-3075520**  
Effective Date:09-29-2023  
**Expiration Date: 09-29-2025**

This will serve as your proof of licensure with the State Fire Marshal's Office.

To receive news and updates from the SFMO concerning fire industry licensing, sign up for the SFMO Licensing eNews updates [on our website.](#)





**DRAYTON INSURANCE BROKERS, INC.**

2500 CENTER POINT ROAD, SUITE 301  
BIRMINGHAM, ALABAMA 35215  
PHONE: (205) 854-5806  
FAX: (205) 854-5899

POST OFFICE BOX 94067  
BIRMINGHAM, ALABAMA 35220  
EMAIL: dib@draytonins.com

**CERTIFICATE OF INSURANCE**

NO. 460838

We certify that insurance is afforded as stated below. This Certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the insurance policy and the insurance afforded is subject to all the terms, exclusions and conditions of the policy.

**INSURER** Admiral Insurance Company **POLICY NO.** CA000003209-34-1152

**NAMED INSURED** Roar Over Texas, Inc.  
9734 Tucker Cypress Drive  
Houston, Texas 77095

**POLICY TERM** May 8, 2024 to May 8, 2025; Both Days 12:01 A.M. Standard Time

**COVERAGE** Fireworks Display Contractors Liability:  Occurrence Basis  Claims Made Basis

**LIMIT OF LIABILITY** \$ 1,000,000 each occurrence, \$ 2,000,000 general aggregate  
The limit of liability shall not be increased by the inclusion of more than one insured or additional insured.

**RESTRICTION** This policy applies only to displays which comprise solely Class "C" Fireworks (Explosives Classification 1.4), pyrotechnics special effects (including indoor pyrotechnics), propane, open flame effects, lasers and other non-pyrotechnic special effects. Excluding the use of Class "B" fireworks (Explosives Classification 1.3).

**INSURED OPERATIONS** Public fireworks display and special effects contractor

**It is certified that, if named below, this policy includes as Additional Insureds** 1) the sponsor(s), promoter(s), organizer(s) (including other entities having similar interests), of insured pyrotechnic events and/or 2) the owner(s) of real property (or barges) at which insured pyrotechnic events are held and/or 3) the owner(s), manager(s), tenant(s), mortgagee(s) (including other entities having similar interests), of buildings, stadiums, arenas and similar facilities at which insured pyrotechnic events are held and/or 4) the licensing or permitting authority, or other authority having jurisdiction, issuing licenses/permits for insured pyrotechnic events and/or 5) any other entity for which the insurance is required to be afforded under written contract. Coverage applies only as respects the legal liability of such Additional Insured(s) for bodily injury and property damage caused by the operations of the Named Insured. The insurance afforded any Additional Insured does not include coverage for any bodily injury or property damage arising from the failure of such Additional Insured to fulfill its obligations specified in its contract with the Named Insured.

**NAME(S) OF  
ADDITIONAL INSURED(S)**

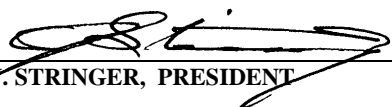
City of Tomball

**DISPLAY LOCATION**  
Boxwood Manor  
945 E Hufsmith Rd  
Tomball, TX 77375

**DISPLAY DATE(S)**  
10/05/2024

It is certified that this policy requires a 30 day mutual notice of cancellation between the Insurer and the Named Insured. In the event of such cancellation we will endeavor to mail 10 days written notice to the Additional Insured(s), whose name and address is shown hereon, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer and/or the undersigned.

**DRAYTON INSURANCE BROKERS, INC.**

  
A.J. STRINGER, PRESIDENT

August 23, 2024  
DATE OF ISSUE



Timeline  
Primary  
Michelle & Daniel's Wedding  
October 5th, 2024

**WEDNESDAY, OCTOBER 2ND**

10:00 am Michelle & Dan Check In at the Hotel

**FRIDAY, OCTOBER 4TH**

3:00 pm Guests Checks in at the Hotel

5:00 pm Wedding Party Rehearsal

5:45 pm Ceremony Rehearsal Concludes

6:00 pm Rehearsal Dinner at Sixty Vines Woodlands  
**ADDRESS:**

**SATURDAY, OCTOBER 5TH**

10:00 am Venue opens for set up  
**LOCATION: Boxwood Manor**  
**ADDRESS: 945 E Hufsmith Rd, Tomball, TX 77375**  
All tables and chairs set based on diagram  
Please set chairs per table according to this list:

- *Sweetheart Table*

- *Table 1*
- *Table 2*
- *Table 3*
- *Table 4*
- *Table 5*
- *Table 6*
- *Table 7*
- *Table 8*
- *Table 9*
- *Table 10*

10:00 am	Vendor I Arrive for set up <ul style="list-style-type: none"> <li>• <b>Glaiza Artistry</b>, Hair &amp; Makeup Artists</li> <li>• <b>Houston Soiree</b>, Planners</li> <li>• <b>EB Events</b>, Linen Rentals</li> <li>• <b>Secret Floral Garden</b>, Lounge</li> </ul>
10:00 am	Bridesmaids arrive at getting ready location
10:15 am	Hair and Makeup Begins
12:00 pm	Groomsmen arrive at getting ready location
12:00 pm	Lunch Available for wedding party Venue to have Chick-fil-A set up
12:00 - 1:00 pm	Vendor II Arrive for Set up <ul style="list-style-type: none"> <li>• <b>Mustard Seed Photography</b></li> <li>• <b>Kim Events</b>, Florist</li> </ul>
1:00 pm	Mustard Seed Photography Coverage Begins 10 Hours Coverage, 2 Photographer
2:00 - 3:00 pm	Vendor III Arrive for Set up <ul style="list-style-type: none"> <li>• <b>Cafe Natalie</b>, Catering</li> <li>• <b>Mast Wedding Films</b>, Cinematographer</li> <li>• <b>Dolce Design</b>, Cake</li> <li>• <b>Unique Style Production</b>, DJ</li> </ul>
2:00 pm	Groom and groomsmen dressed and ready

2:30 pm	All Hair and makeup complete
2:40 pm	Bride gets dressed
2:45 pm	Bridesmaids dressed and ready
3:00 pm	Pre-Ceremony Photos Begins
3:00 pm	Jesse with Mast Wedding Films Cinematography Coverage Begins 8 Hour Coverage, 1 videographer, aerial drone
3:00 pm	Bride and Groom First Look
3:15 pm	Quick Rehearsal with Wedding Party
4:15 pm	DJ Completes sound check
4:30 pm	All ceremony details set for guest arrival HS to confirm
4:30 pm	Officiant Arrive PHONE # DJ to pin lapel mic, HS to confirm
5:00 pm	Earliest guest arrival 56-Shuttle arrive with guests from Courtyard By Marriott Houston NW SHUTTLE AVAILABLE UPON REQUEST
5:30 pm	Ceremony Begins, Chapel
5:30 - 6:30 pm	Vendor III Arrive for set up <ul style="list-style-type: none"> <li>• <b>HTX Photo Booth</b> <ul style="list-style-type: none"> <li>◦ 4 Hour Service (7pm-11pm)</li> <li>◦ Props</li> <li>◦ 1 Attendant</li> </ul> </li> <li>• <b>Fellowship Coffee Company</b> <ul style="list-style-type: none"> <li>◦ <b>X</b></li> </ul> </li> <li>• <b>Roar Over Texas</b> <ul style="list-style-type: none"> <li>◦ 6 Cold Sparks</li> </ul> </li> </ul>

6:00 pm	Cocktail Hour Begins, Outside
6:10 pm	Couple Portraits Begin Wedding Party and families to join cocktail hour
6:10 pm	Post Ceremony Photos Begins
6:40 pm	Couple to join Cocktail Hour Have apps & drinks ready for the bride and groom
7:00 pm	Reception Begins HS to usher guests   Guests are seated for dinner  Photo Booth Opens
7:10 pm	Bridal Party Introductions <b>Walking by Groups   DJ to announced First Name</b>  <ol style="list-style-type: none"> <li>1. <b>Bridal Party</b> <b>SONG:</b> <ul style="list-style-type: none"> <li>◦ Kevin, Margaret, Tiffany, Christine, Annie, Laban</li> </ul> </li> <li>2. <b>Grooms Party</b> <b>SONG:</b> <ul style="list-style-type: none"> <li>◦ Hyeong, Jae, John, Nate, Selin,</li> </ul> </li> </ol>
7:11 pm	Sunset
7:15 pm	Newlywed Introduction <b>SONG:</b> <b>INTRODUCED AS "Michelle &amp; Dan"</b> **Sparklers to go off**
7:18 pm	First Dance <b>SONG:</b> **Sparklers to go off**
7:20 pm	Father and Daughter Dance <b>SONG:</b> <b>Father of the bride: SC</b> **Sparklers to go off**
7:25 pm	Mother and Son Dance <b>SONG:</b>

**Mother of the groom: Diana**

**\*\*Sparklers to go off\*\***

7:28 pm	Welcome Speech and Thank you by Newlywed
7:30 pm	Dinner Service Begins
7:40 pm	Speeches HS to have champagne ready for the speaker   DJ to have wireless mic Bride to have sparkling wine, champagne for groom <ul style="list-style-type: none"><li>• Father of the Bride, <b>SC</b></li><li>• Father of the Groom, <b>Susu</b></li><li>• Man of Honor, <b>Kevin</b></li><li>• Best Man, <b>Hyeong</b></li></ul>
8:30 pm	HS to prep the LED Dance floor props
8:40 pm	Cake Cutting <b>SONG:</b> <b>Save the top tier Y/N? Yes</b>
8:40 - 9:00 pm	Table to Table Photos
9:00 pm	Dance Floor Opens <b>SONG:</b> <b>HS to pass LED wands</b>
9:00 pm	HS to prep for Faux Exit and gather Wedding Party/Families
9:30 pm	Faux Exit with Cold Sparks & Wedding Party <b>**Sparklers to go off**</b>
10:00 pm	Roar Over Texas Departs
10:00 pm	HS to prep Exit Items
10:30 pm	Bar Last Call
TBD	Sams Limousine ready for last departure

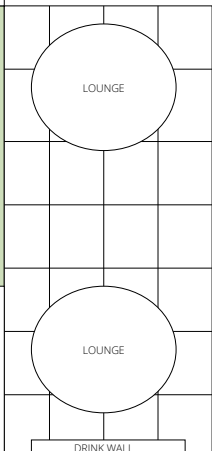
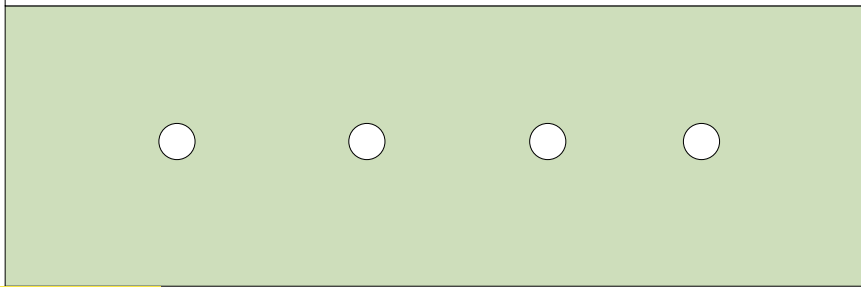
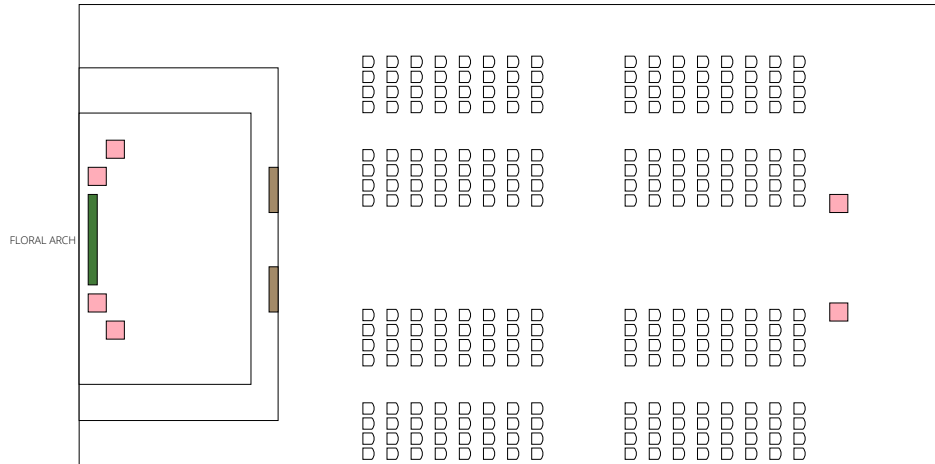
10:50 pm Everyone's Last Dance  
**SONG:**  
**DJ to invite all guests to line up outside for grand exit**  
**HS to hand off exit items**

10:55 pm Private Last Dance  
**SONG:**

11:00 pm Newlywed send off  
**EXIT ITEMS:**  
**Handheld Sparklers**  
  
*Couple to hop on the shuttle along with the guests*

11:05 pm Breakdown Begins  
**Margaret, Bridesmaid: 361-549-4916**

11:59 pm All clean up and breakdown complete



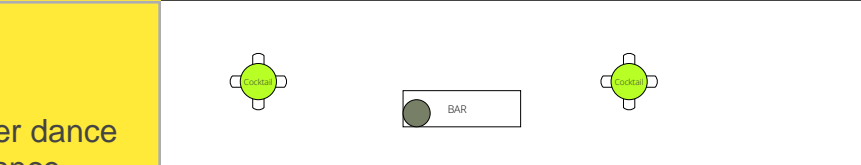
X 6 ft tall cold sparks.

10 ft safety distance from spectators.

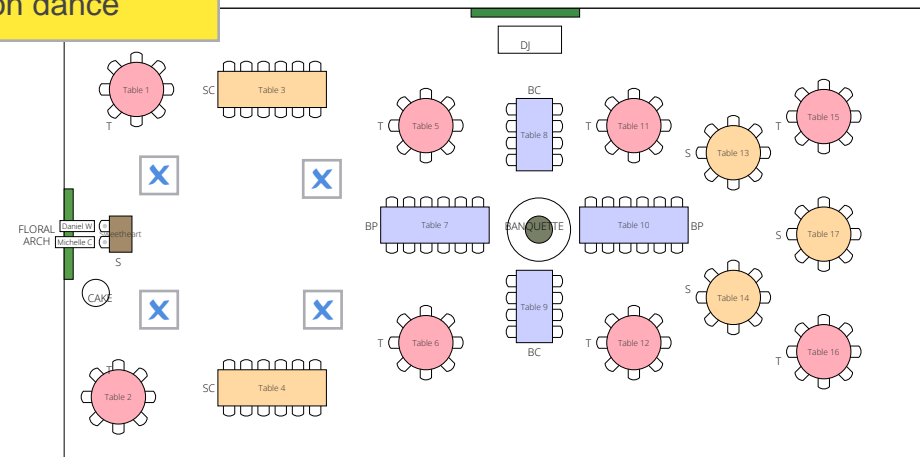
Safety personnel will have direct line of sight of operations.

Emergency procedure for fire is to extinguish with dry chem extinguisher and notify authorities.

Shoot times:  
 7:15- intro  
 7:18- 1st dance  
 7:20- father/daughter dance  
 7:25- mother/son dance



Shoot times:  
 9:30pm- Faux exit (with family and wedding party)





# City Council Meeting Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Conduct Public Hearing and Adopt, on First Reading, Ordinance No. 2024-28, an Ordinance of the City Council of the City of Tomball, Texas, Adopting the Budget for the City of Tomball, Texas, for Fiscal Year 2024-2025; and Authorizing the City Manager to Approve Intra-Departmental (Within the Same Department Only) Transfers of Budgeted Funds; and Amending the Budget for the 2023-2024 Fiscal Year in Accordance with Actual Expenditures; and Providing Other Details Relating to the Passage of This Ordinance

**Background:**

This will be the first reading of Ordinance No. 2024-28, adopting the Budget for Fiscal Year 2024-2025.

**Origination:** City Manager's Office

**Recommendation:**

Conduct Public Hearing and Adopt Ordinance No. 2023-29 on First Reading

**Party(ies) responsible for placing this item on agenda:** Jessica Rogers, Assistant 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 Jessica Rogers 8/26/2024 Approved by \_\_\_\_\_  
Staff Member Date City Manager Date

**ORDINANCE NO. 2024-28**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2024-2025; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2024-2025 FISCAL YEAR IN ACCORDANCE WITH ACTUAL EXPENDITURES; AND PROVIDING OTHER DETAILS RELATING TO THE PASSAGE OF THIS ORDINANCE**

\* \* \* \* \*

**WHEREAS**, the Budget of the City of Tomball for the Fiscal Year 2024-2025 was presented to the City Council of the City of Tomball during the Budget Workshops on July 15, 2024, July 22, 2024, and August 5, 2024, and was filed with the City Secretary's Office on August 5, 2024 for the purpose of Public Display; and the City Council has reviewed and amended the proposed budget and changes as approved by the City Council have been identified and their effect included in the budget; and

**WHEREAS**, NOTICE OF PUBLIC HEARING for the Budget of the City of Tomball, Texas, for Fiscal Year 2024-2025 was published in the City's official newspaper advising citizens of the Public Hearings to be conducted on September 3, 2024, and also advising that said Budget was available for their inspection prior to the Public Hearings; and

**WHEREAS**, at said Public Hearing all citizens of the City had the right to be present and to be heard, and those who requested to be heard were heard, and it being the opinion of the Mayor and City Council that said Budget should be adopted; and

**WHEREAS**, said Budget shall be in effect for the ensuing Fiscal Year, October 1, 2024, through September 30, 2025;

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

**Section 1.0 Adoption of Budget.** That from October 1, 2024, through September 30, 2025, the appropriations, as stated in the Budget as proposed expenditures, shall be and are hereby appropriated to the several objects and purposes named and designated in the Budget.

**Section 2.0 Public Record.** The City Secretary is hereby directed to place in the Budget an endorsement which shall read as follows: **“The Original Budget of the City of Tomball, Texas for the Fiscal Year 2024-2025.”** Such Budget as endorsed shall be kept on file in the office of the City Secretary as a Public Record and a copy of said Budget is attached to this ordinance and made a part of this ordinance for all purposes.

**Section 3.0 Intra-Departmental Transfers.** In accordance with the responsibility of the City Manager established by Section 7.01 C. (2) of the City Charter to administer the annual budget, the City Manager is authorized, as circumstances reasonably require, to approve intra-departmental (within the same department only) transfers of budgeted funds. Further, the documentation for such transfers shall be maintained as a part of the City's financial records.

**Section 4.0 Beginning Fund Balances.** That the Beginning Fund Balance reflected in the budget for each operating and capital project fund for which a Budget is adopted hereby automatically shall be adjusted to be the amount of the Ending Fund Balance for Fiscal Year 2024 as fully adjusted to reflect the final Annual Comprehensive Financial Report for Fiscal Year 2024 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2025 Ending Fund Balance.

**Section 5.0 2023-2024 Budget Amended.** That the City Council has reviewed the actual expenditures for the 2023-2024 Fiscal Year and compared them to the projections contained in the 2024-2025 Fiscal Year budget. The 2023-2024 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2023-2024 Fiscal Year.

FIRST READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 3<sup>RD</sup> DAY OF SEPTEMBER 2024.

COUNCILMAN FORD \_\_\_\_\_  
COUNCILMAN GARCIA \_\_\_\_\_  
COUNCILMAN DUNAGIN \_\_\_\_\_  
COUNCILMAN COVINGTON \_\_\_\_\_  
COUNCILMAN PARR \_\_\_\_\_

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 16<sup>TH</sup> DAY OF SEPTEMBER 2024.

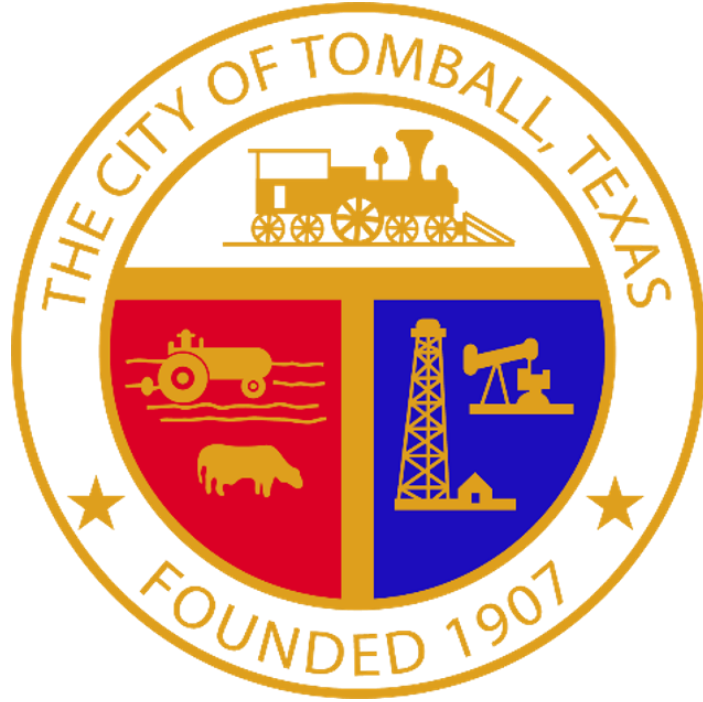
COUNCILMAN FORD \_\_\_\_\_  
COUNCILMAN GARCIA \_\_\_\_\_  
COUNCILMAN DUNAGIN \_\_\_\_\_  
COUNCILMAN COVINGTON \_\_\_\_\_  
COUNCILMAN PARR \_\_\_\_\_

\_\_\_\_\_  
LORI KLEIN QUINN  
Mayor

ATTEST:

\_\_\_\_\_  
TRACYLYNN GARCIA  
City Secretary

# City of Tomball



## FY 2024-2025 Proposed Budget

**FY 2024 – 2025**  
**CITY OF TOMBALL**  
**PROPOSED BUDGET**

**This budget will raise more total property taxes than last year’s budget by \$2,100,000 or 22.5%, and of that amount, \$551,894 is to be raised from new property added to the tax roll this year.\***

\*Based off Tax Year 2024 Certified Estimate and will be updated upon receipt of 2024 Certified Roll.

# Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures  
and Changes in Fund Balance- All Funds  
2024-2025 Proposed Budget

	Governmental						Proprietary	Internal Service		Consolidated	
	General Fund	Special Revenue Funds	Public Improvement District Funds	Debt Service	Water Capital Recovery	Sewer Capital Recovery	Capital Projects Fund	Enterprise Fund	Fleet Replacement Fund	Health Insurance Trust Fund	FY 2025
	100	200-291	295-299	300	730	740	400	600	650	910	All Funds
<b>Revenues:</b>											
Property taxes	\$ 6,375,000	-	-	\$ 4,960,000	-	-	-	-	-	-	\$ 11,335,000
Hotel Occupancy	-	800,000	-	-	-	-	-	-	-	-	800,000
Sales taxes	16,616,000	-	-	-	-	-	-	-	-	-	16,616,000
Franchise taxes	980,000	-	-	-	-	-	-	-	-	-	980,000
Permits and licenses	1,449,500	-	-	-	-	-	-	-	-	-	1,449,500
Fines and warrants	337,600	15,000	-	-	-	-	-	-	-	-	352,600
Service fees	7,907,534	-	-	-	-	-	-	15,987,500	-	-	23,895,034
Transfers In	2,500,000	601,000	-	-	-	-	8,594,017	-	1,814,725	3,899,600	17,409,342
Contributions/Grants	55,000	3,000	4,681,627	1,769,535	-	-	-	-	-	-	6,509,162
Interest	1,250,000	34,000	-	50,000	100,000	100,000	1,000,000	100,000	20,000	100,000	2,754,000
Other	300,000	929,787	-	-	1,500,000	1,000,000	34,409,456	321,000	-	-	38,460,243
<b>Total Revenues</b>	<b>\$ 37,770,634</b>	<b>\$ 2,382,787</b>	<b>\$ 4,681,627</b>	<b>\$ 6,779,535</b>	<b>\$ 1,600,000</b>	<b>\$ 1,100,000</b>	<b>\$ 44,003,473</b>	<b>\$ 16,408,500</b>	<b>\$ 1,834,725</b>	<b>\$ 3,999,600</b>	<b>\$ 120,560,881</b>
<b>Expenditures:</b>											
General Government	\$ 8,926,550	911,787	-	\$ -	-	-	8,704,913	-	-	4,175,264	\$ 22,718,514
Transfers Out	4,291,925	-	-	-	-	-	-	-	-	-	4,291,925
Public Safety	17,939,100	49,000	-	-	-	-	-	-	-	-	17,988,100
Public Works	7,145,100	-	-	-	-	-	-	-	-	-	7,145,100
Engineering	1,005,600	-	-	-	-	-	-	-	-	-	1,005,600
Parks and Recreation	1,343,600	-	-	-	-	-	-	-	-	-	1,343,600
Tourism & Arts	-	1,098,000	-	-	-	-	-	-	-	-	1,098,000
Utilities	-	-	-	-	-	-	-	19,274,900	-	-	19,274,900
Capital Projects/Outlay	-	-	-	-	2,984,135	1,650,000	78,222,642	-	870,000	-	83,726,777
Debt Service	-	-	-	6,779,535	-	-	-	-	-	-	6,779,535
Public Improvement Districts	-	-	2,659,411	-	-	-	-	-	-	-	2,659,411
TIRZ Payments	-	475,500	-	-	-	-	-	-	-	-	475,500
<b>Total Expenditures</b>	<b>\$ 40,651,875</b>	<b>\$ 2,534,287</b>	<b>\$ 2,659,411</b>	<b>\$ 6,779,535</b>	<b>\$ 2,984,135</b>	<b>\$ 1,650,000</b>	<b>\$ 86,927,555</b>	<b>\$ 19,274,900</b>	<b>\$ 870,000</b>	<b>\$ 4,175,264</b>	<b>\$ 168,506,962</b>
<b>Expenditures</b>	<b>\$ (2,881,241)</b>	<b>\$ (151,500)</b>	<b>\$ 2,022,216</b>	<b>\$ -</b>	<b>\$ (1,384,135)</b>	<b>\$ (550,000)</b>	<b>\$ (42,924,082)</b>	<b>\$ (2,866,400)</b>	<b>\$ 964,725</b>	<b>\$ (175,664)</b>	<b>\$ (47,946,081)</b>
<b>Beginning Fund Balance</b>	<b>\$ 29,632,569</b>	<b>\$ 1,802,978</b>	<b>\$ 882,016</b>	<b>\$ 2,798,359</b>	<b>\$ 5,623,649</b>	<b>\$ 5,974,955</b>	<b>\$61,215,818</b>	<b>\$ 18,104,475</b>	<b>\$ 2,743,416</b>	<b>\$ 3,745,829</b>	<b>\$ 132,524,065</b>
<b>Ending Fund Balance</b>	<b>\$ 26,751,328</b>	<b>\$ 1,651,478</b>	<b>\$ 2,904,232</b>	<b>\$ 2,798,359</b>	<b>\$ 4,239,514</b>	<b>\$ 5,424,955</b>	<b>\$ 18,291,736</b>	<b>\$ 15,238,075</b>	<b>\$ 3,708,141</b>	<b>\$ 3,570,165</b>	<b>\$ 84,577,984</b>

**General Fund - 100**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**2024-2025 Proposed Budget**

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Projection</b>	<b>FY 2025 Budget</b>
<b>Revenues:</b>					
Property Taxes	\$3,915,320	\$4,658,804	\$5,225,000	\$5,875,000	\$6,375,000
Sales Taxes	\$16,312,753	\$16,883,112	\$15,700,000	\$17,618,500	\$16,616,000
Franchise Taxes	\$948,804	\$964,217	\$930,000	\$966,000	\$980,000
Permits & Licenses	\$2,099,085	\$1,573,426	\$1,359,500	\$1,597,725	\$1,449,500
Fines & Warrants	\$309,283	\$275,159	\$295,250	\$342,600	\$337,600
Other Revenue	\$282,366	\$227,942	\$143,000	\$410,400	\$300,000
Services	\$3,494,928	\$4,256,919	\$5,627,331	\$5,858,800	\$7,906,021
Contributions	\$875,941	\$662,451	\$35,000	\$36,700	\$55,000
Interest	-\$10,335	\$1,404,172	\$750,000	\$1,750,000	\$1,250,000
Enterprise Transfers In	\$2,021,994	\$2,000,000	\$2,500,000	\$2,500,000	\$2,500,000
<b>Total Revenues</b>	<b>\$30,250,138</b>	<b>\$32,906,202</b>	<b>\$32,565,081</b>	<b>\$36,955,725</b>	<b>\$37,769,121</b>
<b>Expenditures:</b>					
Administrative	\$383,036	\$429,835	\$627,800	\$583,650	\$775,150
Community Development	\$369,924	\$468,361	\$612,150	\$734,610	\$1,554,600
Mayor and Council	\$58,874	\$55,469	\$82,800	\$83,500	\$84,300
City Secretary	\$403,799	\$490,076	\$475,100	\$437,805	\$653,400
Human Resources	\$531,622	\$552,589	\$524,700	\$510,250	\$631,900
Finance	\$822,872	\$728,714	\$1,061,850	\$1,190,155	\$1,370,000
Information Systems	\$751,470	\$1,310,576	\$2,024,800	\$2,018,200	\$2,902,600
Legal	\$132,075	\$114,157	\$160,000	\$145,000	\$150,000
Non-Departmental & Transfers	\$3,745,452	\$4,328,013	\$6,145,470	\$8,220,700	\$4,934,200
Police	\$7,118,719	\$7,397,488	\$8,023,700	\$7,486,100	\$8,314,500
Municipal Court	\$416,675	\$430,132	\$563,000	\$545,355	\$620,400
Dispatch	\$0	\$0	\$0	\$0	\$1,018,000
Community Center	\$171,666	\$165,098	\$201,600	\$198,170	\$224,300
Fire	\$3,213,085	\$3,326,940	\$3,550,300	\$3,729,900	\$4,503,600
Emergency Management	\$5,856	\$3,240	\$27,950	\$23,000	\$22,000
ESD#15	\$973,685	\$1,439,230	\$2,395,150	\$2,704,300	\$3,460,600
Public Works Administration	\$79,960	\$257,881	\$311,400	\$333,600	\$234,600
Garage	\$188,680	\$185,545	\$208,050	\$220,650	\$380,700
Parks	\$792,529	\$1,259,085	\$834,900	\$888,750	\$1,119,300
Streets	\$1,387,333	\$2,231,451	\$2,372,800	\$2,392,575	\$1,970,200
Sanitation	\$1,914,289	\$2,045,801	\$2,268,700	\$2,399,000	\$3,321,500
Engineering	\$628,399	\$792,677	\$1,121,000	\$1,439,500	\$1,005,600
Facilities Maintenance	\$1,027,128	\$887,530	\$1,635,900	\$1,746,500	\$1,238,100
<b>Total Expenditures</b>	<b>\$25,117,128</b>	<b>\$28,899,888</b>	<b>\$35,229,120</b>	<b>\$38,031,270</b>	<b>\$40,489,550</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>\$5,133,010</b>	<b>\$4,006,314</b>	<b>(\$2,664,040)</b>	<b>(\$1,075,545)</b>	<b>(\$2,720,429)</b>
<b>Beginning Fund Balance</b>	<b>\$21,568,760</b>	<b>\$26,701,770</b>	<b>\$30,708,084</b>	<b>\$30,708,084</b>	<b>\$29,632,539</b>
<b>Ending Fund Balance</b>	<b>\$26,701,770</b>	<b>\$30,708,084</b>	<b>\$28,044,045</b>	<b>\$29,632,539</b>	<b>\$26,912,110</b>
25% of Operating Expenses - Target	106%	106%	80%	78%	66%

<b>General Fund Supplementals</b>	
One Time	\$903,950
Recurring	\$904,850

**CITY OF TOMBALL**  
**GENERAL FUND REVENUES - 100**

GENERAL FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5110 CURRENT TAXES	\$3,952,509	\$4,667,789	\$5,200,000	\$5,950,000	\$6,450,000
5120 DELINQUENT TAXES	(\$69,628)	(\$38,992)	\$0	(\$100,000)	(\$100,000)
5130 PENALTY,INTEREST,ATTY FEES	\$32,439	\$30,007	\$25,000	\$25,000	\$25,000
5140 SALES TAX	\$16,194,149	\$16,767,663	\$15,584,000	\$17,500,000	\$16,500,000
5141 ALCOHOLIC BEVERAGE TAX	\$103,309	\$98,839	\$100,000	\$100,000	\$100,000
5150 ELECTRICAL FRANCHISE TAX	\$708,300	\$740,564	\$715,000	\$750,000	\$775,000
5160 T.V. CABLE FRANCHISE TAX	\$135,832	\$131,924	\$135,000	\$126,000	\$125,000
5161 1% IN KIND/ PEG FEES	\$34,443	\$32,109	\$30,000	\$30,000	\$30,000
5170 COMMUNICATIONS ROW LINE FEE	\$70,229	\$59,620	\$50,000	\$60,000	\$50,000
5200 BUILDING PERMITS	\$1,106,512	\$650,305	\$600,000	\$750,000	\$750,000
5210 CONSTRUCTION PERMITS	\$467,371	\$389,753	\$300,000	\$120,000	\$80,000
5215 PLUMBING PERMIT	\$74,226	\$70,332	\$75,000	\$70,000	\$70,000
5220 MECHANICAL PERMITS	\$64,557	\$79,225	\$50,000	\$130,000	\$75,000
5230 ELECTRICAL PERMITS	\$145,971	\$116,739	\$150,000	\$100,000	\$100,000
5235 FIRE PERMIT FEES	\$81,652	\$103,765	\$100,000	\$100,000	\$100,000
5240 OTHER PERMITS	\$55,832	\$114,760	\$25,000	\$58,000	\$25,000
5245 MISCELLANEOUS PERMIT FEES	\$0	\$25	\$500	\$225	\$500
5250 MIXED BEVERAGE FEES	\$15,295	\$16,610	\$16,000	\$18,500	\$16,000
5255 LICENSE FEES	\$2,150	\$1,570	\$2,000	\$1,500	\$1,500
5260 AMBULANCE PERMITS	\$4,200	\$4,600	\$6,000	\$4,000	\$4,000
5300 MUNICIPAL COURT FINES	\$178,468	\$177,990	\$170,000	\$220,000	\$200,000
5310 COURT COSTS/ADMIN FEES	\$65,484	\$49,057	\$75,000	\$75,000	\$90,000
5320 COURT WARRANT FEES	\$32,265	\$19,253	\$30,000	\$20,000	\$20,000
5340 TIME PYMT.FEE-10% CITY JUDICL.	\$207	\$98	\$250	\$100	\$100
5341 TIME PAYMENT FEE-40% FOR CITY	\$4,009	\$4,886	\$2,000	\$7,500	\$7,500
5430 SANITATION FEES	\$2,090,994	\$2,336,251	\$2,500,000	\$2,400,000	\$3,500,000
5440 PLAT FEES	\$13,368	\$14,066	\$10,000	\$25,000	\$10,000
5441 REZONING APPLICATION FEE	\$3,286	\$13,250	\$5,000	\$13,500	\$5,000
5442 CONDITIONAL USE PERMIT	\$600	\$4,500	\$1,000	\$0	\$1,000
5443 PLANNED DEVELOPMENT	\$2,431	\$0	\$1,000	\$0	\$1,000
5444 SITE PLAN REVIEW	\$72,819	\$4,408	\$30,000	\$19,000	\$25,000
5445 PLAN REVIEW FEES- OTHER	\$2,210	\$2,803	\$1,000	\$205,000	\$200,000
5446 ZONING FEES- OTHER	\$1,900	\$3,325	\$3,000	\$1,500	\$1,500
5447 PID PETITION FEE	\$2,500	\$0	\$0	\$0	\$0
5448 PID ADMINISTRATIVE FEE	\$7,980	\$15,360	\$15,000	\$37,700	\$44,000
5450 BIRTH AND DEATH CERTIFICATE FEES	\$59,053	\$10,169	\$0	\$0	\$0
5451 NOTARY FEES	\$25	\$0	\$0	\$0	\$0
5453 OPEN RECORDS REQUEST FEES	\$0	\$0	\$0	\$3,000	\$5,000
5460 ALARM SYSTEM REGISTRATION FEES	\$29,265	\$29,280	\$25,000	\$25,000	\$25,000
5461 FALSE ALARM SERVICE FEE	\$28,850	\$23,875	\$18,000	\$20,000	\$20,000
5470 EMERGENCY SERVICE DISTRICT FEES	\$254,750	\$405,781	\$638,681	\$600,000	\$824,434
5472 ESD#15 S5 OPERATING COST REIMBURSEMENT	\$30,815	\$267,506	\$420,400	\$518,500	\$539,300
5474 ESD#15 STATION 5 PAYROLL REIMBURSEMENT	\$938,292	\$1,127,119	\$1,974,750	\$2,185,800	\$2,921,300
5480 LIFE SAFETY PLAN REVIEW	\$5,380	\$2,800	\$5,000	\$5,000	\$3,000
5481 STATE LICENSED FACILITIES	\$1,370	\$1,360	\$1,500	\$1,500	\$1,500
5482 ANNUAL FIRE INSPECTIONS	\$0	\$900	\$0	\$6,000	\$1,000
5500 SALE OF CITY PROPERTY	\$23,934	\$112,169	\$20,000	\$62,700	\$20,000
5510 COMMUNITY CENTER FEES	\$46,108	\$46,508	\$30,000	\$75,000	\$50,000



**CITY OF TOMBALL  
GENERAL FUND REVENUES - 100**

GENERAL FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5515 CONGREGATE MEAL SERV. REVENUE	\$9,500	\$9,858	\$8,000	\$6,000	\$6,000
5520 PARK RENTAL FEE	\$13,820	\$13,235	\$12,000	\$12,000	\$12,000
5550 MISCELLANEOUS INCOME	\$77,959	(\$3,059)	\$25,000	\$50,000	\$25,000
5551 INSURANCE RECOVERIES	\$39,967	\$26,578	\$0	\$166,000	\$0
5561 CREDIT CARD FEES	\$120,510	\$67,036	\$75,000	\$85,000	\$200,000
5562 CASH OVER/SHORT	(\$9)	\$0	\$0	\$0	\$0
5690 SANITATION PENALTY	\$25,081	\$16,010	\$20,000	\$30,000	\$30,000
5730 SCHOOL RESOURCE OFFICERS (SRO)	\$733,253	\$595,648	\$0	\$0	\$0
5740 OTHER GRANTS	\$117,688	\$41,803	\$10,000	\$11,700	\$0
5770 TEDC CONTRIBUTIONS	\$25,000	\$25,000	\$25,000	\$25,000	\$55,000
5800 INTEREST INCOME	(\$10,335)	\$1,404,172	\$750,000	\$1,750,000	\$1,250,000
5961 ENTERPRISE TRANSFERS IN	\$2,021,994	\$2,000,000	\$2,500,000	\$2,500,000	\$2,500,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$30,250,138</b>	<b>\$32,906,202</b>	<b>\$32,565,081</b>	<b>\$36,955,725</b>	<b>\$37,770,634</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	ADMINISTRATIVE	100-111 ADMINISTRATIVE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$262,274	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$323,005	\$483,500	\$438,700	\$543,000
6005 WAGES-OVERTIME	\$0	\$0	\$1,000	\$0	\$1,000
6009 WAGES-OTHER	\$11,755	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$11,831	\$0	\$0	\$0	\$0
6012 SICK PAY	\$1,461	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$1,346	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$2,339	\$2,692	\$2,900	\$5,500	\$6,000
6019 LONGEVITY	\$420	\$550	\$700	\$700	\$850
6021 FICA-MED/SS	\$22,399	\$24,425	\$38,800	\$33,500	\$42,900
6022 TMRS-EMPLOYER	\$40,953	\$46,107	\$67,000	\$62,200	\$81,500
6025 WORKER COMPENSATION INS.	\$198	\$556	\$1,000	\$1,100	\$1,200
6034 PHONE ALLOWANCE	\$0	\$1,800	\$1,800	\$1,800	\$1,800
6035 AUTO ALLOWANCE	\$0	\$16,800	\$16,800	\$16,800	\$16,800
<b>PERSONNEL SERVICES</b>	<b>\$353,629</b>	<b>\$417,281</b>	<b>\$613,500</b>	<b>\$560,300</b>	<b>\$695,050</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$215	\$317	\$300	\$500	\$500
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$250	\$250	\$500
6105 FOOD SUPPLIES	\$1,217	\$1,777	\$1,000	\$4,000	\$4,000
6107 CLOTHING AND UNIFORMS	\$345	\$290	\$400	\$500	\$500
6119 OTHER SUPPLIES	\$0	\$0	\$500	\$500	\$500
6130 FURNITURE >\$20,000	\$250	\$0	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$2,027</b>	<b>\$2,384</b>	<b>\$2,450</b>	<b>\$5,750</b>	<b>\$6,000</b>
6312 PHONE & INTERNET SERVICES	\$1,275	\$191	\$350	\$0	\$0
6329 OTHER SERVICES	\$0	\$1,200	\$1,000	\$2,000	\$2,000
6332 TRAVEL AND MEALS	\$1,167	\$2,225	\$4,000	\$5,000	\$5,000
6333 DUES AND SUBSCRIPTIONS	\$3,935	\$3,719	\$4,000	\$5,100	\$5,000
6334 AUTOMOBILE ALLOWANCES	\$16,800	\$0	\$0	\$0	\$0
6337 TRAINING	\$4,203	\$2,835	\$2,500	\$5,500	\$5,500
<b>SERVICES AND CHARGES</b>	<b>\$27,380</b>	<b>\$10,170</b>	<b>\$11,850</b>	<b>\$17,600</b>	<b>\$17,500</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$65,200
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,200</b>
<b>TOTAL GENERAL-ADMINISTRATIVE</b>	<b>\$383,036</b>	<b>\$429,835</b>	<b>\$627,800</b>	<b>\$583,650</b>	<b>\$783,750</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	COMMUNITY DEVELOPMENT	100-112 COMMUNITY DEVELOPMENT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$124,655	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$315,538	\$445,000	\$533,800	\$954,100
6003 WAGES-FULL TIME	\$117,614	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$979	\$1,628	\$2,500	\$12,000	\$15,000
6009 WAGES-OTHER	\$13,208	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$14,537	\$0	\$0	\$0	\$0
6012 SICK PAY	\$6,773	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$190	\$153	\$0	\$1,910	\$0
6015 SICK TIME BUYBACK	\$760	\$0	\$0	\$0	\$0
6019 LONGEVITY	\$1,090	\$1,330	\$1,700	\$1,300	\$2,600
6021 FICA-MED/SS	\$20,221	\$23,197	\$34,400	\$41,200	\$74,200
6022 TMRS-EMPLOYER	\$37,329	\$42,495	\$59,500	\$73,800	\$141,000
6025 WORKER COMPENSATION INS.	\$1,001	\$930	\$1,650	\$2,100	\$2,300
6034 PHONE ALLOWANCE	\$0	\$0	\$0	\$500	\$2,700
6035 AUTO ALLOWANCE	\$0	\$0	\$0	\$0	\$6,000
<b>PERSONNEL SERVICES</b>	<b>\$338,357</b>	<b>\$385,271</b>	<b>\$544,750</b>	<b>\$666,610</b>	<b>\$1,197,900</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,372	\$3,896	\$5,000	\$6,000	\$6,000
6102 EDUCATIONAL SUPPLIES	\$372	\$534	\$1,000	\$1,500	\$1,000
6105 FOOD SUPPLIES	\$362	\$468	\$500	\$500	\$1,000
6106 MATERIALS AND PARTS	\$0	\$323	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$1,537	\$2,883	\$3,000	\$3,000	\$3,500
6108 FUEL, OIL AND LUBRICANTS	\$10,290	\$8,139	\$10,000	\$10,000	\$10,000
6109 POSTAGE	\$0	\$0	\$0	\$0	\$1,500
6119 OTHER SUPPLIES	\$38	\$752	\$1,000	\$500	\$0
<b>SUPPLIES</b>	<b>\$13,971</b>	<b>\$16,995</b>	<b>\$20,500</b>	<b>\$21,500</b>	<b>\$23,000</b>
6205 VEHICLE MAINTENANCE	\$5,846	\$5,736	\$3,000	\$6,000	\$6,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$5,846</b>	<b>\$5,736</b>	<b>\$3,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
6304 PROFESSIONAL SERVICES, OTHER	\$860	\$39,404	\$10,000	\$1,000	\$105,000
6312 PHONE & INTERNET SERVICES	\$4,254	\$5,596	\$9,000	\$6,500	\$6,500
6329 OTHER SERVICES	\$0	\$39	\$0	\$7,500	\$15,000
6332 TRAVEL AND MEALS	\$2,995	\$6,190	\$12,000	\$12,000	\$12,000
6333 DUES AND SUBSCRIPTIONS	\$939	\$2,423	\$900	\$1,500	\$2,500
6335 ADVERTISING COST	\$0	\$0	\$0	\$0	\$4,000
6337 TRAINING	\$2,363	\$6,281	\$10,000	\$10,000	\$10,000
6362 PERMITS AND LICENSES	\$339	\$426	\$2,000	\$2,000	\$2,500
<b>SERVICES AND CHARGES</b>	<b>\$11,751</b>	<b>\$60,359</b>	<b>\$43,900</b>	<b>\$40,500</b>	<b>\$157,500</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$170,200
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,200</b>
<b>TOTAL PERMITS/INSPECTIONS</b>	<b>\$369,924</b>	<b>\$468,361</b>	<b>\$612,150</b>	<b>\$734,610</b>	<b>\$1,554,600</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	MAYOR AND COUNCIL	100-113 MAYOR AND COUNCIL
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6004 WAGES- PART TIME	\$26,900	\$24,257	\$27,000	\$27,000	\$27,000
6021 FICA- MED/ SS	\$2,058	\$1,856	\$2,100	\$2,000	\$2,100
6025 WORKER COMPENSATION INS.	\$48	\$49	\$100	\$1,100	\$1,200
<b>PERSONNEL SERVICES</b>	<b>\$29,006</b>	<b>\$26,162</b>	<b>\$29,200</b>	<b>\$30,100</b>	<b>\$30,300</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$251	\$91	\$100	\$600	\$500
6105 FOOD SUPPLIES	\$4,802	\$4,094	\$5,500	\$7,000	\$6,000
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$300	\$500	\$500
6119 OTHER SUPPLIES	\$14,986	\$13,778	\$17,000	\$15,000	\$16,000
<b>SUPPLIES</b>	<b>\$20,038</b>	<b>\$17,963</b>	<b>\$22,600</b>	<b>\$23,100</b>	<b>\$23,000</b>
6304 PROFESSIONAL SERVICES- OTHER	\$0	\$0	\$6,000	\$10,000	\$10,000
6329 OTHER SERVICES	\$200	\$0	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$1,930	\$1,293	\$2,000	\$2,800	\$2,000
6333 DUES AND SUBSCRIPTIONS	\$4,527	\$4,393	\$5,000	\$5,500	\$5,500
6337 TRAINING	\$1,625	\$595	\$2,000	\$2,000	\$2,500
6398 BANQUETS, DEDICATION, RECEP	\$1,548	\$5,063	\$16,000	\$10,000	\$11,000
<b>SERVICES AND CHARGES</b>	<b>\$9,830</b>	<b>\$11,344</b>	<b>\$31,000</b>	<b>\$30,300</b>	<b>\$31,000</b>
<b>TOTAL MAYOR AND COUNCIL</b>	<b>\$58,874</b>	<b>\$55,469</b>	<b>\$82,800</b>	<b>\$83,500</b>	<b>\$84,300</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	CITY SECRETARY'S OFFICE	100-114 CITY SECRETARY
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$160,432	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$294,664	\$266,200	\$265,400	\$340,800
6003 WAGES-FULL TIME	\$78,627	\$0	\$0	\$0	\$0
6004 WAGES- PART TIME	\$0	\$0	\$16,000	\$16,000	\$20,000
6005 WAGES-OVERTIME	\$3,881	\$2,293	\$4,000	\$3,000	\$3,000
6009 WAGES-OTHER	\$12,319	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$16,557	\$0	\$0	\$0	\$0
6012 SICK PAY	\$904	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$56	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$3,421	\$4,305	\$3,500	\$2,400	\$2,500
6019 LONGEVITY	\$2,700	\$2,940	\$1,400	\$1,400	\$1,700
6021 FICA-S.S. AND MEDICARE TAXES	\$21,066	\$22,589	\$22,300	\$21,600	\$27,800
6022 TMRS-EMPLOYER	\$37,459	\$40,548	\$36,300	\$37,700	\$50,400
6025 WORKER COMPENSATION INS.	\$396	\$419	\$650	\$1,105	\$1,200
6034 PHONE ALLOWANCE	\$0	\$375	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$337,762</b>	<b>\$368,189</b>	<b>\$350,350</b>	<b>\$348,605</b>	<b>\$447,400</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$11,913	\$8,141	\$12,000	\$10,000	\$8,000
6102 EDUCATIONAL SUPPLIES	\$498	\$299	\$1,000	\$500	\$500
6104 JANITORIAL AND CLEANING SUPPLY	\$550	\$305	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$2,370	\$2,919	\$2,500	\$2,500	\$2,500
6107 CLOTHING AND UNIFORMS	\$557	\$369	\$1,000	\$500	\$1,000
6109 POSTAGE	\$832	\$351	\$500	\$500	\$500
6119 OTHER SUPPLIES	\$1,370	\$902	\$650	\$500	\$500
6130 FURNITURE >\$20,000	\$987	\$4,016	\$0	\$2,100	\$6,500
<b>SUPPLIES</b>	<b>\$19,077</b>	<b>\$17,302</b>	<b>\$18,150</b>	<b>\$17,100</b>	<b>\$20,000</b>
6304 PROF.SERV.-OTHER	\$72	\$21,765	\$15,000	\$5,000	\$16,500
6312 PHONE & INTERNET SERVICES	\$900	\$293	\$500	\$600	\$500
6316 PRINTING AND BINDING	\$0	\$0	\$100	\$500	\$500
6329 OTHER SERVICES	\$127	\$576	\$500	\$500	\$500
6332 TRAVEL AND MEALS	\$5,470	\$1,596	\$5,000	\$5,000	\$5,500
6333 DUES AND SUBSCRIPTIONS	\$2,413	\$1,128	\$2,500	\$1,500	\$2,000
6335 ADVERTISING COST	\$6,819	\$15,374	\$20,000	\$15,000	\$22,000
6337 TRAINING	\$3,222	\$1,140	\$3,000	\$4,000	\$7,500
6371 ELECTION SERVICES	\$27,937	\$62,713	\$60,000	\$40,000	\$66,000
<b>SERVICES AND CHARGES</b>	<b>\$46,960</b>	<b>\$104,585</b>	<b>\$106,600</b>	<b>\$72,100</b>	<b>\$121,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$65,000
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>
<b>TOTAL CITY SECRETARY</b>	<b>\$403,799</b>	<b>\$490,076</b>	<b>\$475,100</b>	<b>\$437,805</b>	<b>\$653,400</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	HUMAN RESOURCES	100-115 HUMAN RESOURCES
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$106,044	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$193,467	\$270,800	\$268,100	\$280,000
6003 WAGES-FULL TIME	\$96,416	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$17,945	\$35,626	\$40,000	\$58,500	\$40,000
6005 WAGES-OVERTIME	\$6,400	\$3,144	\$1,000	\$6,000	\$5,000
6009 WAGES-OTHER	\$11,223	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$29,284	\$0	\$0	\$0	\$0
6012 SICK PAY	\$34,565	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$644	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$3,106	\$1,092	\$1,200	\$1,150	\$3,000
6019 LONGEVITY	\$1,885	\$845	\$700	\$700	\$1,000
6021 FICA-S.S. AND MEDICARE TAXES	\$22,042	\$17,078	\$24,100	\$25,000	\$25,100
6022 TMRS-EMPLOYER	\$39,586	\$26,433	\$36,300	\$37,100	\$41,900
6025 WORKER COMPENSATION INS.	\$297	\$244	\$400	\$1,100	\$1,200
6026 STATE UNEMPLOYMENT TAXES	\$13,758	\$950	\$12,500	\$5,000	\$0
6034 PHONE ALLOWANCE	\$0	\$450	\$900	\$900	\$900
<b>PERSONNEL SERVICES</b>	<b>\$383,195</b>	<b>\$279,329</b>	<b>\$387,900</b>	<b>\$403,550</b>	<b>\$398,100</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$6,832	\$2,719	\$7,500	\$1,500	\$5,000
6102 EDUCATIONAL SUPPLIES	\$0	\$33	\$350	\$500	\$500
6105 FOOD SUPPLIES	\$2,674	\$438	\$1,000	\$1,600	\$1,000
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$150	\$500	\$500
6109 POSTAGE	\$299	\$87	\$300	\$300	\$500
6119 OTHER SUPPLIES	\$7,195	\$6,016	\$6,000	\$7,500	\$7,500
6130 FURNITURE <\$20,000	\$196	\$0	\$0	\$5,000	\$6,000
<b>SUPPLIES</b>	<b>\$17,195</b>	<b>\$9,293</b>	<b>\$15,300</b>	<b>\$16,900</b>	<b>\$21,000</b>
6304 PROF.SERV.-OTHER	\$70,571	\$220,404	\$60,000	\$30,000	\$50,000
6312 PHONE & INTERNET SERVICES	\$798	\$0	\$0	\$0	\$0
6329 OTHER SERVICES	\$36,698	\$28,518	\$35,000	\$30,000	\$35,000
6332 TRAVEL AND MEALS	\$704	\$20	\$2,500	\$2,800	\$2,500
6333 DUES AND SUBSCRIPTIONS	\$2,062	\$555	\$1,000	\$1,000	\$1,000
6335 ADVERTISING COST	\$3,464	\$399	\$1,000	\$1,000	\$2,000
6337 TRAINING	\$2,235	\$1,545	\$10,000	\$5,000	\$61,000
6398 BANQUETS, DEDICATION, RECEP	\$14,700	\$12,526	\$12,000	\$20,000	\$20,000
<b>SERVICES AND CHARGES</b>	<b>\$131,232</b>	<b>\$263,967</b>	<b>\$121,500</b>	<b>\$89,800</b>	<b>\$171,500</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$41,300
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,300</b>
<b>TOTAL HUMAN RESOURCES</b>	<b>\$531,622</b>	<b>\$552,589</b>	<b>\$524,700</b>	<b>\$510,250</b>	<b>\$631,900</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	FINANCE	100-116 FINANCE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$167,854	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$366,609	\$540,600	\$490,400	\$543,000
6003 WAGES-FULL TIME	\$102,706	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$1,995	\$1,799	\$3,000	\$6,200	\$3,000
6009 WAGES-OTHER	\$12,734	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$22,234	\$0	\$0	\$0	\$0
6012 SICK PAY	\$41,054	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$0	\$0	\$650	\$0
6019 LONGEVITY	\$815	\$1,380	\$1,400	\$1,000	\$700
6021 FICA-S.S. AND MEDICARE TAXES	\$25,088	\$27,293	\$41,900	\$37,300	\$42,000
6022 TMRS-EMPLOYER	\$46,650	\$49,338	\$72,300	\$67,000	\$79,800
6025 WORKER COMPENSATION INS.	\$594	\$519	\$800	\$1,105	\$1,200
6030 TUITION REIMBURSEMENT	\$1,245	(\$1,245)	\$0	\$0	\$0
6034 PHONE ALLOWANCE	\$0	\$900	\$900	\$900	\$900
<b>PERSONNEL SERVICES</b>	<b>\$422,968</b>	<b>\$446,593</b>	<b>\$660,900</b>	<b>\$604,555</b>	<b>\$670,600</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,926	\$4,437	\$4,000	\$4,000	\$5,000
6105 FOOD SUPPLIES	\$409	\$202	\$200	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$62	\$464	\$300	\$500	\$500
6109 POSTAGE	\$0	\$48	\$50	\$500	\$0
6119 OTHER SUPPLIES	\$195	\$35	\$200	\$1,500	\$500
<b>SUPPLIES</b>	<b>\$2,591</b>	<b>\$5,186</b>	<b>\$4,750</b>	<b>\$7,000</b>	<b>\$6,500</b>
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$91,500	\$85,000	\$115,500	\$115,500	\$120,000
6304 PROF.SERV.-OTHER	\$34,729	\$17,236	\$23,500	\$193,000	\$50,000
6312 PHONE & INTERNET SERVICES	\$1,249	\$0	\$0	\$0	\$0
6316 PRINTING AND BINDING	\$0	\$0	\$300	\$700	\$0
6317 APPRAISAL SERVICES	\$54,697	\$54,561	\$58,000	\$81,500	\$78,000
6329 OTHER SERVICES	\$0	\$12	\$0	\$500	\$0
6332 TRAVEL AND MEALS	\$5,493	\$512	\$5,000	\$2,500	\$4,000
6333 DUES AND SUBSCRIPTIONS	\$2,924	\$2,576	\$3,400	\$3,400	\$3,500
6335 ADVERTISING COST	\$2,373	\$1,447	\$6,000	\$2,000	\$3,000
6337 TRAINING	\$6,614	\$2,863	\$8,500	\$4,000	\$6,000
6397 CREDIT CARD PROCESSING FEE	\$182,955	\$112,450	\$175,000	\$175,000	\$300,000
6399 SERVICE CHARGES	\$14,780	\$278	\$1,000	\$500	\$500
<b>SERVICES AND CHARGES</b>	<b>\$397,313</b>	<b>\$276,935</b>	<b>\$396,200</b>	<b>\$578,600</b>	<b>\$565,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$127,900
<b>Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$127,900</b>
<b>TOTAL FINANCE</b>	<b>\$822,872</b>	<b>\$728,714</b>	<b>\$1,061,850</b>	<b>\$1,190,155</b>	<b>\$1,370,000</b>

<b>CITY OF TOMBALL</b>					
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>			
GENERAL FUND	INFORMATION SYSTEMS	100-117 INFORMATION SYSTEMS			
<b>DETAILS</b>					

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$161,920	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$280,284	\$268,700	\$233,700	\$361,600
6003 WAGES- FULL TIME	\$55,179	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$2,773	\$117	\$500	\$1,600	\$2,500
6009 WAGES- OTHER	\$11,487	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$18,465	\$0	\$0	\$0	\$0
6012 SICK PAY	\$15,422	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$612	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$3,783	\$3,015	\$3,300	\$2,300	\$2,400
6019 LONGEVITY	\$2,335	\$1,630	\$1,900	\$1,200	\$1,500
6021 FICA-S.S. AND MEDICARE TAXES	\$21,272	\$21,834	\$22,000	\$18,500	\$29,000
6022 TMRS-EMPLOYER	\$37,900	\$39,362	\$37,900	\$33,400	\$55,200
6025 WORKER COMPENSATION INS.	\$1,183	\$972	\$1,200	\$1,700	\$1,800
6034 PHONE ALLOWANCE	\$0	\$2,438	\$2,700	\$2,400	\$3,600
6035 AUTO ALLOWANCE	\$0	\$8,200	\$9,600	\$8,000	\$12,000
<b>PERSONNEL SERVICES</b>	<b>\$332,331</b>	<b>\$357,852</b>	<b>\$347,800</b>	<b>\$302,800</b>	<b>\$469,600</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$54,683	\$57,370	\$134,200	\$150,000	\$172,700
6105 FOOD SUPPLIES	\$112	(\$16)	\$0	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$219	\$476	\$500	\$500	\$700
6109 POSTAGE	\$0	\$498	\$0	\$0	\$500
6119 OTHER SUPPLIES	\$60	\$0	\$0	\$600	\$0
6130 FURNITURE <\$20,000	\$0	\$28,225	\$0	\$0	\$4,500
<b>SUPPLIES</b>	<b>\$55,075</b>	<b>\$86,553</b>	<b>\$134,700</b>	<b>\$151,600</b>	<b>\$178,900</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$3,482	\$5,767	\$12,000	\$6,000	\$12,000
6202 COMPUTER EQUIPMENT MAINT	\$1,149	\$0	\$0	\$0	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$4,631</b>	<b>\$5,767</b>	<b>\$12,000</b>	<b>\$6,000</b>	<b>\$12,000</b>
6304 PROF.SERV.-OTHER	\$24,169	\$241,838	\$150,000	\$100,000	\$80,000
6312 PHONE & INTERNET SERVICES	\$41,949	\$28,629	\$60,000	\$28,500	\$149,500
6320 COMPUTER SOFTWARE SERV.	\$279,087	\$557,178	\$1,288,300	\$1,398,000	\$1,714,500
6332 TRAVEL AND MEALS	\$642	\$1,084	\$2,500	\$500	\$2,000
6333 DUES AND SUBSCRIPTIONS	\$1,635	\$1,196	\$2,000	\$1,300	\$2,000
6334 AUTOMOBILE ALLOWANCES	\$9,827	\$0	\$0	\$0	\$0
6337 TRAINING	\$2,125	\$65	\$2,500	\$4,500	\$9,000
<b>SERVICES AND CHARGES</b>	<b>\$359,433</b>	<b>\$829,990</b>	<b>\$1,505,300</b>	<b>\$1,532,800</b>	<b>\$1,957,000</b>
6402 COMPUTER & OFFICE EQUIP >\$20K	\$0	\$30,414	\$25,000	\$25,000	\$226,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$30,414</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$226,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$59,100
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,100</b>
<b>TOTAL INFORMATION SYSTEMS</b>	<b>\$751,470</b>	<b>\$1,310,576</b>	<b>\$2,024,800</b>	<b>\$2,018,200</b>	<b>\$2,902,600</b>



<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL FUND	<b>DEPARTMENT</b> LEGAL	<b>DIVISION</b> 100-118 LEGAL
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTIONS	2025 BUDGET
6303 PROF.SERV.-LEGAL	\$132,075	\$114,157	\$160,000	\$145,000	\$150,000
<b>SERVICES AND CHARGES</b>	<b>\$132,075</b>	<b>\$114,157</b>	<b>\$160,000</b>	<b>\$145,000</b>	<b>\$150,000</b>
<b>TOTAL LEGAL</b>	<b>\$132,075</b>	<b>\$114,157</b>	<b>\$160,000</b>	<b>\$145,000</b>	<b>\$150,000</b>

<b>CITY OF TOMBALL</b>					
<b>FUND</b>	<b>DEPARTMENT</b>			<b>DIVISION</b>	
GENERAL FUND	NON-DEPARTMENTAL			100-119 NON-DEPARTMENTAL	
<b>DETAILS</b>					

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTIONS	2025 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$5,608	\$2,988	\$6,000	\$6,000	\$4,000
6109 POSTAGE	\$7,801	\$6,641	\$7,500	\$8,000	\$8,500
6119 OTHER SUPPLIES	\$63	\$0	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$13,490</b>	<b>\$9,629</b>	<b>\$13,500</b>	<b>\$14,000</b>	<b>\$12,500</b>
6304 PROF. SERVICES - OTHER	\$28,620	\$276,073	\$30,000	\$35,000	\$40,000
6329 OTHER SERVICES	\$49,141	\$36,930	\$70,000	\$59,500	\$30,000
6330 INSURANCE	\$379,679	\$385,843	\$450,000	\$515,000	\$525,000
6336 EQUIPMENT RENTALS	\$4,203	\$6,956	\$32,500	\$32,500	\$33,000
6340 SPECIAL EVENTS	\$42,542	\$53,162	\$50,000	\$64,200	\$55,000
6346 ECONOMIC DEVELOPMENT AGREEMENT	\$200,469	\$210,389	\$34,000	\$34,500	\$100,000
6399 SERVICE CHARGES	\$5,101	\$0	\$0	\$500	\$500
<b>SERVICES AND CHARGES</b>	<b>\$709,755</b>	<b>\$969,353</b>	<b>\$666,500</b>	<b>\$741,200</b>	<b>\$783,500</b>
<b>SUBTOTAL (WITHOUT TRANSFERS)</b>	<b>\$723,245</b>	<b>\$978,982</b>	<b>\$680,000</b>	<b>\$755,200</b>	<b>\$796,000</b>
6691 TRANSFER OUT (to HOT Fund)	\$126,000	\$126,000	\$126,000	\$126,000	\$126,000
6691 TRANSFER OUT (to TIRZ Fund)	\$0	\$0	\$0	\$301,600	\$475,000
6692 TRANSFER TO EMP. BEN. TRUST	\$2,461,081	\$2,720,000	\$2,831,000	\$2,831,000	\$96,200
6998 TRANSFER TO FLEET REPLACEMENT	\$435,126	\$503,031	\$2,508,470	\$2,508,470	\$1,594,725
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	\$0	\$0	\$2,000,000	\$2,000,000
<b>TRANSFERS</b>	<b>\$3,022,207</b>	<b>\$3,349,031</b>	<b>\$5,465,470</b>	<b>\$7,465,470</b>	<b>\$4,291,925</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$3,745,452</b>	<b>\$4,328,013</b>	<b>\$6,145,470</b>	<b>\$8,220,670</b>	<b>\$5,087,925</b>

<b>CITY OF TOMBALL</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
GENERAL FUND	POLICE DEPARTMENT		100-121 -POLICE DEPARTMENT		
<b>DETAILS</b>					

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$309,142	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$4,533,958	\$5,052,000	\$4,527,200	\$4,444,500
6003 WAGES-FULL TIME	\$3,473,203	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$44,432	\$98,538	\$135,000	\$90,000	\$100,000
6005 WAGES-OVERTIME	\$557,735	\$549,643	\$615,500	\$700,000	\$565,000
6009 WAGES-OTHER	\$222,743	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$249,999	\$0	\$0	\$0	\$0
6012 SICK PAY	\$110,504	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$3,412	\$3,895	\$0	\$3,500	\$0
6015 SICK TIME BUYBACK	\$19,048	\$23,665	\$23,600	\$29,500	\$35,000
6019 LONGEVITY	\$28,955	\$21,215	\$23,800	\$22,000	\$25,000
6021 FICA-MED/SS	\$368,423	\$385,422	\$448,100	\$399,000	\$403,000
6022 TMRS-EMPLOYER	\$663,377	\$683,963	\$755,500	\$708,400	\$751,000
6025 WORKER COMPENSATION INS.	\$71,399	\$80,762	\$82,100	\$94,000	\$102,600
6030 TUITION REIMBURSEMENT	\$2,610	\$7,000	\$2,400	\$9,900	\$9,900
6034 PHONE ALLOWANCE	\$0	\$4,525	\$3,900	\$7,600	\$7,600
6036 CLOTHING ALLOWANCE	\$0	\$4,340	\$4,200	\$6,200	\$6,000
<b>PERSONNEL SERVICES</b>	<b>\$6,124,980</b>	<b>\$6,396,926</b>	<b>\$7,146,100</b>	<b>\$6,597,300</b>	<b>\$6,449,600</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$13,426	\$19,570	\$16,000	\$14,000	\$14,000
6102 EDUCATIONAL SUPPLIES	\$182	\$522	\$1,200	\$1,000	\$2,500
6104 JANITORIAL SUPPLIES	\$325	\$494	\$800	\$1,000	\$700
6105 FOOD SUPPLIES	\$13,768	\$12,325	\$14,000	\$16,000	\$16,000
6106 MATERIALS AND PARTS	\$214,001	\$177,560	\$80,000	\$70,000	\$139,000
6107 CLOTHING AND UNIFORMS	\$80,515	\$55,680	\$90,000	\$85,000	\$80,000
6108 FUEL, OIL AND LUBRICANTS	\$146,439	\$121,204	\$150,000	\$140,000	\$150,000
6109 POSTAGE	\$117	\$49	\$100	\$500	\$500
6119 OTHER SUPPLIES	\$14,379	\$1,627	\$3,000	\$4,200	\$3,000
6130 FURNITURE <\$20,000	\$3,149	\$5,601	\$4,000	\$13,000	\$3,000
<b>SUPPLIES</b>	<b>\$486,300</b>	<b>\$394,632</b>	<b>\$359,100</b>	<b>\$344,700</b>	<b>\$408,700</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$0	\$500	\$500	\$500
6204 OTHER EQUIPMENT MAINTENANCE	\$176,659	\$8,286	\$10,000	\$12,600	\$8,000
6205 VEHICLE MAINTENANCE	\$98,836	\$93,285	\$85,000	\$95,000	\$85,000
6206 BUILDING MAINTENANCE	\$4,516	\$2,961	\$2,500	\$2,500	\$2,500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$280,012</b>	<b>\$104,532</b>	<b>\$98,000</b>	<b>\$110,600</b>	<b>\$96,000</b>
6304 PROFESSIONAL SERVICES,OTHER	\$3,159	\$16,640	\$12,000	\$9,500	\$10,000
6312 PHONE & INTERNET SERVICES	\$88,458	\$87,751	\$85,000	\$82,000	\$84,000
6316 PRINTING AND BINDING	\$1,203	\$0	\$1,500	\$1,500	\$1,500
6318 ANIMAL CONTROL-HARRIS COUNTY	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
6324 JAIL SERVICE EXPENSE	\$1,696	\$4,431	\$6,000	\$6,000	\$6,000
6325 BUY MONEY	\$2,000	\$0	\$2,000	\$2,000	\$2,000
6328 BIKE PATROL	\$0	\$0	\$1,000	\$1,000	\$1,000
6329 OTHER SERVICES	\$7,310	\$11,764	\$12,000	\$12,000	\$12,000

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	POLICE DEPARTMENT	100-121 -POLICE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6332 TRAVEL AND MEALS	\$40,206	\$35,610	\$60,000	\$60,000	\$60,000
6333 DUES AND SUBSCRIPTIONS	\$10,476	\$5,541	\$7,000	\$9,000	\$9,000
6336 EQUIPMENT RENTALS	\$3,250	\$325	\$0	\$1,000	\$2,000
6337 TRAINING	\$36,920	\$38,369	\$50,000	\$50,000	\$80,000
<b>SERVICES AND CHARGES</b>	<b>\$227,428</b>	<b>\$236,431</b>	<b>\$272,500</b>	<b>\$270,000</b>	<b>\$303,500</b>
6403 MACHINERY & EQUIPMENT >\$20K	\$0	\$0	\$63,000	\$63,000	\$40,000
6405 VEHICLE EQUIPMENT	\$0	\$64,967	\$85,000	\$100,500	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$64,967</b>	<b>\$148,000</b>	<b>\$163,500</b>	<b>\$40,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$1,016,700
6999 TRANSFER TO CAPITAL PROJ FUND	\$0	\$200,000	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,016,700</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>\$7,118,719</b>	<b>\$7,397,488</b>	<b>\$8,023,700</b>	<b>\$7,486,100</b>	<b>\$8,314,500</b>

CITY OF TOMBALL					
FUND	DEPARTMENT		DIVISION		
GENERAL FUND	MUNICIPAL COURT		100-122 - MUNICIPAL COURT		
DETAILS					

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$80,406	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$265,362	\$292,400	\$292,500	\$314,500
6003 WAGES-FULL TIME	\$141,177	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$46,134	\$46,595	\$50,000	\$56,000	\$56,000
6005 WAGES-OVERTIME	\$1,495	\$1,163	\$2,000	\$500	\$1,000
6009 WAGES-OTHER	\$11,467	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$10,901	\$0	\$0	\$0	\$0
6012 SICK PAY	\$4,483	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$267	\$191	\$0	\$750	\$0
6015 SICK TIME BUYBACK	\$1,381	\$1,423	\$1,600	\$1,500	\$1,700
6019 LONGEVITY	\$1,070	\$1,380	\$1,600	\$1,600	\$2,000
6021 FICA-MED/SS	\$22,269	\$23,612	\$26,600	\$26,600	\$28,600
6022 TMRS-EMPLOYER	\$33,700	\$35,989	\$39,400	\$39,900	\$45,600
6025 WORKER COMPENSATION INS.	\$548	\$485	\$600	\$1,105	\$1,200
6034 PHONE ALLOWANCE	\$0	\$900	\$900	\$900	\$900
<b>PERSONNEL SERVICES</b>	<b>\$355,297</b>	<b>\$377,100</b>	<b>\$415,100</b>	<b>\$421,355</b>	<b>\$451,500</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$3,606	\$2,571	\$3,000	\$3,000	\$4,000
6102 EDUCATIONAL SUPPLIES	\$602	\$160	\$600	\$1,500	\$1,500
6104 JANITORIAL SUPPLIES	\$27	\$0	\$0	\$0	\$0
6105 FOOD SUPPLIES	\$275	\$107	\$200	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$543	\$598	\$600	\$500	\$1,000
6119 OTHER SUPPLIES	(\$70)	\$0	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$4,982</b>	<b>\$3,436</b>	<b>\$4,400</b>	<b>\$5,500</b>	<b>\$7,000</b>
6303 PROFESSIONAL SERVICES,LEGAL	\$41,550	\$43,475	\$104,500	\$80,000	\$85,000
6304 PROFESSIONAL SERVICES, OTHER	\$5,487	\$0	\$25,000	\$25,000	\$0
6312 PHONE & INTERNET SERVICES	\$900	\$0	\$0	\$0	\$0
6316 PRINTING AND BINDING	\$988	\$418	\$2,000	\$1,000	\$3,000
6329 OTHER SERVICES	\$996	\$190	\$2,000	\$2,000	\$3,500
6332 TRAVEL AND MEALS	\$2,444	\$1,840	\$4,000	\$4,500	\$6,000
6333 DUES AND SUBSCRIPTIONS	\$55	\$673	\$1,000	\$1,000	\$1,000
6337 TRAINING	\$3,975	\$3,000	\$5,000	\$5,000	\$4,000
<b>SERVICES AND CHARGES</b>	<b>\$56,396</b>	<b>\$49,596</b>	<b>\$143,500</b>	<b>\$118,500</b>	<b>\$102,500</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$59,400
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,400</b>
<b>TOTAL MUNICIPAL COURT</b>	<b>\$416,675</b>	<b>\$430,132</b>	<b>\$563,000</b>	<b>\$545,355</b>	<b>\$620,400</b>

CITY OF TOMBALL		
<b>FUND</b> GENERAL FUND	<b>DEPARTMENT</b> DISPATCH	<b>DIVISION</b> 100-124 DISPATCH
DETAILS		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$0	\$0	\$0	\$622,700
6005 WAGES-OVERTIME	\$0	\$0	\$0	\$0	\$85,000
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$1,500
6019 LONGEVITY	\$0	\$0	\$0	\$0	\$1,000
6021 FICA-MED/SS	\$0	\$0	\$0	\$0	\$47,100
6022 TMRS-EMPLOYER	\$0	\$0	\$0	\$0	\$89,600
6025 WORKER COMPENSATION INS.	\$0	\$0	\$0	\$0	\$1,000
6034 PHONE ALLOWANCE	\$0	\$0	\$0	\$0	\$900
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$848,800</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$2,000
6104 JANITORIAL SUPPLIES	\$0	\$0	\$0	\$0	\$300
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$0	\$0	\$10,000
6130 FURNITURE < \$20,000	\$0	\$0	\$0	\$0	\$3,000
<b>SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,300</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$8,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>
6337 TRAINING	\$0	\$0	\$0	\$0	\$8,000
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$137,900
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,900</b>
<b>TOTAL DISPATCH</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,018,000</b>

**CITY OF TOMBALL**

**FUND**  
GENERAL FUND

**DEPARTMENT**  
COMMUNITY CENTER

**DIVISION**  
100-131 COMMUNITY CENTER

**DETAILS**

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$55,441	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$83,593	\$105,000	\$115,200	\$107,900
6003 WAGES-FULL TIME	\$33,566	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$25,081	\$31,070	\$32,000	\$25,000	\$32,000
6005 WAGES-OVERTIME	\$621	\$407	\$500	\$1,500	\$1,000
6009 WAGES-OTHER	\$4,019	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$3,144	\$0	\$0	\$0	\$0
6012 SICK PAY	\$762	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$220	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$957	\$1,100	\$0	\$0
6019 LONGEVITY	\$725	\$615	\$700	\$700	\$300
6021 FICA-MED/SS	\$9,337	\$8,942	\$10,600	\$11,300	\$11,100
6022 TMRS-EMPLOYER	\$13,204	\$11,417	\$14,200	\$15,800	\$16,100
6025 WORKER COMPENSATION INS.	\$297	\$197	\$300	\$1,105	\$1,200
<b>PERSONNEL SERVICES</b>	<b>\$146,197</b>	<b>\$137,418</b>	<b>\$164,400</b>	<b>\$170,605</b>	<b>\$169,600</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,662	\$1,594	\$2,000	\$2,000	\$2,000
6104 JANITORIAL SUPPLIES	\$949	\$1,171	\$1,500	\$1,000	\$1,500
6105 FOOD SUPPLIES	\$12,288	\$11,958	\$14,000	\$10,500	\$14,000
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$0	\$0	\$1,000
6119 OTHER SUPPLIES	\$5,071	\$3,276	\$10,500	\$6,000	\$6,000
6130 FURNITURE <\$20,000	\$1,752	\$6,968	\$2,500	\$1,000	\$4,100
<b>SUPPLIES</b>	<b>\$21,721</b>	<b>\$24,967</b>	<b>\$30,500</b>	<b>\$20,500</b>	<b>\$28,600</b>
6205 VEHICLE MAINTENANCE	\$194	\$330	\$500	\$65	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$194</b>	<b>\$330</b>	<b>\$500</b>	<b>\$65</b>	<b>\$0</b>
6329 OTHER SERVICES	\$369	\$80	\$1,000	\$3,000	\$7,500
6332 TRAVEL AND MEALS	\$0	\$0	\$500	\$0	\$1,000
6337 TRAINING	\$0	\$0	\$1,000	\$2,000	\$4,000
6335 ADVERTISING COST	\$2,701	\$2,224	\$4,000	\$2,000	\$2,000
6362 PERMITS AND LICENSES	\$485	\$79	\$700	\$0	\$1,000
<b>SERVICES AND CHARGES</b>	<b>\$3,554</b>	<b>\$2,383</b>	<b>\$6,200</b>	<b>\$7,000</b>	<b>\$15,500</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$10,600
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,600</b>
<b>TOTAL COMMUNITY CENTER</b>	<b>\$171,666</b>	<b>\$165,098</b>	<b>\$201,600</b>	<b>\$198,170</b>	<b>\$224,300</b>

<b>CITY OF TOMBALL</b>					
<b>FUND</b>	<b>DEPARTMENT</b>			<b>DIVISION</b>	
GENERAL FUND	FIRE DEPARTMENT			100-142 - FIRE DEPARTMENT	
<b>DETAILS</b>					

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$169,314	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$1,798,646	\$1,924,000	\$1,903,300	\$2,182,900
6003 WAGES - FULL TIME	\$1,177,664	\$0	\$0	\$0	\$0
6004 WAGES - PART TIME	\$145,000	\$170,904	\$150,000	\$150,000	\$150,000
6005 WAGES - OVERTIME	\$341,947	\$263,440	\$357,350	\$400,000	\$440,000
6009 WAGES - OTHER	\$70,978	\$0	\$0	\$0	\$0
6010 FIRE RUN PAYMENTS	\$4,497	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$77,889	\$0	\$0	\$0	\$0
6012 SICK PAY	\$27,501	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$788	\$6,428	\$0	\$1,900	\$0
6015 SICK TIME BUYBACK	\$9,331	\$6,137	\$4,800	\$2,800	\$5,700
6019 LONGEVITY	\$5,825	\$3,790	\$5,700	\$5,700	\$7,500
6021 FICA-MED/SS	\$150,227	\$166,060	\$187,000	\$186,700	\$213,700
6022 TMRS-EMPLOYER	\$247,276	\$272,960	\$303,000	\$310,300	\$367,500
6025 WORKER COMPENSATION INS.	\$34,830	\$35,532	\$39,700	\$40,300	\$44,300
6034 PHONE ALLOWANCE	\$0	\$0	\$2,700	\$2,700	\$2,700
<b>PERSONNEL SERVICES</b>	<b>\$2,463,067</b>	<b>\$2,723,897</b>	<b>\$2,974,250</b>	<b>\$3,003,700</b>	<b>\$3,414,300</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$3,060	\$2,980	\$3,000	\$3,500	\$4,000
6102 EDUCATIONAL SUPPLIES	\$5,350	\$6,934	\$8,650	\$9,000	\$9,000
6104 JANITORIAL SUPPLIES	\$7,098	\$6,787	\$6,900	\$7,000	\$7,000
6105 FOOD SUPPLIES	\$6,979	\$8,991	\$7,900	\$11,500	\$9,000
6106 MATERIALS AND PARTS	\$1,179	\$2,562	\$4,700	\$5,000	\$38,700
6107 CLOTHING AND UNIFORMS	\$53,899	\$53,816	\$65,800	\$66,000	\$113,500
6108 FUEL, OIL AND LUBRICANTS	\$59,727	\$46,263	\$44,000	\$44,000	\$44,500
6109 POSTAGE	\$49	\$51	\$150	\$500	\$500
6110 CHEMICAL SUPPLIES	\$32	\$2,023	\$2,700	\$3,000	\$4,000
6119 OTHER SUPPLIES	\$8,663	\$7,530	\$7,000	\$17,000	\$7,000
6130 FURNITURE <\$20,000	\$2,784	\$5,753	\$20,600	\$37,000	\$7,000
6141 SCBA PARTS AND SUPPLIES	\$217	\$11,536	\$7,500	\$7,500	\$7,000
6142 COMMUNICATION PARTS AND SUPPLIES	\$0	\$8,054	\$22,000	\$31,500	\$6,000
6143 FF TOOL PARTS AND SUPPLIES	\$2,838	\$19,083	\$12,500	\$12,500	\$16,000
<b>SUPPLIES</b>	<b>\$151,875</b>	<b>\$182,363</b>	<b>\$213,400</b>	<b>\$255,000</b>	<b>\$273,200</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$0	\$4,000	\$2,000	\$2,000
6204 OTHER EQUIPMENT MAINTENANCE	\$1,565	\$3,144	\$3,400	\$3,500	\$3,500
6205 VEHICLE MAINTENANCE	\$120,912	\$183,208	\$89,100	\$185,000	\$125,000
6206 BUILDING MAINTENANCE	\$0	\$37	\$0	\$0	\$0
6219 OTHER MAINTENANCE	\$21,379	\$6,007	\$12,000	\$19,000	\$12,000
6241 SCBA MAINTENANCE AND TESTING	\$14,537	\$10,818	\$11,000	\$13,500	\$13,000
6242 COMMUNICATION MAINTENANCE	\$3,893	\$5,472	\$7,300	\$7,500	\$6,000
6243 FIREFIGHTING TOOL MAINTENANCE	\$4,608	\$5,509	\$8,000	\$8,000	\$10,500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$166,892</b>	<b>\$214,195</b>	<b>\$134,800</b>	<b>\$238,500</b>	<b>\$172,000</b>



<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL FUND	<b>DEPARTMENT</b> FIRE DEPARTMENT	<b>DIVISION</b> 100-142 - FIRE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6304 PROFESSIONAL SERVICES-OTHER	\$40,278	\$51,045	\$62,000	\$62,000	\$64,000
6312 PHONE & INTERNET SERVICES	\$28,286	\$28,982	\$32,300	\$39,500	\$41,000
6316 PRINTING AND BINDING	\$734	\$0	\$2,300	\$2,500	\$3,000
6329 OTHER SERVICES	\$6,322	\$5,557	\$6,300	\$4,000	\$4,500
6332 TRAVEL AND MEALS	\$15,407	\$20,427	\$19,200	\$19,200	\$22,500
6333 DUES AND SUBSCRIPTIONS	\$10,527	\$6,780	\$10,000	\$10,000	\$10,500
6335 ADVERTISING COST	\$1,547	\$380	\$1,750	\$1,500	\$2,000
6337 TRAINING	\$27,584	\$23,227	\$34,500	\$23,500	\$29,500
6350 CHILD SAFETY EDUCATION	\$4,527	\$1,106	\$3,500	\$5,500	\$4,500
6398 BANQUETS, DEDICATIONS AND RECEPT	\$1,477	\$3,697	\$6,000	\$6,000	\$8,000
<b>SERVICES AND CHARGES</b>	<b>\$136,689</b>	<b>\$141,201</b>	<b>\$177,850</b>	<b>\$173,700</b>	<b>\$189,500</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$47,246	\$50,000	\$59,000	\$0
6405 VEHICLE EQUIPMENT	\$294,562	\$18,038	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$294,562</b>	<b>\$65,284</b>	<b>\$50,000</b>	<b>\$59,000</b>	<b>\$0</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$454,600
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$454,600</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>\$3,213,085</b>	<b>\$3,326,940</b>	<b>\$3,550,300</b>	<b>\$3,729,900</b>	<b>\$4,503,600</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL FUND	<b>DEPARTMENT</b> EMERGENCY MANAGEMENT	<b>DIVISION</b> 100-143 EMERGENCY MANAGEMENT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$12	\$0	\$0	\$0
6103 COMPUTER EQUIPMENT <\$20,000	\$509	\$0	\$0	\$0	\$0
6105 FOOD SUPPLIES	\$232	\$115	\$250	\$1,600	\$1,500
6107 CLOTHING AND UNIFORMS	\$193	\$225	\$500	\$0	\$500
6144 EMERGENCY SUPPLIES	\$0	\$0	\$2,000	\$2,000	\$2,000
<b>SUPPLIES</b>	<b>\$934</b>	<b>\$352</b>	<b>\$2,750</b>	<b>\$3,600</b>	<b>\$4,000</b>
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$200	\$500	\$500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>	<b>\$500</b>	<b>\$500</b>
6312 PHONE & INTERNET SERVICES	\$0	\$0	\$6,500	\$0	\$0
6329 OTHER SERVICES	\$0	\$0	\$5,000	\$5,000	\$1,000
6332 TRAVEL AND MEALS	\$261	\$0	\$300	\$500	\$2,000
6333 DUES AND SUBSCRIPTIONS	\$40	\$118	\$700	\$1,000	\$1,000
6337 TRAINING	\$0	\$300	\$0	\$0	\$1,000
6345 KTTF EXPENSES	\$4,620	\$2,470	\$12,500	\$12,500	\$12,500
<b>SERVICES AND CHARGES</b>	<b>\$4,921</b>	<b>\$2,888</b>	<b>\$25,000</b>	<b>\$19,000</b>	<b>\$16,500</b>
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>\$5,856</b>	<b>\$3,240</b>	<b>\$27,950</b>	<b>\$23,000</b>	<b>\$22,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	ESD #15	100-145 - ESD #15
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$776,286	\$1,354,700	\$1,375,700	\$1,638,000
6003 WAGES-FULL TIME	\$457,675	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$1,193,900	\$0	\$0	\$0
6004 WAGES-PART TIME	\$47,884	\$0	\$63,350	\$0	\$0
6005 WAGES-OVERTIME	\$138,995	\$150,110	\$200,000	\$400,000	\$440,000
6009 WAGES-OTHER	\$23,926	\$1,601	\$0	\$0	\$0
6010 FIRE RUN PAYMENTS	\$1,120	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$25,240	\$0	\$0	\$0	\$0
6012 SICK PAY	\$16,623	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$449	\$458	\$0	\$1,100	\$0
6015 SICK TIME BUYBACK	\$1,559	\$0	\$1,000	\$2,700	\$2,600
6019 LONGEVITY	\$2,940	\$4,770	\$5,500	\$5,500	\$5,300
6021 FICA-S.S. AND MEDICARE TAXES	\$52,228	\$68,175	\$117,600	\$134,200	\$159,700
6022 TMRS-EMPLOYER	\$86,771	\$119,710	\$202,900	\$237,500	\$304,500
6025 WORKER COMPENSATION INS.	\$13,710	\$21,587	\$29,700	\$29,100	\$32,000
<b>PERSONNEL SERVICES</b>	<b>\$869,119</b>	<b>\$1,142,697</b>	<b>\$1,974,750</b>	<b>\$2,185,800</b>	<b>\$2,582,100</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,238	\$688	\$3,000	\$1,500	\$2,000
6102 EDUCATIONAL SUPPLIES	\$2,061	\$5,845	\$7,600	\$7,500	\$9,000
6104 JANITORIAL AND CLEANING SUPPLY	\$3,131	\$4,266	\$6,900	\$9,000	\$7,000
6105 FOOD SUPPLIES	\$2,430	\$4,491	\$6,000	\$9,000	\$8,000
6106 MATERIALS AND PARTS	\$891	\$2,156	\$4,000	\$2,000	\$19,300
6107 CLOTHING AND UNIFORMS	\$23,365	\$53,173	\$38,500	\$82,500	\$113,500
6108 FUEL, OIL AND LUBRICANTS	\$248	\$8,099	\$30,000	\$20,000	\$30,000
6109 POSTAGE	\$0	\$0	\$0	\$0	\$500
6110 CHEMICAL SUPPLIES	\$0	\$915	\$2,500	\$3,000	\$4,000
6119 OTHER SUPPLIES	\$2,371	\$2,457	\$5,000	\$20,000	\$7,000
6130 FURNITURE<\$20,000	\$0	\$4,981	\$6,000	\$13,000	\$4,000
6141 SCBA PARTS & SUPPLIES	\$0	\$2,051	\$7,000	\$5,000	\$7,000
6142 COMMUNICATION PARTS & SUPPLIES	\$0	\$8,597	\$12,000	\$43,000	\$10,000
6143 FF TOOL PARTS & SUPPLIES	\$107	\$21,450	\$12,000	\$19,000	\$16,000
<b>SUPPLIES</b>	<b>\$35,843</b>	<b>\$119,169</b>	<b>\$140,500</b>	<b>\$234,500</b>	<b>\$237,300</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$0	\$1,000	\$500	\$1,000
6204 OTHER EQUIPMENT MAINT.	\$0	\$255	\$2,700	\$500	\$1,000
6205 VEHICLE MAINTENANCE	\$6	\$14,396	\$80,000	\$80,000	\$80,000
6206 BUILDING MAINTENANCE	\$14,571	\$27,298	\$27,200	\$27,500	\$21,500
6219 OTHER MAINTENANCE	\$4,849	\$461	\$5,000	\$5,000	\$8,500
6241 SCBA MAINTENANCE	\$0	\$7,109	\$10,000	\$15,000	\$13,000
6242 COMMUNICATION MAINTENANCE	\$0	\$1,005	\$6,000	\$6,000	\$6,000
6243 FIREFIGHTING TOOL MAINTENANCE	\$0	\$2,568	\$5,000	\$5,000	\$10,500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$19,426</b>	<b>\$53,092</b>	<b>\$136,900</b>	<b>\$139,500</b>	<b>\$141,500</b>
6304 PROF.SERV.-OTHER	\$5,325	\$21,276	\$25,000	\$25,000	\$25,500
6312 PHONE & INTERNET SERVICES	\$3,060	\$7,930	\$18,000	\$16,500	\$15,000

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	ESD #15	100-145 - ESD #15
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6313 UTILITIES	\$23,251	\$24,020	\$53,000	\$53,000	\$58,000
6316 PRINTING AND BINDING	\$0	\$0	\$1,000	\$1,000	\$1,000
6329 OTHER SERVICES	\$0	\$1,850	\$4,000	\$4,000	\$4,000
6332 TRAVEL AND MEALS	\$2,519	\$5,785	\$10,000	\$10,000	\$17,500
6333 DUES AND SUBSCRIPTIONS	\$4,042	\$4,510	\$8,000	\$8,000	\$7,000
6335 ADVERTISING COST	\$0	\$153	\$0	\$1,000	\$2,000
6337 TRAINING	\$10,947	\$9,399	\$18,000	\$18,000	\$18,000
6350 CHILD SAFETY EDUCATION	\$152	\$311	\$0	\$2,000	\$4,500
6398 BANQUETS, DEDICATIONS AND RECEPTIONS	\$0	\$1,792	\$6,000	\$6,000	\$8,000
<b>SERVICES AND CHARGES</b>	<b>\$49,297</b>	<b>\$77,026</b>	<b>\$143,000</b>	<b>\$144,500</b>	<b>\$160,500</b>
6403 MACHINERY & EQUIPMENT	\$0	\$47,246	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$47,246</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$339,200
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$339,200</b>
<b>TOTAL ESD #15</b>	<b>\$973,685</b>	<b>\$1,439,230</b>	<b>\$2,395,150</b>	<b>\$2,704,300</b>	<b>\$3,460,600</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	PUBLIC WORKS ADMIN	100-151 PUBLIC WORKS ADMIN
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$147,388	\$214,100	\$209,600	\$107,600
6003 WAGES-FULL TIME	\$37,286	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$53	\$1,527	\$2,000	\$4,000	\$4,000
6009 WAGES-OTHER	\$1,481	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$2,144	\$0	\$0	\$0	\$0
6012 SICK PAY	\$1,463	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$160	\$0	\$0	\$1,400	\$0
6019 LONGEVITY	\$315	\$290	\$500	\$500	\$500
6021 FICA-MED/SS	\$3,208	\$10,449	\$16,700	\$15,800	\$8,600
6022 TMRS-EMPLOYER	\$5,699	\$19,981	\$28,800	\$29,100	\$16,300
6025 WORKER COMPENSATION INS.	\$99	\$377	\$1,200	\$600	\$600
6034 PHONE ALLOWANCE	\$0	\$750	\$1,800	\$1,300	\$1,300
<b>PERSONNEL SERVICES</b>	<b>\$51,908</b>	<b>\$180,762</b>	<b>\$265,100</b>	<b>\$262,300</b>	<b>\$138,900</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,919	\$4,104	\$3,500	\$3,500	\$5,000
6102 EDUCATIONAL SUPPLIES	\$251	\$0	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$6,999	\$8,886	\$5,000	\$13,000	\$12,000
6107 CLOTHING AND UNIFORMS	\$221	\$1,049	\$7,550	\$8,000	\$7,000
6108 FUEL, OIL AND LUBRICANTS	\$9,641	\$6,263	\$10,000	\$10,000	\$9,500
6109 POSTAGE	\$0	\$130	\$250	\$500	\$500
6119 OTHER SUPPLIES	\$1,089	\$1,180	\$0	\$0	\$0
6130 FURNITURE<\$20,000	\$1,095	\$0	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$21,215</b>	<b>\$21,612</b>	<b>\$26,800</b>	<b>\$35,500</b>	<b>\$34,500</b>
6205 VEHICLE MAINTENANCE	\$3,248	\$2,761	\$2,000	\$5,000	\$3,500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$3,248</b>	<b>\$2,761</b>	<b>\$2,000</b>	<b>\$5,000</b>	<b>\$3,500</b>
6304 PROFESSIONAL SERVICES-OTHER	\$0	\$0	\$0	\$20,000	\$0
6312 PHONE & INTERNET SERVICES	\$820	\$554	\$1,200	\$800	\$500
6329 OTHER SERVICES	\$0	\$1,144	\$1,300	\$3,000	\$1,500
6332 TRAVEL AND MEALS	\$963	\$709	\$3,000	\$1,000	\$3,000
6333 DUES AND SUBSCRIPTIONS	\$0	\$0	\$0	\$500	\$0
6337 TRAINING	\$1,663	\$0	\$11,500	\$5,000	\$11,500
6362 PERMITS & LICENSES	\$142	\$497	\$500	\$500	\$500
<b>SERVICES AND CHARGES</b>	<b>\$3,589</b>	<b>\$2,904</b>	<b>\$17,500</b>	<b>\$30,800</b>	<b>\$17,000</b>
6405 VEHICLE EQUIPMENT	\$0	\$49,842	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$49,842</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$40,700
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,700</b>
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>\$79,960</b>	<b>\$257,881</b>	<b>\$311,400</b>	<b>\$333,600</b>	<b>\$234,600</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	GARAGE	100-152 - GARAGE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 BUDGET	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$104,071	\$112,000	\$113,500	\$187,100
6003 WAGES-FULL TIME	\$84,597	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$8,844	\$15,292	\$12,000	\$20,000	\$18,500
6009 WAGES-OTHER	\$4,061	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$6,488	\$0	\$0	\$0	\$0
6012 SICK PAY	\$7,626	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$0	\$0	\$800	\$0
6019 LONGEVITY	\$1,240	\$790	\$1,000	\$950	\$1,200
6021 FICA-MED/SS	\$8,296	\$8,446	\$9,700	\$10,100	\$16,100
6022 TMRS-EMPLOYER	\$15,226	\$16,190	\$16,700	\$18,200	\$30,500
6025 WORKER COMPENSATION INS.	\$2,163	\$1,779	\$2,000	\$2,200	\$2,300
6034 PHONE ALLOWANCE	\$0	\$900	\$900	\$900	\$900
<b>PERSONNEL SERVICES</b>	<b>\$138,542</b>	<b>\$147,468</b>	<b>\$154,300</b>	<b>\$166,650</b>	<b>\$256,600</b>
6104 JANITORIAL SUPPLIES	\$61	\$0	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$32,259	\$12,804	\$27,500	\$27,500	\$30,500
6107 CLOTHING AND UNIFORMS	\$1,828	\$1,629	\$2,100	\$2,500	\$4,500
6108 FUEL, OIL AND LUBRICANTS	\$2,212	\$2,986	\$3,000	\$3,000	\$3,000
6119 OTHER SUPPLIES	\$4,090	\$3,330	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$40,449</b>	<b>\$20,749</b>	<b>\$32,600</b>	<b>\$33,000</b>	<b>\$38,000</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$1,999	\$998	\$300	\$500	\$300
6205 VEHICLE MAINTENANCE	\$757	\$3,271	\$2,000	\$2,000	\$2,500
6207 SYSTEM MAINTENANCE	\$2,671	\$10,660	\$12,000	\$12,000	\$12,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$5,428</b>	<b>\$14,929</b>	<b>\$14,300</b>	<b>\$14,500</b>	<b>\$14,800</b>
6312 PHONE & INTERNET SERVICES	\$1,886	\$0	\$350	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$1,763	\$1,904	\$5,900	\$6,000	\$4,000
6336 EQUIPMENT RENTALS	\$503	\$495	\$600	\$500	\$500
6362 PERMITS AND LICENSES	\$109	\$0	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$4,260</b>	<b>\$2,399</b>	<b>\$6,850</b>	<b>\$6,500</b>	<b>\$4,500</b>
6692 TRANSFERS TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$66,800
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,800</b>
<b>TOTAL GARAGE</b>	<b>\$188,680</b>	<b>\$185,545</b>	<b>\$208,050</b>	<b>\$220,650</b>	<b>\$380,700</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	PARKS	100-153 - PARKS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$259,075	\$288,200	\$293,400	\$319,400
6003 WAGES-FULL TIME	\$223,515	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$62,200	\$56,131	\$55,000	\$60,000	\$60,000
6005 WAGES-OVERTIME	\$14,465	\$12,031	\$15,000	\$15,000	\$17,500
6006 WAGES-ON CALL	\$0	\$60	\$0	\$100	\$0
6009 WAGES-OTHER	\$13,645	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$13,343	\$0	\$0	\$0	\$0
6012 SICK PAY	\$19,863	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$0	\$0	\$600	\$0
6019 LONGEVITY	\$2,590	\$2,010	\$2,400	\$2,300	\$2,700
6021 FICA-MED/SS	\$25,458	\$24,160	\$27,700	\$27,400	\$30,700
6022 TMRS-EMPLOYER	\$38,061	\$36,304	\$40,300	\$41,900	\$49,200
6025 WORKER COMPENSATION INS.	\$3,569	\$4,665	\$5,000	\$4,850	\$5,300
6034 PHONE ALLOWANCE	\$0	\$420	\$500	\$700	\$700
<b>PERSONNEL SERVICES</b>	<b>\$416,708</b>	<b>\$394,856</b>	<b>\$434,100</b>	<b>\$446,250</b>	<b>\$485,500</b>
6105 FOOD SUPPLIES	\$0	\$44	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$31,095	\$29,109	\$54,500	\$60,000	\$74,500
6107 CLOTHING AND UNIFORMS	\$3,797	\$6,126	\$4,700	\$8,000	\$8,500
6108 FUEL, OIL AND LUBRICANTS	\$13,661	\$11,724	\$18,500	\$18,500	\$18,500
6110 CHEMICAL SUPPLIES	\$6,475	\$2,303	\$10,000	\$13,000	\$10,000
6119 OTHER SUPPLIES	\$20,512	\$45,002	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$75,539</b>	<b>\$94,308</b>	<b>\$87,700</b>	<b>\$99,500</b>	<b>\$111,500</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$6,026	\$8,717	\$9,000	\$12,000	\$12,000
6205 VEHICLE MAINTENANCE	\$3,810	\$4,138	\$5,000	\$5,000	\$6,000
6206 BUILDING MAINTENANCE	\$0	\$4	\$0	\$0	\$0
6207 SYSTEM MAINTENANCE	\$149,663	\$95,056	\$180,000	\$180,000	\$223,000
6219 OTHER MAINTENANCE	\$7,314	\$6,884	\$10,500	\$10,500	\$10,500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$166,813</b>	<b>\$114,799</b>	<b>\$204,500</b>	<b>\$207,500</b>	<b>\$251,500</b>
6302 PROFESSIONAL SERVICES, ENGINEER	\$0	\$0	\$0	\$0	\$52,000
6304 PROFESSIONAL SERVICES, OTHER	\$0	\$124,508	\$4,000	\$30,000	\$4,000
6312 PHONE & INTERNET SERVICES	\$3,050	\$3,209	\$4,100	\$8,000	\$8,000
6321 SYSTEM CONTRACT SERVICES	\$4,256	\$3,458	\$6,000	\$3,000	\$3,000
6329 OTHER SERVICES	\$25,336	\$30,763	\$50,500	\$50,500	\$58,000
6336 EQUIPMENT RENTALS	\$750	\$3,184	\$4,000	\$4,000	\$4,000
6362 PERMITS AND LICENSES	\$77	\$0	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$33,468</b>	<b>\$165,122</b>	<b>\$68,600</b>	<b>\$95,500</b>	<b>\$129,000</b>
6411 LITTLE LEAGUE EXPENSE	\$0	\$40,000	\$40,000	\$40,000	\$40,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$101,800
6999 TRANSFER TO CAPITAL PROJ. FUND	\$100,000	\$450,000	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$100,000</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$101,800</b>
<b>TOTAL PARKS</b>	<b>\$792,529</b>	<b>\$1,259,085</b>	<b>\$834,900</b>	<b>\$888,750</b>	<b>\$1,119,300</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	STREETS	100-154 - STREETS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$64,911	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$531,876	\$638,900	\$562,300	\$647,300
6003 WAGES-FULL TIME	\$290,109	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$11,904	\$3,131	\$5,000	\$0	\$0
6005 WAGES-OVERTIME	\$20,724	\$32,130	\$25,000	\$100,000	\$50,000
6009 WAGES-OTHER	\$18,349	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$18,576	\$0	\$0	\$0	\$0
6012 SICK PAY	\$13,112	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$546	\$443	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$687	\$1,227	\$1,400	\$2,300	\$2,400
6019 LONGEVITY	\$3,165	\$3,475	\$4,200	\$3,100	\$2,700
6021 FICA-MED/SS	\$32,195	\$42,302	\$51,300	\$48,300	\$53,900
6022 TMRS-EMPLOYER	\$57,449	\$76,526	\$88,500	\$86,700	\$102,400
6025 WORKER COMPENSATION INS.	\$17,937	\$21,103	\$24,000	\$23,000	\$25,000
6034 PHONE ALLOWANCE	\$0	\$900	\$900	\$2,000	\$2,000
<b>PERSONNEL SERVICES</b>	<b>\$549,665</b>	<b>\$713,113</b>	<b>\$839,200</b>	<b>\$827,700</b>	<b>\$885,700</b>
6104 JANITAORIAL & CLEANING SUPPLY	\$227	\$227	\$0	\$0	\$0
6105 FOOD SUPPLIES	\$0	\$0	\$0	\$525	\$0
6106 MATERIALS AND PARTS	\$59,824	\$66,080	\$107,000	\$107,000	\$105,000
6107 CLOTHING AND UNIFORMS	\$6,438	\$9,837	\$9,100	\$10,500	\$10,500
6108 FUEL, OIL AND LUBRICANTS	\$44,792	\$36,492	\$35,000	\$35,000	\$35,000
6119 OTHER SUPPLIES	\$56,627	\$35,381	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$167,680</b>	<b>\$148,017</b>	<b>\$151,100</b>	<b>\$153,025</b>	<b>\$150,500</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$30,050	\$35,174	\$37,000	\$64,000	\$43,000
6205 VEHICLE MAINTENANCE	\$12,039	\$6,953	\$12,300	\$12,500	\$13,000
6207 SYSTEM MAINTENANCE	\$122,191	\$362,744	\$425,000	\$425,000	\$425,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$164,279</b>	<b>\$404,871</b>	<b>\$474,300</b>	<b>\$501,500</b>	<b>\$481,000</b>
6304 PROFESSIONAL SERVICES,OTHER	\$11,995	\$243,766	\$670,000	\$650,000	\$0
6312 PHONE & INTERNET SERVICES	\$4,070	\$3,692	\$3,700	\$7,500	\$8,000
6319 MOSQUITO CONTROL	\$22,768	\$23,717	\$25,000	\$40,000	\$35,000
6329 OTHER SERVICES	\$7,405	\$44,597	\$54,000	\$57,300	\$58,500
6336 EQUIPMENT RENTALS	\$1,050	\$3,067	\$5,000	\$5,000	\$5,000
6338 STREET LIGHTS - ELECTRIC	\$107,026	\$133,226	\$150,000	\$150,000	\$150,000
6362 PERMITS AND LICENSES	\$321	\$305	\$500	\$550	\$500
<b>SERVICES AND CHARGES</b>	<b>\$154,635</b>	<b>\$452,370</b>	<b>\$908,200</b>	<b>\$910,350</b>	<b>\$257,000</b>
6403 MACHINERY AND EQUIPMENT	\$21,074	\$54,303	\$0	\$0	\$0
6405 VEHICLE EQUIPMENT	\$0	\$58,777	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$21,074</b>	<b>\$113,080</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL FUND	<b>DEPARTMENT</b> STREETS	<b>DIVISION</b> 100-154 - STREETS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$196,000
6999 TRANSFER TO CAPITAL PROJ. FUND	\$330,000	\$400,000	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$330,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$196,000</b>
<b>TOTAL STREETS</b>	<b>\$1,387,333</b>	<b>\$2,231,451</b>	<b>\$2,372,800</b>	<b>\$2,392,575</b>	<b>\$1,970,200</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL FUND	<b>DEPARTMENT</b> SANITATION	<b>DIVISION</b> 100-155 SANITATION
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6119 OTHER SUPPLIES	\$41,940	\$34,500	\$40,000	\$40,000	\$42,000
<b>SUPPLIES</b>	<b>\$41,940</b>	<b>\$34,500</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$42,000</b>
6304 PROFESSIONAL SERVICES-OTHER	\$60,245	\$68,456	\$115,000	\$145,000	\$65,000
6327 GARBAGE SERVICES	\$1,804,185	\$1,931,891	\$2,100,000	\$2,200,000	\$3,200,000
6329 OTHER SERVICES	\$7,718	\$10,754	\$13,500	\$13,500	\$14,000
6362 PERMITS AND LICENSES	\$200	\$200	\$200	\$500	\$500
<b>SERVICES AND CHARGES</b>	<b>\$1,872,349</b>	<b>\$2,011,301</b>	<b>\$2,228,700</b>	<b>\$2,359,000</b>	<b>\$3,279,500</b>
<b>TOTAL SANITATION</b>	<b>\$1,914,289</b>	<b>\$2,045,801</b>	<b>\$2,268,700</b>	<b>\$2,399,000</b>	<b>\$3,321,500</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	ENGINEERING	100-156 ENGINEERING
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$137,903	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$279,780	\$455,300	\$505,700	\$431,800
6003 WAGES-FULL TIME	\$113,636	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$0	\$71,364	\$100,000	\$25,000	\$25,000
6005 WAGES-OVERTIME	\$2,876	\$5,412	\$3,000	\$3,000	\$4,000
6009 WAGES-OTHER	\$12,550	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$19,260	\$0	\$0	\$0	\$0
6012 SICK PAY	\$5,494	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$488	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$831	\$0	\$0	\$1,300	\$0
6019 LONGEVITY	\$860	\$540	\$800	\$700	\$700
6021 FICA-MED/SS	\$22,030	\$27,027	\$42,200	\$43,300	\$36,000
6022 TMRS-EMPLOYER	\$40,041	\$47,753	\$61,600	\$72,600	\$68,100
6025 WORKER COMPENSATION INS.	\$1,035	\$1,470	\$1,700	\$1,500	\$1,600
6034 PHONE ALLOWANCE	\$0	\$1,685	\$1,800	\$2,700	\$2,700
6035 AUTO ALLOWANCE	\$0	\$4,387	\$4,800	\$12,000	\$6,000
<b>PERSONNEL SERVICES</b>	<b>\$357,005</b>	<b>\$439,418</b>	<b>\$671,200</b>	<b>\$667,800</b>	<b>\$575,900</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,342	\$1,254	\$3,000	\$3,000	\$3,000
6105 FOOD SUPPLIES	\$325	\$192	\$600	\$2,000	\$500
6107 CLOTHING AND UNIFORMS	\$503	\$0	\$500	\$1,000	\$2,900
6108 FUEL, OIL AND LUBRICANTS	\$1,238	\$754	\$1,500	\$1,000	\$1,500
6109 POSTAGE	\$574	\$452	\$2,500	\$1,000	\$500
6119 OTHER SUPPLIES	\$1,265	\$0	\$0	\$0	\$0
6130 FURNITURE<\$20,000	\$356	\$0	\$1,000	\$1,000	\$1,000
<b>SUPPLIES</b>	<b>\$5,603</b>	<b>\$2,652</b>	<b>\$9,100</b>	<b>\$9,000</b>	<b>\$9,400</b>
6205 VEHICLE MAINTENANCE	\$128	\$263	\$1,000	\$1,000	\$1,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$128</b>	<b>\$263</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
6302 PROF.SERV.-ENGINEERING	\$43,485	\$64,751	\$260,000	\$671,000	\$250,000
6304 PROF.SERV.-OTHER	\$210,101	\$279,974	\$160,000	\$75,000	\$75,000
6312 PHONE & INTERNET SERVICES	\$2,698	\$0	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$20	\$1,006	\$7,500	\$7,500	\$7,500
6333 DUES AND SUBSCRIPTIONS	\$66	\$827	\$900	\$1,500	\$500
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$0	\$0	\$0	\$0
6335 ADVERTISING COST	\$4,315	\$2,145	\$4,000	\$4,000	\$0
6337 TRAINING	\$79	\$1,391	\$6,500	\$2,500	\$6,500
6362 PERMITS AND LICENSES	\$100	\$250	\$800	\$200	\$500
<b>SERVICES AND CHARGES</b>	<b>\$265,663</b>	<b>\$350,344</b>	<b>\$439,700</b>	<b>\$761,700</b>	<b>\$340,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$79,300
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$79,300</b>
<b>TOTAL ENGINEERING</b>	<b>\$628,399</b>	<b>\$792,677</b>	<b>\$1,121,000</b>	<b>\$1,439,500</b>	<b>\$1,005,600</b>

<b>CITY OF TOMBALL</b>					
<b>FUND</b>	<b>DEPARTMENT</b>			<b>DIVISION</b>	
GENERAL FUND	FACILITIES MAINTENANCE			100-157 FACILITIES MAINTENANCE	
<b>DETAILS</b>					

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$93,675	\$146,000	\$150,400	\$162,700
6003 WAGES-FULL TIME	\$81,625	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$6,280	\$5,088	\$5,500	\$8,500	\$6,000
6009 WAGES-OTHER	\$4,826	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$6,496	\$0	\$0	\$0	\$0
6012 SICK PAY	\$2,117	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$184	\$190	\$0	\$200	\$0
6015 SICK TIME BUYBACK	\$829	\$0	\$0	\$0	\$0
6019 LONGEVITY	\$1,910	\$2,030	\$2,200	\$2,900	\$1,200
6021 FICA-MED/SS	\$7,538	\$7,910	\$11,800	\$11,900	\$12,900
6022 TMRS-EMPLOYER	\$14,022	\$14,627	\$20,500	\$21,600	\$24,500
6025 WORKER COMPENSATION INS.	\$2,383	\$2,122	\$2,600	\$2,100	\$2,300
6034 PHONE ALLOWANCE	\$0	\$900	\$900	\$900	\$900
<b>PERSONNEL SERVICES</b>	<b>\$128,211</b>	<b>\$126,542</b>	<b>\$189,500</b>	<b>\$198,500</b>	<b>\$210,500</b>
6104 JANITORIAL AND CLEANING SUPPLY	\$8,909	\$14,027	\$11,750	\$18,000	\$18,000
6105 FOOD SUPPLIES	\$4,710	\$4,403	\$4,000	\$4,000	\$0
6106 MATERIALS AND PARTS	\$7,123	\$5,662	\$72,700	\$73,000	\$24,500
6107 CLOTHING AND UNIFORMS	\$1,271	\$1,369	\$1,850	\$2,500	\$2,500
6108 FUEL, OIL AND LUBRICANTS	\$3,163	\$2,894	\$5,000	\$5,000	\$5,000
6119 OTHER SUPPLIES	\$7,382	\$1,433	\$0	\$0	\$0
6130 FURNITURE<\$20,000	\$0	\$0	\$0	\$35,000	\$0
<b>SUPPLIES</b>	<b>\$32,558</b>	<b>\$29,788</b>	<b>\$95,300</b>	<b>\$137,500</b>	<b>\$50,000</b>
6204 EQUIPMENT MAINT.	\$0	\$14	\$0	\$0	\$0
6205 VEHICLE MAINTENANCE	\$1,526	\$2,956	\$1,000	\$1,500	\$2,500
6206 BUILDING MAINTENANCE	\$470,801	\$295,595	\$263,000	\$360,000	\$275,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$472,327</b>	<b>\$298,565</b>	<b>\$264,000</b>	<b>\$361,500</b>	<b>\$277,500</b>
6304 PROF.SERV.-OTHER	\$2,730	\$9,154	\$50,000	\$50,000	\$50,000
6311 JANITORIAL SERVICES	\$86,692	\$89,716	\$125,000	\$100,000	\$125,000
6312 PHONE & INTERNET SERVICES	\$22,541	\$30,074	\$39,100	\$26,000	\$27,000
6313 UTILITIES	\$153,049	\$174,952	\$195,000	\$195,000	\$195,000
6336 EQUIPMENT RENTALS	\$2,381	\$2,772	\$3,000	\$3,000	\$6,500
6362 PERMITS AND LICENSES	\$97	\$0	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$267,490</b>	<b>\$306,668</b>	<b>\$412,100</b>	<b>\$374,000</b>	<b>\$403,500</b>
6403 MACHINERY & EQUIPMENT	\$20,641	\$78,433	\$160,000	\$160,000	\$80,000
6406 LAND AND BUILDINGS	\$105,900	\$47,534	\$515,000	\$515,000	\$160,000
<b>CAPITAL OUTLAY</b>	<b>\$126,541</b>	<b>\$125,967</b>	<b>\$675,000</b>	<b>\$675,000</b>	<b>\$240,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$56,600
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,600</b>
<b>TOTAL FACILITIES MAINTENANCE</b>	<b>\$1,027,128</b>	<b>\$887,530</b>	<b>\$1,635,900</b>	<b>\$1,746,500</b>	<b>\$1,238,100</b>

## 200 - General Special Revenue Fund Seizure

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Seized Funds	\$2,101	\$53,890	\$0	\$3,200	\$0
Child Safety	\$0	\$0	\$0	\$0	\$0
Interest	\$691	\$2,965	\$1,000	\$2,500	\$1,000
<b>Total</b>	<b>\$2,792</b>	<b>\$56,855</b>	<b>\$1,000</b>	<b>\$5,700</b>	<b>\$1,000</b>
<b>Expenditures:</b>					
Supplies	\$0	\$11,620	\$0	\$4,000	\$20,000
Services and Charges	\$0	\$4,322	\$0	\$0	\$0
Transfers	\$0	\$100,000	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$115,942</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$20,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	<b>\$2,792</b>	<b>(\$59,087)</b>	<b>\$1,000</b>	<b>\$1,700</b>	<b>(\$19,000)</b>
<b>Beginning Fund Balance</b>	<b>\$114,890</b>	<b>\$117,681</b>	<b>\$58,595</b>	<b>\$58,595</b>	<b>\$60,295</b>
<b>Ending Fund Balance</b>	<b>\$117,681</b>	<b>\$58,595</b>	<b>\$59,595</b>	<b>\$60,295</b>	<b>\$41,295</b>

#### Fund Description:

The General Special Revenue fund accounts for Police forfeiture funds. Forfeiture funds are awards of monies or property by the courts related to cases that involve the Tomball Police Department. According to Chapter 59, Article 6, Paragraph (d) of the Code of Criminal Procedure, "Proceeds awarded under this chapter to a law enforcement agency may be spent by the agency after a budget for the expenditures of the proceeds has been submitted to the governing body of the municipality."

**CITY OF TOMBALL  
GENERAL SPECIAL FUND - 200**

GENERAL SPECIAL FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5785 POLICE SEIZED FUNDS	\$2,101	\$53,890	\$0	\$3,200	\$0
5800 INTEREST	\$691	\$2,965	\$1,000	\$2,500	\$1,000
<b>TOTAL GENERAL SPECIAL FUND</b>	<b>\$2,792</b>	<b>\$56,855</b>	<b>\$1,000</b>	<b>\$5,700</b>	<b>\$1,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL SPECIAL FUND	POLICE SEIZURE FUNDS	200-221 POLICE SEIZURE FUNDS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6106 MATERIALS AND PARTS	\$0	\$11,620	\$0	\$4,000	\$20,000
<b>SUPPLIES</b>	<b>\$0</b>	<b>\$11,620</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$20,000</b>
6329 OTHER SERVICES	\$0	\$4,322	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$4,322</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6691 TRANSFERS OUT	\$0	\$100,000	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL POLICE SEIZURE FUNDS</b>	<b>\$0</b>	<b>\$115,942</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$20,000</b>

## 201 - POLICE GRANT FUND (LEOSE)

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
LEOSE Funds	\$31,260	\$3,011	\$3,000	\$8,300	\$3,000
Other	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$31,260</b>	<b>\$3,011</b>	<b>\$3,000</b>	<b>\$8,300</b>	<b>\$3,000</b>
<b>Expenditures:</b>					
Services and Charges	\$0	\$0	\$0	\$3,000	\$10,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$10,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$31,260	\$3,011	\$3,000	\$5,300	(\$7,000)
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$31,260</b>	<b>\$34,271</b>	<b>\$34,271</b>	<b>\$39,571</b>
<b>Ending Fund Balance</b>	<b>\$31,260</b>	<b>\$34,271</b>	<b>\$37,271</b>	<b>\$39,571</b>	<b>\$32,571</b>

#### Fund Description:

The Police Grant Fund (LEOSE) fund was created to properly account for Police LEOSE funds received by the City of Tomball. The law enforcement officer standards and education (LEOSE) funds are intended to be used to provide continuing education for law enforcement officers.



**CITY OF TOMBALL**  
**POLICE GRANT FUND (LEOSE) - 201**

POLICE GRANT FUND (LEOSE)	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5740 OTHER GRANTS	\$ 31,260	\$ 3,011	\$ 3,000	\$ 8,300	\$ 3,000
<b>TOTAL POLICE GRANT FUND (LEOSE)</b>	<b>\$ 31,260</b>	<b>\$ 3,011</b>	<b>\$ 3,000</b>	<b>\$ 8,300</b>	<b>\$ 3,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
POLICE GRANT FUND (LEOSE)	POLICE GRANT FUND (LEOSE)	201-121 POLICE GRANT FUND (LEOSE)
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6337 TRAINING	\$0	\$0	\$0	\$3,000	\$10,000
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$10,000</b>
<b>TOTAL POLICE SEIZURE FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$10,000</b>

## 205 - State & Federal Grants

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2023 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
State Grants	\$4,756	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$4,756</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$4,756	\$0	\$0	\$0	\$0
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$4,756</b>	<b>\$4,756</b>	<b>\$4,756</b>	<b>\$4,756</b>
<b>Ending Fund Balance</b>	<b>\$4,756</b>	<b>\$4,756</b>	<b>\$4,756</b>	<b>\$4,756</b>	<b>\$4,756</b>

**CITY OF TOMBALL  
STATE & FEDERAL GRANTS FUND - 205**

<b>STATE &amp; FEDERAL GRANTS FUND</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2023 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5711 STATE GRANT	\$4,756	\$0	\$0	\$0	\$0
5740 OTHER GRANTS	\$10,000	\$0	\$0	\$0	\$0
<b>TOTAL STATE &amp; FEDERAL GRANTS FUND</b>	<b>\$14,756</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
STATE & FEDERAL GRANTS	STATE & FEDERAL GRANTS	205-154 STATE & FED GRANTS FUND
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6691 TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL STATE &amp; FEDERAL GRANTS FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## 215 - American Rescue Plan Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
American Rescue Plan Funds	\$54,084	\$1,364,097	\$1,298,422	\$596,860	\$911,787
<b>Total</b>	<b>\$54,084</b>	<b>\$1,364,097</b>	<b>\$1,298,422</b>	<b>\$596,860</b>	<b>\$911,787</b>
<b>Expenditures:</b>					
Supplies	\$54,084	\$1,330,847	\$1,253,422	\$250,850	\$0
Services and Charges	\$0	\$33,250	\$45,000	\$20,000	\$41,750
Capital Outlay	\$0	\$0	\$0	\$326,010	\$870,037
<b>Total</b>	<b>\$54,084</b>	<b>\$1,364,097</b>	<b>\$1,298,422</b>	<b>\$596,860</b>	<b>\$911,787</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$0	\$0	\$0	\$0	\$0
<b>Beginning Fund Balance</b>					
	\$0	\$0	\$0	\$0	\$0
<b>Ending Fund Balance</b>					
	\$0	\$0	\$0	\$0	\$0

#### Fund Description:

As a result of the American Rescue Plan Act of 2021, the City received an allocation State and Local Fiscal Recovery Funds (SLFRF). This fund is used to track the allocated funds and the associated expenditures.

**CITY OF TOMBALL  
AMERICAN RESCUE PLAN FUND - 215**

AMERICAN RESCUE PLAN FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5712 AMERICAN RESCUE PLAN ACT FUND	\$ 54,084	\$ 1,364,097	\$ 1,298,422	\$ 596,860	\$ 911,787
<b>TOTAL AMERICAN RESCUE PLAN FUND</b>	<b>\$ 54,084</b>	<b>\$ 1,364,097</b>	<b>\$ 1,298,422</b>	<b>\$ 596,860</b>	<b>\$ 911,787</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
AMERICAN RESCUE PLAN FUND	AMERICAN RESCUE PLAN FUND	215-215 AMERICAN RESCUE PLAN FUND
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6106 MATERIALS AND SUPPLIES	\$54,084	\$1,330,847	\$1,253,422	\$250,850	\$0
<b>SUPPLIES</b>	<b>\$54,084</b>	<b>\$1,330,847</b>	<b>\$1,253,422</b>	<b>\$250,850</b>	<b>\$0</b>
6304 PROFESSIONAL SERVICES-OTHER	\$0	\$33,250	\$45,000	\$20,000	\$41,750
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$33,250</b>	<b>\$45,000</b>	<b>\$20,000</b>	<b>\$41,750</b>
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$326,010	\$870,037
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$326,010</b>	<b>\$870,037</b>
<b>TOTAL AMERICAN RESCUE PLAN FUND</b>	<b>\$54,084</b>	<b>\$1,364,097</b>	<b>\$1,298,422</b>	<b>\$596,860</b>	<b>\$911,787</b>



## 220 - Municipal Court Building Security Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Fines and Warrants	\$9,921	\$9,156	\$7,500	\$10,000	\$7,500
Interest	\$1,410	\$8,837	\$7,500	\$10,000	\$7,500
<b>Total</b>	<b>\$11,330</b>	<b>\$17,993</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$15,000</b>
<b>Expenditures:</b>					
Supplies	\$10,000	\$0	\$500	\$0	\$0
Maintenance	\$850	\$0	\$0	\$0	\$0
Services and Charges	\$0	\$0	\$0	\$0	\$1,500
Capital	\$43,747	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$54,597</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$1,500</b>
<b>Revenues Over (Under)</b>					
Expenditures	<b>(\$43,267)</b>	<b>\$17,993</b>	<b>\$14,500</b>	<b>\$20,000</b>	<b>\$13,500</b>
<b>Beginning Fund Balance</b>	<b>\$254,254</b>	<b>\$210,986</b>	<b>\$228,979</b>	<b>\$228,979</b>	<b>\$248,979</b>
<b>Ending Fund Balance</b>	<b>\$210,986</b>	<b>\$228,979</b>	<b>\$243,479</b>	<b>\$248,979</b>	<b>\$262,479</b>

#### Fund Description:

In prior years, the General Fund accounted for the City's court building security fees. In order to more accurately account for these funds, in FY 2006-07, the City created the Municipal Court Building Security Fee fund. These fees are generated from court fines. By law, these funds can only be spent on the City's municipal court.

**CITY OF TOMBALL**  
**MUNICIPAL COURT BUILDING SECURITY - 220**

MUNICIPAL COURT- BUILDING SECURITY	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5311 MUNICIPAL COURT BLDG-SECURITY	\$9,921	\$9,156	\$7,500	\$10,000	\$7,500
5800 INTEREST INCOME	\$1,410	\$8,837	\$7,500	\$10,000	\$7,500
<b>TOTAL MUNICIPAL COURT- BUILDING SECURITY</b>	<b>\$11,331</b>	<b>\$17,993</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$15,000</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
MUNICIPAL COURT- BUILDING SECURITY	<b>DEPARTMENT</b> MUNICIPAL COURT	220-122 - MUNICIPAL COURT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6119 OTHER SUPPLIES	\$10,000	\$0	\$500	\$0	\$0
<b>SUPPLIES</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>
6206 BUILDING MAINTENANCE	\$850	\$0	\$0	\$0	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$850</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6304 PROFESSIONAL SERVICES, OTHER	\$1,030	\$0	\$0	\$0	\$1,500
<b>SERVICES AND CHARGES</b>	<b>\$1,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>
6406 LAND AND BUILDINGS	\$43,747	\$1,500	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$43,747</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL MUNICIPAL COURT - BUILDING SECURITY</b>	<b>\$55,627</b>	<b>\$1,500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$1,500</b>

## 230 - Municipal Court Technology Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Fines and Warrants	\$8,734	\$7,840	\$7,500	\$10,000	\$7,500
Interest	\$1,147	\$7,297	\$5,200	\$8,000	\$5,000
<b>Total</b>	<b>\$9,879</b>	<b>\$15,137</b>	<b>\$12,700</b>	<b>\$18,000</b>	<b>\$12,500</b>
<b>Expenditures:</b>					
Supplies	\$28,996	\$0	\$12,700	\$10,000	\$7,500
<b>Total</b>	<b>\$28,996</b>	<b>\$0</b>	<b>\$12,700</b>	<b>\$10,000</b>	<b>\$7,500</b>
<b>Revenues Over (Under)</b>					
Expenditures	<b>(\$19,117)</b>	<b>\$15,137</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$5,000</b>
<b>Beginning Fund Balance</b>	<b>\$152,675</b>	<b>\$133,558</b>	<b>\$148,695</b>	<b>\$148,695</b>	<b>\$156,695</b>
<b>Ending Fund Balance</b>	<b>\$133,558</b>	<b>\$148,695</b>	<b>\$148,695</b>	<b>\$156,695</b>	<b>\$161,695</b>

#### Fund Description:

In prior years, the General Fund accounted for the City's court technology fees. In order to more accurately account for these funds, in FY 2006-07, the City created the Municipal Court Technology Fund. These fees are generated from court fines. By law, these funds can only be spent on the City's municipal court.

**CITY OF TOMBALL**  
**MUNICIPAL COURT TECHNOLOGY - 230**

MUNICIPAL COURT TECHNOLOGY FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5312 COURT TECHNOLOGY FEE	\$8,734	\$7,840	\$7,500	\$10,000	\$7,500
5800 INTEREST INCOME	\$1,147	\$7,297	\$5,200	\$8,000	\$5,000
<b>TOTAL MUNICIPAL COURT TECHNOLOGY FUND</b>	<b>\$9,880</b>	<b>\$15,137</b>	<b>\$12,700</b>	<b>\$18,000</b>	<b>\$12,500</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>		<b>DIVISION</b>
MUNICIPAL COURT TECHNOLOGY FUND	DEPARTMENT MUNICIPAL COURT		230-122 - MUNICIPAL COURT
<b>DETAILS</b>			

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$28,996	\$0	\$12,700	\$10,000	\$7,500
<b>SUPPLIES</b>	<b>\$28,996</b>	<b>\$0</b>	<b>\$12,700</b>	<b>\$10,000</b>	<b>\$7,500</b>
<b>TOTAL MUNICIPAL COURT TECHNOLOGY</b>	<b>\$28,996</b>	<b>\$0</b>	<b>\$12,700</b>	<b>\$10,000</b>	<b>\$7,500</b>

## 240 - Hotel Occupancy Tax Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Occupancy Tax	\$634,684	\$717,339	\$650,000	\$750,000	\$800,000
Miscellaneous Income	\$914	\$1,676	\$0	\$0	\$0
Event Revenue	\$6,300	\$7,250	\$10,000	\$8,000	\$5,000
Interest	\$4,737	\$32,186	\$25,000	\$36,000	\$20,000
Transfers In	\$126,000	\$126,000	\$126,000	\$126,000	\$126,000
<b>Total</b>	<b>\$772,635</b>	<b>\$884,451</b>	<b>\$811,000</b>	<b>\$920,000</b>	<b>\$951,000</b>
<b>Expenditures:</b>					
Grants	\$247,227	\$239,429	\$277,500	\$292,500	\$293,000
Second Saturday Events	\$15,697	\$17,869	\$17,500	\$20,200	\$32,200
Tourism	\$375,638	\$304,015	\$447,650	\$462,000	\$704,800
Transfer to Employee Benefits Trust Fund	\$32,969	\$20,600	\$50,000	\$50,000	\$68,000
<b>Total</b>	<b>\$671,532</b>	<b>\$581,913</b>	<b>\$792,650</b>	<b>\$824,700</b>	<b>\$1,098,000</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$101,134</b>	<b>\$302,568</b>	<b>\$18,350</b>	<b>\$95,300</b>	<b>(\$147,000)</b>
<b>Beginning Fund Balance</b>	<b>\$684,041</b>	<b>\$785,175</b>	<b>\$1,087,743</b>	<b>\$1,087,743</b>	<b>\$1,183,043</b>
<b>Ending Fund Balance</b>	<b>\$785,175</b>	<b>\$1,087,743</b>	<b>\$1,106,093</b>	<b>\$1,183,043</b>	<b>\$1,036,043</b>
	117%	187%	140%	143%	94%

#### Fund Description:

The Hotel Occupancy Tax Fund accounts for revenues received from hotel occupancy taxes. By state statute, cities with populations of less than 125,000 must spend at least 1% of hotel tax revenues on advertising, no more than 15% on the encouragement, promotion, improvement, and application of the arts and a maximum of 50% on historical preservation. Hotels submit quarterly to the City an occupancy tax based upon 7% of total room receipts. Compliance with the provisions of the state statutes is monitored by the City administration on a continuing basis.

<b>25% of Operating Expenses - Target</b>	<b>117%</b>	<b>187%</b>	<b>140%</b>	<b>143%</b>	<b>94%</b>
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#### HOT Fund Supplementals

One Time	\$171,100
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**CITY OF TOMBALL  
HOTEL OCCUPANCY TAX FUND - 240**

<b>HOTEL OCCUPANCY FUND</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5180 HOTEL OCCUPANCY TAX	\$634,684	\$717,339	\$650,000	\$750,000	\$800,000
5550 MISCELLANEOUS INCOME	\$914	\$1,676	\$0	\$0	\$0
5555 EVENT SPONSORSHIP REVENUE	\$6,300	\$7,250	\$10,000	\$8,000	\$5,000
5800 INTEREST INCOME	\$4,737	\$32,186	\$25,000	\$36,000	\$20,000
5910 TRANSFER FROM GENERAL FUND	\$126,000	\$126,000	\$126,000	\$126,000	\$126,000
<b>TOTAL HOTEL OCCUPANCY TAX FUND</b>	<b>\$772,635</b>	<b>\$884,451</b>	<b>\$811,000</b>	<b>\$920,000</b>	<b>\$951,000</b>



<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
HOTEL OCCUPANCY TAX	HOTEL OCCUPANCY TAX	240-240 HOT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$4,200	\$27,500	\$5,000	\$20,000	\$20,000
6329 OTHER SERVICES	\$0	\$0	\$0	\$0	\$7,000
6342 DEPOT MUSEUM	\$1,527	\$241	\$1,500	\$1,500	\$1,500
6351 TOMBALL CHAMBER OF COMMERCE	\$35,000	\$0	\$45,000	\$45,000	\$45,000
6356 TOMBALL SISTER CITY ORG.	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
6359 GRANTS	\$46,500	\$51,688	\$66,000	\$66,000	\$59,500
<b>SERVICES AND CHARGES</b>	<b>\$247,227</b>	<b>\$239,429</b>	<b>\$277,500</b>	<b>\$292,500</b>	<b>\$293,000</b>
<b>TOTAL HOTEL OCCUPANCY TAX</b>	<b>\$247,227</b>	<b>\$239,429</b>	<b>\$277,500</b>	<b>\$292,500</b>	<b>\$293,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
HOTEL OCCUPANCY TAX	2ND SATURDAY EVENTS	240-241 2ND SATURDAY EVENTS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6105 FOOD SUPPLIES	\$413	\$524	\$1,500	\$1,500	\$1,500
6119 OTHER SUPPLIES	\$1,111	\$6,794	\$3,000	\$3,000	\$3,000
<b>SUPPLIES</b>	<b>\$1,524</b>	<b>\$7,318</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$4,500</b>
6304 PROFESSIONAL SERVICES, OTHER	\$4,455	\$100	\$1,000	\$1,200	\$1,200
6327 GARBAGE SERVICES	\$0	\$446	\$0	\$0	\$0
6329 OTHER SERVICES	\$2,435	\$4,554	\$2,500	\$2,500	\$2,500
6335 ADVERTISING COST	\$922	\$658	\$500	\$1,000	\$1,000
6336 EQUIPMENT RENTALS	\$3,141	\$1,057	\$5,000	\$6,000	\$18,000
6358 OTHER TOURISM EXPENDITURE	\$3,220	\$3,736	\$4,000	\$5,000	\$5,000
<b>SERVICES AND CHARGES</b>	<b>\$14,173</b>	<b>\$10,551</b>	<b>\$13,000</b>	<b>\$15,700</b>	<b>\$27,700</b>
<b>TOTAL 2ND SATURDAY EVENTS</b>	<b>\$15,697</b>	<b>\$17,869</b>	<b>\$17,500</b>	<b>\$20,200</b>	<b>\$32,200</b>

**CITY OF TOMBALL**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
HOTEL OCCUPANCY TAX	MARKETING/INFORMATION CENTER	240-243 MARKETING

**DETAILS**

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$84,010	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$120,287	\$158,700	\$180,400	\$198,400
6003 WAGES- FULL TIME	\$36,427	\$0	\$0	\$0	\$0
6004 WAGES- PART TIME	\$0	\$864	\$18,000	\$7,500	\$15,000
6005 WAGES-OVERTIME	\$4,130	\$2,063	\$7,500	\$7,500	\$8,000
6009 WAGES-OTHER	\$6,647	\$775	\$0	\$0	\$0
6011 VACATION PAY	\$11,502	\$0	\$0	\$0	\$0
6012 SICK PAY	\$27,118	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$935	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$1,688	\$0	\$0	\$1,500	\$1,500
6019 LONGEVITY	\$640	\$0	\$100	\$100	\$300
6021 FICA-S.S. AND MEDICARE TAXES	\$13,470	\$9,204	\$14,400	\$14,800	\$17,600
6022 TMRS-EMPLOYER	\$23,782	\$16,743	\$22,500	\$26,000	\$32,000
6025 WORKER COMPENSATION INS.	\$297	\$175	\$1,250	\$1,100	\$1,200
6034 PHONE ALLOWANCE	\$0	\$1,275	\$1,800	\$1,700	\$1,800
6035 AUTO ALLOWANCE	\$0	\$2,200	\$2,400	\$2,400	\$2,400
<b>PERSONNEL SERVICES</b>	<b>\$210,644</b>	<b>\$153,586</b>	<b>\$226,650</b>	<b>\$243,000</b>	<b>\$278,200</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,251	\$1,002	\$2,500	\$1,500	\$2,500
6105 FOOD SUPPLIES	\$973	\$631	\$1,000	\$1,500	\$1,500
6106 MATERIALS AND PARTS	\$9	\$0	\$0	\$0	\$11,100
6107 CLOTHING AND UNIFORMS	\$1,522	\$1,312	\$1,000	\$1,000	\$1,000
6109 POSTAGE	\$132	\$305	\$500	\$500	\$500
6119 OTHER SUPPLIES	\$3,650	\$5,968	\$9,000	\$9,000	\$9,000
6130 FURNITURE <\$20,000	\$393	\$470	\$500	\$500	\$500
<b>SUPPLIES</b>	<b>\$7,930</b>	<b>\$9,688</b>	<b>\$14,500</b>	<b>\$14,000</b>	<b>\$26,100</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$1,449	\$0	\$0	\$0	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$1,449</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6304 PROFESSIONAL SERVICES, OTHER	\$35,530	\$36,997	\$40,000	\$40,000	\$100,000
6312 PHONE & INTERNET SERVICES	\$993	\$0	\$0	\$0	\$0
6327 GARBAGE SERVICES	\$4,562	\$2,985	\$5,000	\$5,500	\$5,500
6329 OTHER SERVICES	\$3,633	\$10,633	\$13,500	\$78,500	\$112,000
6332 TRAVEL AND MEALS	\$2,880	\$172	\$4,000	\$3,000	\$4,000
6333 DUES AND SUBSCRIPTIONS	\$5,744	\$3,125	\$6,000	\$5,000	\$6,000
6334 AUTOMOBILE ALLOWANCE	\$3,213	\$0	\$0	\$0	\$0
6335 ADVERTISING COST	\$45,188	\$54,564	\$70,000	\$70,000	\$70,000
6336 EQUIPMENT RENTALS	\$46,054	\$26,476	\$65,000	\$0	\$0
6337 TRAINING	\$1,555	\$299	\$3,000	\$3,000	\$3,000
6358 OTHER TOURISM EXPENDITURES	\$7,713	\$5,490	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$157,065</b>	<b>\$140,741</b>	<b>\$206,500</b>	<b>\$205,000</b>	<b>\$300,500</b>
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0	\$100,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

**CITY OF TOMBALL**

**FUND**  
HOTEL OCCUPANCY TAX

**DEPARTMENT**  
MARKETING/INFORMATION CENTER

**DIVISION**  
240-243 MARKETING

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$32,969	\$20,600	\$50,000	\$50,000	\$68,000
<b>TRANSFERS</b>	<b>\$32,969</b>	<b>\$20,600</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$68,000</b>
<b>TOTAL MARKETING/INFORMATION CENTER</b>	<b>\$410,056</b>	<b>\$324,615</b>	<b>\$497,650</b>	<b>\$512,000</b>	<b>\$772,800</b>

## 260 - Child Safety Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Child Safety	\$13,226	\$13,460	\$13,000	\$13,000	\$13,000
<b>Total</b>	<b>\$13,226</b>	<b>\$13,460</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>
<b>Expenditures:</b>					
Services and Charges	\$1,498	\$0	\$10,000	\$10,000	\$10,000
<b>Total</b>	<b>\$1,498</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$11,728	\$13,460	\$3,000	\$3,000	\$3,000
<b>Beginning Fund Balance</b>	<b>\$81,451</b>	<b>\$93,179</b>	<b>\$106,639</b>	<b>\$106,639</b>	<b>\$109,639</b>
<b>Ending Fund Balance</b>	<b>\$93,179</b>	<b>\$106,639</b>	<b>\$109,639</b>	<b>\$109,639</b>	<b>\$112,639</b>

#### Fund Description:

These fees represent a portion of each citation written by the Tomball Police Department. The State of Texas allocates a percentage of each court fee to the Child Safety Program and is remitted back to the municipality to be used for educational material for children, coloring books, pencils, goody bags, etc and are distributed at various community events each year.

**CITY OF TOMBALL  
CHILD SAFETY FUND - 260**

CHILD SAFETY FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5790 CHILD SAFETY FUND	\$13,226	\$13,460	\$13,000	\$13,000	\$13,000
<b>TOTAL CHILD SAFETY FUND</b>	<b>\$13,226</b>	<b>\$13,460</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>

**CITY OF TOMBALL**

**FUND**  
GENERAL SPECIAL FUND

**DEPARTMENT**  
CHILD SAFETY FUND

**DIVISION**  
260-222 CHILD SAFETY FUND

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6350 CHILD SAFETY EDUCATION	\$1,498	\$0	\$10,000	\$10,000	\$10,000
<b>SERVICES AND CHARGES</b>	<b>\$1,498</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>TOTAL CHILD SAFETY FUND</b>	<b>\$1,498</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>

## 291 - Tomball Tax Increment Reinvestment Zone No. 3

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Transfer from General Fund	\$0	\$0	\$0	\$301,600	\$475,000
Interest	\$0	\$0	\$0	\$0	\$500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$301,600</b>	<b>\$475,500</b>
<b>Expenditures:</b>					
Supplies					
TIRZ Payments	\$0	\$0	\$0	\$301,600	\$475,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$301,600</b>	<b>\$475,500</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### Fund Description:

The General Special Revenue fund accounts for revenues and expenditures for the Tomball Tax Increment Reinvestment Zone No. 3. Revenues are allocated pursuant to the TIRZ Project and Finance Plan and expenditures are made pursuant to the Project and Finance Plan and associated disbursement and development agreements.



**CITY OF TOMBALL**  
**TOMBALL TAX INCREMENT REINVESTMENT ZONE NO. 3 - 291**

TAX INCREMENT REINVESTMENT ZONE NO. 3	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5110 TRANSFER FROM GENERAL FUND	\$0	\$0	\$0	\$301,600	\$475,000
5880 INTEREST INCOME	\$0	\$0	\$0	\$0	\$500
<b>TOTAL TIRZ NO. 3</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$301,600</b>	<b>\$475,500</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
TAX INCREMENT REINVESTMENT ZONE NO. 3	TAX INCREMENT REINVESTMENT ZONE NO. 3	291-291 TIRZ
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6346 PAYMENTS TO DEVELOPER	\$0	\$0	\$0	\$301,600	\$475,500
<b>TIRZ PAYMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$301,600</b>	<b>\$475,500</b>
<b>TOTAL PUBLIC IMPROVEMENTS DISTRICTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$301,600</b>	<b>\$475,500</b>

## 295 - PUBLIC IMPROVEMENT DISTRICTS

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Contributions Revenue	\$1,039,308	\$1,687,257	\$2,274,200	\$2,257,419	\$2,446,611
Interest	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,039,308</b>	<b>\$1,687,257</b>	<b>\$2,274,200</b>	<b>\$2,257,419</b>	<b>\$2,446,611</b>
<b>Expenditures:</b>					
PID Payments	\$1,039,308	\$1,687,256	\$2,274,200	\$2,203,459	\$2,469,411
<b>Total</b>	<b>\$1,039,308</b>	<b>\$1,687,256</b>	<b>\$2,274,200</b>	<b>\$2,203,459</b>	<b>\$2,469,411</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$0	\$1	\$0	\$53,960	-\$22,800
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>	<b>\$1</b>	<b>\$53,961</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$1</b>	<b>\$1</b>	<b>\$53,961</b>	<b>\$31,161</b>

**CITY OF TOMBALL  
PUBLIC IMPROVEMENT DISTRICTS - 295**

PUBLIC IMPROVEMENT DISTRICTS	2022	2023	2024	2024	2025
	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5001 PID #01 PINE COUNTRY	\$82,681	\$83,069	\$82,700	\$101,148	\$82,741
5002 PID #02 RALEIGH CREEK	\$610,398	\$917,432	\$940,000	\$925,304	\$949,333
5003 PID #03 RESERVE AT SPRING LAKE	\$159,722	\$167,255	\$175,000	\$180,657	\$222,374
5004 PID #04 ALEXANDER ESTATES	\$0	\$255,527	\$583,400	\$556,413	\$689,784
5005 PID #05 YAUPON TRAILS	\$83,581	\$83,710	\$83,600	\$83,732	\$83,639
5006 PID #06 COPPER COVE	\$68,787	\$102,147	\$101,900	\$102,414	\$101,619
5007 PID #07 GRAND JUNCTION	\$34,139	\$78,117	\$88,200	\$88,351	\$88,236
5008 PID #08 TIMBER TRAILS	\$0	\$135,945	\$219,400	\$219,400	\$228,884
5013 PID #13 PINE TRAILS	\$0	\$0	\$0	\$0	\$22,844
5800 INTEREST INCOME	\$0	\$0	\$0	\$0	\$22,800
<b>TOTAL PUBLIC IMPROVEMENT DISTRICTS</b>	<b>\$1,039,308</b>	<b>\$1,823,202</b>	<b>\$2,274,200</b>	<b>\$2,257,419</b>	<b>\$2,492,255</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
PUBLIC IMPROVEMENT DISTRICTS	PUBLIC IMPROVEMENT DISTRICTS	295-295 PUBLIC IMPROVEMENT DISTRICTS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6701 PID #01 PINE COUNTRY PAYMENTS	\$82,681	\$83,069	\$82,700	\$81,400	\$82,741
6702 PID #02 RALEIGH CREEK PAYMENTS	\$610,398	\$917,432	\$940,000	\$913,459	\$949,333
6703 PID #03 RESERVE AT SPRING LAKE PAYMENTS	\$159,722	\$167,255	\$175,000	\$167,600	\$222,374
6704 PID #04 ALEXANDER ESTATES PAYMENTS	\$0	\$255,527	\$583,400	\$555,500	\$689,784
6705 PID #05 YAUPON TRAILS PAYMENTS	\$83,581	\$83,710	\$83,600	\$81,300	\$83,639
6706 PID #06 COPPER COVE PAYMENTS	\$68,787	\$102,147	\$101,900	\$100,200	\$101,619
6707 PID #07 GRAND JUNCTION PAYMENTS	\$34,139	\$78,117	\$88,200	\$86,200	\$88,236
6708 PID #08 TIMBER TRAILS PAYMENTS	\$0	\$135,945	\$219,400	\$217,800	\$228,884
6713 PID #13 PINE TRAILS PAYMENTS	\$0	\$0	\$0	\$0	\$22,800
<b>PID PAYMENTS</b>	<b>\$1,039,308</b>	<b>\$1,687,256</b>	<b>\$2,274,200</b>	<b>\$2,203,459</b>	<b>\$2,469,411</b>
<b>TOTAL PUBLIC IMPROVEMENTS DISTRICTS</b>	<b>\$1,039,308</b>	<b>\$1,687,256</b>	<b>\$2,274,200</b>	<b>\$2,203,459</b>	<b>\$2,469,411</b>

## 296 - PID #10 RABURN RESERVE

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Contributions Revenue	\$374,607	\$336,543	\$0	\$936,000	\$1,251,500
Miscellaneous Revenue	\$0	\$650,547	\$0	\$0	\$0
Interest	\$1,216	\$14,083	\$0	\$0	\$0
<b>Total</b>	<b>\$375,823</b>	<b>\$1,001,173</b>	<b>\$0</b>	<b>\$936,000</b>	<b>\$1,251,500</b>
<b>Expenditures:</b>					
Services and Charges	\$94,856	\$762,099	\$0	\$85,000	\$85,000
Debt	\$141,631	\$391,063	\$0	\$823,467	\$0
<b>Total</b>	<b>\$236,488</b>	<b>\$1,153,162</b>	<b>\$0</b>	<b>\$908,467</b>	<b>\$85,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$139,335	-\$151,989	\$0	\$27,533	\$1,166,500
<b>Beginning Fund Balance</b>	<b>\$306,931</b>	<b>\$446,266</b>	<b>\$294,277</b>	<b>\$294,277</b>	<b>\$321,810</b>
<b>Ending Fund Balance</b>	<b>\$446,266</b>	<b>\$294,277</b>	<b>\$294,277</b>	<b>\$321,810</b>	<b>\$1,488,310</b>

**CITY OF TOMBALL**  
**PID #10 RABURN RESERVE - 296**

PID #10 RABURN RESERVE	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5001 PID #10 RABURN RESERVE-CONTRIBUTIONS	\$331,607	\$336,543	\$0	\$936,000	\$1,251,500
5550 MISCELLANEOUS INCOME	\$0	\$29,702	\$0	\$0	\$0
5772 DEVELOPER CONTRIBUTIONS	\$43,000	\$620,845	\$0	\$0	\$0
5800 INTEREST INCOME	\$1,216	\$14,083	\$0	\$0	\$0
<b>TOTAL PID #10 RABURN RESERVE</b>	<b>\$375,823</b>	<b>\$1,001,173</b>	<b>\$0</b>	<b>\$936,000</b>	<b>\$1,251,500</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
PID #10 RABURN RESERVE	PID #10 RABURN RESERVE	296-296 PID #10 RABURN RESERVE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6304 PROFESSIONAL SERVICES,OTHER	\$94,856	\$762,099	\$0	\$85,000	\$85,000
<b>SERVICES AND CHARGES</b>	<b>\$94,856</b>	<b>\$762,099</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$85,000</b>
6901 INTEREST-BONDS	\$96,631	\$316,063	\$0	\$823,467	\$0
6911 PRINCIPAL-BONDS	\$45,000	\$75,000	\$0	\$0	\$0
<b>DEBT</b>	<b>\$141,631</b>	<b>\$391,063</b>	<b>\$0</b>	<b>\$823,467</b>	<b>\$0</b>
<b>TOTAL PID #10 RABURN RESERVE</b>	<b>\$236,488</b>	<b>\$1,153,162</b>	<b>\$0</b>	<b>\$908,467</b>	<b>\$85,000</b>



## 297 - PID #11 WOOD LEAF

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Contributions Revenue	\$367,386	\$414,992	\$0	\$395,115	\$663,649
<b>Total</b>	<b>\$367,386</b>	<b>\$414,992</b>	<b>\$0</b>	<b>\$395,115</b>	<b>\$663,649</b>
<b>Expenditures:</b>					
Services and Charges	\$57,198	\$367,820	\$0	\$60,000	\$65,000
Debt	\$0	\$317,386	\$0	\$319,180	\$0
<b>Total</b>	<b>\$57,198</b>	<b>\$685,206</b>	<b>\$0</b>	<b>\$379,180</b>	<b>\$65,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$310,188	(\$270,214)	\$0	\$15,935	\$598,649
<b>Beginning Fund Balance</b>	<b>\$19,424</b>	<b>\$329,612</b>	<b>\$59,398</b>	<b>\$59,398</b>	<b>\$75,333</b>
<b>Ending Fund Balance</b>	<b>\$329,612</b>	<b>\$59,398</b>	<b>\$59,398</b>	<b>\$75,333</b>	<b>\$673,982</b>

**CITY OF TOMBALL  
PID #11 WOOD LEAF**

<b>PID #11 WOOD LEAF</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5001 PID #11 WOOD LEAF - CONTRIBUTIONS	\$317,386	\$385,316	\$0	\$375,115	\$663,649
5550 MISCELLANOUS INCOME	\$0	\$12,831	\$0	\$0	\$0
5772 DEVELOPER CONTRIBUTIONS	\$50,000	\$16,845	\$0	\$20,000	\$0
<b>TOTAL PID #11 WOOD LEAF</b>	<b>\$367,386</b>	<b>\$414,992</b>	<b>\$0</b>	<b>\$395,115</b>	<b>\$663,649</b>

**CITY OF TOMBALL**

**FUND**

PID #11 WOOD LEAF

**DEPARTMENT**

PID #11 WOOD LEAF

**DIVISION**

297-297 PID #11 WOOD LEAF

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6304 PROFESSIONAL SERVICES, OTHER	\$57,198	\$367,820	\$0	\$60,000	\$65,000
<b>SERVICES AND CHARGES</b>	<b>\$57,198</b>	<b>\$367,820</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$65,000</b>
6901 INTEREST-BONDS	\$0	\$227,386	\$0	\$248,180	\$0
6911 PRINCIPAL-BONDS	\$0	\$90,000	\$0	\$71,000	\$0
<b>DEBT</b>	<b>\$0</b>	<b>\$317,386</b>	<b>\$0</b>	<b>\$319,180</b>	<b>\$0</b>
<b>TOTAL PID #11 WOOD LEAF</b>	<b>\$57,198</b>	<b>\$685,206</b>	<b>\$0</b>	<b>\$379,180</b>	<b>\$65,000</b>

## 298 - PID #12 WINFREY ESTATES

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Contributions Revenue	\$43,000	\$10,000	\$0	\$558,200	\$533,200
<b>Total</b>	<b>\$43,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$558,200</b>	<b>\$533,200</b>
<b>Expenditures:</b>					
Services and Charges	\$26,650	\$25,317	\$0	\$482,200	\$25,000
<b>Total</b>	<b>\$26,650</b>	<b>\$25,317</b>	<b>\$0</b>	<b>\$482,200</b>	<b>\$25,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$16,350	(\$15,317)	\$0	\$76,000	\$508,200
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$16,350</b>	<b>\$1,033</b>	<b>\$1,033</b>	<b>\$77,033</b>
<b>Ending Fund Balance</b>	<b>\$16,350</b>	<b>\$1,033</b>	<b>\$1,033</b>	<b>\$77,033</b>	<b>\$585,233</b>

**CITY OF TOMBALL**  
**PID #12 WINFREY ESTATES**

<b>PID #12 WINFREY ESTATES</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5001 PID #12 WINFREY ESTATES - CONTRIBUTIONS	\$0	\$0	\$0	\$508,200	\$508,200
5772 DEVELOPER CONTRIBUTIONS	\$43,000	\$10,000	\$0	\$50,000	\$25,000
<b>TOTAL PID #12 WINFREY ESTATES</b>	<b>\$43,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$558,200</b>	<b>\$533,200</b>

**CITY OF TOMBALL**

**FUND**

PID #12 WINFREY ESTATES

**DEPARTMENT**

PID #12 WINFREY ESTATES

**DIVISION**

298-298 PID #12 WINFREY  
ESTATES

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6304 PROFESSIONAL SERVICES,OTHER	\$26,650	\$25,317	\$0	\$482,200	\$25,000
<b>SERVICES AND CHARGES</b>	<b>\$26,650</b>	<b>\$25,317</b>	<b>\$0</b>	<b>\$482,200</b>	<b>\$25,000</b>
<b>TOTAL PID #12 WINFREY ESTATES</b>	<b>\$26,650</b>	<b>\$25,317</b>	<b>\$0</b>	<b>\$482,200</b>	<b>\$25,000</b>

## 299 - PID #14 SEVEN OAKS

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Contributions Revenue	\$50,000	\$0	\$0	\$328,302	\$319,867
<b>Total</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,302</b>	<b>\$319,867</b>
<b>Expenditures:</b>					
Services and Charges	\$4,423	\$39,625	\$0	\$20,000	\$15,000
<b>Total</b>	<b>\$4,423</b>	<b>\$39,625</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$15,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$45,577	(\$39,625)	\$0	\$308,302	\$304,867
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$45,577</b>	<b>\$45,577</b>	<b>\$45,577</b>	<b>\$353,879</b>
<b>Ending Fund Balance</b>	<b>\$45,577</b>	<b>\$5,952</b>	<b>\$45,577</b>	<b>\$353,879</b>	<b>\$658,746</b>

**CITY OF TOMBALL  
PID #14 SEVEN OAKS**

<b>PID #14 SEVEN OAKS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5001 PID #14 SEVEN OAKS - CONTRIBUTIONS	\$0	\$0	\$0	\$303,302	\$294,867
5772 DEVELOPER CONTRIBUTIONS	\$50,000	\$0	\$0	\$25,000	\$25,000
<b>TOTAL PID #12 WINFREY ESTATES</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,302</b>	<b>\$319,867</b>



**CITY OF TOMBALL**

**FUND**

**DEPARTMENT**

**DIVISION**

PID #14 SEVEN OAKS

PID #14 SEVEN OAKS

299-299 PID #14 SEVEN OAKS

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6304 PROFESSIONAL SERVICES,OTHER	\$4,423	\$39,625	\$0	\$20,000	\$15,000
<b>SERVICES AND CHARGES</b>	<b>\$4,423</b>	<b>\$39,625</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$15,000</b>
<b>TOTAL PID #12 WINFREY ESTATES</b>	<b>\$4,423</b>	<b>\$39,625</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$15,000</b>

### 300 Debt Service Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Current taxes	\$3,461,355	\$2,762,015	\$3,400,000	\$3,400,000	\$5,000,000
Delinquent taxes	(\$70,045)	(\$35,922)	\$0	(\$60,000)	(\$60,000)
Penalty and interest	\$32,732	\$21,891	\$25,000	\$20,000	\$20,000
Interest	\$51,924	\$156,277	\$100,000	\$80,000	\$50,000
Bond Proceeds	\$0	\$241,775	\$0	\$661,000	\$0
TEDC Contributions	\$759,885	\$761,685	\$768,235	\$768,235	\$1,769,535
<b>Total</b>	<b>\$4,235,850</b>	<b>\$3,907,721</b>	<b>\$4,293,235</b>	<b>\$4,869,235</b>	<b>\$6,779,535</b>
<b>Expenditures:</b>					
Principal	\$2,535,000	\$5,520,000	\$2,605,000	\$2,605,000	\$3,208,566
Interest	\$988,998	\$1,564,643	\$2,507,564	\$2,352,595	\$3,320,969
Fees	\$11,100	\$254,475	\$250,000	\$250,000	\$250,000
<b>Total</b>	<b>\$3,535,098</b>	<b>\$7,339,118</b>	<b>\$5,362,564</b>	<b>\$5,207,595</b>	<b>\$6,779,535</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>\$700,753</b>	<b>(\$3,431,397)</b>	<b>(\$1,069,329)</b>	<b>(\$338,360)</b>	<b>\$0</b>
<b>Beginning Fund Balance</b>	<b>\$5,867,363</b>	<b>\$6,568,116</b>	<b>\$3,136,719</b>	<b>\$3,136,719</b>	<b>\$2,798,359</b>
<b>Ending Fund Balance</b>	<b>\$6,568,116</b>	<b>\$3,136,719</b>	<b>\$2,067,390</b>	<b>\$2,798,359</b>	<b>\$2,798,359</b>

**CITY OF TOMBALL  
DEBT SERVICE FUND - 300**

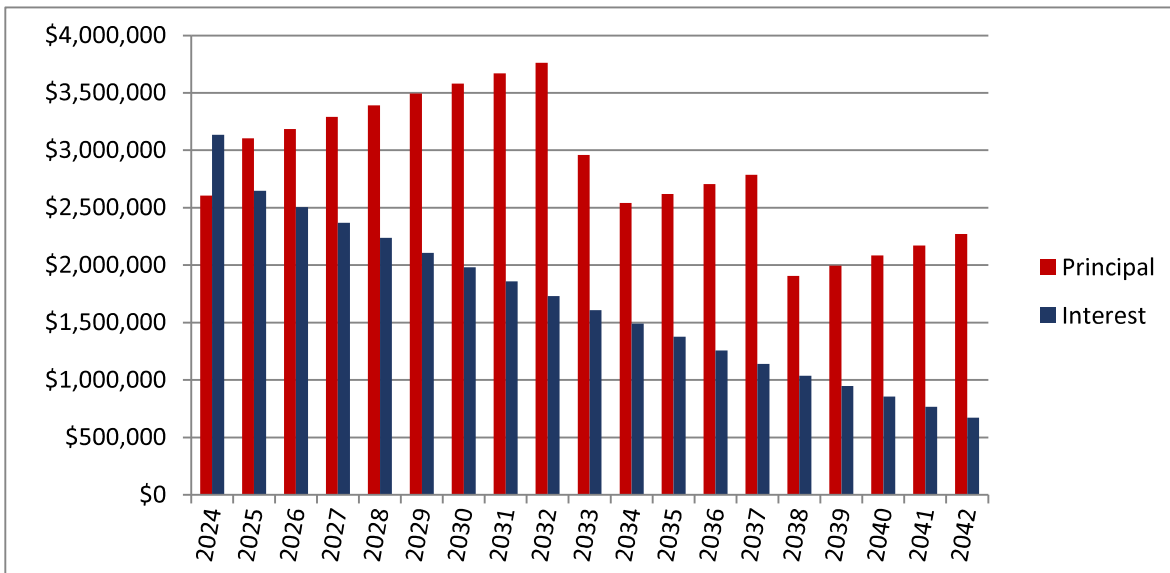
DEBT SERVICE FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5110 CURRENT TAXES	\$3,461,355	\$2,762,015	\$3,400,000	\$3,400,000	\$5,000,000
5120 DELINQUENT TAXES	(\$70,045)	(\$35,922)	\$0	(\$60,000)	(\$60,000)
5130 PENALTY,INTEREST, ATTY FEES	\$32,732	\$21,891	\$25,000	\$20,000	\$20,000
5800 INTEREST INCOME	\$51,924	\$156,277	\$100,000	\$80,000	\$50,000
5770 TEDC CONTRIBUTIONS	\$759,885	\$761,685	\$768,235	\$768,235	\$1,769,535
5900 BOND PROCEEDS	\$0	\$241,775	\$0	\$661,000	\$0
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$4,235,850</b>	<b>\$3,907,721</b>	<b>\$4,293,235</b>	<b>\$4,869,235</b>	<b>\$6,779,535</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> DEBT SERVICE FUND	<b>DEPARTMENT</b> DEBT SERVICE	<b>DIVISION</b> 300-300 DEBT SERVICE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6901 INTEREST-BONDS	\$988,998	\$1,564,643	\$2,507,564	\$2,352,595	\$3,320,969
6906 BOND FEES AND COST	\$11,100	\$254,475	\$250,000	\$250,000	\$250,000
6911 PRINCIPAL-BONDS	\$2,535,000	5,520,000	2,605,000	2,605,000	3,208,566
<b>DEBT</b>	<b>\$3,535,098</b>	<b>\$7,339,118</b>	<b>\$5,362,564</b>	<b>\$5,207,595</b>	<b>\$6,779,535</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$3,535,098</b>	<b>\$7,339,118</b>	<b>\$5,362,564</b>	<b>\$5,207,595</b>	<b>\$6,779,535</b>

City of Tomball  
 Debt Service Fund  
 Consolidated Debt Payment Schedule  
 FY 2024-2025 Budget

Fiscal Year	Principal	Interest	Total
2024	2,605,000	3,134,496	5,739,496
2025	3,105,000	2,645,969	5,750,969
2026	3,185,000	2,504,344	5,689,344
2027	3,290,000	2,368,344	5,658,344
2028	3,390,000	2,237,494	5,627,494
2029	3,495,000	2,106,269	5,601,269
2030	3,580,000	1,981,669	5,561,669
2031	3,670,000	1,859,338	5,529,338
2032	3,760,000	1,731,419	5,491,419
2033	2,960,000	1,606,681	4,566,681
2034	2,540,000	1,491,231	4,031,231
2035	2,620,000	1,376,781	3,996,781
2036	2,705,000	1,257,600	3,962,600
2037	2,785,000	1,138,216	3,923,216
2038	1,905,000	1,036,213	2,941,213
2039	1,995,000	946,294	2,941,294
2040	2,085,000	856,038	2,941,038
2041	2,170,000	765,650	2,935,650
2042	2,270,000	670,550	2,940,550
<b>Total</b>	<b>\$ 54,115,000</b>	<b>\$ 31,714,593</b>	<b>\$ 85,829,593</b>



**City of Tomball**  
**Combination Tax & Revenue Certificates of Obligation, Series 2016**  
**\$20,240,000 - Tax Supported 100%**  
**Issue Date: 12/15/2016**  
**Sale Date: 12/20/16**  
**Projects: Medical Complex Drive Segment 4B; Persimmon Street**

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2024	2/15/2024	975,000.00	5.000%	248,206	1,223,206	1,447,038
	8/15/2024			223,831	223,831	
2025	2/15/2025	975,000.00	5.000%	223,831	1,198,831	1,398,288
	8/15/2025			199,456	199,456	
2026	2/15/2026	970,000.00	5.000%	199,456	1,169,456	1,344,663
	8/15/2026			175,206	175,206	
2027	2/15/2027	970,000.00	3.000%	175,206	1,145,206	1,305,863
	8/15/2027			160,656	160,656	
2028	2/15/2028	970,000.00	3.000%	160,656	1,130,656	1,276,763
	8/15/2028			146,106	146,106	
2029	2/15/2029	970,000.00	3.000%	146,106	1,116,106	1,247,663
	8/15/2029			131,556	131,556	
2030	2/15/2030	970,000.00	3.000%	131,556	1,101,556	1,218,563
	8/15/2030			117,006	117,006	
2031	2/15/2031	970,000.00	3.125%	117,006	1,087,006	1,188,856
	8/15/2031			101,850	101,850	
2032	2/15/2032	970,000.00	3.250%	101,850	1,071,850	1,157,938
	8/15/2032			86,088	86,088	
2033	2/15/2033	970,000.00	3.500%	86,088	1,056,088	1,125,200
	8/15/2033			69,113	69,113	
2034	2/15/2034	970,000.00	3.500%	69,113	1,039,113	1,091,250
	8/15/2034			52,138	52,138	
2035	2/15/2035	970,000.00	3.500%	52,138	1,022,138	1,057,300
	8/15/2035			35,163	35,163	
2036	2/15/2036	970,000.00	3.625%	35,163	1,005,163	1,022,744
	8/15/2036			17,581	17,581	
2037	2/15/2037	970,000.00	3.625%	17,581	987,581	987,581
<b>Total</b>		<b>\$ 13,590,000</b>		<b>\$ 3,279,706</b>	<b>\$ 16,869,706</b>	<b>\$ 16,869,706</b>

**City of Tomball**  
**Combination Tax & Revenue Certificates of Obligation, Series 2019**  
**\$9,100,000 - Tax Supported 100%**  
**Issue Date: 12/20/2019**  
**Sale Date: 12/20/2019**  
**Refunded Series 2011 Certificates of Obligation (Unrefunded portion of original issue)**  
**& Series 2011 General Obligation Refunding Bonds**

<b>Fiscal Year</b>	<b>Payment Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>	<b>Fiscal Year Total</b>
2024	2/15/2024	690,000.00	4.000%	113,925	803,925	
	8/15/2024			100,125	100,125	904,050
2025	2/15/2025	720,000.00	4.000%	100,125	820,125	
	8/15/2025			85,725	85,725	905,850
2026	2/15/2026	745,000.00	4.000%	85,725	830,725	
	8/15/2026			70,825	70,825	901,550
2027	2/15/2027	780,000.00	4.000%	70,825	850,825	
	8/15/2027			55,225	55,225	906,050
2028	2/15/2028	810,000.00	4.000%	55,225	865,225	
	8/15/2028			39,025	39,025	904,250
2029	2/15/2029	835,000.00	3.000%	39,025	874,025	
	8/15/2029			26,500	26,500	900,525
2030	2/15/2030	850,000.00	2.000%	26,500	876,500	
	8/15/2030			18,000	18,000	894,500
2031	2/15/2031	865,000.00	2.000%	18,000	883,000	
	8/15/2031			9,350	9,350	892,350
2032	2/15/2032	880,000.00	2.125%	9,350	889,350	
	8/15/2032				-	889,350
<b>Total</b>		<b>\$ 7,175,000</b>		<b>\$ 923,475</b>	<b>\$ 8,098,475</b>	<b>\$ 8,098,475</b>

**City of Tomball**  
**General Obligation Refunding Bonds, Series 2020**  
**\$5,255,000 - Tax Supported 100%**  
**Issue Date: 12/16/2020**  
**Sale Date: 12/16/2020**  
**Refunded Series 2013 Certificates of Obligation (Unrefunded portion of original issue)**  
**& Series 2013 General Obligation Refunding Bonds**

<b>Fiscal Year</b>	<b>Payment Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>	<b>Fiscal Year Total</b>
2024	2/15/2024	395,000	3.000%	58,050	453,050	
	8/15/2024			52,125	52,125	505,175
2025	2/15/2025	410,000	3.000%	52,125	462,125	
	8/15/2025			45,975	45,975	508,100
2026	2/15/2026	420,000	3.000%	45,975	465,975	
	8/15/2026			39,675	39,675	505,650
2027	2/15/2027	435,000	3.000%	39,675	474,675	
	8/15/2027			33,150	33,150	507,825
2028	2/15/2028	445,000	3.000%	33,150	478,150	
	8/15/2028			26,475	26,475	504,625
2029	2/15/2029	465,000	3.000%	26,475	491,475	
	8/15/2029			19,500	19,500	510,975
2030	2/15/2030	475,000	2.000%	19,500	494,500	
	8/15/2030			14,750	14,750	509,250
2031	2/15/2031	485,000	2.000%	14,750	499,750	
	8/15/2031			9,900	9,900	509,650
2032	2/15/2032	490,000	2.000%	9,900	499,900	
	8/15/2032			5,000	5,000	504,900
2033	2/15/2033	500,000	2.000%	5,000	505,000	
	8/15/2033			-	-	505,000
<b>Total</b>		<b>\$ 4,520,000</b>		<b>\$ 551,150</b>	<b>\$ 5,071,150</b>	<b>\$ 5,071,150</b>



**City of Tomball**  
**Combination Tax and Revenue Certificates of Obligation, Series 2022**  
**\$19,570,000 - Tax Supported 100%**  
**Issue Date : 10/27/2022**  
**Sale Date: 10/27/2022**

Fiscal Year	Payment		Principal	Coupon	Interest	Total P & I	Fiscal Year Total			
	Date									
2024	2/15/2024		545,000	5.000%	394,028	939,028				
	8/15/2024				380,403	380,403	1,319,431			
2025	2/15/2025		570,000	5.000%	380,403	950,403				
	8/15/2025				366,153	366,153	1,316,556			
2026	2/15/2026		600,000	5.000%	366,153	966,153				
	8/15/2026				351,153	351,153	1,317,306			
2027	2/15/2027		630,000	5.000%	351,153	981,153				
	8/15/2027				335,403	335,403	1,316,556			
2028	2/15/2028		665,000	5.000%	335,403	1,000,403				
	8/15/2028				318,778	318,778	1,319,181			
2029	2/15/2029		700,000	5.000%	318,778	1,018,778				
	8/15/2029				301,278	301,278	1,320,056			
2030	2/15/2030		735,000	5.000%	301,278	1,036,278				
	8/15/2030				282,903	282,903	1,319,181			
2031	2/15/2031		770,000	5.000%	282,903	1,052,903				
	8/15/2031				263,653	263,653	1,316,556			
2032	2/15/2032		810,000	5.000%	263,653	1,073,653				
	8/15/2032				243,403	243,403	1,317,056			
2033	2/15/2033		850,000	5.000%	243,403	1,093,403				
	8/15/2033				222,153	222,153	1,315,556			
2034	2/15/2034		895,000	5.000%	222,153	1,117,153				
	8/15/2024				199,778	199,778	1,316,931			
2035	2/15/2035		940,000	5.000%	199,778	1,139,778				
	8/15/2035				176,278	176,278	1,316,056			
2036	2/15/2036		990,000	5.000%	176,278	1,166,278				
	8/15/2036				151,528	151,528	1,317,806			
2037	2/15/2037		1,035,000	4.125%	151,528	1,186,528				
	8/15/2037				130,181	130,181	1,316,709			
2038	2/15/2038		1,080,000	4.250%	130,181	1,210,181				
	8/15/2038				107,231	107,231	1,317,413			
2039	2/15/2039		1,130,000	4.375%	107,231	1,237,231				
	8/15/2039				82,513	82,513	1,319,744			
2040	2/15/2040		1,180,000	4.375%	82,513	1,262,513				
	8/15/2040				56,700	56,700	1,319,213			
2041	2/15/2041		1,230,000	4.500%	56,700	1,286,700				
	8/15/2041				29,025	29,025	1,315,725			
2042	2/15/2042		1,290,000	4.500%	29,025	1,319,025	1,319,025			
<b>Total</b>		<b>\$</b>	<b>16,645,000</b>		<b>\$</b>	<b>8,391,060</b>	<b>\$</b>	<b>25,036,060</b>	<b>\$</b>	<b>25,036,060</b>

**City of Tomball**  
**Combination Tax and Revenue Certificates of Obligation, Series 2023**  
**\$ 27,590,000**  
**Issue Date : 12/21/2023**  
**Sale Date: 12/21/2023**

<b>Fiscal Year</b>	<b>Payment Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>	<b>Fiscal Year Total</b>
2024	2/15/2024			180,438.75	180,439	
	8/15/2024			601,462.50	601,463	781,901.25
2025	2/15/2025	430,000.00	5.000%	601,462.50	1,031,463	
	8/15/2025			590,712.50	590,713	1,622,175.00
2026	2/15/2026	450,000.00	5.000%	590,712.50	1,040,713	
	8/15/2026			579,462.50	579,463	1,620,175.00
2027	2/15/2027	475,000.00	5.000%	579,462.50	1,054,463	
	8/15/2027			567,587.50	567,588	1,622,050.00
2028	2/15/2028	500,000.00	5.000%	567,587.50	1,067,588	
	8/15/2028			555,087.50	555,088	1,622,675.00
2029	2/15/2029	525,000.00	5.000%	555,087.50	1,080,088	
	8/15/2029			541,962.50	541,963	1,622,050.00
2030	2/15/2030	550,000.00	5.000%	541,962.50	1,091,963	
	8/15/2030			528,212.50	528,213	1,620,175.00
2031	2/15/2031	580,000.00	5.000%	528,212.50	1,108,213	
	8/15/2031			513,712.50	513,713	1,621,925.00
2032	2/15/2032	610,000.00	5.000%	513,712.50	1,123,713	
	8/15/2032			498,462.50	498,463	1,622,175.00
2033	2/15/2033	640,000.00	5.000%	498,462.50	1,138,463	
	8/15/2033			482,462.50	482,463	1,620,925.00
2034	2/15/2034	675,000.00	5.000%	482,462.50	1,157,463	
	8/15/2024			465,587.50	465,588	1,623,050.00
2035	2/15/2035	710,000.00	5.000%	465,587.50	1,175,588	
	8/15/2035			447,837.50	447,838	1,623,425.00
2036	2/15/2036	745,000.00	5.000%	447,837.50	1,192,838	
	8/15/2036			429,212.50	429,213	1,622,050.00
2037	2/15/2037	780,000.00	5.000%	429,212.50	1,209,213	
	8/15/2037			409,712.50	409,713	1,618,925.00
2038	2/15/2038	825,000.00	5.000%	409,712.50	1,234,713	
	8/15/2038			389,087.50	389,088	1,623,800.00
2039	2/15/2039	865,000.00	5.000%	389,087.50	1,254,088	
	8/15/2039			367,462.50	367,463	1,621,550.00
2040	2/15/2040	905,000.00	4.000%	367,462.50	1,272,463	
	8/15/2040			349,362.50	349,363	1,621,825.00
2041	2/15/2041	940,000.00	4.000%	349,362.50	1,289,363	
	8/15/2041			330,562.50	330,563	1,619,925.00
2042	2/15/2042	980,000.00	4.000%	330,562.50	1,310,563	
	8/15/2042			310,962.50	310,963	1,621,525.00
2043	2/15/2043	1,020,000.00	4.000%	310,962.50	1,330,963	
	8/15/2043			290,562.50	290,563	1,621,525.00
2044	2/15/2044	1,060,000.00	4.000%	290,562.50	1,350,563	
	8/15/2044			269,362.50	269,363	1,619,925.00
2045	2/15/2045	1,105,000.00	4.000%	269,362.50	1,374,363	
	8/15/2045			247,262.50	247,263	1,621,625.00
2046	2/15/2046	1,150,000.00	4.000%	247,262.50	1,397,263	
	8/15/2046			224,262.50	224,263	1,621,525.00

2047	2/15/2047	1,195,000.00	4.000%	224,262.50	1,419,263	
	8/15/2047			200,362.50	200,363	1,619,625.00
2048	2/15/2048	1,245,000.00	4.000%	200,362.50	1,445,363	
	8/15/2048			175,462.50	175,463	1,620,825.00
2049	2/15/2049	1,295,000.00	4.000%	175,462.50	1,470,463	
	8/15/2049			149,562.50	149,563	1,620,025.00
2050	2/15/2050	1,350,000.00	4.000%	149,562.50	1,499,563	
	8/15/2050			122,562.50	122,563	1,622,125.00
2051	2/15/2051	1,405,000.00	4.000%	122,562.50	1,527,563	
	8/15/2051			94,462.50	94,463	1,622,025.00
2052	2/15/2052	1,465,000.00	4.125%	94,462.50	1,559,463	
	8/15/2052			64,246.88	64,247	1,623,709.38
2053	2/15/2053	1,525,000.00	4.125%	64,246.88	1,589,247	
	8/15/2053			32,793.75	32,794	
2024	12/15/2053	1,590,000.00	4.125%	21,862.50	1,611,863	3,233,903.13
<b>Total</b>		<b>\$ 27,590,000.00</b>		<b>\$ 21,829,138.76</b>	<b>\$ 49,419,138.76</b>	<b>\$ 49,419,138.76</b>

City of Tomball  
 400 Capital Projects Fund  
 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Debt Proceeds	\$0	\$20,000,000	\$28,000,000	\$27,999,993	\$30,000,000
TEDC Contributions	\$0	\$1,415,000	\$0	\$0	\$1,500,000
Other Revenue Sources	\$579,541	\$5,240,000	\$2,241,834	\$829,022	\$4,409,456
Interest	(\$62,692)	\$500,000	\$1,000,000	\$2,700,000	\$1,000,000
Transfers from General Fund	\$430,000	\$1,050,000	\$0	\$2,000,000	\$2,000,000
Transfers from Enterprise Fund	\$595,000	\$200,000	\$350,000	\$1,312,500	\$2,007,000
Transfers from Other Sources	\$1,193,606	\$5,325,000	\$3,771,135	\$3,771,135	\$4,587,017
<b>Total</b>	<b>\$2,735,456</b>	<b>\$33,730,000</b>	<b>\$35,362,969</b>	<b>\$38,612,650</b>	<b>\$45,503,473</b>
<b>Expenditures:</b>					
Capital Outlay - General Fund	\$1,630,856	\$1,637,144	\$6,639,895	\$3,278,260	\$8,704,913
Capital Outlay - Enterprise Fund	\$197,813	\$1,187,228	\$42,173,876	\$4,731,285	\$72,785,007
Capital Outlay - Sewer/Water Recovery	\$182,306	\$1,747,834	\$4,546,000	\$3,967,806	\$5,437,635
<b>Total</b>	<b>\$2,010,975</b>	<b>\$4,572,207</b>	<b>\$53,359,771</b>	<b>\$11,977,351</b>	<b>\$86,927,555</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$724,481</b>	<b>\$29,157,793</b>	<b>(\$17,996,802)</b>	<b>\$26,635,299</b>	<b>(\$41,424,082)</b>
<b>Beginning Fund Balance</b>	<b>\$4,698,245</b>	<b>\$5,422,726</b>	<b>\$34,580,520</b>	<b>\$34,580,520</b>	<b>\$61,215,818</b>
<b>Ending Fund Balance</b>	<b>\$5,422,726</b>	<b>\$34,580,520</b>	<b>\$16,583,718</b>	<b>\$61,215,818</b>	<b>\$19,791,736</b>

**CITY OF TOMBALL  
CAPITAL PROJECTS FUND - 400**

CAPITAL PROJECTS FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5740 GRANTS	\$0	\$1,240,000	\$0	\$0	\$0
5770 TEDC CONTRIBUTIONS	\$0	\$1,415,000	\$0	\$0	\$1,500,000
5772 COST SHARE CONTRIBUTIONS	\$149,856	\$3,750,000	\$2,241,834	\$2,241,834	\$4,409,456
5800 INTEREST INCOME	(\$62,692)	\$500,000	\$1,000,000	\$2,700,000	\$1,000,000
5801 UNREALIZED GAIN ON INVESTMENTS	\$0	\$250,000	\$0	\$0	\$0
5820 DRAINAGE CAPITAL RECOVERY FEES	\$429,685	\$250,000	\$0	(\$1,412,812)	\$0
5900 DEBT PROCEEDS	\$0	\$20,000,000	\$28,000,000	\$26,929,042	\$30,000,000
5901 PREMIUM ON BONDS	\$0	\$0	\$0	\$1,070,951	\$0
5910 TRANSFER FROM GENERAL FUND	\$430,000	\$1,050,000	\$0	\$2,000,000	\$2,000,000
5911 TRANSFER FROM UTILITY FUND	\$595,000	\$200,000	\$350,000	\$1,312,500	\$2,007,000
5961 TRANSFERS IN	\$1,193,606	\$5,325,000	\$3,446,703	\$3,771,135	\$4,587,017
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$2,735,456</b>	<b>\$33,980,000</b>	<b>\$35,038,537</b>	<b>\$38,612,650</b>	<b>\$55,419,929</b>

<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> POLICE	<b>DIVISION</b> 400-121 - POLICE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$0	\$9,498	\$150,000	\$120,000	\$243,447
CAPITAL OUTLAY	\$0	\$9,498	\$150,000	\$120,000	\$243,447
<b>TOTAL CAPITAL PROJECTS-POLICE</b>	<b>\$0</b>	<b>\$9,498</b>	<b>\$150,000</b>	<b>\$120,000</b>	<b>\$243,447</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>DEPARTMENT</b> PARKS	<b>DIVISION</b> 400-153 - PARKS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$141,993	\$1,428,567	\$1,794,795	\$1,700,460	\$1,047,173
<b>CAPITAL OUTLAY</b>	<b>\$141,993</b>	<b>\$1,428,567</b>	<b>\$1,794,795</b>	<b>\$1,700,460</b>	<b>\$1,047,173</b>
<b>TOTAL CAPITAL PROJECTS-PARKS</b>	<b>\$141,993</b>	<b>\$1,428,567</b>	<b>\$1,794,795</b>	<b>\$1,700,460</b>	<b>\$1,047,173</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	STREETS	400-154 - STREETS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$1,488,863	\$199,079	\$4,695,100	\$1,457,800	\$7,414,293
<b>CAPITAL OUTLAY</b>	<b>\$1,488,863</b>	<b>\$199,079</b>	<b>\$4,695,100</b>	<b>\$1,457,800</b>	<b>\$7,414,293</b>
<b>TOTAL CAPITAL PROJECTS-STREETS</b>	<b>\$1,488,863</b>	<b>\$199,079</b>	<b>\$4,695,100</b>	<b>\$1,457,800</b>	<b>\$7,414,293</b>



<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>DEPARTMENT</b> WATER	<b>DIVISION</b> 400-613 WATER
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$93,380	\$248,145	\$8,681,100	\$1,766,065	\$25,132,739
<b>CAPITAL OUTLAY</b>	<b>\$93,380</b>	<b>\$248,145</b>	<b>\$8,681,100</b>	<b>\$1,766,065</b>	<b>\$25,132,739</b>
<b>TOTAL CAPITAL PROJECTS-WATER</b>	<b>\$93,380</b>	<b>\$248,145</b>	<b>\$8,681,100</b>	<b>\$1,766,065</b>	<b>\$25,132,739</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>DEPARTMENT</b> SEWER	<b>DIVISION</b> 400-614 SEWER
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$35,127	\$680,814	\$32,365,776	\$2,441,662	\$47,203,427
<b>CAPITAL OUTLAY</b>	<b>\$35,127</b>	<b>\$680,814</b>	<b>\$32,365,776</b>	<b>\$2,441,662</b>	<b>\$47,203,427</b>
<b>TOTAL CAPITAL PROJECTS-SEWER</b>	<b>\$35,127</b>	<b>\$680,814</b>	<b>\$32,365,776</b>	<b>\$2,441,662</b>	<b>\$47,203,427</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	GAS	400-615 GAS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$69,305	\$258,270	\$820,000	\$523,558	\$448,841
<b>CAPITAL OUTLAY</b>	<b>\$69,305</b>	<b>\$258,270</b>	<b>\$820,000</b>	<b>\$523,558</b>	<b>\$448,841</b>
<b>TOTAL CAPITAL PROJECTS-GAS</b>	<b>\$69,305</b>	<b>\$258,270</b>	<b>\$820,000</b>	<b>\$523,558</b>	<b>\$448,841</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>DEPARTMENT</b> WATER CAPITAL RECOVERY	<b>DIVISION</b> 400-731 WATER RECOVERY
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$182,306	\$1,745,045	\$4,346,000	\$3,767,806	\$3,687,635
<b>CAPITAL OUTLAY</b>	<b>\$182,306</b>	<b>\$1,745,045</b>	<b>\$4,346,000</b>	<b>\$3,767,806</b>	<b>\$3,687,635</b>
<b>TOTAL WATER CAPITAL RECOVERY</b>	<b>\$182,306</b>	<b>\$1,745,045</b>	<b>\$4,346,000</b>	<b>\$3,767,806</b>	<b>\$3,687,635</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>DEPARTMENT</b> SEWER CAPITAL RECOVERY	<b>DIVISION</b> 400-741 SEWER RECOVERY
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$0	\$2,789	\$200,000	\$200,000	\$1,750,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$2,789</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,750,000</b>
<b>TOTAL SEWER CAPITAL RECOVERY</b>	<b>\$0</b>	<b>\$2,789</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,750,000</b>

**Enterprise Fund - 600**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**2024-2025 Proposed Budget**

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Projection</b>	<b>FY 2025 Budget</b>
<b>Operating Revenues:</b>					
Water sales	\$8,007,933	\$8,093,056	\$8,215,000	\$7,700,000	\$8,500,000
Sewer sales	\$2,898,432	\$3,053,560	\$3,200,000	\$3,000,000	\$3,200,000
Gas sales	\$3,444,782	\$3,336,981	\$3,500,000	\$3,500,000	\$3,600,000
Tap fees	\$1,197,763	\$781,665	\$675,000	\$915,000	\$685,000
Reconnect fees	\$881	\$27	\$0	\$7,750	\$2,500
Interest	\$23,267	\$108,516	\$75,000	\$120,000	\$100,000
Contributions	\$3,526,833	\$0	\$0	\$0	\$0
Other	\$394,041	\$381,627	\$261,000	\$371,100	\$321,000
Transfers In	\$380,119	\$3,068,885	\$0	\$691,000	\$0
<b>Total</b>	<b>\$19,874,050</b>	<b>\$18,824,317</b>	<b>\$15,926,000</b>	<b>\$16,304,850</b>	<b>\$16,408,500</b>
<b>Expenses:</b>					
Administration	\$3,414,333	\$3,363,261	\$4,617,350	\$5,606,300	\$5,011,000
Utility Billing	\$646,158	\$755,608	\$823,300	\$808,100	\$1,009,200
Water	\$6,006,961	\$6,112,536	\$6,529,400	\$6,871,800	\$7,829,000
Wastewater	\$1,774,781	\$1,965,317	\$2,277,550	\$3,185,600	\$2,907,400
Gas	\$2,524,100	\$2,620,438	\$3,230,775	\$3,701,800	\$2,518,300
<b>Total</b>	<b>\$14,366,333</b>	<b>\$14,817,160</b>	<b>\$17,478,375</b>	<b>\$20,173,600</b>	<b>\$19,274,900</b>
<b>Net Revenue Available for Debt</b>	<b>\$5,507,717</b>	<b>\$4,007,157</b>	<b>(\$1,552,375)</b>	<b>(\$3,868,750)</b>	<b>(\$2,866,400)</b>
<b>Net Income (Excluding Depr.)</b>	<b>\$5,507,717</b>	<b>\$4,007,157</b>	<b>(\$1,552,375)</b>	<b>(\$3,868,750)</b>	<b>(\$2,866,400)</b>
<b>Beginning Fund Balance</b>	<b>\$12,458,348</b>	<b>\$17,966,066</b>	<b>\$21,973,224</b>	<b>\$21,973,224</b>	<b>\$18,104,475</b>
<b>Ending Fund Balance</b>	<b>\$17,966,066</b>	<b>\$21,973,224</b>	<b>\$20,420,850</b>	<b>\$18,104,475</b>	<b>\$15,238,076</b>
Operating Costs per Day					
Fund Balance as % of Operating Costs	125%	148%	117%	90%	79%

**Enterprise Fund Supplementals**

One Time	\$1,344,000
Recurring	\$168,500

**CITY OF TOMBALL  
ENTERPRISE FUND - 600**

<b>ENTERPRISE FUND</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5500 SALE OF CITY PROPERTY	\$32,177	\$0	\$0	\$0	\$0
5550 MISCELLANEOUS INCOME	\$57,732	\$24,345	\$10,000	\$18,500	\$10,000
5551 INSURANCE RECOVERIES	\$0	\$0	\$0	\$2,500	\$0
5560 RETURNED CHECK FINES	\$1,920	\$2,449	\$1,000	\$3,500	\$1,000
5561 CREDIT CARD FEES	\$111,327	\$98,231	\$100,000	\$110,000	\$150,000
5562 CASH OVER/SHORT	(\$1,667)	\$13	\$0	\$20	\$0
5600 WATER SALES	\$8,007,933	\$8,093,056	\$8,215,000	\$7,700,000	\$8,500,000
5610 WATER TAPS	\$651,390	\$448,195	\$400,000	\$490,000	\$400,000
5620 WATER RECONNECT FEES	\$881	\$27	\$0	\$7,750	\$2,500
5630 AMP PLAN BALANCE	(\$2,187)	\$2,653	\$0	\$1,600	\$0
5640 SEWER SALES	\$2,898,432	\$3,053,560	\$3,200,000	\$3,000,000	\$3,200,000
5650 SEWER TAPS	\$22,375	\$26,250	\$25,000	\$75,000	\$35,000
5670 GAS SALES	\$3,444,782	\$3,336,981	\$3,500,000	\$3,500,000	\$3,600,000
5680 GAS TAPS	\$523,998	\$307,220	\$250,000	\$350,000	\$250,000
5690 PENALTIES	\$156,157	\$107,190	\$100,000	\$150,000	\$100,000
5695 ADMINISTRATIVE CHARGES	\$38,582	\$124,246	\$50,000	\$60,000	\$60,000
5770 TEDC CONTRIBUTIONS	\$370,000	\$0	\$0	\$0	\$0
5780 OTHER REIMBURSEMENTS	\$0	\$22,500	\$0	\$25,000	\$0
5800 INTEREST INCOME	\$23,267	\$108,516	\$75,000	\$120,000	\$100,000
5961 TRANSFER IN	\$380,119	\$3,068,885	\$0	\$0	\$0
5912 TRANSFER FROM CAPITAL PROJECTS	\$0	\$0	\$0	\$691,000	\$0
5963 CAPITAL ASSET CONTRIBUTIONS FROM DEVELOPERS	\$3,156,833	\$0	\$0	\$0	\$0
<b>TOTAL ENTERPRISE FUND</b>	<b>\$19,874,050</b>	<b>\$18,824,317</b>	<b>\$15,926,000</b>	<b>\$16,304,870</b>	<b>\$16,408,500</b>

**CITY OF TOMBALL**

**FUND**  
ENTERPRISE FUND

**DEPARTMENT**  
ADMINISTRATION

**DIVISION**  
600-611 UTILITIES ADMINISTRATION

**DETAILS**

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$210,135	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$358,717	\$471,000	\$386,400	\$327,900
6003 WAGES-FULL TIME	\$73,975	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$0	\$8,735	\$0	\$45,000	\$46,000
6005 WAGES-OVERTIME	\$6,537	\$2,024	\$3,000	\$0	\$0
6009 WAGES-OTHER	\$13,101	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$24,996	\$24,538	\$0	\$0	\$0
6012 SICK PAY	\$3,761	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$4,107	\$1,264	\$1,400	\$1,300	\$1,800
6019 LONGEVITY	\$1,965	\$1,860	\$2,200	\$2,100	\$3,000
6021 FICA-MED/SS	\$24,295	\$27,546	\$37,300	\$33,300	\$30,000
6022 TMRS-EMPLOYER	\$45,144	\$50,987	\$64,300	\$60,200	\$56,400
6025 WORKER COMPENSATION INS.	\$3,125	\$655	\$1,500	\$500	\$600
6031 TMRS - PENSION	(\$22,885)	\$25,831	\$0	\$0	\$0
6032 - TMRS DEATH BENEFIT	\$2,079	\$1,482	\$0	\$0	\$0
6033 OPEB - RETIREMENT HEALTH	\$22,844	(\$22,130)	\$0	\$0	\$0
6034 PHONE ALLOWANCE	\$0	\$2,850	\$2,700	\$3,600	\$3,600
6035 AUTO ALLOWANCE	\$0	\$7,200	\$7,200	\$7,200	\$7,200
<b>PERSONNEL SERVICES</b>	<b>\$413,179</b>	<b>\$491,559</b>	<b>\$590,600</b>	<b>\$539,600</b>	<b>\$476,500</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$2,175	\$8,636	\$4,000	\$4,000	\$4,000
6102 EDUCATIONAL SUPPLIES	\$0	\$115	\$1,000	\$500	\$1,000
6105 FOOD SUPPLIES	\$6,486	\$4,318	\$5,000	\$8,000	\$10,500
6107 CLOTHING AND UNIFORMS	\$937	\$676	\$3,350	\$4,000	\$8,000
6108 FUEL, OIL AND LUBRICANTS	\$5,743	\$3,240	\$6,000	\$6,000	\$6,000
6109 POSTAGE	\$30	\$38	\$250	\$500	\$500
6119 OTHER SUPPLIES	\$483	\$630	\$650	\$1,000	\$500
6130 FURNITURE <\$20,000	\$602	\$0	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$16,456</b>	<b>\$17,653</b>	<b>\$20,250</b>	<b>\$24,000</b>	<b>\$30,500</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$7	\$0	\$0	\$0	\$0
6205 VEHICLE EQUIPMENT MAINTENANCE	\$1,187	\$1,711	\$2,000	\$5,500	\$2,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$1,194</b>	<b>\$1,711</b>	<b>\$2,000</b>	<b>\$5,500</b>	<b>\$2,000</b>
6304 PROFESSIONAL SERVICES,OTHER	\$24,407	\$9,392	\$75,000	\$75,000	\$125,000
6312 PHONE & INTERNET SERVICES	\$13,940	\$4,169	\$5,000	\$4,000	\$5,000
6332 TRAVEL AND MEALS	\$2,697	\$3,947	\$10,000	\$8,000	\$10,000
6333 DUES AND SUBSCRIPTIONS	\$981	\$90	\$300	\$3,500	\$1,500
6334 AUTOMOBILE ALLOWANCES	\$5,020	\$0	\$0	\$0	\$0
6337 TRAINING	\$35,752	\$47,316	\$52,000	\$80,000	\$75,500
6361 STUDIES AND ANALYSIS	\$0	\$40,000	\$0	\$5,000	\$0
6362 PERMITS AND LICENSES	\$40	\$186	\$1,000	\$500	\$1,000
<b>SERVICES AND CHARGES</b>	<b>\$82,837</b>	<b>\$105,100</b>	<b>\$143,300</b>	<b>\$176,000</b>	<b>\$218,000</b>



**CITY OF TOMBALL**

**FUND**  
ENTERPRISE FUND

**DEPARTMENT**  
ADMINISTRATION

**DIVISION**  
600-611 UTILITIES ADMINISTRATION

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6691 TRANSFERS OUT	\$2,043,125	\$2,000,000	\$2,500,000	\$3,500,000	\$4,000,000
6692 TRANSFER TO EMP. BEN. TRUST	\$746,788	\$671,200	\$711,200	\$711,200	\$64,000
6998 TRANSFER TO FLEET REPLACEMENT	\$110,754	\$76,038	\$650,000	\$650,000	\$220,000
<b>TRANSFERS</b>	<b>\$2,900,667</b>	<b>\$2,747,238</b>	<b>\$3,861,200</b>	<b>\$4,861,200</b>	<b>\$4,284,000</b>
<b>TOTAL ADMINISTRATION</b>	<b>\$3,414,333</b>	<b>\$3,363,261</b>	<b>\$4,617,350</b>	<b>\$5,606,300</b>	<b>\$5,011,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
ENTERPRISE FUND	UTILITY BILLING	600-612 UTILITY BILLING
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$50,838	\$0	\$0	\$0	\$0
6002 SALARIES & WAGES	\$0	\$312,641	\$391,200	\$285,500	\$308,700
6003 WAGES-FULL TIME	\$213,936	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$227	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$5,559	\$5,498	\$8,000	\$7,500	\$8,000
6009 WAGES-OTHER	\$14,638	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$15,278	\$17,876	\$0	\$0	\$0
6012 SICK PAY	\$9,391	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$0	\$0	\$1,300	\$0
6015 SICK TIME BUYBACK	\$1,228	\$636	\$800	\$2,200	\$2,500
6019 LONGEVITY	\$2,040	\$1,935	\$2,500	\$2,400	\$2,300
6021 FICA-S.S. AND MEDICARE TAXES	\$22,953	\$23,783	\$30,900	\$22,500	\$24,800
6022 TMRS-EMPLOYER	\$41,497	\$42,880	\$53,300	\$40,200	\$46,900
6025 WORKER COMPENSATION INS.	\$2,544	\$547	\$1,000	\$1,100	\$1,200
6031 TMRS - PENSION	(\$21,038)	\$21,724	\$0	\$0	\$0
6032 TMRS - DEATH BENEFIT	\$1,911	\$1,245	\$0	\$0	\$0
6033 OPEB - RETIREMENT HEALTH	\$20,998	(\$18,611)	\$0	\$0	\$0
6034 PHONE ALLOWANCE	\$0	\$1,320	\$1,400	\$1,000	\$1,000
<b>PERSONNEL SERVICES</b>	<b>\$381,999</b>	<b>\$411,474</b>	<b>\$489,100</b>	<b>\$363,700</b>	<b>\$395,400</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$2,259	\$4,772	\$3,000	\$3,000	\$3,000
6105 FOOD SUPPLIES	\$274	\$29	\$250	\$500	\$600
6106 MATERIALS AND PARTS	\$507	\$493	\$3,000	\$4,000	\$3,000
6107 CLOTHING AND UNIFORMS	\$2,294	\$2,336	\$2,500	\$4,000	\$4,000
6108 FUEL, OIL AND LUBRICANTS	\$4,836	\$2,991	\$4,000	\$4,000	\$4,000
6109 POSTAGE	\$23,187	\$24,434	\$24,000	\$35,000	\$32,000
6119 OTHER SUPPLIES	\$257	\$0	\$250	\$500	\$500
<b>SUPPLIES</b>	<b>\$33,615</b>	<b>\$35,055</b>	<b>\$37,000</b>	<b>\$51,000</b>	<b>\$47,100</b>
6205 VEHICLE MAINTENANCE	\$90	\$4,350	\$1,000	\$1,000	\$1,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$90</b>	<b>\$4,350</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
6304 PROFESSIONAL SERVICES, OTHER	\$36,132	\$85,272	\$52,500	\$50,000	\$50,000
6312 PHONE & INTERNET SERVICES	\$2,841	\$1,156	\$1,500	\$1,000	\$500
6329 OTHER SERVICES	\$27,838	\$32,861	\$30,000	\$55,000	\$60,000
6332 TRAVEL AND MEALS	\$2,031	\$0	\$2,000	\$0	\$1,000
6333 DUES AND SUBSCRIPTIONS	\$0	\$598	\$5,000	\$0	\$5,000
6337 TRAINING	\$2,513	\$0	\$5,000	\$400	\$1,000
6362 PERMITS AND LICENSES	\$0	\$0	\$200	\$0	\$0
6397 CREDIT CARD PROCESSING FEES	\$159,100	\$184,842	\$200,000	\$286,000	\$350,000
<b>SERVICES AND CHARGES</b>	<b>\$230,454</b>	<b>\$304,729</b>	<b>\$296,200</b>	<b>\$392,400</b>	<b>\$467,500</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$98,200
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$98,200</b>
<b>TOTAL UTILITY BILLING</b>	<b>\$646,158</b>	<b>\$755,608</b>	<b>\$823,300</b>	<b>\$808,100</b>	<b>\$1,009,200</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
ENTERPRISE FUND	UTILITY-WATER	600-613 - WATER
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$467,066	\$607,300	\$605,100	\$650,900
6003 WAGES-FULL TIME	\$304,367	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$6,303	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$15,677	\$20,011	\$20,000	\$46,000	\$40,000
6006 WAGES-ON CALL	\$14,294	\$27,154	\$30,000	\$35,000	\$35,000
6009 WAGES-OTHER	\$16,235	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$33,550	\$5,570	\$0	\$0	\$0
6012 SICK PAY	\$11,243	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$1,352	\$939	\$0	\$550	\$0
6015 SICK TIME BUYBACK	\$1,556	\$659	\$800	\$1,750	\$2,000
6019 LONGEVITY	\$2,745	\$3,130	\$3,400	\$3,200	\$4,000
6021 FICA-MED/SS	\$24,717	\$37,398	\$50,700	\$51,800	\$56,400
6022 TMRS-EMPLOYER	\$45,320	\$69,104	\$83,500	\$93,000	\$107,200
6025 WORKER COMPENSATION INS.	\$8,415	\$9,239	\$10,000	\$10,500	\$11,600
6031 TMRS - PENSION	(\$22,975)	\$35,009	\$0	\$0	\$0
6032 TMRS - DEATH BENEFIT	\$2,088	\$2,006	\$0	\$0	\$0
6033 OPEB - RETIREMENT HEALTH	\$22,933	(\$29,994)	\$0	\$0	\$0
6034 PHONE ALLOWANCE	\$0	\$750	\$900	\$900	\$900
<b>PERSONNEL SERVICES</b>	<b>\$487,820</b>	<b>\$648,041</b>	<b>\$806,600</b>	<b>\$847,800</b>	<b>\$908,000</b>
6101 OFFICE SUPPLIES	\$0	\$140	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$454,015	\$251,818	\$388,500	\$775,000	\$1,215,000
6107 CLOTHING AND UNIFORMS	\$7,127	\$10,064	\$11,100	\$12,000	\$12,000
6108 FUEL, OIL AND LUBRICANTS	\$22,254	\$13,308	\$22,000	\$22,000	\$22,000
6109 POSTAGE	\$16	\$166	\$0	\$0	\$0
6110 CHEMICAL SUPPLIES	\$113,072	\$168,696	\$125,000	\$175,000	\$200,000
6119 OTHER SUPPLIES	\$12,473	\$9,151	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$608,957</b>	<b>\$453,343</b>	<b>\$546,600</b>	<b>\$984,000</b>	<b>\$1,449,000</b>
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$500	\$0
6204 OTHER EQUIPMENT MAINTENANCE	\$5,631	\$11,181	\$9,000	\$9,000	\$9,000
6205 VEHICLE MAINTENANCE	\$5,132	\$8,600	\$7,500	\$7,500	\$7,500
6207 SYSTEM MAINTENANCE	\$72,190	\$316,934	\$333,000	\$333,000	\$298,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$82,953</b>	<b>\$336,715</b>	<b>\$349,500</b>	<b>\$350,000</b>	<b>\$314,500</b>
6302 PROFESSIONAL SERVICES, ENGINEERING	\$4,826	\$185,721	\$25,000	\$25,000	\$25,000
6304 PROFESSIONAL SERVICES, OTHER	\$12,883	\$6,446	\$310,000	\$15,000	\$0
6305 N.HARRIS CTY.REG.WATER AUTH.	\$4,280,208	\$4,196,457	\$4,000,000	\$4,100,000	\$4,100,000
6312 PHONE & INTERNET SERVICES	\$3,287	\$4,413	\$6,000	\$9,000	\$9,500
6313 UTILITIES-ELECTRIC	\$190,054	\$235,990	\$225,000	\$225,000	\$250,000
6329 OTHER SERVICES	\$7,304	\$15,349	\$20,000	\$15,000	\$20,000
6332 TRAVEL AND MEALS	\$0	\$600	\$0	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$141	\$180	\$500	\$500	\$500
6335 ADVERTISING COST	\$881	\$1,404	\$700	\$1,000	\$700
6336 EQUIPMENT RENTALS	\$30	\$0	\$2,500	\$2,500	\$2,500

<b>CITY OF TOMBALL</b>		
<b>FUND</b> ENTERPRISE FUND	<b>DEPARTMENT</b> UTILITY-WATER	<b>DIVISION</b> 600-613 - WATER
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6337 TRAINING	\$0	\$455	\$0	\$0	\$0
6361 STUDIES AND ANALYSIS	\$39,602	\$14,972	\$35,000	\$35,000	\$35,000
6362 PERMITS AND LICENSES	\$13,016	\$12,450	\$17,000	\$17,000	\$17,000
<b>SERVICES AND CHARGES</b>	<b>\$4,552,232</b>	<b>\$4,674,437</b>	<b>\$4,641,700</b>	<b>\$4,445,000</b>	<b>\$4,460,200</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$95,000	\$95,000	\$0
6404 RADIO EQUIPMENT	\$0	\$0	\$40,000	\$40,000	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$50,000	\$110,000	\$50,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,000</b>	<b>\$245,000</b>	<b>\$50,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$190,300
6999 TRANSFER TO CAPITAL PROJ. FUND	\$275,000	\$0	\$0	\$0	\$457,000
<b>TRANSFERS</b>	<b>\$275,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$647,300</b>
<b>TOTAL WATER</b>	<b>\$6,006,961</b>	<b>\$6,112,536</b>	<b>\$6,529,400</b>	<b>\$6,871,800</b>	<b>\$7,829,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
ENTERPRISE FUND	UTILITY-SEWER	600-614 - SEWER
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$514,070	\$599,500	\$570,000	\$671,200
6003 WAGES-FULL TIME	\$421,396	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$6,699	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$9,568	\$31,290	\$25,700	\$18,000	\$20,500
6006 WAGES-ON CALL	\$40,007	\$22,485	\$25,000	\$45,000	\$45,000
6009 WAGES-OTHER	\$22,856	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$19,458	\$5,463	\$0	\$0	\$0
6012 SICK PAY	\$17,015	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$674	\$594	\$0	\$1,900	\$0
6015 SICK TIME BUYBACK	\$653	\$673	\$800	\$0	\$0
6019 LONGEVITY	\$3,765	\$4,160	\$4,800	\$4,600	\$4,600
6021 FICA-MED/SS	\$40,076	\$41,482	\$50,100	\$47,000	\$57,300
6022 TMRS-EMPLOYER	\$72,402	\$76,309	\$83,300	\$86,000	\$108,900
6025 WORKER COMPENSATION INS.	\$10,599	\$8,654	\$10,700	\$11,800	\$13,000
6031 TMRS - PENSION	(\$36,705)	\$38,660	\$0	\$0	\$0
6032 TMRS - DEATH BENEFIT	\$3,335	\$2,215	\$0	\$0	\$0
6033 OPEB - RETIREMENT HEALTH	\$36,638	(\$33,121)	\$0	\$0	\$0
6034 PHONE ALLOWANCE	\$0	\$0	\$0	\$700	\$900
<b>PERSONNEL SERVICES</b>	<b>\$668,436</b>	<b>\$712,934</b>	<b>\$799,900</b>	<b>\$785,000</b>	<b>\$921,400</b>
6106 MATERIALS AND PARTS	\$25,357	\$25,603	\$134,500	\$134,500	\$121,500
6107 CLOTHING AND UNIFORMS	\$7,411	\$8,018	\$10,750	\$11,500	\$14,500
6108 FUEL, OIL AND LUBRICANTS	\$30,227	\$30,542	\$33,000	\$33,000	\$34,000
6109 POSTAGE	\$26	\$0	\$200	\$500	\$400
6110 CHEMICAL SUPPLIES	\$126,657	\$173,350	\$200,000	\$200,000	\$250,000
6119 OTHER SUPPLIES	\$23,870	\$11,778	\$0	\$0	\$0
<b>SUPPLIES</b>	<b>\$213,548</b>	<b>\$249,291</b>	<b>\$378,450</b>	<b>\$379,500</b>	<b>\$420,400</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$12,278	\$12,886	\$18,000	\$12,000	\$18,000
6205 VEHICLE MAINTENANCE	\$9,097	\$17,262	\$12,000	\$10,000	\$12,000
6206 BUILDING MAINTENANCE	\$2,233	\$2,657	\$2,200	\$2,500	\$2,200
6207 SYSTEM MAINTENANCE	\$235,083	\$202,764	\$300,000	\$460,000	\$616,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$258,691</b>	<b>\$235,569</b>	<b>\$332,200</b>	<b>\$484,500</b>	<b>\$648,200</b>
6302 PROFESSIONAL SERVICES,ENGINEER	\$7,491	\$202,507	\$70,000	\$20,000	\$40,000
6304 PROFESSIONAL SERVICES,OTHER	\$25,505	\$24,261	\$27,500	\$27,500	\$30,000
6312 PHONE & INTERNET SERVICES	\$4,616	\$5,670	\$4,400	\$9,000	\$9,500
6313 UTILITIES-ELECTRIC	\$153,100	\$183,568	\$215,000	\$215,000	\$225,000
6329 OTHER SERVICES	\$111,446	\$117,604	\$175,000	\$175,000	\$175,000
6332 TRAVEL AND MEALS	\$0	\$32	\$0	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$90	\$342	\$100	\$500	\$300
6336 EQUIPMENT RENTALS	\$0	\$0	\$5,000	\$5,000	\$5,000
6337 TRAINING	\$0	\$0	\$0	\$0	\$2,500
6361 STUDIES AND ANALYSIS	\$56,501	\$70,688	\$100,000	\$150,000	\$130,000

**CITY OF TOMBALL**

**FUND**  
ENTERPRISE FUND

**DEPARTMENT**  
UTILITY-SEWER

**DIVISION**  
600-614 - SEWER

**DETAILS**

<b>LINE ITEMS</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
6362 PERMITS AND LICENSES	\$25,357	\$112,851	\$45,000	\$45,000	\$50,000
<b>SERVICES AND CHARGES</b>	<b>\$384,106</b>	<b>\$717,523</b>	<b>\$642,000</b>	<b>\$647,000</b>	<b>\$667,300</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$75,000	\$779,000	\$0
6406 LAND AND BUILDINGS	\$0	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$50,000	\$60,600	\$50,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$839,600</b>	<b>\$50,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$200,100
6999 TRANSFER TO CAPITAL PROJ. FUND	\$250,000	\$50,000	\$0	\$50,000	\$0
<b>TRANSFERS</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$200,100</b>
<b>TOTAL SEWER</b>	<b>\$1,774,781</b>	<b>\$1,965,317</b>	<b>\$2,277,550</b>	<b>\$3,185,600</b>	<b>\$2,907,400</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
ENTERPRISE FUND	UTILITY-GAS	600-615 - GAS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6002 SALARIES & WAGES	\$0	\$355,199	\$423,600	\$406,000	\$452,500
6003 WAGES-FULL TIME	\$259,401	\$0	\$0	\$0	\$0
6004 WAGES-PART TIME	\$4,468	\$1,903	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$7,667	\$11,777	\$15,700	\$16,000	\$17,500
6006 WAGES-ON CALL	\$20,556	\$16,099	\$18,000	\$18,000	\$18,000
6009 WAGES-OTHER	\$14,466	\$0	\$0	\$0	\$0
6011 VACATION PAY	\$17,345	\$9,298	\$0	\$0	\$0
6012 SICK PAY	\$5,129	\$0	\$0	\$0	\$0
6013 EMERGENCY PAY	\$0	\$0	\$0	\$500	\$0
6015 SICK TIME BUYBACK	\$1,972	\$1,700	\$1,900	\$1,800	\$2,000
6019 LONGEVITY	\$3,210	\$3,450	\$4,000	\$3,900	\$4,400
6021 FICA-MED/SS	\$26,688	\$28,627	\$35,500	\$33,600	\$37,900
6022 TMRS-EMPLOYER	\$48,306	\$51,760	\$58,900	\$57,200	\$72,000
6025 WORKER COMPENSATION INS.	\$3,879	\$3,640	\$5,200	\$6,800	\$7,400
6031 TMRS - PENSION	(\$24,489)	\$26,223	\$0	\$0	\$0
6032 TMRS - DEATH BENEFIT	\$2,225	\$1,502	\$0	\$0	\$0
6033 OPEB - RETIREMENT HEALTH	\$24,444	(\$22,466)	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$415,266</b>	<b>\$488,712</b>	<b>\$562,800</b>	<b>\$543,800</b>	<b>\$611,700</b>
6106 MATERIALS AND PARTS	\$322,444	\$597,237	\$426,000	\$1,035,000	\$120,000
6107 CLOTHING AND UNIFORMS	\$5,604	\$5,516	\$7,725	\$8,000	\$6,500
6108 FUEL, OIL AND LUBRICANTS	\$19,082	\$18,156	\$22,000	\$22,000	\$22,000
6109 POSTAGE	\$151	\$18	\$600	\$500	\$600
6110 CHEMICAL SUPPLIES	\$5,156	\$1,183	\$7,500	\$7,500	\$7,500
6119 OTHER SUPPLIES	\$14,303	\$23,095	\$23,000	\$23,000	\$15,000
6129 GAS PURCHASES	\$1,570,508	\$1,117,010	\$1,100,000	\$1,000,000	\$1,400,000
<b>SUPPLIES</b>	<b>\$1,937,248</b>	<b>\$1,762,215</b>	<b>\$1,586,825</b>	<b>\$2,096,000</b>	<b>\$1,571,600</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$4,195	\$8,810	\$6,500	\$7,800	\$6,500
6205 VEHICLE MAINTENANCE	\$11,816	\$12,874	\$7,000	\$7,000	\$7,000
6207 SYSTEM MAINTENANCE	\$53,452	\$30,081	\$115,000	\$115,000	\$50,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$69,463</b>	<b>\$51,765</b>	<b>\$128,500</b>	<b>\$129,800</b>	<b>\$63,500</b>
6302 PROFESSIONAL SERVICES, ENGINEERING	\$0	\$18,500	\$50,000	\$50,000	\$10,000
6304 PROFESSIONAL SERVICES, OTHER	\$2,500	\$121,869	\$347,750	\$348,000	\$20,000
6312 PHONE & INTERNET SERVICES	\$4,466	\$5,682	\$5,000	\$9,000	\$9,500
6313 UTILITIES-ELECTRIC	\$1,090	\$1,488	\$2,500	\$2,500	\$2,500
6329 OTHER SERVICES	\$5,977	\$7,075	\$6,000	\$6,000	\$6,000
6333 DUES AND SUBSCRIPTIONS	\$6,069	\$6,385	\$6,600	\$6,700	\$6,600
6335 ADVERTISING COST	\$8,204	\$2,847	\$500	\$500	\$1,000
6336 EQUIPMENT RENTALS	\$0	\$0	\$1,500	\$1,500	\$1,500
6361 STUDIES AND ANALYSIS	\$175	\$0	\$5,000	\$5,000	\$5,000
6362 PERMITS AND LICENSES	\$3,643	\$3,900	\$4,500	\$4,500	\$4,500
<b>SERVICES AND CHARGES</b>	<b>\$32,123</b>	<b>\$167,746</b>	<b>\$429,350</b>	<b>\$433,700</b>	<b>\$66,600</b>
6405 VEHICLE EQUIPMENT	\$0	\$0	\$123,300	\$123,500	\$0

<b>CITY OF TOMBALL</b>		
<b>FUND</b> ENTERPRISE FUND	<b>DEPARTMENT</b> UTILITY-GAS	<b>DIVISION</b> 600-615 - GAS
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$50,000	\$0	\$50,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$173,300</b>	<b>\$123,500</b>	<b>\$50,000</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$0	\$0	\$0	\$0	\$104,900
6999 TRANSFER TO CAPITAL PROJ. FUND	\$70,000	\$150,000	\$350,000	\$375,000	\$50,000
<b>TRANSFERS</b>	<b>\$70,000</b>	<b>\$150,000</b>	<b>\$350,000</b>	<b>\$375,000</b>	<b>\$154,900</b>
<b>TOTAL GAS</b>	<b>\$2,524,100</b>	<b>\$2,620,438</b>	<b>\$3,230,775</b>	<b>\$3,701,800</b>	<b>\$2,518,300</b>



**Fleet Replacement Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**2024-2025 Proposed Budget**

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Projection</b>	<b>FY 2025 Budget</b>
<b>Revenues:</b>					
Transfers - General Fund	\$435,126	\$503,031	\$2,508,470	\$2,508,470	\$1,594,725
Transfers - Enterprise Fund	\$110,754	\$76,038	\$650,000	\$650,000	\$220,000
Other	\$84,738	\$88,550	\$0	\$75,300	\$0
Interest	\$3,224	\$26,901	\$20,000	\$30,000	\$20,000
<b>Total</b>	<b>\$633,842</b>	<b>\$694,520</b>	<b>\$3,178,470</b>	<b>\$3,263,770</b>	<b>\$1,834,725</b>
<b>Expenditures:</b>					
Capital Outlay - General Fund	\$493,896	\$31,643	\$1,472,280	\$2,260,100	\$740,000
Capital Outlay - Enterprise Fund	\$60,100	\$156,000	\$435,500	\$435,500	\$130,000
<b>Total</b>	<b>\$553,996</b>	<b>\$187,643</b>	<b>\$1,907,780</b>	<b>\$2,695,600</b>	<b>\$870,000</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$79,846</b>	<b>\$506,877</b>	<b>\$1,270,690</b>	<b>\$568,170</b>	<b>\$964,725</b>
<b>Beginning Fund Balance</b>	<b>\$1,588,523</b>	<b>\$1,668,369</b>	<b>\$2,175,246</b>	<b>\$2,175,246</b>	<b>\$2,743,416</b>
<b>Ending Fund Balance</b>	<b>\$1,668,369</b>	<b>\$2,175,246</b>	<b>\$3,445,936</b>	<b>\$2,743,416</b>	<b>\$3,708,141</b>

**CITY OF TOMBALL  
FLEET REPLACEMENT FUND**

FLEET REPLACEMENT FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5500 SALE OF CITY PROPERTY	\$84,738	\$88,550	\$0	\$75,300	\$0
5551 INSURANCE RECOVERIES	\$27,645	\$0	\$0	\$0	\$0
5800 INTEREST INCOME	\$3,224	\$26,901	\$20,000	\$30,000	\$20,000
5910 TRANSFER FROM GENERAL FUND	\$435,126	\$503,031	\$2,508,470	\$2,508,470	\$1,594,725
5911 TRANSFER FROM UTILITY FUND	\$110,754	\$76,038	\$650,000	\$650,000	\$220,000
<b>TOTAL FLEET REPLACEMENT FUND</b>	<b>\$661,487</b>	<b>\$694,520</b>	<b>\$3,178,470</b>	<b>\$3,263,770</b>	<b>\$1,834,725</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b> FLEET REPLACEMENT	<b>DEPARTMENT</b> UTILITY FUND FLEET REPLACEMENT	<b>DIVISION</b> 650-652 UTILITY FUND FLEET REPLACEMENT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTIONS	2025 BUDGET
6403 MACHINERY AND EQUIPMENT	\$60,100	\$0	\$0	\$0	\$130,000
6405 VEHICLE EQUIPMENT	\$0	\$156,000	\$435,500	\$435,500	\$0
<b>CAPITAL OUTLAY</b>	<b>\$60,100</b>	<b>\$156,000</b>	<b>\$435,500</b>	<b>\$435,500</b>	<b>\$130,000</b>
<b>TOTAL UTILITY FUND FLEET REPLACEMENT</b>	<b>\$60,100</b>	<b>\$156,000</b>	<b>\$435,500</b>	<b>\$435,500</b>	<b>\$130,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
FLEET REPLACEMENT	GENERAL FUND FLEET REPLACEMENT	650-651 GENERAL FUND FLEET REPLACEMENT
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$326,500	\$326,000	\$22,000
6405 VEHICLE EQUIPMENT	\$462,782	\$0	\$1,126,800	\$1,899,100	\$694,000
6901 INTEREST-NOTES	\$31,114	\$31,643	\$18,980	\$35,000	\$24,000
<b>CAPITAL OUTLAY</b>	<b>\$493,896</b>	<b>\$31,643</b>	<b>\$1,472,280</b>	<b>\$2,260,100</b>	<b>\$740,000</b>
<b>TOTAL GENERAL FUND FLEET REPLACEMENT</b>	<b>\$493,896</b>	<b>\$31,643</b>	<b>\$1,472,280</b>	<b>\$2,260,100</b>	<b>\$740,000</b>

**City of Tomball**  
**2019 Lease Purchase - Pierce Velocity Fire Truck**  
**Issue Date : September 27, 2018**

Fiscal Year	Payment		Coupon	Interest	Total P & I
	Date	Principal			
2024	11/1/2023	130,000	3.650%	28,470	158,470
2025	11/1/2024	130,000	3.650%	23,725	153,725
2026	11/1/2025	130,000	3.650%	18,980	148,980
2027	11/1/2026	130,000	3.650%	14,235	144,235
2028	11/1/2027	130,000	3.650%	9,490	139,490
2029	11/1/2028	130,000	3.650%	4,745	134,745
<b>Total</b>		<b>\$ 780,000</b>		<b>\$ 99,645</b>	<b>\$ 879,645</b>

**ACTIVE - FLEET REPLACEMENT**

Department	Fleet ID	Fleet Type	Make	Model	Year	Mileage/Hrs	Requested Make	Requested Model	Price Estimate
Community Development	AD-15	Truck	Chevrolet	Silverado 1500	2013	80,500	Chevrolet	Colorado Crew Cab 4X2	\$ 42,000
<b>Police Department</b>									<b>\$ 42,000</b>
Police Department	Shop 01	SUV	Chevrolet	Tahoe	2015	91,000	Ford	Interceptor	\$ 67,000
Police Department	Shop 21-139	SUV	Ford	Explorer	2021	86,000	Ford	Interceptor	\$ 85,000
Police Department	Shop 21-140	SUV	Ford	Interceptor	2021	55,000	Ford	Interceptor	\$ 85,000
Police Department	Shop 21-145	SUV	Ford	Explorer	2021	71,000	Ford	Interceptor	\$ 85,000
<b>Police Department Total</b>									<b>\$ 322,000</b>
Fire Department	08-007	Fire Truck	Pierce	Quint	2007	123,900	Pierce	2027 MidMount Platform Quint	\$ 200,000
<b>Fire Department Total</b>									<b>\$ 200,000</b>
PW - Garage	15-146	Truck	Chevrolet	Duramax	2015	151,400	Chevrolet	Silverado 2500 Crew 2WD (diesel)	\$ 70,000
<b>Streets Department Total</b>									<b>\$ 70,000</b>
PW - Parks	G-40	Truck	Chevrolet	Silverado 2500	2016	41,200	Chevrolet	Silverado 2500 Crew 2WD	\$ 60,000
<b>Parks Total</b>									<b>\$ 60,000</b>
PW - Streets	GE-65	Gator	John Deere	Gator	2018	2,700 hrs	ID	Gator XU1V835M	\$ 22,000
<b>Facilities Maintenance Total</b>									<b>\$ 22,000</b>
<b>TOTAL GENERAL FUND</b>									<b>\$ 716,000</b>
PW - Utilities	UE-22	Mini Excavator	Komatsu	PC27MR 2	2008	4,600 HRS	Komatsu	PC35MR-5	\$ 65,000
PW - Utilities	UE-29	Mini Excavator	Komatsu	PL35MR-3	2010	3,800 HRS	Komatsu	PC35MR-5	\$ 65,000
<b>Utilities Department Total</b>									<b>\$ 130,000</b>
<b>TOTAL ENTERPRISE FUND</b>									<b>\$ 130,000</b>
<b>TOTAL FLEET REPLACEMENT</b>									<b>\$ 846,000</b>

## 730 - Water Capital Recovery Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Water Capital Recovery Fee	\$1,740,009	\$1,113,525	\$1,000,000	\$2,100,000	\$1,500,000
Interest	\$34,468	\$229,438	\$100,000	\$200,000	\$100,000
<b>Total</b>	<b>\$1,774,477</b>	<b>\$1,342,963</b>	<b>\$1,100,000</b>	<b>\$2,300,000</b>	<b>\$1,600,000</b>
<b>Expenditures:</b>					
Services and Charges	\$106,461	\$0	\$0	\$0	\$0
Transfers Out	\$249,500	\$637,888	\$2,271,135	\$2,608,081	\$2,984,135
<b>Total</b>	<b>\$355,961</b>	<b>\$637,888</b>	<b>\$2,271,135</b>	<b>\$2,608,081</b>	<b>\$2,984,135</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$1,418,516</b>	<b>\$705,075</b>	<b>(\$1,171,135)</b>	<b>(\$308,081)</b>	<b>(\$1,384,135)</b>
<b>Beginning Fund Balance</b>	<b>\$3,808,139</b>	<b>\$5,226,655</b>	<b>\$5,931,730</b>	<b>\$5,931,730</b>	<b>\$5,623,649</b>
<b>Ending Fund Balance</b>	<b>\$5,226,655</b>	<b>\$5,931,730</b>	<b>\$4,760,595</b>	<b>\$5,623,649</b>	<b>\$4,239,514</b>

**CITY OF TOMBALL**  
**WATER CAPITAL RECOVERY FUND - 730**

WATER CAPITAL RECOVERY FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5800 INTEREST INCOME	\$34,468	\$229,438	\$100,000	\$200,000	\$100,000
5810 WATER CAPITAL RECOVERY FEE	\$1,740,009	\$1,113,525	\$1,000,000	\$2,100,000	\$1,500,000
<b>TOTAL WATER CAPITAL RECOVERY FUND</b>	<b>\$1,774,477</b>	<b>\$1,342,963</b>	<b>\$1,100,000</b>	<b>\$2,300,000</b>	<b>\$1,600,000</b>



<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY	730-731 WATER CAPITAL RECOVERY
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTIONS	2025 BUDGET
6304 PROF.SERV.-OTHER	\$106,461	\$0	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$106,461</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6691 TRANSFERS OUT	\$249,500	\$637,888	\$2,271,135	\$2,608,081	\$2,984,135
<b>TRANSFERS</b>	<b>\$249,500</b>	<b>\$637,888</b>	<b>\$2,271,135</b>	<b>\$2,608,081</b>	<b>\$2,984,135</b>
<b>TOTAL WATER CAPITAL RECOVERY</b>	<b>\$355,961</b>	<b>\$637,888</b>	<b>\$2,271,135</b>	<b>\$2,608,081</b>	<b>\$2,984,135</b>

## 740 - Sewer Capital Recovery Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Sewer Capital Recovery Fee	\$1,335,482	\$767,629	\$600,000	\$1,000,000	\$1,000,000
Interest	\$27,476	\$179,753	\$100,000	\$160,000	\$100,000
<b>Total</b>	<b>\$1,362,958</b>	<b>\$947,382</b>	<b>\$700,000</b>	<b>\$1,160,000</b>	<b>\$1,100,000</b>
<b>Expenditures:</b>					
Transfers	\$0	\$0	\$1,500,000	\$838,622	\$1,650,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$838,622</b>	<b>\$1,650,000</b>
<b>Revenues Over (Under)</b>					
Expenditures	\$1,362,958	\$947,382	(\$800,000)	\$321,378	(\$550,000)
<b>Beginning Fund Balance</b>	<b>\$3,343,238</b>	<b>\$4,706,196</b>	<b>\$5,653,577</b>	<b>\$5,653,577</b>	<b>\$5,974,955</b>
<b>Ending Fund Balance</b>	<b>\$4,706,196</b>	<b>\$5,653,577</b>	<b>\$4,853,577</b>	<b>\$5,974,955</b>	<b>\$5,424,955</b>

**CITY OF TOMBALL**  
**SEWER CAPITAL RECOVERY FUND - 740**

SEWER CAPITAL RECOVERY FUND	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTION	2025 BUDGET
5800 INTEREST	\$27,476	\$179,753	\$100,000	\$160,000	\$100,000
5840 SEWER CAPITAL RECOVERY FEE	\$1,335,482	\$767,629	\$600,000	\$1,000,000	\$1,000,000
<b>TOTAL SEWER CAPITAL RECOVERY FUND</b>	<b>\$1,362,958</b>	<b>\$947,382</b>	<b>\$700,000</b>	<b>\$1,160,000</b>	<b>\$1,100,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
SEWER CAPITAL RECOVERY	SEWER CAPITAL RECOVERY	740-741 SEWER CAPITAL RECOVERY
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTIONS	2025 BUDGET
6691 TRANSFERS OUT	\$0	\$0	\$1,500,000	\$838,622	\$1,650,000
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$838,622</b>	<b>\$1,650,000</b>
<b>TOTAL SEWER CAPITAL RECOVERY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$838,622</b>	<b>\$1,650,000</b>

City of Tomball  
 910 Health Insurance Trust Fund  
 2024-2025 Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Projection	FY 2025 Budget
<b>Revenues:</b>					
Transfers	\$3,240,838	\$3,411,800	\$3,592,200	\$3,592,200	\$3,899,600
ESD#15 Reimbursement	\$179,453	\$196,964	\$328,200	\$325,000	\$0
Interest	\$11,996	\$142,313	\$75,000	\$130,000	\$100,000
<b>Total</b>	<b>\$3,432,286</b>	<b>\$3,751,077</b>	<b>\$3,995,400</b>	<b>\$4,047,200</b>	<b>\$3,999,600</b>
<b>Expenditures:</b>					
Health Insurance Costs	\$2,977,707	\$3,164,283	\$3,788,000	\$3,805,800	\$4,110,264
Services and Charges	\$53,399	\$55,370	\$60,500	\$65,000	\$65,000
<b>Total</b>	<b>\$3,031,106</b>	<b>\$3,219,653</b>	<b>\$3,848,500</b>	<b>\$3,870,800</b>	<b>\$4,175,264</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$401,180</b>	<b>\$531,424</b>	<b>\$146,900</b>	<b>\$176,400</b>	<b>(\$175,664)</b>
<b>Beginning Fund Balance</b>	<b>\$2,636,825</b>	<b>\$3,038,005</b>	<b>\$3,569,429</b>	<b>\$3,569,429</b>	<b>\$3,745,829</b>
<b>Ending Fund Balance</b>	<b>\$3,038,005</b>	<b>\$3,569,429</b>	<b>\$3,716,329</b>	<b>\$3,745,829</b>	<b>\$3,570,165</b>

**CITY OF TOMBALL  
HEALTH INSURANCE TRUST FUND - 910**

<b>EMPLOYEE BENEFITS TRUST FUND</b>	<b>2022 ACTUAL</b>	<b>2023 ACTUAL</b>	<b>2024 BUDGET</b>	<b>2024 PROJECTION</b>	<b>2025 BUDGET</b>
5474 ESD#15 STATION 5 PAYROLL REIMBURSEMENT	\$179,453	\$196,964	\$328,200	\$325,000	\$0
5800 INTEREST	\$11,996	\$142,313	\$75,000	\$130,000	\$100,000
5961 TRANSFER IN	\$3,240,838	\$3,411,800	\$3,592,200	\$3,592,200	\$3,899,600
<b>TOTAL EMPLOYEE BENEFITS TRUST FUND</b>	<b>\$3,432,286</b>	<b>\$3,751,077</b>	<b>\$3,995,400</b>	<b>\$4,047,200</b>	<b>\$3,999,600</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
HEALTH INSURANCE TRUST	HEALTH INSURANCE	910-920 HEALTH INSURANCE
<b>DETAILS</b>		

LINE ITEMS	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTIONS	2025 BUDGET
6024 HEALTH INSURANCE	\$2,977,707	\$3,164,283	\$3,788,000	\$3,805,800	\$4,110,264
<b>PERSONNEL SERVICES</b>	<b>\$2,977,707</b>	<b>\$3,164,283</b>	<b>\$3,788,000</b>	<b>\$3,805,800</b>	<b>\$4,110,264</b>
6304 PROF. SERVICES- OTHER	\$52,681	\$54,830	\$60,000	\$60,000	\$60,000
6329 OTHER SERVICES	\$719	\$540	\$500	\$5,000	\$5,000
<b>SERVICES AND CHARGES</b>	<b>\$53,399</b>	<b>\$55,370</b>	<b>\$60,500</b>	<b>\$65,000</b>	<b>\$65,000</b>
<b>TOTAL HEALTH INSURANCE</b>	<b>\$3,031,106</b>	<b>\$3,219,653</b>	<b>\$3,848,500</b>	<b>\$3,870,800</b>	<b>\$4,175,264</b>

# ACTIVE SUPPLEMENTALS

## GENERAL FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT	OCCURRENCE
	Community Development Process Review Consultant	Professional Services	100,000	One Time
<b>Community Development Total</b>			<b>\$ 100,000</b>	
	Reclassify PT Admin. Asst to FT Admin. Asst	Personnel	80,000	Recurring
<b>City Secretary's Office Total</b>			<b>\$ 80,000</b>	
	HR Training	Training	51,000	Recurring
<b>Human Resources Total</b>			<b>\$ 51,000</b>	
	IT Specialist	Personnel	121,100	Recurring
	2nd Phone Line	Hardware	30,000	Recurring
	Replacement Backup Server	Hardware/Software	22,000	One Time
	Outdoor Speakers - Depot	Hardware	62,000	One Time
	Security Alarm System for Marketing Building	Software	2,000	Recurring
	Cameras NVR Community Center	Hardware	9,000	One Time
	Facilities - 15 Cameras	Hardware	7,500	One Time
	CAD Address Database Updates	Software	6,000	Recurring
	Community Development - Plotter/Scanner	Hardware	5,000	One Time
	AutoCAD	Software	2,500	Recurring
	Replace PD New Radio/Audio Recorder	Hardware	42,000	One Time
	7 Laptop Computers for Investigators	Hardware	12,000	One Time
	3 Public Works Rugged Laptops	Hardware	7,200	One Time
	HRIS System Replacement	Software	125,000	Recurring
	Training Room Refresh	Hardware	75,000	One Time
<b>Information Technology Total</b>			<b>\$ 528,300</b>	
	Gym Equipment	Materials & Parts	16,000	One Time
	Camera Trailer	Equipment	40,000	One Time
	Drones	Materials & Parts	14,500	One Time
	Virtual Simulator	Training	48,000	One Time
	Traffic Preemption	Software	38,500	One Time/Recurring
<b>Police Department Total</b>			<b>\$ 157,000</b>	
	1.5 Firefighters	Personnel	168,750	Recurring
	Ballistic Protection Vests	Clothing & Uniforms	7,500	One Time
	Traffic Preemption	Software	33,700	One Time/Recurring
<b>Fire Department Total</b>			<b>\$ 209,950</b>	
	1.5 Firefighters	Personnel	168,750	Recurring
	Ballistic Protection Vests	Clothing & Uniforms	7,500	One Time
	Traffic Preemption	Software	15,300	One Time/Recurring
<b>ESD #15 Total</b>			<b>\$ 191,550</b>	
	Heavy Equip/Fleet Mechanic	Personnel	106,000	Recurring
<b>Garage Department Total</b>			<b>\$ 106,000</b>	
	Depot Christmas Tree Replacement	System Maintenance	40,000	One Time
	Tomball Entry Monuments	Professional Services	52,000	One Time
	Replacement for GE-61 (Zero Turn Mower)	Materials & Parts	19,000	One Time
<b>Parks Department Total</b>			<b>\$ 111,000</b>	
	Replacement for GE-69 (Zero Turn Mower)	Materials & Parts	18,000	One Time
<b>Streets Department Total</b>			<b>\$ 18,000</b>	
	Airless Line Striper	Materials & Parts	8,000	One Time
	City Hall Storage Remodel	Land & Buildings	20,000	One Time
	Community Center Stove	Materials & Parts	8,000	One Time
	HVAC Replacement (City Wide)	Machinery & Equipment	80,000	One Time
	PD Remodel	Land & Buildings	140,000	One Time
<b>Facilities Maintenance Total</b>			<b>\$ 256,000</b>	
<b>GENERAL FUND TOTAL</b>			<b>\$ 1,808,800</b>	

## HOT FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT	OCCURRENCE
	Marketing Pergola Demo	Land & Buildings	30,000	One Time
	New Utility Golf Cart	Materials & Parts	11,100	One Time
	Wayfinding Signs	Professional Services	130,000	One Time
<b>Marketing Total</b>			<b>\$ 171,100</b>	
<b>HOT FUND TOTAL</b>			<b>\$ 171,100</b>	



# ACTIVE SUPPLEMENTALS

## ENTERPRISE FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT	OCCURRENCE
	Large Water Meter Replacement	Materials & Parts	815,000	One Time
	FM 2920 GST Rehab and Clean	System Maintenance	130,000	One Time
	Pine Street Pump Station Improvements	System Maintenance	118,000	One Time
<b>Water Department Total</b>			<b>\$ 1,063,000</b>	
	Wastewater Maintenance Crew	Personnel/ Materials & Parts	168,500	Recurring
	Lift Station Rehab	System Maintenance	130,000	One Time
	NWWTP Maintenance Needs	System Maintenance	61,000	One Time
	SWWTP Maintenance Needs	System Maintenance	75,000	One Time
<b>Wastewater Total</b>			<b>\$ 434,500</b>	
	Gas Leak Detection Kit	Supplies	15,000	One Time
<b>Gas Total</b>			<b>\$ 15,000</b>	
<b>ENTERPRISE FUND TOTAL</b>			<b>\$ 1,512,500</b>	

## FLEET REPLACEMENT

DEPARTMENT	TITLE	TYPE	AMOUNT	OCCURRENCE
Community Development	Replacement for AD-15 (2013 Silverado)	Vehicle	42,000	One Time
Police Department	Replacement for Shop 01 (2015 Tahoe)	Vehicle	67,000	One Time
Police Department	Replacement for 21-139 (2021 Explorer)	Vehicle	85,000	One Time
Police Department	Replacement for 21-140 (2021 Interceptor)	Vehicle	85,000	One Time
Police Department	Replacement for 21-145 (2021 Explorer)	Vehicle	85,000	One Time
Fire Department	Replacement Ladder Truck for 08-007 (2007 Fire Truck)	Vehicle	200,000	One Time
Public Works	Replacement for 15-146 (2015 Duramax)	Vehicle	70,000	One Time
Public Works	Replacement for G-40 (2016 Silverado)	Vehicle	60,000	One Time
Public Works	Replacement for GE-65 (2018 JD Gator)	Equipment	22,000	One Time
<b>General Fund Fleet Replacement Total</b>			<b>\$ 716,000</b>	
Utilities	Replacement for UE-22 (2008 Mini Excavator)	Equipment	65,000	One Time
Utilities	Replacement for UE-29 (2010 Mini Excavator)	Equipment	65,000	One Time
<b>Enterprise Fund Fleet Replacement Total</b>			<b>\$ 130,000</b>	
<b>FLEET REPLACEMENT TOTAL</b>			<b>\$ 846,000</b>	
<b>SUPPLEMENTAL TOTAL</b>			<b>\$ 4,338,400</b>	

General Fund	\$ 1,808,800
Enterprise Fund	1,512,500
Hotel Occupancy Tax Fund	171,100
Total	\$ 3,492,400
Total Including Fleet Replacement	\$ 4,338,400
Personnel	\$ 813,100
Non-Personnel	\$ 2,679,300
Recurring Costs	\$ 1,073,350
Non-Recurring Costs	\$ 2,419,050

# CUT SUPPLEMENTALS

## GENERAL FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT
	Community Center Audio Upgrade	Equipment	67,000
	Public Works Work Order Implementation	Software	209,000
	Recreation Management Software	Software	17,000
<b>Information Technology Total</b>			<b>\$ 293,000</b>
	Electric Bicycles	Equipment	4,200
<b>Police Department Total</b>			<b>\$ 4,200</b>
	Captain of Support Services	Personnel	117,700
	Training Room Tables and Chairs	Furniture < \$20,000	14,000
<b>Fire Department Total</b>			<b>\$ 131,700</b>
	Unleaded Fuel Tank Replacement	Land & Buildings	200,000
<b>Garage Department Total</b>			<b>\$ 200,000</b>
	Resurfacing Tennis Court	System Maintenance	30,000
<b>Parks Department Total</b>			<b>\$ 30,000</b>
	Turbine Blower	Materials & Parts	10,000
<b>Streets Department Total</b>			<b>\$ 10,000</b>
	Community Center - Generator Docking Station	Land & Buildings	40,000
	Community Center Bathroom Remodel & Floor Replacement	Land & Buildings	180,000
<b>Facilities Maintenance Total</b>			<b>\$ 220,000</b>
<b>GENERAL FUND TOTAL</b>			<b>\$ 888,900</b>

## ENTERPRISE FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT
	New Crew Truck & Maintenance Crew Chief	Vehicle & Personnel	203,400
<b>Wastewater Total</b>			<b>\$ 203,400</b>
<b>ENTERPRISE FUND TOTAL</b>			<b>\$ 203,400</b>
<b>CUT SUPPLEMENTAL TOTAL</b>			<b>\$ 1,092,300</b>

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 28, 2024

**Topic:**

Appoint member to Position 1, whose term expired on 9/1/2024, to the Tomball Regional Health Foundation.

**Background:**

Currently, the total number constituting the members of the Board is eleven; five (5) of the eleven (11) Board Members shall be appointed by City Council and six (6) of the eleven (11) Board Members shall be elected by the Board. Any vacancy occurring in the Board shall be filled by the body appointing the Board Member whose seat is being vacated. The term of the new Board Member shall commence immediately and shall continue until the expiration of the term for which the Board Member was appointed to fill.

<u>TRHF Member</u>	<u>Position</u>	<u>Term Ends</u>
Julie Nash	1	9/1/2024
Sharon Frank	2	9/1/2025
Margarette Yacoubian	3	9/1/2024
Jim Ross	4	9/1/2025
Lori Wilson	5	9/1/2024

The following individuals have expressed an interest to serve, and their applications are attached.

- Janna Hogland
- Jim Englelke (currently serving on TEDC)
- Julie Nash
- Lori Wilson
- Margaret Yacoubian

**Origination:** City Secretary Office

**Recommendation:**

N/A

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

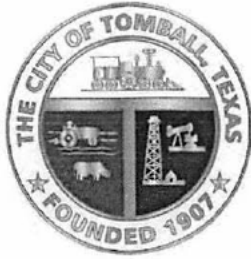
**FUNDING (IF APPLICABLE)**

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 Sasha Luna  
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: 6/5/24

Name: Janna Hoglund

Phone: \_\_\_\_\_

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip [REDACTED]

Phone: [REDACTED] (Work)

Email: [REDACTED]

Cell: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Director of LSC-Tomball Community library 2017-present

In this role I oversee the daily operations of the library, as well as developing and sustaining strategic partnerships within

the Tomball Community. City of Tomball, TEDC, TISD, GTACC, LSC-Tomball, TRHF, Precincts 3 and 4 are some of the partners

I work with. We are very engaged with our community as this is the key in serving it better.

Multiple new services and programs for all ages have been added to benefit our Tomball Community

Professional and/or Community Activities: \_\_\_\_\_

GTACC Board of Directors - Vice Chairman of the Board (Business Resources), Executive Board Member, 2021-2023

Tomball Education Foundation Board of Directors, Executive Board Member, Vice President of Communications, 2022-present

Leadership North Houston Advisory Council, 2022-present

Through the service on these Boards I am engaged in various community events and activities that benefit Tomball Community

Additional Pertinent Information/References: \_\_\_\_\_

References: Bruce Hillegeist, GTACC President, (281) 351-7222;

Dr. Lee Ann Nutt, LSC- Tomball President, (281) 351-3378

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.**

The answer is simple - because I care and because I love Tomball. One of the Tomball leaders gave me an advice I am following:

"We should serve our community in a way that makes it a place we want to raise our children in and be with our families."

With this always in mind, I serve my Tomball Community. By serving on TRHF Board I can contribute even more to making Tomball

the best place to be in. I would like to help and support TRHF in achieving its organizational missions in serving our Tomball 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) 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](mailto: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**

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.

*n/a*

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.

*n/a*  
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 *Janna Hopland*  
Signature of vendor doing business with the governmental entity

*6/4/24*  
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 178, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*Janna Hopland*

2 Office Held

*City Board*

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.

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 *n/a* Description of Gift \_\_\_\_\_

Date Gift Accepted *n/a* 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 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.

*Janna Hopland*  
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 *Janna Hopland* and my date of birth is *03/08/1971*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *Tarrant* County, State of *Texas*, on the *4* day of *June*, 20*24*

*Janna Hopland*  
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):**

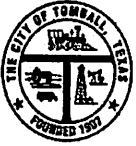
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(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.

Janna Hoglund  
Board Member's Signature

6/4/24  
Date

Janna Hoglund  
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 06/04/2024 (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.

Janna Hoplund  
Signature of Applicant for Appointment

Janna Hoplund  
Printed Name of Applicant

6/4/2024  
Date:

# Janna V. Hoglund, MLIS

---

June 5, 2024

As an experienced and passionate servant leader, I strongly believe in the importance of community service. In my current role as the Director of LSC-Tomball Community Library, since 2017, I proudly and passionately serve our Tomball Community.

LSC-Tomball Community Library is a joint library in partnership between Harris County Public Library and Lone Star College-Tomball. As a library director, I actively engage with the Greater Tomball community the library serves. Building and sustaining strategic partnerships is one of the key aspects of community service and bringing a positive impact. I have served on the Board of Directors of the Greater Tomball Area Chamber of Commerce and currently serve on the Board of Directors of the Tomball Education Foundation and the Advisory Board of Leadership North Houston. My library, my team, and I have received multiple recognitions for community service from local and state organizations and elected officials.

Some of the major collaborative and community engagement initiatives that I was directly engaged in and coordinated:

- *Tomball Naturalization Ceremony* (in collaboration with the USCIS) – February 2024
- *GTACC Tomball Leadership Summit*, May 2023 (as the planning Committee Chair)
- *SPARK Partnership* (a partnership between the library, Tomball ISD, and LSC-Tomball). 2021 – present. SPARK received two 2023 awards from Texas Library Association as an innovative community initiative that made a significant positive impact. SPARK was recognized with a proclamation by the City of Tomball in 2021. Recognition from Commissioner Tom Ramsey in 2023.
- *Tomball Innovation Lab* (a collaboration between the library, LSC-Tomball, Precinct 4, GTACC, TEDC, HCA-Houston Healthcare Tomball, and City of Tomball). 2020 – present
- *Tomball Community Art Showcase* (a collaboration between the library, TISD, LSC-Tomball) 2019- present

I am looking forward to having a chance to serve on the TEDC Board in order to enhance the quality of life of our Tomball residents and to enhance the general well-being of our community.

Sincerely,

*Janna Hoglund*



**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: 8/20/24

Name: James D (Jim) Engelke

Phone: [Redacted]

Address: [Redacted]

Phone: [Redacted] (Home)

City/State/Zip: [Redacted]

Phone: [Redacted] (Work)

Email: [Redacted]

Cell: [Redacted]

I have lived in Tomball 15 years.

I am  am not  a U.S. Citizen

Occupation: Director, Enterprise Support & Implementation Services, StoneEagle

Professional and/or Community Activities: Past President, Tomball Rotary Club; Member, Greater Tomball Area Chamber of Commerce; President, Leadership North Houston Alumni Assn; Member, Leadership North Houston Advisory Council; Member, Tomball Economic Development Corporation Board; Member, John Wesley Methodist Church Council

**Additional Pertinent Information/References:** References of professional and community involvement include:  
Bruce Hillegeist, President, GTACC; Dr LeeAnn Nutt, President, Lone Star College-Tomball; Dr Martha Salazar-Zamora, Superintendent, Tomball ISD

**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 always desired an opportunity to be involved in my community and believe I possess talents and experiences that contribute to the work of these organizations. Specifically, I have formal education or experience in the area of Economic Development and Public Management. My Masters Degree is from the Bush School of Government & Public Service at Texas A&M where I studied Policy Analysis. Additionally, I hold a professional certification as a Professional Community & Economic Developer (PCED). I believe these, in conjunction with my sense of community established at a young age as an Eagle Scout, make me a desirable pick to serve our community and help ensure Tomball remains a great place to live, work, and play.

**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.

- 2 ) 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

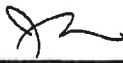
Meeting Information

As called

\*\*\*\*\*



**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Jim Engelke  
2024.08.20 12:59:10 -05'00'

---

**Signature of Applicant**

*(Must be signed/signature typed in)*

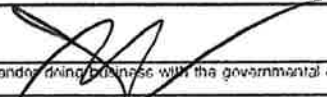
**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto: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**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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)</p> <p>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</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p>N/A</p>	
<p><b>2</b> <input type="checkbox"/> 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.)</p>	
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;"><u>Jim ENGELKE</u> Name of Officer</p>	
<p><b>4</b> 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.</p> <p style="text-align: center; font-size: 2em;">MA</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>5</b> 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.</p> <p style="text-align: center; font-size: 2em;">N/A</p>	
<p><b>6</b> <input type="checkbox"/> 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)</p>	
<p><b>7</b></p> <p style="text-align: center;">               Signature of vendor doing business with the governmental entity         </p> <p style="text-align: right;"> <u>8/28/24</u>              Date         </p>	

**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

James D (Jim) Engelke

2 Office Held

Member, TEDC Board

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).

Date Gift Accepted N/A 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.



Jim Engelke  
2024.08.28 07:20:31 -0800

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 James D Engelke and my date of birth is [REDACTED]

My address is [REDACTED] USA

(street) (city) (state) (zip code) (country)

Executed in Harris County State of Texas on the 28th day of August 2024

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.

Jim Engelke  
2024.08.20 13:02:19 -05'00'

Board Member's Signature

08/20/24

Date

**Jim Engelke**

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 8/14/24 (date).

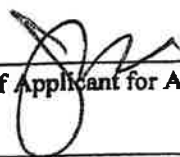
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

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  
Jim Engelke

\_\_\_\_\_  
Printed Name of Applicant  
08/20/24

\_\_\_\_\_  
Date:

## **JAMES D (JIM) ENGELKE BIOGRAPHY**

With regard to professional experience, community investment, and education, it is doubtful you will find many candidates for Tomball EDC Board as uniquely qualified as Jim Engelke.

Jim holds a certification as a Professional Community & Economic Developer (PCED), recognized across the nation as a leading educational program for economic development professionals. On the Board, Jim's advanced knowledge in this area would be most advantageous.

He also has earned a Master's Degree in Public Policy Analysis and a Graduate Certificate in Public Management from the Bush School of Government & Public Service at Texas A&M University, certifying his advanced study of government processes (including budgeting and finance) and intelligent policy design as well as analysis of the effects of particular policy or prospective policy (forecasting, scoring, cost-benefit analysis, public impact, tax efficiency, etc). This translates to Jim having a high degree of understanding of the needs of the community and how economic development opportunities may affect Tomball.

Professionally, Jim has served in executive leadership roles for over 20 years, most of which in the private sector as a C-level corporate executive as well as 5 years as a CEO of his own company which he sold in 2019. He recently returned to private industry after almost six years with Lone Star College where he worked managing workforce development initiatives including internship programs and community leadership programs, both of which are economic development initiatives in a healthy community.

In service to Tomball, Jim has been in the Tomball Rotary Club since 2015 and served as President from 2018-2019 where he led community service and partnership efforts to create the first ever Big Show at the Depot. Jim has also served the Greater Tomball Area Chamber of Commerce as Committee Chair for the Mobility & Transportation Committee and has served on the Government & Legislative Affairs Committee as well.

He is also a graduate of Leadership Tomball ISD and Leadership North Houston and currently serves as President of the LNH Alumni Association Board as well as on the LNH Advisory Council. Over the past 12 years he has been in Tomball, he has also served on various non-profit Boards of Directors and on the Texas Railroad Heritage Museum Board.





## 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:

Name: Christina Nash

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: July 2, 2024

Phone: [REDACTED]

Phone: [REDACTED] (Home)

Cell: [REDACTED] (Work)

I have lived in Tomball 25 years.

I am  am not  a U.S. Citizen

Occupation: Education - teacher for 20 years currently  
a Curriculum Director

Professional and/or Community Activities:

Church Methodist, Local pop up with Tomball Clean  
Up Day, #LSR 10 years

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 currently served on this Board for years and it is an important part of my service to the Tomball 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)  
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](mailto: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 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.005, 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.

*NA Christina East*

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 \_\_\_\_\_

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.

\_\_\_\_\_  
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:

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- (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.

Christina Nash  
Board Member's Signature

7/2/24  
Date

Christina Nash  
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 7/2/24 (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.

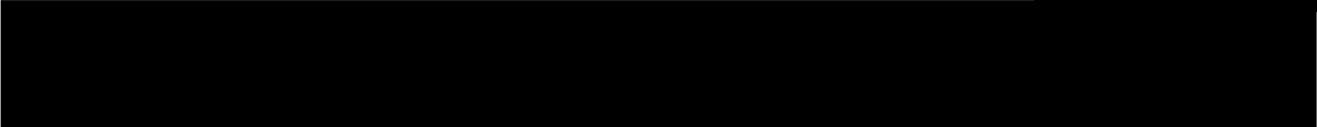
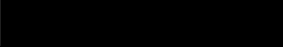
Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Christina Nash  
Signature of Applicant for Appointment

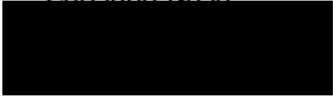
Christina Nash  
Printed Name of Applicant

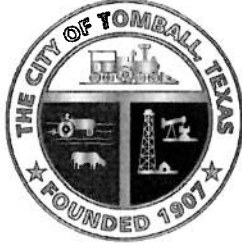
7/2/24  
Date:

Christina Nash has lived in the Tomball Cypress area off and on for 35 years. She is a lifetime educator having served in school districts in and around Tomball ISD. She has also served as a senior field trainer with the Academic Foundation Initiatives at IPSI with the University of Texas at Austin and as an educational consultant to the North Slope Borough School District in Barrow Alaska. Christina has a bachelor's degree in education from Sam Houston State University and a master's degree in educational administration and language arts from the University of St. Thomas.



Thank you kindly,--  
Christina Nash





**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: 6/25/24

Name: Lori Wilson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: (Work)

City/State/Zip: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 23 years.

I am YES am not \_\_\_ a U.S. Citizen

Occupation: Director of Physician Relations at HCA Houston Healthcare Tomball - 7 years, Director of Employer Relations at HCA Houston Healthcare - Kingwood - 2 years. I grow service lines and support physician staff. I've worked in Hospitals and Healthcare since 2005.

Professional and/or Community Activities: Current Board member of the Tomball Regional Health Foundation since 2016. Past Chairman of the planning and Zoning Commission, starting on the board when it was just the Planning Commission, working with the City and Zoning Consultant to bring Zoning to Tomball in 2008. Past President ESD#8, which is a Harris County elected position, providing funding for NW EMS through our Board. Founding member of the Tomball Business Association and Walk Tomball. Former Therapy Pet Pal member with my 126 lb Golden Retriever, Samson, visiting Tomball Nursing Homes.

Additional Pertinent Information/References: John Ford - City of Tomball Councilman, Rob Marmorstein - CEO HCA Healthcare Tomball, Bruce Hillegeist - President and CEO of the Greater Tomball Chamber of Commerce, Timika Simmons, CEO of TOMAGWA, Jeffrey Klein, CEO Tomball Regional Health Foundation

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**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 Tomball for 23 years and I love my community. The TRHF Board has been expanding our charitable service lines and we are also in the midst of planning of our new building on Medical Complex. I think it is important that the Board is stable as we see this project through to completion.

It is an exciting time to be on the Board as we continue to support our community, and I would like to continue on as a Board member.

I appreciate your consideration.

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**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.**



Digitally signed by Lori Wilson  
Date: 2024.06.25 10:13:41  
-05'00'

---

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](mailto: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 176.008, 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

  
Lori Wilson

6-25-24

**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.

  
Lori Wilson  
6-25-24

**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 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.

\_\_\_\_\_  
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)

*[Handwritten Signature]*  
Keri Wilson - 6-25-24



## 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:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



Lori Wilson 6-25-24



## 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.

Digitally signed by Lori Wilson  
Date: 2024.06.25 10:16:08 -05'00'

Board Member's Signature

June 25, 2024

Date

Lori Wilson

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 8-25-24 from Website (date).

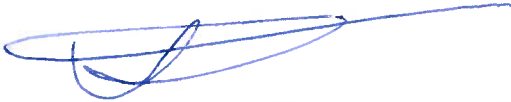
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

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

*Hori Wilson*

\_\_\_\_\_  
Printed Name of Applicant

June 25, 2024

\_\_\_\_\_  
Date:

**Lori Wilson Bio – Tomball Regional Health Foundation Board**

I feel I bring several strong capabilities to the Tomball Regional Health Foundation.

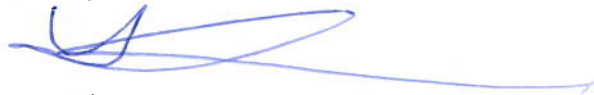
- Healthcare background since 2005
- Homeowner in the City of Tomball since 2001
- Many years of community involvement
- Deep knowledge of the Tomball community
- Strong relationships with community leadership
- Robust relationship building skills

As a TRHF Board member I bring experienced and common sense thoughts to the agenda items we discuss. Our Board has deep respect for one another and feel comfortable speaking our minds and considering other's opinions. The welfare and support to the communities we fund are always the primary focus of any of our discussions, as well as staying within the boundaries of our mission statement.

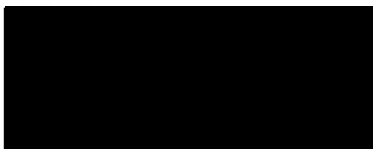
We are currently finalizing plans to build on Medical Complex Drive and the stability and experience of our Board is important as we work together to make many decisions for this large project. Also, we have changed our funding processing, and scope of charitable organizations, and I am excited to see these endeavors continue to grow.

I would like to ask to continue as a Board member for the Tomball Regional Health Foundation to be a part of the continuity of the projects we are currently working on, as well as the plans we have to further our charitable funding deeper into our communities.

Thank you,



Lori Wilson



# LORI WILSON

## SUMMARY

Results-driven professional with progressive experience and accomplishment in selling, managing, and increasing key internal and external client relationships. Strategic and visionary leader with a track record of developing and executing plans to impact a company's vision, revenue, and profit goals. Self-driven and motivated, blended with strong business, leadership, relationship, sales/marketing, consultative selling, communication, problem solving, and product development/marketing collaboration skills.

- Vision, Strategy & Execution
- Relationship & Consultative Selling
- Oral, Written, & Presentation Skills
- New Product Development & Launch
- Client Relationship Management
- Executive Presentations & Negotiations
- Project Management & Marketing Events
- Competitive Analysis & Account Strategies

## KEY ACCOMPLISHMENTS

- Gifted in creating, building, enhancing and maintaining relationships with C-level executives, internal and external clients
- Top producer with multiple awards during career including President's Club, National Sales Leader and Super-Achiever
- Proven history of exceeding quotas and revenue volume goals year-over-year in extremely competitive and demanding environments
- Successful experience developing marketing strategies and assisting in product and service line launch/rollouts

## PROFESSIONAL EXPERIENCE

HCA HEALTHCARE (Hospital Corp of America) – Houston, Texas 3/15 - Present  
*At its founding in 1968, Nashville-based HCA was one of the nation's first hospital companies. Today, we are the nation's leading provider of healthcare services, a company comprised of locally managed facilities that includes 185 hospitals and 2,000+ sites of care in 20 states and the UK, employing approximately 275,000 people.*

**Director of Physician Relations - Generalist, HCA Houston Healthcare Tomball** 07/17 - Present  
Develop and retain customer relationships to drive business growth for key hospital service lines. Serve as an extension of hospital leadership and operations, focusing on key internal and external customers to grow hospital volumes (Orthopedics, Spine Surgery, Cardiovascular, Surgery, Bariatrics, Podiatry, Pain Mgmt, PCP, GI, OBGYN, Pulmonology, Neurology, Oncology, and Breast surgery). Preserve relationships between physicians and O Suite by building strong and trusted relationships. Proficient in working within an integrated hospital organization.

**Director of Employer Relations, HCA Houston Healthcare Kingwood** 03/15 – 07/17  
Build and maintain business relationships that drive business back into the hospital system. Create strong relationships with insurance brokers and consultants in order to gain access to commercially insured groups. Provide top employers with information on hospital service lines, strengths and benefits. Garner solid relationships with hospital executives, directors and staff in order to understand service lines, culture, and strategies.

THE METHODIST HOSPITAL SYSTEM, Houston, Texas 12/09 – 02/15  
*The Methodist Hospital System is comprised of a leading academic medical center in the Texas Medical Center and four community hospitals serving the greater Houston area.*

**Wellness Consultant, Houston, Texas**  
Build and maintain business relationships with national and local corporate accounts, primarily in the Texas market. Plan, manage, and execute strategies to impact the company's market position in a niche industry. Consult with C-level executives, human resource management, insurance carriers and broker partners. Develop relationships, identify needs, and deliver multiple informal and Power Point presentations with end-to-end solutions, to win new business opportunities, as well as maintaining and increasing current business. Manage diverse relationships, at multiple levels, as well as negotiate contracts and contract renewals. Responsible for strategic management of sales goals, and implementing plans to exceed those targets. Maintain and utilize contact management software.

- Generate wide range of successful strategic partnerships with large and mid-sized corporate clients
- Key strategist and sales/marketing leader in delivering relevant wellness solutions
- Successfully deliver comprehensive wellness and life style management programs while building a relationship investment and reducing bottom line expenses for client base

- Achieve long term relationships with corporate clients of all sizes as well as insurance consultants and brokers. Texas Department of Insurance Licensed General Lines Agent and Life and Health Insurance Counselor since 2007.
- Proven track record of successfully bidding \$100K plus contracts

LIFE TIME FITNESS, Houston, Texas

03/05 – 12/09

*\$350 million company specializing in wellness services and solutions for corporate clientele*

**Regional Corporate Wellness Director, Houston, Texas**

Constructed and sustained strong relationships with national insurance carriers, national brokers and corporate accounts in the Texas market. Maintained sturdy relationships with insurance carriers, broker partners and C-level executives, developed relationships, identified needs, and delivered solutions. Provided expertise to various departments within an organization to coordinate a unique and appropriate wellness strategy. Negotiated contracts/contract renewals and set up trade show marketing events to create company awareness.

- Achieved successful business partnerships with a diverse range of corporate clients, insurance consultants and brokers
- Delivered significant new revenue in the Texas market
- Completed and implemented knowledge from Consultative Sales training
- Successfully delivered comprehensive wellness and life style management programs in conjunction with insurance carrier and broker representatives while building a return on investment and reducing bottom line expenses for client base
- Recognized as one of the leading Regional Directors in the company for managing positive relationships that drive large employers toward utilizing wellness services and successfully impacting their revenue in a very competitive industry.
- Collaborated with product development on market strategy and positioning for the first-ever full-service insurance brokerage launch supported by a nationwide health and fitness network
- Developed and implemented marketing strategies for e-mail campaigns and print marketing materials
- Established relationships and won new business with large corporate accounts, brokers and insurance carriers

RICOH AMERICAS CORP., Houston, Texas

11/02 – 03/05

*\$3 Billion in Sales Annually Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts and long-term agreements. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- Image Management Consultant Certification
- Certified Document Image Architect Certification
- Ricoh University Student
- Color Management Certified - Solution Selling Certified - Production Selling Certified
- Managed direct relationships with channel partners in a very competitive industry
- Played key role in driving business by collaborating with product development and IT teams to build custom-designed document management systems for clients

AMERICAN BUSINESS MACHINES, Houston, Texas

09/01– 11/02

*Established 1954 – Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development for a Houston territory, selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- \$100,000 of the Month Club
- Minolta Professional Sales/Action Selling Certified
- Achieved forecasted sales quota regularly
- Instrumental in developing new business revenue by 7% a year

MARK OF DISTINCTION, Houston, Texas  
*Established 1988 - Addressing, folding/inserting, and mailing equipment*

5/00 – 08/01

**Account Executive**

Managed sales/new business development in the Houston market for the large mailing/addressing, folding/inserting equipment. Prospected leads and developed relationships with C-level contacts, responded to RFPs, developed detailed business cases, negotiated pricing and contract specifications, and influenced decisions to close new business opportunities.

- Salesperson of the Month for 6 sales cycles
- Member of various postal/printing organizations

OFFICEMAX, Prescott, Arizona  
**Major Account Executive**  
Managed Catalog Sales for all of Northern Arizona

3/97 – 5/00

IKON OFFICE SOLUTIONS, Prescott, Arizona  
**Sales Consultant**  
Copier/Fax Sales for Prescott Arizona territory

9/96 – 3/97

MINOLTA BUSINESS SYSTEMS, Houston, Texas  
*Diversified Office Automation Equipment and Electronics Provider*

4/91 – 8/96

- Successful management of three hundred-fifty existing clients for over five years.
- Achievement of number one sales representative in the Houston office out of twenty-four representatives 10 times
- Super-Achiever Award - 1995-1996
- Awarded Minolta President's Club trip for 1992 (Puerto Rico), 1993 (Scotland), and 1994 (Monte Carlo), 1995 (Caribbean Cruise).

**EDUCATION**

**Bachelor's degree – Business Administration – LeTourneau University - 2005**

\*Summa Cum Laude  
\*Alpha Sigma Lambda

**Associate's degree – Marketing – North Harris Montgomery College - 1996**

\*Phi Theta Kappa

**COMMUNITY SERVICE**

**Planning and Zoning Commission – Tomball – Chairman – 2007 to 2013**

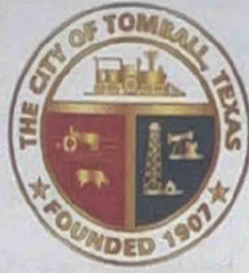
**Emergency Services District #8 Commissioner – President (Elected Official) – 2007 to 2014**

**Tomball Business Association – Vice President – Communications – 2007 to 2010**

**Guest Business Columnist – Tomball/Magnolia Potpourri (HCN) – 2007 to 2010**

**Tomball Regional Health Foundation Board Director – 2016 – Present**

**East Montgomery County Chamber of Commerce Director – 2016 - 2017**



## 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: 7/2/24

Name: Margarette Yacoubian "Maggie"

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

(Work)

Email: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Chief Nursing Officer

Professional and/or Community Activities: see biography



Additional Pertinent Information/References: Bruce Hillegeist, President and CEO Greater Tomball Area Chamber of Commerce  
John Ford, Tomball City Council Member, Position 1

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 served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community.

While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports.

This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.

see biography

**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.

Margarette Yacoubian

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](mailto: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 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

*N/A - Margauette Yambian  
7/2/24*

**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

\_\_\_\_\_  
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)

(county)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

MA - Marguerite Yamborow  
7/2/24

## 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.

Margarette Yacoubian  
Board Member's Signature

7/2/24  
Date

Margarette Yacoubian  
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 7/2/24 (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.

(website)

Margarette Yacoubian  
Signature of Applicant for Appointment

Margarette Yacoubian  
Printed Name of Applicant

7/2/24  
Date:



## Maggie Yacoubian Biography

[REDACTED] I live in Tomball and have for the past 5 and a half years.

[REDACTED]

I work in the healthcare industry and have for the past 27 years. Over the past 27 years I have served as a nurse intern, registered nurse, nursing leader, and a nurse executive. I have worked as the chief nursing officer at HCA Houston Healthcare Tomball from 2019-2022 then transitioned as the chief nursing officer at HCA Houston Healthcare North Cypress. I hold a Master's Degree of Science in Nursing Leadership and Administration.

I'm a member of the American Organization of Nurse Executives and American College of Healthcare Executives.

I have served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community. While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports. This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 28, 2024

**Topic:**

Appoint member to Position 5, whose term expired on 9/1/2024, to the Tomball Regional Health Foundation.

**Background:**

Currently, the total number constituting the members of the Board is eleven; five (5) of the eleven (11) Board Members shall be appointed by City Council and six (6) of the eleven (11) Board Members shall be elected by the Board. Any vacancy occurring in the Board shall be filled by the body appointing the Board Member whose seat is being vacated. The term of the new Board Member shall commence immediately and shall continue until the expiration of the term for which the Board Member was appointed to fill.

<u>TRHF Member</u>	<u>Position</u>	<u>Term Ends</u>
Julie Nash	1	9/1/2024
Sharon Frank	2	9/1/2025
Margarette Yacoubian	3	9/1/2024
Jim Ross	4	9/1/2025
Lori Wilson	5	9/1/2024

The following individuals have expressed an interest to serve, and their applications are attached.

- Janna Hogland
- Jim Englelke (currently serving on TEDC)
- Julie Nash
- Lori Wilson
- Margaret Yacoubian

**Origination:** City Secretary Office

**Recommendation:**

N/A

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

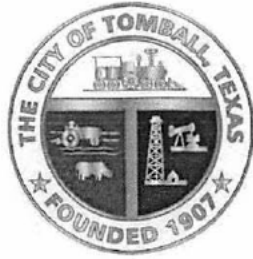
**FUNDING (IF APPLICABLE)**

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 Sasha Luna  
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: 6/5/24

Name: Janna Hoglund

Phone: \_\_\_\_\_

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip [REDACTED]

Phone: [REDACTED] (Work)

Email: [REDACTED]

Cell: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Director of LSC-Tomball Community library 2017-present

In this role I oversee the daily operations of the library, as well as developing and sustaining strategic partnerships within

the Tomball Community. City of Tomball, TEDC, TISD, GTACC, LSC-Tomball, TRHF, Precincts 3 and 4 are some of the partners

I work with. We are very engaged with our community as this is the key in serving it better.

Multiple new services and programs for all ages have been added to benefit our Tomball Community

Professional and/or Community Activities: \_\_\_\_\_

GTACC Board of Directors - Vice Chairman of the Board (Business Resources), Executive Board Member, 2021-2023

Tomball Education Foundation Board of Directors, Executive Board Member, Vice President of Communications, 2022-present

Leadership North Houston Advisory Council, 2022-present

Through the service on these Boards I am engaged in various community events and activities that benefit Tomball Community

Additional Pertinent Information/References: \_\_\_\_\_  
References: Bruce Hillegeist, GTACC President, (281) 351-7222;  
Dr. Lee Ann Nutt, LSC- Tomball President, (281) 351-3378  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

The answer is simple - because I care and because I love Tomball. One of the Tomball leaders gave me an advice I am following:  
"We should serve our community in a way that makes it a place we want to raise our children in and be with our families."  
With this always in mind, I serve my Tomball Community. By serving on TRHF Board I can contribute even more to making Tomball  
the best place to be in. I would like to help and support TRHF in achieving its organizational missions in serving our Tomball 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)  
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](mailto: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**  
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**FORM CIQ**

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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.  
n/a

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.  
n/a  
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 Janna Hopland 6/4/24  
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 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 178, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*Janna Hopland*

2 Office Held

*City Board*

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.

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 *n/a* Description of Gift \_\_\_\_\_

Date Gift Accepted *n/a* 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 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

*Janna Hopland*  
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 *Janna Hopland* and my date of birth is *03/08/1971*

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in *Tarrant* County, State of *Texas*, on the *4* day of *June*, 20*24*

*Janna Hopland*  
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):**

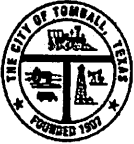
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(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.

Janna Hoglund  
Board Member's Signature

6/4/24  
Date

Janna Hoglund  
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 06/04/2024 (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.

Janna Hoplund  
Signature of Applicant for Appointment

Janna Hoplund  
Printed Name of Applicant

6/4/2024  
Date:

# Janna V. Hoglund, MLIS

---

June 5, 2024

As an experienced and passionate servant leader, I strongly believe in the importance of community service. In my current role as the Director of LSC-Tomball Community Library, since 2017, I proudly and passionately serve our Tomball Community.

LSC-Tomball Community Library is a joint library in partnership between Harris County Public Library and Lone Star College-Tomball. As a library director, I actively engage with the Greater Tomball community the library serves. Building and sustaining strategic partnerships is one of the key aspects of community service and bringing a positive impact. I have served on the Board of Directors of the Greater Tomball Area Chamber of Commerce and currently serve on the Board of Directors of the Tomball Education Foundation and the Advisory Board of Leadership North Houston. My library, my team, and I have received multiple recognitions for community service from local and state organizations and elected officials.

Some of the major collaborative and community engagement initiatives that I was directly engaged in and coordinated:

- *Tomball Naturalization Ceremony* (in collaboration with the USCIS) – February 2024
- *GTACC Tomball Leadership Summit*, May 2023 (as the planning Committee Chair)
- *SPARK Partnership* (a partnership between the library, Tomball ISD, and LSC-Tomball). 2021 – present. SPARK received two 2023 awards from Texas Library Association as an innovative community initiative that made a significant positive impact. SPARK was recognized with a proclamation by the City of Tomball in 2021. Recognition from Commissioner Tom Ramsey in 2023.
- *Tomball Innovation Lab* (a collaboration between the library, LSC-Tomball, Precinct 4, GTACC, TEDC, HCA-Houston Healthcare Tomball, and City of Tomball). 2020 – present
- *Tomball Community Art Showcase* (a collaboration between the library, TISD, LSC-Tomball) 2019- present

I am looking forward to having a chance to serve on the TEDC Board in order to enhance the quality of life of our Tomball residents and to enhance the general well-being of our community.

Sincerely,

*Janna Hoglund*



**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: 8/20/24

Name: James D (Jim) Engelke

Phone: [Redacted]

Address: [Redacted]

Phone: [Redacted] (Home)

City/State/Zip: [Redacted]

Phone: [Redacted] (Work)

Email: [Redacted]

Cell: [Redacted]

I have lived in Tomball 15 years.

I am  am not  a U.S. Citizen

Occupation: Director, Enterprise Support & Implementation Services, StoneEagle

Professional and/or Community Activities: Past President, Tomball Rotary Club; Member, Greater Tomball Area Chamber of Commerce; President, Leadership North Houston Alumni Assn; Member, Leadership North Houston Advisory Council; Member, Tomball Economic Development Corporation Board; Member, John Wesley Methodist Church Council

**Additional Pertinent Information/References:** References of professional and community involvement include:  
Bruce Hillegeist, President, GTACC; Dr LeeAnn Nutt, President, Lone Star College-Tomball; Dr Martha Salazar-Zamora, Superintendent, Tomball ISD

**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 always desired an opportunity to be involved in my community and believe I possess talents and experiences that contribute to the work of these organizations. Specifically, I have formal education or experience in the area of Economic Development and Public Management. My Masters Degree is from the Bush School of Government & Public Service at Texas A&M where I studied Policy Analysis. Additionally, I hold a professional certification as a Professional Community & Economic Developer (PCED). I believe these, in conjunction with my sense of community established at a young age as an Eagle Scout, make me a desirable pick to serve our community and help ensure Tomball remains a great place to live, work, and play.

**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.

- 2 ) 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

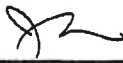
- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Jim Engelke  
2024.08.20 12:59:10 -05'00'

---

**Signature of Applicant**

*(Must be signed/signature typed in)*

**Please return this application to:**

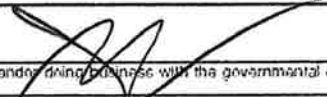
**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256**

**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**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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)</p> <p>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</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p>N/A</p>	
<p><b>2</b> <input type="checkbox"/> 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.)</p>	
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;"><u>Jim ENGELKE</u> Name of Officer</p>	
<p><b>4</b> 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.</p> <p style="text-align: center; font-size: 2em;">MA</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>5</b> 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.</p> <p style="text-align: center; font-size: 2em;">N/A</p>	
<p><b>6</b> <input type="checkbox"/> 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)</p>	
<p><b>7</b></p> <p style="text-align: center;">               Signature of vendor doing business with the governmental entity         </p> <p style="text-align: right;"> <u>8/28/24</u>              Date         </p>	

**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

James D (Jim) Engelke

2 Office Held

Member, TEDC Board

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).

Date Gift Accepted N/A 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.



Jim Engelke  
2024.08.28 07:20:31 -0800

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 James D Engelke and my date of birth is [REDACTED]

My address is [REDACTED] USA

(street) (city) (state) (zip code) (country)

Executed in Harris County State of Texas on the 28th day of August 2024

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.

Jim Engelke  
2024.08.20 13:02:19 -05'00'

Board Member's Signature

08/20/24

Date

**Jim Engelke**

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 8/14/24 (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  
Jim Engelke

\_\_\_\_\_  
Printed Name of Applicant  
08/20/24

\_\_\_\_\_  
Date:

## **JAMES D (JIM) ENGELKE BIOGRAPHY**

With regard to professional experience, community investment, and education, it is doubtful you will find many candidates for Tomball EDC Board as uniquely qualified as Jim Engelke.

Jim holds a certification as a Professional Community & Economic Developer (PCED), recognized across the nation as a leading educational program for economic development professionals. On the Board, Jim's advanced knowledge in this area would be most advantageous.

He also has earned a Master's Degree in Public Policy Analysis and a Graduate Certificate in Public Management from the Bush School of Government & Public Service at Texas A&M University, certifying his advanced study of government processes (including budgeting and finance) and intelligent policy design as well as analysis of the effects of particular policy or prospective policy (forecasting, scoring, cost-benefit analysis, public impact, tax efficiency, etc). This translates to Jim having a high degree of understanding of the needs of the community and how economic development opportunities may affect Tomball.

Professionally, Jim has served in executive leadership roles for over 20 years, most of which in the private sector as a C-level corporate executive as well as 5 years as a CEO of his own company which he sold in 2019. He recently returned to private industry after almost six years with Lone Star College where he worked managing workforce development initiatives including internship programs and community leadership programs, both of which are economic development initiatives in a healthy community.

In service to Tomball, Jim has been in the Tomball Rotary Club since 2015 and served as President from 2018-2019 where he led community service and partnership efforts to create the first ever Big Show at the Depot. Jim has also served the Greater Tomball Area Chamber of Commerce as Committee Chair for the Mobility & Transportation Committee and has served on the Government & Legislative Affairs Committee as well.

He is also a graduate of Leadership Tomball ISD and Leadership North Houston and currently serves as President of the LNH Alumni Association Board as well as on the LNH Advisory Council. Over the past 12 years he has been in Tomball, he has also served on various non-profit Boards of Directors and on the Texas Railroad Heritage Museum Board.



**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:

Name: Christina Nash

Address: [Redacted]

City/State/Zip [Redacted]

Email: [Redacted]

Date: July 2, 2024

Phone: [Redacted] (Home)

Phone: [Redacted] (Work)

Cell: [Redacted]

I have lived in Tomball 25 years.

I am  am not  a U.S. Citizen

Occupation: Education - teacher for 20 years currently a Curriculum Director

Professional and/or Community Activities:

Church Methodist, Local pop up with Tomball Clean Up Day, #LSR 10 years



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 currently served on this Board for years and it is an important part of my service to the Tomball 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)  
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](mailto: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 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.005, 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.

*NA Christina East*

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.)

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.

\_\_\_\_\_  
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.

NA *Christina Nash*

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.

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**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.

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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.

Christina Nash  
Board Member's Signature

7/2/24  
Date

Christina Nash  
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 7/2/24 (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.

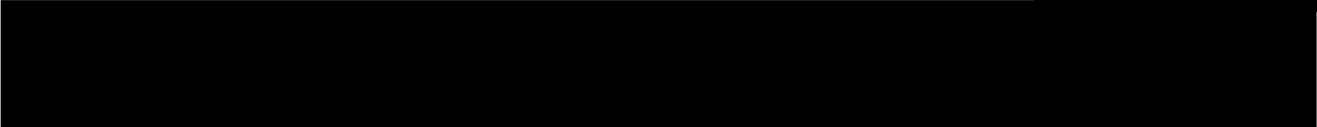
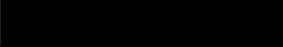
Christina Nash  
Signature of Applicant for Appointment

Christina Nash  
Printed Name of Applicant

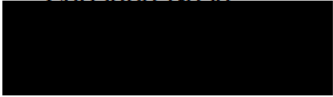
7/2/24  
Date:

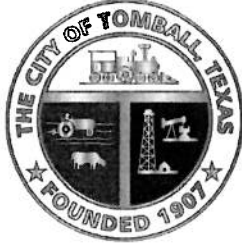


Christina Nash has lived in the Tomball Cypress area off and on for 35 years. She is a lifetime educator having served in school districts in and around Tomball ISD. She has also served as a senior field trainer with the Academic Foundation Initiatives at IPSI with the University of Texas at Austin and as an educational consultant to the North Slope Borough School District in Barrow Alaska. Christina has a bachelor's degree in education from Sam Houston State University and a master's degree in educational administration and language arts from the University of St. Thomas.



Thank you kindly,--  
Christina Nash





**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: 6/25/24

Name: Lori Wilson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: (Work)

City/State/Zip: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 23 years.

I am YES am not \_\_\_ a U.S. Citizen

Occupation: Director of Physician Relations at HCA Houston Healthcare Tomball - 7 years, Director of Employer Relations at HCA Houston Healthcare - Kingwood - 2 years. I grow service lines and support physician staff. I've worked in Hospitals and Healthcare since 2005.

Professional and/or Community Activities: Current Board member of the Tomball Regional Health Foundation since 2016. Past Chairman of the planning and Zoning Commission, starting on the board when it was just the Planning Commission, working with the City and Zoning Consultant to bring Zoning to Tomball in 2008. Past President ESD#8, which is a Harris County elected position, providing funding for NW EMS through our Board. Founding member of the Tomball Business Association and Walk Tomball. Former Therapy Pet Pal member with my 126 lb Golden Retriever, Samson, visiting Tomball Nursing Homes.

Additional Pertinent Information/References: John Ford - City of Tomball Councilman, Rob Marmorstein - CEO HCA Healthcare Tomball, Bruce Hillegeist - President and CEO of the Greater Tomball Chamber of Commerce, Timika Simmons, CEO of TOMAGWA, Jeffrey Klein, CEO Tomball Regional Health Foundation

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**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 Tomball for 23 years and I love my community. The TRHF Board has been expanding our charitable service lines and we are also in the midst of planning of our new building on Medical Complex. I think it is important that the Board is stable as we see this project through to completion.

It is an exciting time to be on the Board as we continue to support our community, and I would like to continue on as a Board member.

I appreciate your consideration.

---

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**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.**



Digitally signed by Lori Wilson  
Date: 2024.06.25 10:13:41  
-05'00'

---

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](mailto: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 176.008, 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

  
Lori Wilson

6-25-24

**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.

  
Lori Wilson

6-25-24

**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 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 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 \_\_\_\_\_ 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)

*[Handwritten signature]*  
Keri Wilson - 6-25-24

## 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):**

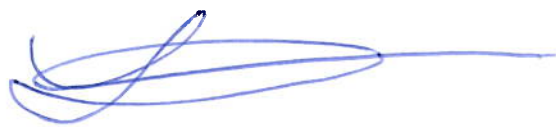
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(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.

  
Lori Wilson 6-25-24





## 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.

Digitally signed by Lori Wilson  
Date: 2024.06.25 10:16:08 -05'00'

June 25, 2024

Board Member's Signature

Date

Lori Wilson

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 8-25-24 from Website (date).

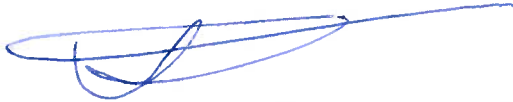
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

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

*Hoki Wilson*

\_\_\_\_\_  
Printed Name of Applicant

June 25, 2024

\_\_\_\_\_  
Date:

**Lori Wilson Bio – Tomball Regional Health Foundation Board**

I feel I bring several strong capabilities to the Tomball Regional Health Foundation.

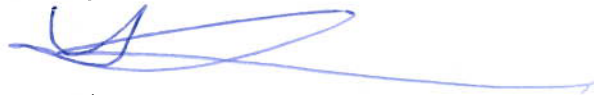
- Healthcare background since 2005
- Homeowner in the City of Tomball since 2001
- Many years of community involvement
- Deep knowledge of the Tomball community
- Strong relationships with community leadership
- Robust relationship building skills

As a TRHF Board member I bring experienced and common sense thoughts to the agenda items we discuss. Our Board has deep respect for one another and feel comfortable speaking our minds and considering other's opinions. The welfare and support to the communities we fund are always the primary focus of any of our discussions, as well as staying within the boundaries of our mission statement.

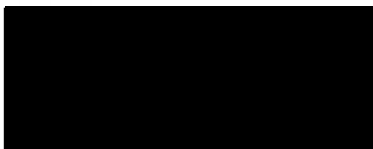
We are currently finalizing plans to build on Medical Complex Drive and the stability and experience of our Board is important as we work together to make many decisions for this large project. Also, we have changed our funding processing, and scope of charitable organizations, and I am excited to see these endeavors continue to grow.

I would like to ask to continue as a Board member for the Tomball Regional Health Foundation to be a part of the continuity of the projects we are currently working on, as well as the plans we have to further our charitable funding deeper into our communities.

Thank you,



Lori Wilson



# LORI WILSON

## SUMMARY

Results-driven professional with progressive experience and accomplishment in selling, managing, and increasing key internal and external client relationships. Strategic and visionary leader with a track record of developing and executing plans to impact a company's vision, revenue, and profit goals. Self-driven and motivated, blended with strong business, leadership, relationship, sales/marketing, consultative selling, communication, problem solving, and product development/marketing collaboration skills.

- Vision, Strategy & Execution
- Relationship & Consultative Selling
- Oral, Written, & Presentation Skills
- New Product Development & Launch
- Client Relationship Management
- Executive Presentations & Negotiations
- Project Management & Marketing Events
- Competitive Analysis & Account Strategies

## KEY ACCOMPLISHMENTS

- Gifted in creating, building, enhancing and maintaining relationships with C-level executives, internal and external clients
- Top producer with multiple awards during career including President's Club, National Sales Leader and Super-Achiever
- Proven history of exceeding quotas and revenue volume goals year-over-year in extremely competitive and demanding environments
- Successful experience developing marketing strategies and assisting in product and service line launch/rollouts

## PROFESSIONAL EXPERIENCE

HCA HEALTHCARE (Hospital Corp of America) – Houston, Texas 3/15 - Present  
*At its founding in 1968, Nashville-based HCA was one of the nation's first hospital companies. Today, we are the nation's leading provider of healthcare services, a company comprised of locally managed facilities that includes 185 hospitals and 2,000+ sites of care in 20 states and the UK, employing approximately 275,000 people.*

**Director of Physician Relations - Generalist, HCA Houston Healthcare Tomball** 07/17 - Present  
Develop and retain customer relationships to drive business growth for key hospital service lines. Serve as an extension of hospital leadership and operations, focusing on key internal and external customers to grow hospital volumes (Orthopedics, Spine Surgery, Cardiovascular, Surgery, Bariatrics, Podiatry, Pain Mgmt, PCP, GI, OBGYN, Pulmonology, Neurology, Oncology, and Breast surgery). Preserve relationships between physicians and O Suite by building strong and trusted relationships. Proficient in working within an integrated hospital organization.

**Director of Employer Relations, HCA Houston Healthcare Kingwood** 03/15 – 07/17  
Build and maintain business relationships that drive business back into the hospital system. Create strong relationships with insurance brokers and consultants in order to gain access to commercially insured groups. Provide top employers with information on hospital service lines, strengths and benefits. Garner solid relationships with hospital executives, directors and staff in order to understand service lines, culture, and strategies.

THE METHODIST HOSPITAL SYSTEM, Houston, Texas 12/09 – 02/15  
*The Methodist Hospital System is comprised of a leading academic medical center in the Texas Medical Center and four community hospitals serving the greater Houston area.*

**Wellness Consultant, Houston, Texas**  
Build and maintain business relationships with national and local corporate accounts, primarily in the Texas market. Plan, manage, and execute strategies to impact the company's market position in a niche industry. Consult with C-level executives, human resource management, insurance carriers and broker partners. Develop relationships, identify needs, and deliver multiple informal and Power Point presentations with end-to-end solutions, to win new business opportunities, as well as maintaining and increasing current business. Manage diverse relationships, at multiple levels, as well as negotiate contracts and contract renewals. Responsible for strategic management of sales goals, and implementing plans to exceed those targets. Maintain and utilize contact management software.

- Generate wide range of successful strategic partnerships with large and mid-sized corporate clients
- Key strategist and sales/marketing leader in delivering relevant wellness solutions
- Successfully deliver comprehensive wellness and life style management programs while building a re investment and reducing bottom line expenses for client base

- Achieve long term relationships with corporate clients of all sizes as well as insurance consultants and brokers. Texas Department of Insurance Licensed General Lines Agent and Life and Health Insurance Counselor since 2007.
- Proven track record of successfully bidding \$100K plus contracts

LIFE TIME FITNESS, Houston, Texas

03/05 – 12/09

*\$350 million company specializing in wellness services and solutions for corporate clientele*

**Regional Corporate Wellness Director, Houston, Texas**

Constructed and sustained strong relationships with national insurance carriers, national brokers and corporate accounts in the Texas market. Maintained sturdy relationships with insurance carriers, broker partners and C-level executives, developed relationships, identified needs, and delivered solutions. Provided expertise to various departments within an organization to coordinate a unique and appropriate wellness strategy. Negotiated contracts/contract renewals and set up trade show marketing events to create company awareness.

- Achieved successful business partnerships with a diverse range of corporate clients, insurance consultants and brokers
- Delivered significant new revenue in the Texas market
- Completed and implemented knowledge from Consultative Sales training
- Successfully delivered comprehensive wellness and life style management programs in conjunction with insurance carrier and broker representatives while building a return on investment and reducing bottom line expenses for client base
- Recognized as one of the leading Regional Directors in the company for managing positive relationships that drive large employers toward utilizing wellness services and successfully impacting their revenue in a very competitive industry.
- Collaborated with product development on market strategy and positioning for the first-ever full-service insurance brokerage launch supported by a nationwide health and fitness network
- Developed and implemented marketing strategies for e-mail campaigns and print marketing materials
- Established relationships and won new business with large corporate accounts, brokers and insurance carriers

RICOH AMERICAS CORP., Houston, Texas

11/02 – 03/05

*\$3 Billion in Sales Annually Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts and long-term agreements. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- Image Management Consultant Certification
- Certified Document Image Architect Certification
- Ricoh University Student
- Color Management Certified - Solution Selling Certified - Production Selling Certified
- Managed direct relationships with channel partners in a very competitive industry
- Played key role in driving business by collaborating with product development and IT teams to build custom-designed document management systems for clients

AMERICAN BUSINESS MACHINES, Houston, Texas

09/01– 11/02

*Established 1954 – Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development for a Houston territory, selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- \$100,000 of the Month Club
- Minolta Professional Sales/Action Selling Certified
- Achieved forecasted sales quota regularly
- Instrumental in developing new business revenue by 7% a year

MARK OF DISTINCTION, Houston, Texas  
*Established 1988 - Addressing, folding/inserting, and mailing equipment*

5/00 – 08/01

**Account Executive**

Managed sales/new business development in the Houston market for the large mailing/addressing, folding/inserting equipment. Prospected leads and developed relationships with C-level contacts, responded to RFPs, developed detailed business cases, negotiated pricing and contract specifications, and influenced decisions to close new business opportunities.

- Salesperson of the Month for 6 sales cycles
- Member of various postal/printing organizations

OFFICEMAX, Prescott, Arizona  
**Major Account Executive**  
Managed Catalog Sales for all of Northern Arizona

3/97 – 5/00

IKON OFFICE SOLUTIONS, Prescott, Arizona  
**Sales Consultant**  
Copier/Fax Sales for Prescott Arizona territory

9/96 – 3/97

MINOLTA BUSINESS SYSTEMS, Houston, Texas  
*Diversified Office Automation Equipment and Electronics Provider*

4/91 – 8/96

- Successful management of three hundred-fifty existing clients for over five years.
- Achievement of number one sales representative in the Houston office out of twenty-four representatives 10 times
- Super-Achiever Award - 1995-1996
- Awarded Minolta President's Club trip for 1992 (Puerto Rico), 1993 (Scotland), and 1994 (Monte Carlo), 1995 (Caribbean Cruise).

**EDUCATION**

**Bachelor's degree – Business Administration – LeTourneau University - 2005**

\*Summa Cum Laude  
\*Alpha Sigma Lambda

**Associate's degree – Marketing – North Harris Montgomery College - 1996**

\*Phi Theta Kappa

**COMMUNITY SERVICE**

**Planning and Zoning Commission – Tomball – Chairman – 2007 to 2013**

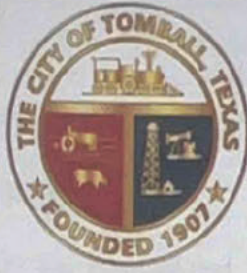
**Emergency Services District #8 Commissioner – President (Elected Official) – 2007 to 2014**

**Tomball Business Association – Vice President – Communications – 2007 to 2010**

**Guest Business Columnist – Tomball/Magnolia Potpourri (HCN) – 2007 to 2010**

**Tomball Regional Health Foundation Board Director – 2016 – Present**

**East Montgomery County Chamber of Commerce Director – 2016 - 2017**



## 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: 7/2/24

Name: Margarette Yacoubian "Maggie"

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

(Work)

Email: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Chief Nursing Officer

Professional and/or Community Activities: see biography

Additional Pertinent Information/References: Bruce Hillegeist, President and CEO Greater Tomball Area Chamber of Commerce  
John Ford, Tomball City Council Member, Position 1

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 served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community.

While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports.

This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.

see biography

**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.**

Margarette Yacoubian

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](mailto: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 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

*N/A - Margauette Yambian  
7/2/24*

**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.

\_\_\_\_\_  
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) \_\_\_\_\_ (county)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_. (month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

*MA - Marguerite Yamborow  
7/2/24*

## 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.

Margarette Yacoubian  
Board Member's Signature

7/2/24  
Date

Margarette Yacoubian  
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 7/2/24 (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.

(website)

Margarette Yacoubian  
Signature of Applicant for Appointment

Margarette Yacoubian  
Printed Name of Applicant

7/2/24  
Date:

Maggie Yacoubian Biography

[REDACTED] I live in Tomball and have for the past 5 and a half years.

[REDACTED]

I work in the healthcare industry and have for the past 27 years. Over the past 27 years I have served as a nurse intern, registered nurse, nursing leader, and a nurse executive. I have worked as the chief nursing officer at HCA Houston Healthcare Tomball from 2019-2022 then transitioned as the chief nursing officer at HCA Houston Healthcare North Cypress. I hold a Master's Degree of Science in Nursing Leadership and Administration.

I'm a member of the American Organization of Nurse Executives and American College of Healthcare Executives.

I have served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community. While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports. This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.



# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 28, 2024

**Topic:**

Appoint member to Position 3, whose term expired on 9/1/2024, to the Tomball Regional Health Foundation.

**Background:**

Currently, the total number constituting the members of the Board is eleven; five (5) of the eleven (11) Board Members shall be appointed by City Council and six (6) of the eleven (11) Board Members shall be elected by the Board. Any vacancy occurring in the Board shall be filled by the body appointing the Board Member whose seat is being vacated. The term of the new Board Member shall commence immediately and shall continue until the expiration of the term for which the Board Member was appointed to fill.

<u>TRHF Member</u>	<u>Position</u>	<u>Term Ends</u>
Julie Nash	1	9/1/2024
Sharon Frank	2	9/1/2025
Margarette Yacoubian	3	9/1/2024
Jim Ross	4	9/1/2025
Lori Wilson	5	9/1/2024

The following individuals have expressed an interest to serve, and their applications are attached.

Janna Hogland  
Jim Englelke (currently serving on TEDC)  
Julie Nash  
Lori Wilson  
Margaret Yacoubian

**Origination:** City Secretary Office

**Recommendation:**

N/A

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

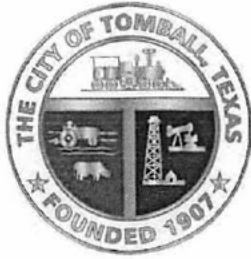
**FUNDING (IF APPLICABLE)**

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 Sasha Luna  
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: 6/5/24

Name: Janna Hoglund

Phone: \_\_\_\_\_

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip [REDACTED]

Phone: [REDACTED] (Work)

Email: [REDACTED]

Cell: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Director of LSC-Tomball Community library 2017-present

In this role I oversee the daily operations of the library, as well as developing and sustaining strategic partnerships within

the Tomball Community. City of Tomball, TEDC, TISD, GTACC, LSC-Tomball, TRHF, Precincts 3 and 4 are some of the partners

I work with. We are very engaged with our community as this is the key in serving it better.

Multiple new services and programs for all ages have been added to benefit our Tomball Community

Professional and/or Community Activities: \_\_\_\_\_

GTACC Board of Directors - Vice Chairman of the Board (Business Resources), Executive Board Member, 2021-2023

Tomball Education Foundation Board of Directors, Executive Board Member, Vice President of Communications, 2022-present

Leadership North Houston Advisory Council, 2022-present

Through the service on these Boards I am engaged in various community events and activities that benefit Tomball Community

Additional Pertinent Information/References: \_\_\_\_\_  
References: Bruce Hillegeist, GTACC President, (281) 351-7222;  
Dr. Lee Ann Nutt, LSC- Tomball President, (281) 351-3378  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

The answer is simple - because I care and because I love Tomball. One of the Tomball leaders gave me an advice I am following:  
"We should serve our community in a way that makes it a place we want to raise our children in and be with our families."  
With this always in mind, I serve my Tomball Community. By serving on TRHF Board I can contribute even more to making Tomball  
the best place to be in. I would like to help and support TRHF in achieving its organizational missions in serving our Tomball 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)  
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](mailto: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**

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.  
n/a

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.  
n/a  
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 Janna Hopland 6/4/24  
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 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 178, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*Janna Hopland*

2 Office Held

*City Board*

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.

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 *n/a* Description of Gift \_\_\_\_\_

Date Gift Accepted *n/a* 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 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

*Janna Hopland*  
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 *Janna Hopland* and my date of birth is *03/08/1971*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *Tarrant* County, State of *Texas*, on the *4* day of *June*, 20*24*

*Janna Hopland*  
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):**

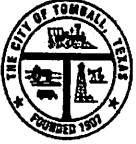
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(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.

Janna Hoglund  
Board Member's Signature

6/4/24  
Date

Janna Hoglund  
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 06/04/2024 (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.

Janna Hopland  
Signature of Applicant for Appointment

Janna Hopland  
Printed Name of Applicant

6/4/2024  
Date:

# Janna V. Hoglund, MLIS

---

June 5, 2024

As an experienced and passionate servant leader, I strongly believe in the importance of community service. In my current role as the Director of LSC-Tomball Community Library, since 2017, I proudly and passionately serve our Tomball Community.

LSC-Tomball Community Library is a joint library in partnership between Harris County Public Library and Lone Star College-Tomball. As a library director, I actively engage with the Greater Tomball community the library serves. Building and sustaining strategic partnerships is one of the key aspects of community service and bringing a positive impact. I have served on the Board of Directors of the Greater Tomball Area Chamber of Commerce and currently serve on the Board of Directors of the Tomball Education Foundation and the Advisory Board of Leadership North Houston. My library, my team, and I have received multiple recognitions for community service from local and state organizations and elected officials.

Some of the major collaborative and community engagement initiatives that I was directly engaged in and coordinated:

- *Tomball Naturalization Ceremony* (in collaboration with the USCIS) – February 2024
- *GTACC Tomball Leadership Summit*, May 2023 (as the planning Committee Chair)
- *SPARK Partnership* (a partnership between the library, Tomball ISD, and LSC-Tomball). 2021 – present. SPARK received two 2023 awards from Texas Library Association as an innovative community initiative that made a significant positive impact. SPARK was recognized with a proclamation by the City of Tomball in 2021. Recognition from Commissioner Tom Ramsey in 2023.
- *Tomball Innovation Lab* (a collaboration between the library, LSC-Tomball, Precinct 4, GTACC, TEDC, HCA-Houston Healthcare Tomball, and City of Tomball). 2020 – present
- *Tomball Community Art Showcase* (a collaboration between the library, TISD, LSC-Tomball) 2019- present

I am looking forward to having a chance to serve on the TEDC Board in order to enhance the quality of life of our Tomball residents and to enhance the general well-being of our community.

Sincerely,

*Janna Hoglund*



**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: 8/20/24

Name: James D (Jim) Engelke

Phone: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip: [REDACTED]

Phone: [REDACTED] (Work)

Email: [REDACTED]

Cell: [REDACTED]

I have lived in Tomball 15 years.

I am  am not  a U.S. Citizen

Occupation: Director, Enterprise Support & Implementation Services, StoneEagle  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: Past President, Tomball Rotary Club; Member, Greater Tomball Area Chamber of Commerce; President, Leadership North Houston Alumni Assn; Member, Leadership North Houston Advisory Council; Member, Tomball Economic Development Corporation Board; Member, John Wesley Methodist Church Council  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Pertinent Information/References:** References of professional and community involvement include:

Bruce Hillegeist, President, GTACC; Dr LeeAnn Nutt, President, Lone Star College-Tomball; Dr Martha Salazar-Zamora, Superintendent, Tomball ISD

**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 always desired an opportunity to be involved in my community and believe I possess talents and experiences that contribute to the work of these organizations. Specifically, I have formal education or experience in the area of Economic Development and Public Management. My Masters Degree is from the Bush School of Government & Public Service at Texas A&M where I studied Policy Analysis. Additionally, I hold a professional certification as a Professional Community & Economic Developer (PCED). I believe these, in conjunction with my sense of community established at a young age as an Eagle Scout, make me a desirable pick to serve our community and help ensure Tomball remains a great place to live, work, and play.

**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.

- 2 ) 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

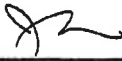
- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Jim Engelke  
2024.08.20 12:59:10 -05'00'

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**Signature of Applicant**

*(Must be signed/signature typed in)*


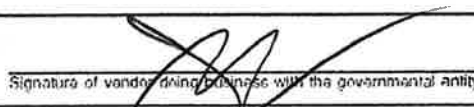
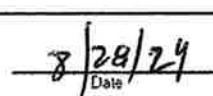
**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto: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**

<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>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)</p> <p>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</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p style="font-size: 1.5em; margin-left: 20px;">N/A</p>	
<p><b>2</b> <input type="checkbox"/> 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.)</p>	
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center; margin-left: 100px;">               _____              Name of Officer         </p>	
<p><b>4</b> 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.</p> <p style="font-size: 2em; margin-left: 20px; margin-top: 20px;">MA</p> <p style="margin-left: 20px;">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?</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p style="margin-left: 20px;">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?</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>	
<p><b>5</b> 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.</p> <p style="font-size: 2em; margin-left: 20px; margin-top: 20px;">N/A</p>	
<p><b>6</b> <input type="checkbox"/> 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)</p>	
<p><b>7</b></p> <p style="margin-left: 20px;">               _____              Signature of vendor doing business with the governmental entity         </p> <p style="margin-left: 400px; margin-top: 20px;">               _____              Date         </p>	



**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

James D (Jim) Engelke

2 Office Held

Member, TEDC Board

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).

Date Gift Accepted N/A 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.



Jim Engelke  
2024.08.28 07:20:31 -0800

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 James D Engelke and my date of birth is [REDACTED]

My address is [REDACTED] USA

(street) (city) (state) (zip code) (country)

Executed in Harris County State of Texas on the 28th day of August 2024

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
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## 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.

Jim Engelke  
2024.08.20 13:02:19 -05'00'

Board Member's Signature

08/20/24

Date

**Jim Engelke**

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 8/14/24 (date).

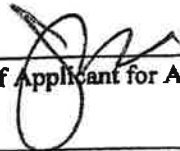
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

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  
Jim Engelke

\_\_\_\_\_  
Printed Name of Applicant  
08/20/24

\_\_\_\_\_  
Date:

## **JAMES D (JIM) ENGELKE BIOGRAPHY**

With regard to professional experience, community investment, and education, it is doubtful you will find many candidates for Tomball EDC Board as uniquely qualified as Jim Engelke.

Jim holds a certification as a Professional Community & Economic Developer (PCED), recognized across the nation as a leading educational program for economic development professionals. On the Board, Jim's advanced knowledge in this area would be most advantageous.

He also has earned a Master's Degree in Public Policy Analysis and a Graduate Certificate in Public Management from the Bush School of Government & Public Service at Texas A&M University, certifying his advanced study of government processes (including budgeting and finance) and intelligent policy design as well as analysis of the effects of particular policy or prospective policy (forecasting, scoring, cost-benefit analysis, public impact, tax efficiency, etc). This translates to Jim having a high degree of understanding of the needs of the community and how economic development opportunities may affect Tomball.

Professionally, Jim has served in executive leadership roles for over 20 years, most of which in the private sector as a C-level corporate executive as well as 5 years as a CEO of his own company which he sold in 2019. He recently returned to private industry after almost six years with Lone Star College where he worked managing workforce development initiatives including internship programs and community leadership programs, both of which are economic development initiatives in a healthy community.

In service to Tomball, Jim has been in the Tomball Rotary Club since 2015 and served as President from 2018-2019 where he led community service and partnership efforts to create the first ever Big Show at the Depot. Jim has also served the Greater Tomball Area Chamber of Commerce as Committee Chair for the Mobility & Transportation Committee and has served on the Government & Legislative Affairs Committee as well.

He is also a graduate of Leadership Tomball ISD and Leadership North Houston and currently serves as President of the LNH Alumni Association Board as well as on the LNH Advisory Council. Over the past 12 years he has been in Tomball, he has also served on various non-profit Boards of Directors and on the Texas Railroad Heritage Museum Board.



## 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:

Name: Christina Nash

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: July 2, 2024

Phone: [REDACTED] (Home)

Phone: [REDACTED] (Work)

Cell: [REDACTED]

I have lived in Tomball 25 years.

I am  am not  a U.S. Citizen

Occupation: Education - teacher for 20 years currently  
a Curriculum Director

Professional and/or Community Activities:

Church Methodist, Local pop up with Tomball Clean  
Up Day, #LSR 10 years

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 currently served on this Board for years and it is an important part of my service to the Tomball 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)  
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](mailto: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 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.005, 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.

*NA Christina East*

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 \_\_\_\_\_

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.

\_\_\_\_\_  
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.

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**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.

Christina Nash  
Board Member's Signature

7/2/24  
Date

Christina Nash  
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 7/2/24 (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.

Christina Nash  
Signature of Applicant for Appointment

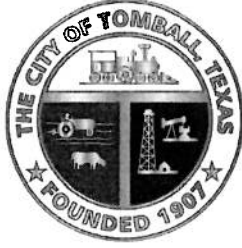
Christina Nash  
Printed Name of Applicant

7/2/24  
Date:

Christina Nash has lived in the Tomball Cypress area off and on for 35 years. She is a lifetime educator having served in school districts in and around Tomball ISD. She has also served as a senior field trainer with the Academic Foundation Initiatives at IPSI with the University of Texas at Austin and as an educational consultant to the North Slope Borough School District in Barrow Alaska. Christina has a bachelor's degree in education from Sam Houston State University and a master's degree in educational administration and language arts from the University of St. Thomas.

Thank you kindly,--  
Christina Nash





**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: 6/25/24

Name: Lori Wilson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: (Work)

City/State/Zip: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 23 years.

I am YES am not \_\_\_ a U.S. Citizen

Occupation: Director of Physician Relations at HCA Houston Healthcare Tomball - 7 years, Director of Employer Relations at HCA Houston Healthcare - Kingwood - 2 years. I grow service lines and support physician staff. I've worked in Hospitals and Healthcare since 2005.

Professional and/or Community Activities: Current Board member of the Tomball Regional Health Foundation since 2016. Past Chairman of the planning and Zoning Commission, starting on the board when it was just the Planning Commission, working with the City and Zoning Consultant to bring Zoning to Tomball in 2008. Past President ESD#8, which is a Harris County elected position, providing funding for NW EMS through our Board. Founding member of the Tomball Business Association and Walk Tomball. Former Therapy Pet Pal member with my 126 lb Golden Retriever, Samson, visiting Tomball Nursing Homes.

Additional Pertinent Information/References: John Ford - City of Tomball Councilman, Rob Marmorstein - CEO HCA Healthcare Tomball, Bruce Hillegeist - President and CEO of the Greater Tomball Chamber of Commerce, Timika Simmons, CEO of TOMAGWA, Jeffrey Klein, CEO Tomball Regional Health Foundation

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**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 Tomball for 23 years and I love my community. The TRHF Board has been expanding our charitable service lines and we are also in the midst of planning of our new building on Medical Complex. I think it is important that the Board is stable as we see this project through to completion.

It is an exciting time to be on the Board as we continue to support our community, and I would like to continue on as a Board member.

I appreciate your consideration.

---

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**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.**



Digitally signed by Lori Wilson  
Date: 2024.06.25 10:13:41  
-05'00'

---

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](mailto: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 176.008, 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

  
Lori Wilson

6-25-24

**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.

  
Lori Wilson

6-25-24

**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 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.

\_\_\_\_\_  
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)

*[Handwritten Signature]*  
Keri Wilson - 6-25-24

## 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):**

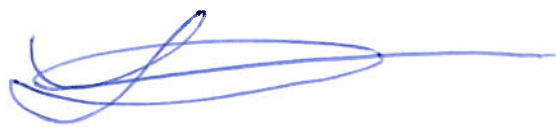
- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (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:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.

  
Lori Wilson 6-25-24



## 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.

Digitally signed by Lori Wilson  
Date: 2024.06.25 10:16:08 -05'00'

Board Member's Signature

June 25, 2024

Date

Lori Wilson

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 8-25-24 from Website (date).

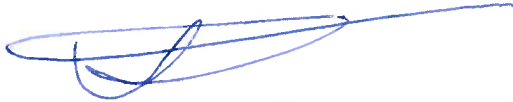
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

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

June 25, 2024

\_\_\_\_\_  
Date:

**Lori Wilson Bio – Tomball Regional Health Foundation Board**

I feel I bring several strong capabilities to the Tomball Regional Health Foundation.

- Healthcare background since 2005
- Homeowner in the City of Tomball since 2001
- Many years of community involvement
- Deep knowledge of the Tomball community
- Strong relationships with community leadership
- Robust relationship building skills

As a TRHF Board member I bring experienced and common sense thoughts to the agenda items we discuss. Our Board has deep respect for one another and feel comfortable speaking our minds and considering other's opinions. The welfare and support to the communities we fund are always the primary focus of any of our discussions, as well as staying within the boundaries of our mission statement.

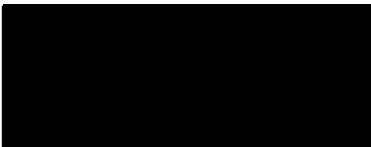
We are currently finalizing plans to build on Medical Complex Drive and the stability and experience of our Board is important as we work together to make many decisions for this large project. Also, we have changed our funding processing, and scope of charitable organizations, and I am excited to see these endeavors continue to grow.

I would like to ask to continue as a Board member for the Tomball Regional Health Foundation to be a part of the continuity of the projects we are currently working on, as well as the plans we have to further our charitable funding deeper into our communities.

Thank you,



Lori Wilson



# LORI WILSON

## SUMMARY

Results-driven professional with progressive experience and accomplishment in selling, managing, and increasing key internal and external client relationships. Strategic and visionary leader with a track record of developing and executing plans to impact a company's vision, revenue, and profit goals. Self-driven and motivated, blended with strong business, leadership, relationship, sales/marketing, consultative selling, communication, problem solving, and product development/marketing collaboration skills.

- Vision, Strategy & Execution
- Relationship & Consultative Selling
- Oral, Written, & Presentation Skills
- New Product Development & Launch
- Client Relationship Management
- Executive Presentations & Negotiations
- Project Management & Marketing Events
- Competitive Analysis & Account Strategies

## KEY ACCOMPLISHMENTS

- Gifted in creating, building, enhancing and maintaining relationships with C-level executives, internal and external clients
- Top producer with multiple awards during career including President's Club, National Sales Leader and Super-Achiever
- Proven history of exceeding quotas and revenue volume goals year-over-year in extremely competitive and demanding environments
- Successful experience developing marketing strategies and assisting in product and service line launch/rollouts

## PROFESSIONAL EXPERIENCE

HCA HEALTHCARE (Hospital Corp of America) – Houston, Texas 3/15 - Present  
*At its founding in 1968, Nashville-based HCA was one of the nation's first hospital companies. Today, we are the nation's leading provider of healthcare services, a company comprised of locally managed facilities that includes 185 hospitals and 2,000+ sites of care in 20 states and the UK, employing approximately 275,000 people.*

**Director of Physician Relations - Generalist, HCA Houston Healthcare Tomball** 07/17 - Present  
Develop and retain customer relationships to drive business growth for key hospital service lines. Serve as an extension of hospital leadership and operations, focusing on key internal and external customers to grow hospital volumes (Orthopedics, Spine Surgery, Cardiovascular, Surgery, Bariatrics, Podiatry, Pain Mgmt, PCP, GI, OBGYN, Pulmonology, Neurology, Oncology, and Breast surgery). Preserve relationships between physicians and O Suite by building strong and trusted relationships. Proficient in working within an integrated hospital organization.

**Director of Employer Relations, HCA Houston Healthcare Kingwood** 03/15 – 07/17  
Build and maintain business relationships that drive business back into the hospital system. Create strong relationships with insurance brokers and consultants in order to gain access to commercially insured groups. Provide top employers with information on hospital service lines, strengths and benefits. Garner solid relationships with hospital executives, directors and staff in order to understand service lines, culture, and strategies.

THE METHODIST HOSPITAL SYSTEM, Houston, Texas 12/09 – 02/15  
*The Methodist Hospital System is comprised of a leading academic medical center in the Texas Medical Center and four community hospitals serving the greater Houston area.*

**Wellness Consultant, Houston, Texas**  
Build and maintain business relationships with national and local corporate accounts, primarily in the Texas market. Plan, manage, and execute strategies to impact the company's market position in a niche industry. Consult with C-level executives, human resource management, insurance carriers and broker partners. Develop relationships, identify needs, and deliver multiple informal and Power Point presentations with end-to-end solutions, to win new business opportunities, as well as maintaining and increasing current business. Manage diverse relationships, at multiple levels, as well as negotiate contracts and contract renewals. Responsible for strategic management of sales goals, and implementing plans to exceed those targets. Maintain and utilize contact management software.

- Generate wide range of successful strategic partnerships with large and mid-sized corporate clients
- Key strategist and sales/marketing leader in delivering relevant wellness solutions
- Successfully deliver comprehensive wellness and life style management programs while building a relationship investment and reducing bottom line expenses for client base

- Achieve long term relationships with corporate clients of all sizes as well as insurance consultants and brokers. Texas Department of Insurance Licensed General Lines Agent and Life and Health Insurance Counselor since 2007.
- Proven track record of successfully bidding \$100K plus contracts

LIFE TIME FITNESS, Houston, Texas

03/05 – 12/09

*\$350 million company specializing in wellness services and solutions for corporate clientele*

**Regional Corporate Wellness Director, Houston, Texas**

Constructed and sustained strong relationships with national insurance carriers, national brokers and corporate accounts in the Texas market. Maintained sturdy relationships with insurance carriers, broker partners and C-level executives, developed relationships, identified needs, and delivered solutions. Provided expertise to various departments within an organization to coordinate a unique and appropriate wellness strategy. Negotiated contracts/contract renewals and set up trade show marketing events to create company awareness.

- Achieved successful business partnerships with a diverse range of corporate clients, insurance consultants and brokers
- Delivered significant new revenue in the Texas market
- Completed and implemented knowledge from Consultative Sales training
- Successfully delivered comprehensive wellness and life style management programs in conjunction with insurance carrier and broker representatives while building a return on investment and reducing bottom line expenses for client base
- Recognized as one of the leading Regional Directors in the company for managing positive relationships that drive large employers toward utilizing wellness services and successfully impacting their revenue in a very competitive industry.
- Collaborated with product development on market strategy and positioning for the first-ever full-service insurance brokerage launch supported by a nationwide health and fitness network
- Developed and implemented marketing strategies for e-mail campaigns and print marketing materials
- Established relationships and won new business with large corporate accounts, brokers and insurance carriers

RICOH AMERICAS CORP., Houston, Texas

11/02 – 03/05

*\$3 Billion in Sales Annually Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts and long-term agreements. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- Image Management Consultant Certification
- Certified Document Image Architect Certification
- Ricoh University Student
- Color Management Certified - Solution Selling Certified - Production Selling Certified
- Managed direct relationships with channel partners in a very competitive industry
- Played key role in driving business by collaborating with product development and IT teams to build custom-designed document management systems for clients

AMERICAN BUSINESS MACHINES, Houston, Texas

09/01– 11/02

*Established 1954 – Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development for a Houston territory, selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- \$100,000 of the Month Club
- Minolta Professional Sales/Action Selling Certified
- Achieved forecasted sales quota regularly
- Instrumental in developing new business revenue by 7% a year

MARK OF DISTINCTION, Houston, Texas  
*Established 1988 - Addressing, folding/inserting, and mailing equipment*

5/00 – 08/01

**Account Executive**

Managed sales/new business development in the Houston market for the large mailing/addressing, folding/inserting equipment. Prospected leads and developed relationships with C-level contacts, responded to RFPs, developed detailed business cases, negotiated pricing and contract specifications, and influenced decisions to close new business opportunities.

- Salesperson of the Month for 6 sales cycles
- Member of various postal/printing organizations

OFFICEMAX, Prescott, Arizona  
**Major Account Executive**  
Managed Catalog Sales for all of Northern Arizona

3/97 – 5/00

IKON OFFICE SOLUTIONS, Prescott, Arizona  
**Sales Consultant**  
Copier/Fax Sales for Prescott Arizona territory

9/96 – 3/97

MINOLTA BUSINESS SYSTEMS, Houston, Texas  
*Diversified Office Automation Equipment and Electronics Provider*

4/91 – 8/96

- Successful management of three hundred-fifty existing clients for over five years.
- Achievement of number one sales representative in the Houston office out of twenty-four representatives 10 times
- Super-Achiever Award - 1995-1996
- Awarded Minolta President's Club trip for 1992 (Puerto Rico), 1993 (Scotland), and 1994 (Monte Carlo), 1995 (Caribbean Cruise).

**EDUCATION**

**Bachelor's degree – Business Administration – LeTourneau University - 2005**

\*Summa Cum Laude  
\*Alpha Sigma Lambda

**Associate's degree – Marketing – North Harris Montgomery College - 1996**

\*Phi Theta Kappa

**COMMUNITY SERVICE**

**Planning and Zoning Commission – Tomball – Chairman – 2007 to 2013**

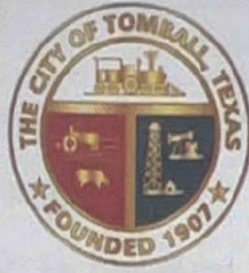
**Emergency Services District #8 Commissioner – President (Elected Official) – 2007 to 2014**

**Tomball Business Association – Vice President – Communications – 2007 to 2010**

**Guest Business Columnist – Tomball/Magnolia Potpourri (HCN) – 2007 to 2010**

**Tomball Regional Health Foundation Board Director – 2016 – Present**

**East Montgomery County Chamber of Commerce Director – 2016 - 2017**



## 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: 7/2/24

Name: Margarette Yacoubian "Maggie"

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

(Work)

Email: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Chief Nursing Officer

Professional and/or Community Activities: see biography

Additional Pertinent Information/References: Bruce Hillegeist, President and CEO Greater Tomball Area Chamber of Commerce  
John Ford, Tomball City Council Member, Position 1

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 served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community.

While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports.

This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.

see biography

**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.

Margarette Yacoubian

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](mailto: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 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

N/A - Margauette Yambian  
7/2/24

**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.

\_\_\_\_\_  
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)

(county)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

MA - Marguerite Yamborow  
7/2/24

## 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.

Margarette Yacoubian  
Board Member's Signature

7/2/24  
Date

Margarette Yacoubian  
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 7/2/24 (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.

(website)

Margarette Yacoubian

Signature of Applicant for Appointment

Margarette Yacoubian

Printed Name of Applicant

7/2/24

Date:

## Maggie Yacoubian Biography

[REDACTED] I live in Tomball and have for the past 5 and a half years.

[REDACTED]

I work in the healthcare industry and have for the past 27 years. Over the past 27 years I have served as a nurse intern, registered nurse, nursing leader, and a nurse executive. I have worked as the chief nursing officer at HCA Houston Healthcare Tomball from 2019-2022 then transitioned as the chief nursing officer at HCA Houston Healthcare North Cypress. I hold a Master's Degree of Science in Nursing Leadership and Administration.

I'm a member of the American Organization of Nurse Executives and American College of Healthcare Executives.

I have served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community. While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports. This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.

# City Council Meeting Agenda Item Data Sheet

Meeting Date: 09/03/2024

**Topic:**

Discussion and possible action regarding the appointment and/or removal of current Planning and Zoning Commission Members

**Background:**

This item is to perform an annual review of all current members of the board. This provides the council and opportunity to review attendance records and discuss performance. Council will also have the opportunity provide feedback to the commission members and make changes to the commission as the council deems necessary.

**Origination:** Two council members request

**Recommendation:**

n/a

**Party(ies) responsible for placing this item on agenda:** David Esquivel, PE

**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 David Esquivel, PE 08/29/2024  
Staff Member \_\_\_\_\_ Date \_\_\_\_\_ City Manager \_\_\_\_\_ Date \_\_\_\_\_



	1/8/2024	2/12/2024	3/11/2024	4/8/24	Special Joint 5/6/2024	5/13/24	Joint 5/20/2024	6/10/24	8/12/24
Colleen Pye	<b>Newly Appointed Commissioner</b>								
Susan Harris	present	present	present	present	present	present	present	present	present
Scotte Moore	present	present	present	present	present	present	present	present	present
Richard Anderson	present	present	present	present	present	present	present	present	present
Tana Ross	present	present	Absent Excused	present	Absent Excused	present	present	present	present

# City Council Meeting Agenda Item Data Sheet

Meeting Date: \_\_\_\_\_

**Topic:**

Discussion and possible action regarding the appointment and/or replacement of current Tomball Economic Development Corporation Board Members

**Background:**

This item is to perform an annual review of all current members of the board. This provides the council and opportunity to review attendance records and discuss performance. Council will also have the opportunity provide feedback to the board members and make changes to the board as the council deems necessary.

**Origination:** Two council members request

**Recommendation:**

n/a

**Party(ies) responsible for placing this item on agenda:** David Esquivel, PE

**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 <u>David Esquivel, PE</u>	<u>08/29/2024</u>
Staff Member	City Manager	Date

	<b>1/23/2024</b>	<b>3/5/2024</b>	<b>5/14/2024</b>	<b>7/22/24</b>	<b>8/13/24</b>	<b>8/19/24</b>
Gretchen Fagan	present	present	present	present	present	present
Bill Summner	present	present	present	present	present	present
Chad Degges	present	present	present	present	present	present
Jim Engelke	present	present	absent	present	present	present
Brock Hendrickson		present	present	present	present	present
Danny Hudson	<b>Newly Appointed Board Members</b>					
Latrell Shannon						

Board Member Hendrickson was appointed on 2/5/2024

# City Council Meeting Agenda Item Data Sheet

Meeting Date: 09/03/2024

**Topic:**

Discussion and possible action regarding the appointment and/or replacement of current city appointed Tomball Regional Health Foundation Board Members

**Background:**

This item is to perform an annual review of all current members of the board. This provides the council and opportunity to review attendance records and discuss performance. Council will also have the opportunity provide feedback to the board members and make changes to the board as the council deems necessary.

**Origination:** Two council members request

**Recommendation:**

n/a

**Party(ies) responsible for placing this item on agenda:** David Esquivel, PE

**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 <u>David Esquivel, PE</u>	<u>08/29/2024</u>
Staff Member	City Manager	Date

	<b>1/24/2024</b>	<b>2/7/2024</b>	<b>2/28/2024</b>	<b>3/27/24</b>	<b>4/24/24</b>	<b>5/22/24</b>	<b>*5/29/2024</b>	<b>6/26/24</b>	<b>7/24/24</b>	<b>*8/8/2024</b>
Jim Ross	present	present	present	present	present	present	present	present	present	present
Christina Nash	present	via zoom	via zoom	via zoom	via zoom	present	present	absent	absent	via zoom
Lori Wilson	present	absent	present	present	present	present	present	present	present	present
Margarette Yacoubian	via zoom	present	present	present	present	present	via zoom	present	present	present
Sharon Frank	present	present	present	present	present	present	present	present	present	present

\* Special Meeting

# Regular City Council Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Approve, on First Reading, Resolution No. 2024-29-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 Performance Agreement by and between the Corporation and RSC Riverside Construction, LLC to make direct incentives to, or expenditures for, assistance with infrastructure costs required or suitable for the promotion of new or expanded business enterprise related to the construction of a multibuilding office/warehouse park to be located at 0 Holderrieth Road, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed \$101,870.00.

**Background:**

On August 13, 2024, the Tomball Economic Development Corporation (TEDC) Board of Directors unanimously approved, as a Project of the Corporation, a performance agreement with RSC Riverside Construction for assistance with infrastructure costs related to the development of a proposed multibuilding office/warehouse park to be located at 0 Holderrieth Road, Tomball, Texas 77375.

Targeted infrastructure projects that will promote or develop new or expanded business enterprises are authorized expenditures under the Development Corporation Act.

The Tomball City Council has final approval authority over all programs and expenditures of the TEDC. Final approval of this project requires the adoption of Resolution No. 2024-29-TEDC after two separate readings.

**Origination:** Tomball Economic Development Corporation Board of Directors

**Recommendation:** Approval of Resolution No. 2024-29-TEDC on First Reading

**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: X No: \_\_\_\_\_ If yes, specify Account Number: #Project Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_  
Staff Member-TEDC Date

Approved by \_\_\_\_\_  
Executive Director-TEDC Date

# TOMBALL

ECONOMIC DEVELOPMENT CORP.

**TO:** Honorable Mayor and City Council

**FROM:** Kelly Violette  
Executive Director

**MEETING DATE:** September 3, 2024

**SUBJECT:** RSC Riverside Construction, LLC

**ITEM TYPE:** Action

---

The Tomball Economic Development Corporation has received a request from Christian Goedde, Chief Executive Officer of RSC Riverside Construction LLC for assistance with infrastructure costs related to the development of a proposed multibuilding office/warehouse park.

RSC Riverside Construction LLC proposes to develop approximately 12.114 acres located at 0 Holderrieth Road, Tomball, Texas 77375. The development will consist of fifteen pre-engineered metal office/warehouse buildings ranging in size from 9,600 square feet to 15,000 square feet. The estimated capital investment for the project is over \$16 million.

The eligible infrastructure improvements include water, sanitary sewer, storm drainage, electric utilities and related site improvements totaling approximately \$2,037,406.00.

Targeted infrastructure that will promote the development and expansion of business enterprise is a permissible project as outlined in Texas Economic Development Legislation. If this project is approved, it will go to the Tomball City Council for final approval by resolution at two separate readings.

An economic impact analysis is included with the agreement to show the impact of this project on Tomball's economy. Per the analysis, the 5-year net benefit of this project on Tomball's economy is \$334,767.00.

If the agreement between the TEDC and RSC Riverside Construction LLC is approved as a Project of the Corporation, the grant funding amount will not exceed \$101,870.00, based on 5% of the actual expenditures for the eligible infrastructure improvements.



June 2024

Dear TEDC Board of Directors,

On behalf of RSC Riverside Construction, we respectfully submit this request for grant funding from the TEDC for the completion of the 168,000 square foot Holderrieth Business Park.

RSC Riverside Construction is a Veteran owned company. Brothers and co-owners, Christian and Aaron Goedde grew up in the Tomball area before both serving in the United States Military. Riverside was founded in 2005, and we have been serving the greater Houston area for 19 years, doing new construction and development. During this time, we have become proud partners with United Airlines for the last 14 years performing over 2000 projects at George Bush Intercontinental Airport.

RSC's business model involves developing, building and managing properties with long-term ownership. That's why it is important to us to have above average amenities, construction methods and materials, with rents that agree with up-to-date market rates. This results in the history of zero (0) availability at our existing properties.

Our mission in developing the Holderrieth business park is to cater to diverse, small businesses who are looking for a fresh, modern building where they can continue to grow their businesses. Uniquely, each tenant will be able to sign a one-year renewable lease, as we want small and growing businesses to let go of the fear of signing a multiple-year lease and focus on their goals as a business. At full capacity, there is potential for 71 different companies to reside at this property, with an average of 3.5 employees per lease space totaling a potential 248 new jobs to the Tomball market.

The Holderrieth Business Park will consist of fifteen (15) separate pre-engineered metal buildings. The property was designed to have lease spaces in increments of 2,400 sf, abundance of parking and ample green space. This project will help expand the footprint of the City of Tomball both economically and geographically.

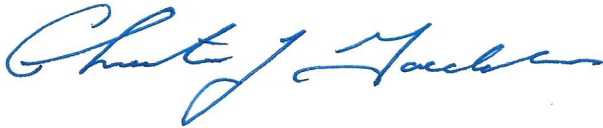


The construction phase of this project is expected to begin in mid-July and is scheduled to be complete in about 14 months.

We are asking for grant funding on this project, including infrastructure, landscaping, and development services. Our current estimated budget is attached:

If you have any questions about the Holderrieth Business Park, please contact us at [christian@rscriverside.com](mailto:christian@rscriverside.com). We want to thank you for this opportunity and for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christian L. Goedde". The signature is fluid and cursive, with a large initial "C" and "G".

Christian L. Goedde

Holderrieth

		168,000
<b>Soft Cost</b>	<b>Budget</b>	
	Civil	\$58,080
	Architect & MEP's	\$43,000
	Environmental	\$0
	Geo Tech	\$18,150
	Surveys	\$30,250
	3rd Party Testing	\$40,000
	Legal	\$10,000
	Development Overhead	\$40,000
	Permit Fee's	\$35,000
	IMPACT FEE	\$175,000
		<b>\$274,480</b>
<b>Site Development</b>		
	General Conditions	\$42,000
	Security/Camera/Fencing	\$26,000
	SWPPP	\$12,100
	Clearing	\$48,400
	Grading, Pad Sites	\$544,500
	Fill Dirt (Yards)	\$300,006
	Turn Lane	\$135,000
	Down Spout Connections	\$70,200
	Water, Fire Hydrant (6)	\$250,000
	Sanitary Sewer	\$193,600
	Storm Sewer	\$338,800
	Flat Work/Concrete	\$1,380,000
	Bollards	\$63,750
	CenterPoint	\$350,000
	Signs	\$40,000
	Landscaping and Irrigation	\$108,900
		<b>\$3,903,256</b>
<b>Building Construction</b>		
<b>Shell Building</b>	General Conditions	\$42,000
	Concrete Slab	\$1,512,000
	Steel	\$1,495,200
	Steel Erection	\$504,000
	Awning	\$71,500
	Translucent Panels/ Eave Light	\$67,500
	Insulation	\$294,000
	Front Doors With Glass	\$92,000
	Concrete Sealant	\$126,000
	Overhead Door	\$178,750
	Front BLD Glass and Glazing	40000
	Glass Back Buildings	\$122,000
	Electrical	\$135,000
	CenterPoint	\$0
	Plumbing	\$165,000
		<b>\$4,844,950</b>
<b>Interior Build Out</b>		
Total of 52 Buildouts	Millwork	\$49,400
	Interior Doors	\$156,000
	Frame & Drywall	\$1,352,000
	Ceilings	\$62,400
	Paint	\$78,000
	Bathroom Trim Out	\$18,500
	Fire Extinguisher	\$13,000
	Fire Alarm	\$0
	HVAC/Install/Trimount	\$65,000
	Electrical	\$1,144,000
	Plumbing	\$520,000
		<b>\$3,458,300</b>
<b>Total Cost</b>		<b>\$12,480,986</b>

## Scenario 1 with Client Data

Prepared By: Tomball EDC

### Purpose & Limitations

This report presents the results of an economic and fiscal analysis undertaken by Tomball EDC using Impact DashBoard, a customized web application developed by Impact DataSource, LLC.

Impact DashBoard utilizes estimates, assumptions, and other information developed by Impact DataSource from its independent research effort detailed in a custom user guide prepared for Tomball EDC.

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

Tomball EDC and Impact DataSource make no representation or warranty as to the accuracy or completeness of the information contained herein, and expressly disclaim any and all liability based on or relating to any information contained in, or errors or omissions from, this information or based on or relating to the use of this information.

### Introduction

This report presents the results of an economic impact analysis performed using Impact DashBoard, a model developed by Impact DataSource. The report estimates the impact that a potential project will have on the local economy and estimates the costs and benefits for local taxing districts over a 10-year period.

### Economic Impact Overview

The table below summarizes the economic impact of the project over the first 10 years in terms of job creation, salaries paid to workers, and taxable sales.

SUMMARY OF ECONOMIC IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Jobs	260.0	0	<b>260.0</b>
Annual Salaries/Wages at Full Ops (Yr 2)	\$14,239,914	\$0	<b>\$14,239,914</b>
Salaries/Wages over 10 Years	\$146.31M	\$0	<b>\$146.31M</b>
Taxable Sales/Purchases in City of Tomball	\$5,672,687	\$0	<b>\$5,672,687</b>

Totals may not sum due to rounding

The Project may result in new residents moving to the community and potentially new residential properties being constructed as summarized below.

SUMMARY OF POPULATION IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Workers who will move to City of Tomball	7.0	0	<b>7.0</b>
New residents in City of Tomball	18.3	0	<b>18.3</b>
New residential properties constructed in City of Tomball	1.1	0	<b>1.1</b>
New students to attend local school district	3.5	0	<b>3.5</b>

Totals may not sum due to rounding

The new taxable property to be supported by the Project over the next 10 years is summarized in the following table.

SUMMARY OF TAXABLE PROPERTY OVER THE FIRST 10 YEARS IN CITY OF TOMBALL							
YR.	NEW RESIDENTIAL PROPERTY	LAND	BUILDINGS...	FF&E	INVENTORIES	NON-RESIDENTIAL PROPERTY	TOTAL PROPERTY
1	\$130,615	\$1,700,000	\$15,000,000	\$0	\$0	\$16,700,000	<b>\$16,830,615</b>
2	\$251,008	\$1,734,000	\$15,300,000	\$0	\$0	\$17,034,000	<b>\$17,285,008</b>
3	\$256,028	\$1,768,680	\$15,606,000	\$0	\$0	\$17,374,680	<b>\$17,630,708</b>
4	\$261,149	\$1,804,054	\$15,918,120	\$0	\$0	\$17,722,174	<b>\$17,983,322</b>
5	\$266,372	\$1,840,135	\$16,236,482	\$0	\$0	\$18,076,617	<b>\$18,342,989</b>
6	\$271,699	\$1,876,937	\$16,561,212	\$0	\$0	\$18,438,149	<b>\$18,709,848</b>
7	\$277,133	\$1,914,476	\$16,892,436	\$0	\$0	\$18,806,912	<b>\$19,084,045</b>
8	\$282,676	\$1,952,766	\$17,230,285	\$0	\$0	\$19,183,051	<b>\$19,465,726</b>
9	\$288,329	\$1,991,821	\$17,574,891	\$0	\$0	\$19,566,712	<b>\$19,855,041</b>
10	\$294,096	\$2,031,657	\$17,926,389	\$0	\$0	\$19,958,046	<b>\$20,252,142</b>

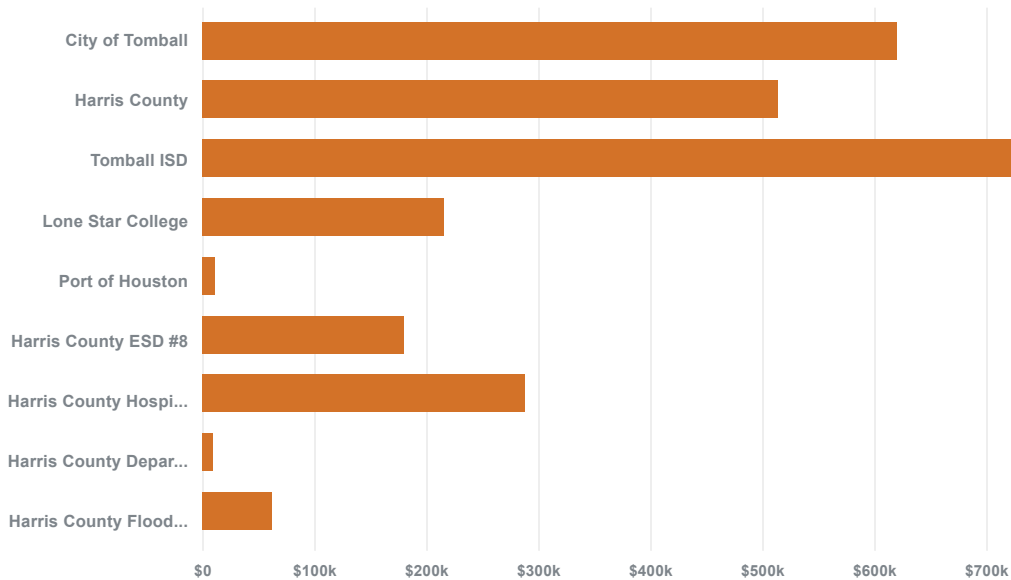
## Fiscal Impact Overview

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

FISCAL NET BENEFITS OVER THE NEXT 10 YEARS				
	BENEFITS	COSTS	NET BENEFITS	PRESENT VALUE*
City of Tomball	\$3,376,693	(\$2,756,866)	\$619,827	\$489,091
Harris County	\$881,132	(\$367,157)	\$513,975	\$394,786
Tomball ISD	\$1,986,072	(\$1,261,276)	\$724,796	\$555,201
Lone Star College	\$215,783	\$0	\$215,783	\$165,143
Port of Houston	\$11,511	\$0	\$11,511	\$8,810
Harris County ESD #8	\$180,124	\$0	\$180,124	\$137,853
Harris County Hospital District	\$287,637	\$0	\$287,637	\$220,134
Harris County Department of Education	\$9,626	\$0	\$9,626	\$7,367
Harris County Flood Control	\$62,268	\$0	\$62,268	\$47,655
<b>Total</b>	<b>\$7,010,846</b>	<b>(\$4,385,299)</b>	<b>\$2,625,547</b>	<b>\$2,026,041</b>

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

Net Benefits Over the Next 10 Years

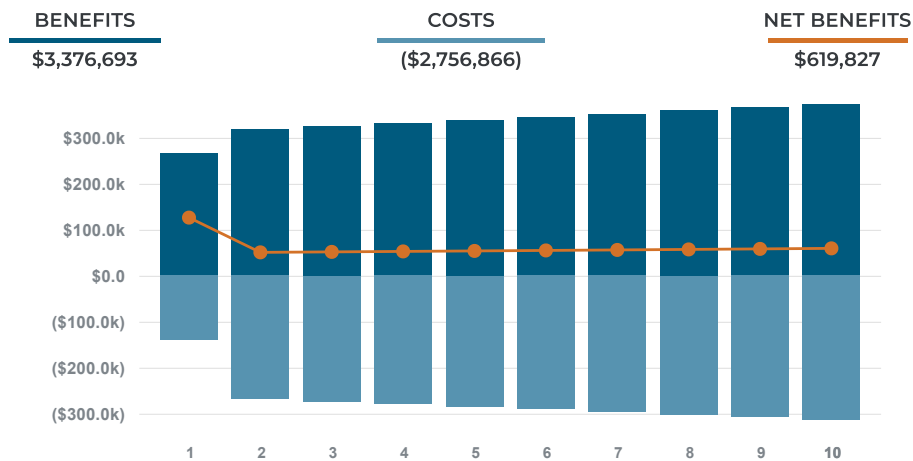


## City of Tomball Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by City of Tomball over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: CITY OF TOMBALL			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Sales Taxes	\$76,875	\$36,579	\$113,454
Real Property Taxes	\$536,366	\$0	\$536,366
FF&E Property Taxes	\$0	\$0	\$0
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$7,565	\$7,565
Hotel Occupancy Taxes	\$0	\$0	\$0
Building Permits and Fees	\$0	\$0	\$0
Utility Revenue	\$1,613,157	\$106,754	\$1,719,912
Utility Franchise Fees	\$92,648	\$6,107	\$98,754
Miscellaneous Taxes and User Fees	\$844,728	\$55,916	\$900,643
<b>Benefits Subtotal</b>	<b>\$3,163,773</b>	<b>\$212,920</b>	<b>\$3,376,693</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	(\$809,303)	(\$53,414)	(\$862,717)
Cost of Utility Services	(\$1,776,653)	(\$117,496)	(\$1,894,149)
<b>Costs Subtotal</b>	<b>(\$2,585,956)</b>	<b>(\$170,910)</b>	<b>(\$2,756,866)</b>
<b>Net Benefits</b>	<b>\$577,817</b>	<b>\$42,010</b>	<b>\$619,827</b>

Annual Fiscal Net Benefits for City of Tomball



## AGREEMENT

THE STATE OF TEXAS                    §  
  §        KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF HARRIS                   §

This Agreement (the “Agreement”) is made and entered into by and between the Tomball Economic Development Corporation, an industrial development corporation created pursuant to Tex. Rev. Civ. Stat. Ann. Art. 5190.6, Section 4B, located in Harris County, Texas (the “TEDC”), and **RSC Riverside Construction LLC** (the “Company”), 210 Spring Creek Trail, Spring, TX 77375.

### WITNESSETH:

**WHEREAS**, it is the established policy of the TEDC to adopt such reasonable measures from time-to-time as are permitted by law to endeavor to attract industry, create and retain primary jobs, expand the growth of the City of Tomball (the “City”), and thereby enhance the economic stability and growth of the City; and

**WHEREAS**, the Company proposes to develop a 12.114-acre tract of land within the City, located at 0 Holderrieth Road., Tomball, TX 77375 (the “Property”), more particularly described in Exhibit “A,” attached hereto and made a part hereof; and

**WHEREAS**, the Company intends to make an investment of over Sixteen Million Dollars (\$16,000,000) in land, buildings, equipment, targeted infrastructure, and other improvements necessary to develop fifteen (15) pre-engineered metal office/warehouse buildings ranging in size from 9,600 square feet to 15,000 square feet (the “Project”); and

**WHEREAS**, the Board of Directors of the TEDC has determined that the Project will stimulate growth and development, and will promote new and expanded business development in the City and the surrounding area; and

**WHEREAS**, the TEDC agrees to provide to the Company the sum of up to One Hundred and One Thousand Eight Hundred and Seventy Dollars (\$101,870), or an amount equal to Five (5) percent of actual costs if less than the sum stated above, to assist in the construction of targeted infrastructure improvements (the “Infrastructure Improvements”), identified and described in Exhibit “B,” attached hereto and made a part hereof; and

**WHEREAS**, the Company has agreed, in exchange and as consideration for the funding, to satisfy and comply with certain terms and conditions; and

**NOW, THEREFORE**, in consideration of the premises and the mutual benefits and obligations set forth herein, including the recitals set forth above, the TEDC and the Company agree as follows:

1.

The Company hereby covenants and agrees that it will construct and maintain on the Property fifteen (15) pre-engineered metal office/warehouse buildings (the “Improvements”) identified and depicted on Exhibit “C,” attached hereto and made a part hereof. In conjunction with the development of the Property, the Company further agrees to construct the Infrastructure Improvements contemplated by this Agreement, in accordance with the requirements of the ordinances of the City and the plans and specifications approved by the City. The Company further represents and agrees that it will certify the costs of the construction of such Infrastructure Improvements to the TEDC prior to construction.



2.

The construction of the Improvements to the Property, including construction of the Infrastructure Improvements shall be completed, and all necessary permits from the City shall be obtained, within Eighteen (18) months from the Effective Date of this Agreement. Extensions of these deadlines due to extenuating circumstances or uncontrollable delay may be granted by the Board of Directors of the TEDC at its sole discretion.

3.

This Agreement shall become enforceable upon the Effective Date and shall remain in effect for five (5) years, unless terminated or cancelled earlier (the "Term"). The Term may be extended through a written amendment to this Agreement executed by the Parties.

4.

By the end of the Term, the Company shall provide evidence to the TEDC that the Improvements are directly responsible for the creation of two hundred and sixty (260) jobs in the City. The Company further covenants and agrees that the Company or any owner or leasee of the Improvements 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.

5.

In consideration of the Company's representations, promises, and covenants, TEDC agrees to reimburse the Company for the actual cost of the Infrastructure Improvements up to the amount of One Hundred and One Thousand Eight Hundred and Seventy Dollars (\$101,870), or an amount equal to five (5) percent of actual costs if less than the sum stated above upon

completion of construction and occupancy of each office/warehouse space. The TEDC agrees to reimburse the Company for such amount within thirty (30) days of receipt of a letter from the Company requesting such payment and including: (a) certification of the cost of constructing the Infrastructure Improvements; (b) a copy of the City's occupancy permit for the improvements to the Property; (c) certification that the Infrastructure Improvements have been constructed in accordance with the approved plans and specifications; (d) an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the Improvements have been paid and any and all liens and claims regarding such work have been released; and (e) Proof of payment to all vendors, contractors and subcontractors providing work and/or materials in the construction of the Improvements, proof of payment must include copies of canceled checks and/or credit card receipts and copies of paid invoices from all vendors, contractors and subcontractors.

6.

It is understood and agreed by the parties that, in the event of a default by the Company on any of its obligations under this Agreement, the Company shall reimburse the TEDC the full amount paid to the Company by the TEDC, with interest at the rate equal to the 90-day Treasury Bill plus ½% per annum, within 120 days after the TEDC notifies the Company of the default. It is further understood and agreed by the parties that if the Company, or any owner or lessee of the Improvements, is convicted of a violation under 8 U.S.C. Section 1324a(f), the Company will reimburse the TEDC the full amount paid to the Company, with interest at the rate equal to the 90-day Treasury Bill plus ½% per annum, within 120 days after the TEDC notifies the Company of the violation.

The Company shall also reimburse the TEDC for any and all reasonable attorney's fees and costs incurred by the TEDC as a result of any action required to obtain reimbursement of such funds. Such reimbursement shall be due and payable thirty (30) days after the Company receives written notice of default.

7.

This Agreement shall inure to the benefit of and be binding upon the TEDC and the Company, and upon the Company's successors and assigns, lessees, affiliates, and subsidiaries, and shall remain in force whether the Company sells, leases, assigns, or in any other manner disposes of, either voluntarily or by operation of law, all or any part of the Property and the agreements herein contained shall be held to be covenants running with the Property for so long as this Agreement, or any extension thereof, remains in effect.

8.

Any notice provided or permitted to be given under this Agreement must be in writing and may be served by (i) depositing the same in the United States mail, addressed to the party to be notified, postage prepaid, registered or certified mail, return receipt requested; or (ii) by delivering the same in person to such party; or (iii) by overnight or messenger delivery service that retains regular records of delivery and receipt; or (iv) by facsimile; provided a copy of such notice is sent within one (1) day thereafter by another method provided above. The initial addresses of the parties for the purpose of notice under this Agreement shall be as follows:

If to City:

Tomball Economic Development Corporation  
401 W. Market Street  
Tomball, Texas 77375  
Attn: President, Board of Directors

If to Company: RSC Riverside Construction LLC  
210 Spring Creek Trail  
Spring, TX, 77373  
Attn: Christian Geodde, CEO

9.

This Agreement shall be performable and enforceable in Harris County, Texas, and shall be construed in accordance with the laws of the State of Texas.

10.

Except as otherwise provided in this Agreement, this Agreement shall be subject to change, amendment or modification only in writing, and by the signatures and mutual consent of the parties hereto.

11.

The failure of any party to insist in any one or more instances on the performance of any of the terms, covenants or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, or condition, or right with respect to further performance.

12.

This Agreement shall bind and benefit the respective Parties and their legal successors and shall not be assignable, in whole or in part, by any party without first obtaining written consent of the other party.

13.

In the event any one or more words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement, or the application thereof to any person, firm, corporation, or circumstance, shall be held by any court of competent jurisdiction to be invalid or

unconstitutional for any reason, then the application, invalidity or unconstitutionality of such words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement shall be deemed to be independent of and severable from the remainder of this Agreement, and the validity of the remaining parts of this Agreement shall not be affected thereby.

IN TESTIMONY OF WHICH, THIS AGREEMENT has been executed by the parties on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 (the “Effective Date”).

**RSC Riverside Construction LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**TOMBALL ECONOMIC DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Name: Gretchen Fagan  
Title: President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Name: William E. Sumner Jr.  
Title: Secretary, Board of Directors

ACKNOWLEDGMENT

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, by Christian Geodde, CEO, RSC Riverside Construction LLC. for and on behalf of said company.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

(SEAL)

ACKNOWLEDGMENT

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_ 2024, by Gretchen Fagan, President of the Board of Directors of the Tomball Economic Development Corporation, for and on behalf of said Corporation.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

(SEAL)

Exhibit A

Legal Description of Property

**METES AND BOUNDS DESCRIPTION**

**ALL THAT CERTAIN 12.114 ACRE, (527,705 SQUARE FOOT) TRACT OR PARCEL OF LAND SITUATED IN THE ELIZABETH SMITH SURVEY, A-70 AND THE C. M. PILOT SURVEY, A-632, HARRIS COUNTY, TEXAS, BEING OUT OF A CALLED 30.182 ACRE TRACT OF LAND DESCRIBED IN A DEED TO RMC LAND LTD., RECORDED IN CLERK'S FILE NO. T714505 OF THE REAL PROPERTY RECORDS OF HARRIS COUNTY, TEXAS;**

**Exhibit B**

**Description of Infrastructure Improvements**

SWPPP	\$ 12,100
Clearing	\$ 48,400
Grading	\$ 544,500
Fill	\$ 300,006
Fire Hydrant	\$ 250,000
Sanitary	\$ 193,600
Storm Drainage	\$ 338,800
Electric	\$ 350,000
Total	\$ 2,037,406



## Exhibit C Description of Improvements

15 pre-engineered metal office/warehouse buildings ranging in size from 9,600 square feet to 15,000 square feet with shared common access on approximately 12.114-acres of land within the City, located at 0 Holderrieth Road, Tomball, TX 77375



**RESOLUTION NO. 2024-29-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 PERFORMANCE AGREEMENT BY AND BETWEEN THE CORPORATION AND RSC RIVERSIDE CONSTRUCTION, LLC, TO PROMOTE AND DEVELOP NEW OR EXPANDED BUSINESS ENTERPRISES; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**WHEREAS**, the Tomball Economic Development Corporation (the “TEDC”), created pursuant to the Development Corporation Act, now Chapter 501 of the Texas Local Government Code, as amended (the “Act”), desires to adopt projects and provide incentives for economic development within the City; and

**WHEREAS**, the Board of Directors of the TEDC had adopted as a specific project the expenditure of the estimated amount of One Hundred One Eight Hundred and Seventy Thousand Dollars (\$101,870.00) found by the Board to be required or suitable to promote a new business development by RSC Riverside Construction, LLC; and

**WHEREAS**, pursuant to the Act, the TEDC may not undertake such project without the approval of Tomball City Council; and

**WHEREAS**, City Council finds and determines that such project promotes new or expanded business enterprises and is in the best interests of the citizenry; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:**

**Section 1.** The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

**Section 2.** The City Council hereby authorizes and approves the adoption, by the Board of Directors of the Tomball Economic Development Corporation, as a specific project for the economic development of the City, an expenditure of the estimated amount of One Hundred One Eight Hundred and Seventy Thousand Dollars (\$101,870.00), to RSC Riverside Construction, LLC, in accordance with an economic development agreement by and between the TEDC and RSC Riverside Construction, LLC, to promote and develop a new or expanded business enterprises, to be located at 0 Holderrieth Road, Tomball, Texas 77375.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged

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

**PASSED AND APPROVED** on first reading this \_\_\_\_ day of \_\_\_\_\_,  
202\_\_.

**PASSED, APPROVED, AND RESOLVED** on second and final reading this \_\_\_\_ day of  
\_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Lori Klein Quinn, Mayor

ATTEST:

\_\_\_\_\_  
Tracy Garcia, City Secretary

# Regular City Council Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Approve, on First Reading, Resolution No. 2024-30-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 Performance Agreement by and between the Corporation and Red Grip, LLC to make direct incentives to, or expenditures for, assistance with infrastructure costs required or suitable for the promotion of new or expanded business enterprise related to the construction of a commercial office/retail development to be located at 1211 Rudel Road, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed \$15,195.00.

**Background:**

On August 13, 2024, the Tomball Economic Development Corporation (TEDC) Board of Directors unanimously approved, as a Project of the Corporation, a performance agreement with Red Grip, LLC for assistance with infrastructure costs related to the development of a commercial office/retail development to be located at 1211 Rudel Road, Tomball, Texas 77375.

Targeted infrastructure projects that will promote or develop new or expanded business enterprises are authorized expenditures under the Development Corporation Act.

The Tomball City Council has final approval authority over all programs and expenditures of the TEDC. Final approval of this project requires the adoption of Resolution No. 2024-30-TEDC after two separate readings.

**Origination:** Tomball Economic Development Corporation Board of Directors

**Recommendation:** Approval of Resolution No. 2024-30-TEDC on First Reading

**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: X No: \_\_\_\_\_ If yes, specify Account Number: #Project Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
Staff Member-TEDC Date Executive Director-TEDC Date

# TOMBALL

ECONOMIC DEVELOPMENT CORP.

**TO:** Honorable Mayor and City Council

**FROM:** Kelly Violette  
Executive Director

**MEETING DATE:** September 3, 2024

**SUBJECT:** Red Grip, LLC

**ITEM TYPE:** Action

---

The Tomball Economic Development Corporation has received a request from Mike Matheson, Owner, Red Grip, LLC, for assistance with infrastructure costs related to the construction of a commercial office/retail space on approximately 1.04 acres located at 1211 Rudel Road, Tomball, Texas 77375.

The development will consist of two standalone buildings, constructed with a combination of stone and brick and enhanced with wood beam accents, totaling 9,240 square feet. The site will include a 4,620 square foot facility for a Day Car/Early Learning Facility, as well as a 4,620 square foot office space. The projected capital investment for the project is \$2,037,000.

The eligible infrastructure improvements include water, sanitary sewer, storm drainage, electric and gas utilities, and related site improvements totaling approximately \$101,300

Targeted infrastructure that will promote the development and expansion of business enterprise is a permissible project as outlined in Texas Economic Development Legislation. If this project is approved, it will go to the Tomball City Council for final approval by resolution at two separate readings.

An economic impact analysis is included with the agreement to show the impact of this project of Tomball's economy. Per the analysis, the 5-year net benefit of this project on Tomball's economy is \$51,435.00.

If the agreement between the TEDC and Red Grip, LLC is approved as a Project of the Corporation, the grant funding amount will not exceed \$15,195.00, based on 15% of the actual expenditures for the eligible infrastructure improvements.

# “Off Main” Development on 1211 Rudel Road

August 7<sup>th</sup>, 2024

Dear TEDC Board of Directors,

On behalf of Red Grip LLC we are kindly asking for grant funding from the TEDC for the completion of our 9,240 sq/ft “Off Main” development. Our intent is to do further development in Tomball that is more focused on the entertainment side of business to bring more things to do in Tomball that are family friendly.

The “Off Main” construction project that is located at 1211 Rudel Road consists of two buildings each consisting of 4,620 sq/ft. The current plan is for one of the buildings to be a Day Care/Early Learning facility as we are working closely with a tenant on the building design and layout to accommodate their needs. We have designed the buildings to be consistent with the theme of the TEDC as well as the medical facility across the road on Quinn. The design is all side stone and brick with wood beam accents and a metal roof. The location is perfect as it is located between several different apartment buildings that would help fulfill the need for affordable childcare in the area. We believe that the location across from the Fire Station also adds some extra element of comfort to parents that drop off their kids. The project would begin approximately in mid-September and end by May or June.

The other 4,620 sq/ft building is currently planned as office space that would support further growth of the area. Currently we are in discussions with a Therapy group out of Cypress, Texas so that is a possibility as well.

We are seeking grant funding for approved installations at our project, including infrastructure, landscaping, and development services.

Please feel free to contact us to discuss into further detail regarding this project. We look forward to the pleasure of working with all of you and putting the best product out there in the community for which I grew up in so that it serves the community in the best way possible.

Sincerely,

Mike Matheson  
Owner of Red Grip LLC



# Red Grip - Impact Report

## Scenario 1 with Client Data

**Project Type:** New Construction - Office  
**Industry:** Health Care  
**Prepared By:** Tomball EDC

### Purpose & Limitations

This report presents the results of an economic and fiscal analysis undertaken by Tomball EDC using Impact Dashboard, a customized web application developed by Impact DataSource, LLC.

Impact Dashboard utilizes estimates, assumptions, and other information developed by Impact DataSource from its independent research effort detailed in a custom user guide prepared for Tomball EDC.

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

Tomball EDC and Impact DataSource make no representation or warranty as to the accuracy or completeness of the information contained herein, and expressly disclaim any and all liability based on or relating to any information contained in, or errors or omissions from, this information or based on or relating to the use of this information.

### Introduction

This report presents the results of an economic impact analysis performed using Impact Dashboard, a model developed by Impact DataSource. The report estimates the impact that a potential project will have on the local economy and estimates the costs and benefits for local taxing districts over a 10-year period.

### Economic Impact Overview

The table below summarizes the economic impact of the project over the first 10 years in terms of job creation, salaries paid to workers, and taxable sales.

SUMMARY OF ECONOMIC IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Jobs	35.0	47.1	<b>82.1</b>
Annual Salaries/Wages at Full Ops (Yr 5)	\$1,439,635	\$2,866,494	<b>\$4,306,128</b>
Salaries/Wages over 10 Years	\$6,150,657	\$12,246,730	<b>\$18,397,387</b>
Taxable Sales/Purchases in City of Tomball	\$509,927	\$153,084	<b>\$663,011</b>

Totals may not sum due to rounding

The Project may result in new residents moving to the community and potentially new residential properties being constructed as summarized below.

SUMMARY OF POPULATION IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Workers who will move to City of Tomball	0.9	1.3	<b>2.2</b>
New residents in City of Tomball	2.5	3.3	<b>5.8</b>
New residential properties constructed in City of Tomball	0.1	0.2	<b>0.3</b>
New students to attend local school district	0.5	0.6	<b>1.1</b>

Totals may not sum due to rounding

The new taxable property to be supported by the Project over the next 10 years is summarized in the following table.

SUMMARY OF TAXABLE PROPERTY OVER THE FIRST 10 YEARS IN CITY OF TOMBALL							
YR.	NEW RESIDENTIAL PROPERTY	LAND	BUILDINGS...	FF&E	INVENTORIES	NON-RESIDENTIAL PROPERTY	TOTAL PROPERTY
1	\$55,502	\$335,000	\$1,687,000	\$15,000	\$0	\$2,037,000	<b>\$2,092,502</b>
2	\$63,405	\$341,700	\$1,720,740	\$13,500	\$0	\$2,075,940	<b>\$2,139,345</b>
3	\$76,222	\$348,534	\$1,755,155	\$12,000	\$0	\$2,115,689	<b>\$2,191,911</b>
4	\$80,102	\$355,505	\$1,790,258	\$10,500	\$0	\$2,156,263	<b>\$2,236,365</b>
5	\$84,107	\$362,615	\$1,826,063	\$9,000	\$0	\$2,197,678	<b>\$2,281,785</b>
6	\$85,789	\$369,867	\$1,862,584	\$7,500	\$0	\$2,239,951	<b>\$2,325,741</b>
7	\$87,505	\$377,264	\$1,899,836	\$6,000	\$0	\$2,283,100	<b>\$2,370,606</b>
8	\$89,255	\$384,810	\$1,937,833	\$4,500	\$0	\$2,327,142	<b>\$2,416,398</b>
9	\$91,040	\$392,506	\$1,976,589	\$3,000	\$0	\$2,372,095	<b>\$2,463,136</b>
10	\$92,861	\$400,356	\$2,016,121	\$3,000	\$0	\$2,419,477	<b>\$2,512,338</b>



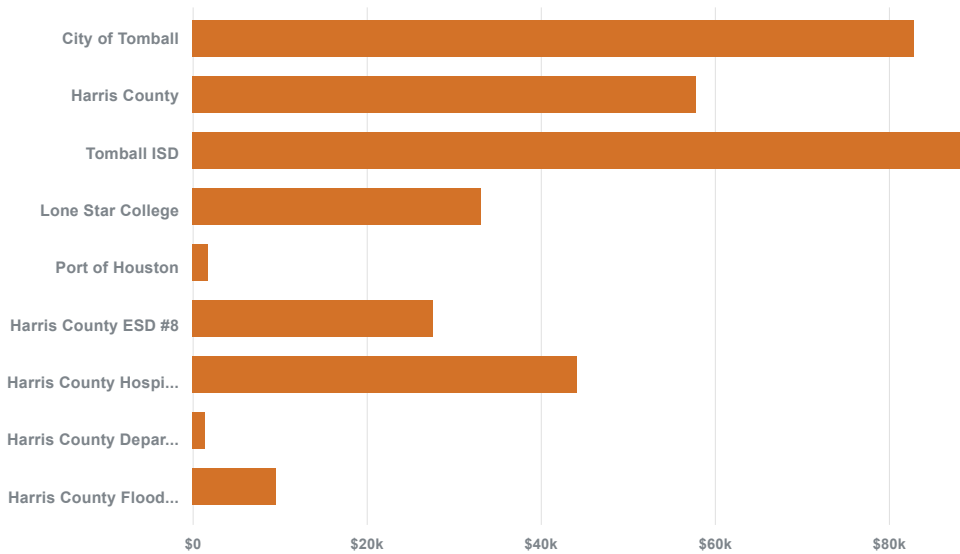
## Fiscal Impact Overview

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

FISCAL NET BENEFITS OVER THE NEXT 10 YEARS				
	BENEFITS	COSTS	NET BENEFITS	PRESENT VALUE*
City of Tomball	\$480,772	(\$397,845)	\$82,927	\$66,998
Harris County	\$155,555	(\$97,735)	\$57,820	\$44,483
Tomball ISD	\$248,723	(\$159,846)	\$88,877	\$68,093
Lone Star College	\$33,166	\$0	\$33,166	\$25,333
Port of Houston	\$1,769	\$0	\$1,769	\$1,351
Harris County ESD #8	\$27,686	\$0	\$27,686	\$21,147
Harris County Hospital District	\$44,211	\$0	\$44,211	\$33,768
Harris County Department of Education	\$1,480	\$0	\$1,480	\$1,130
Harris County Flood Control	\$9,571	\$0	\$9,571	\$7,310
<b>Total</b>	<b>\$1,002,932</b>	<b>(\$655,425)</b>	<b>\$347,506</b>	<b>\$269,613</b>

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

Net Benefits Over the Next 10 Years

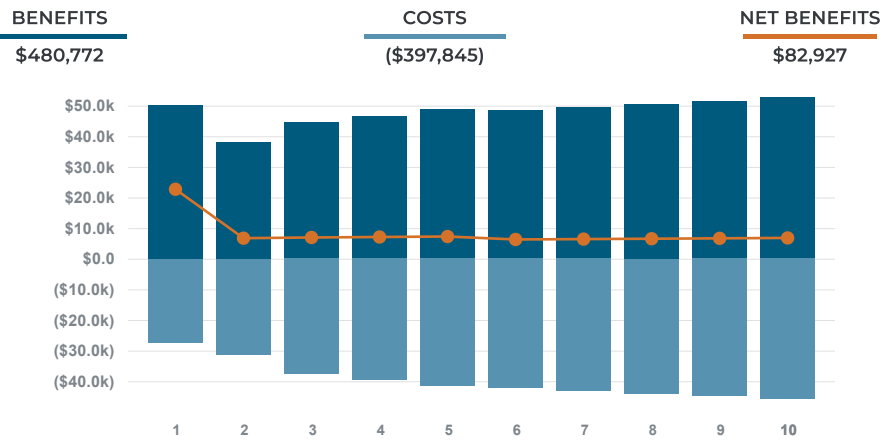


### City of Tomball Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by City of Tomball over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: CITY OF TOMBALL			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Sales Taxes	\$8,661	\$4,599	\$13,260
Real Property Taxes	\$64,942	\$0	\$64,942
FF&E Property Taxes	\$246	\$0	\$246
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$2,364	\$2,364
Hotel Occupancy Taxes	\$0	\$0	\$0
Building Permits and Fees	\$7,500	\$0	\$7,500
Utility Revenue	\$214,871	\$33,353	\$248,225
Utility Franchise Fees	\$12,341	\$1,908	\$14,248
Miscellaneous Taxes and User Fees	\$112,517	\$17,470	\$129,987
<b>Benefits Subtotal</b>	<b>\$421,078</b>	<b>\$59,694</b>	<b>\$480,772</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	(\$107,799)	(\$16,688)	(\$124,487)
Cost of Utility Services	(\$236,649)	(\$36,709)	(\$273,358)
<b>Costs Subtotal</b>	<b>(\$344,447)</b>	<b>(\$53,397)</b>	<b>(\$397,845)</b>
<b>Net Benefits</b>	<b>\$76,631</b>	<b>\$6,296</b>	<b>\$82,927</b>

Annual Fiscal Net Benefits for City of Tomball



## Harris County Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Harris County over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: HARRIS COUNTY			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$77,507	\$0	\$77,507
FF&E Property Taxes	\$294	\$0	\$294
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$30,104	\$30,104
Hotel Occupancy Taxes	\$0	\$0	\$0
Miscellaneous Taxes and User Fees	\$14,881	\$32,768	\$47,649
<b>Benefits Subtotal</b>	<b>\$92,682</b>	<b>\$62,872</b>	<b>\$155,555</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	(\$30,488)	(\$67,246)	(\$97,735)
<b>Costs Subtotal</b>	<b>(\$30,488)</b>	<b>(\$67,246)</b>	<b>(\$97,735)</b>
<b>Net Benefits</b>	<b>\$62,194</b>	<b>(\$4,374)</b>	<b>\$57,820</b>

Annual Fiscal Net Benefits for Harris County

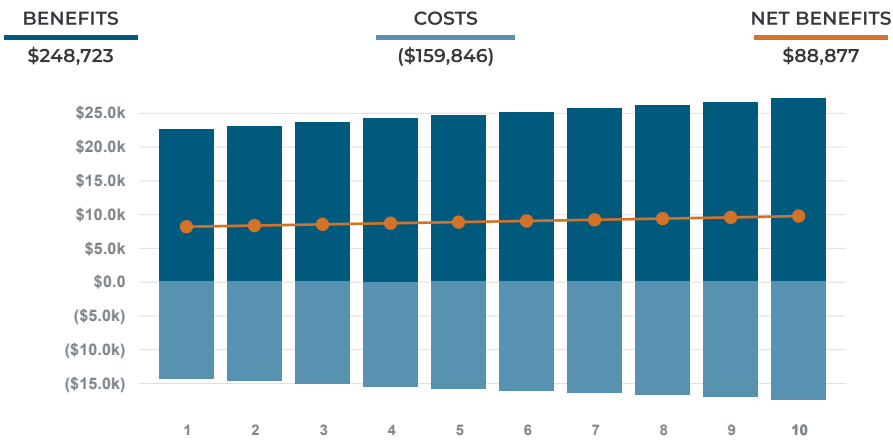


## Tomball ISD Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Tomball ISD over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: TOMBALL ISD			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$235,839	\$0	\$235,839
FF&E Property Taxes	\$895	\$0	\$895
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$2,746	\$2,746
Addtl. State & Federal School Funding	\$0	\$9,243	\$9,243
<b>Benefits Subtotal</b>	<b>\$236,734</b>	<b>\$11,989</b>	<b>\$248,723</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost to Educate New Students	\$0	(\$8,974)	(\$8,974)
Reduction in State School Funding	(\$149,142)	(\$1,730)	(\$150,872)
<b>Costs Subtotal</b>	<b>(\$149,142)</b>	<b>(\$10,704)</b>	<b>(\$159,846)</b>
<b>Net Benefits</b>	<b>\$87,591</b>	<b>\$1,285</b>	<b>\$88,877</b>

Annual Fiscal Net Benefits for Tomball ISD

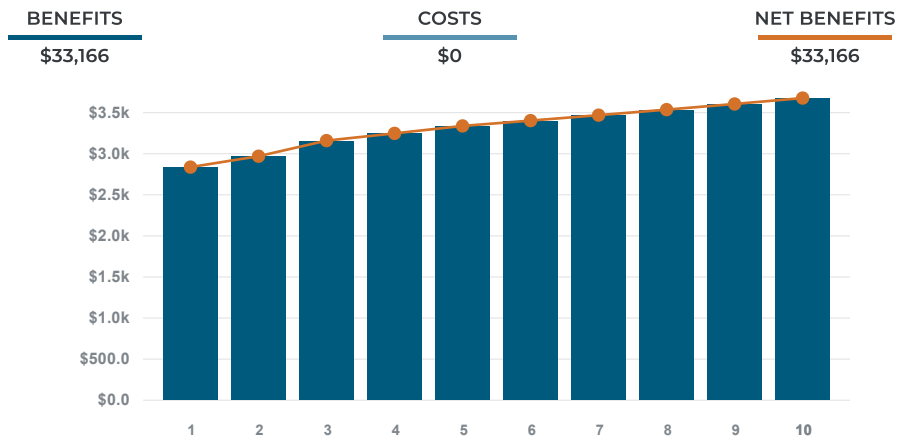


## Lone Star College Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Lone Star College over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: LONE STAR COLLEGE			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$23,823	\$0	\$23,823
FF&E Property Taxes	\$90	\$0	\$90
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$9,253	\$9,253
<b>Benefits Subtotal</b>	<b>\$23,913</b>	<b>\$9,253</b>	<b>\$33,166</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
<b>Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Benefits</b>	<b>\$23,913</b>	<b>\$9,253</b>	<b>\$33,166</b>

Annual Fiscal Net Benefits for Lone Star College

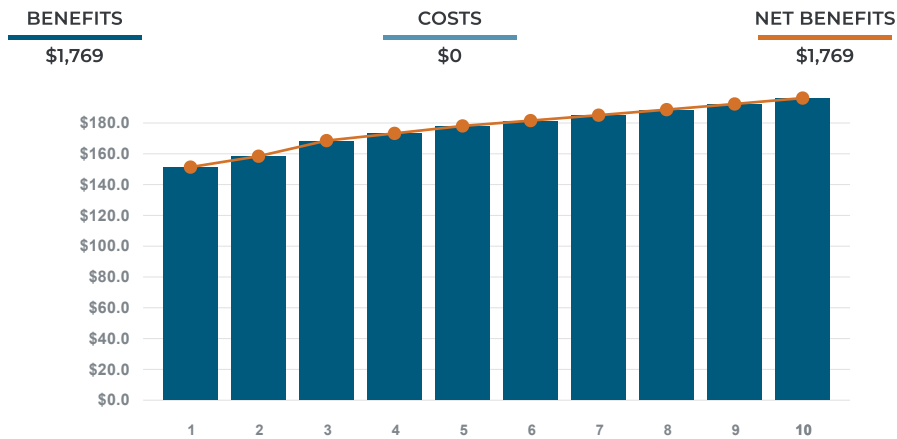


## Port of Houston Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Port of Houston over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: PORT OF HOUSTON			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$1,271	\$0	\$1,271
FF&E Property Taxes	\$5	\$0	\$5
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$494	\$494
<b>Benefits Subtotal</b>	<b>\$1,276</b>	<b>\$494</b>	<b>\$1,769</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
<b>Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Benefits</b>	<b>\$1,276</b>	<b>\$494</b>	<b>\$1,769</b>

Annual Fiscal Net Benefits for Port of Houston

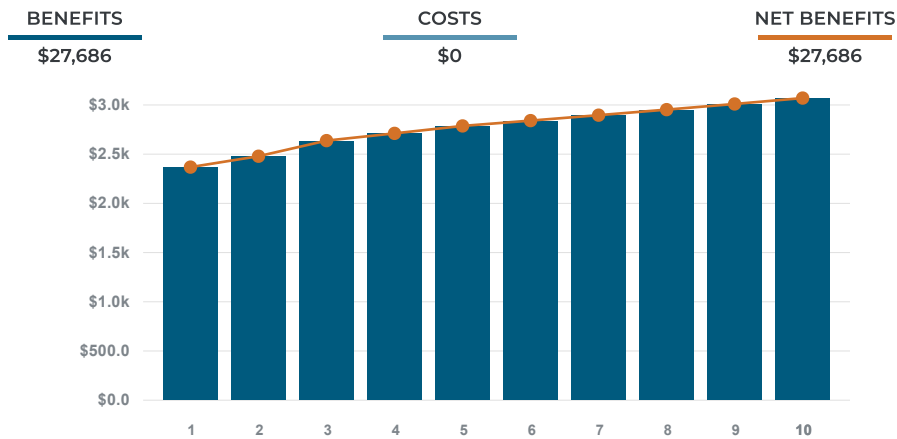


### Harris County ESD #8 Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Harris County ESD #8 over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: HARRIS COUNTY ESD #8			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$19,886	\$0	\$19,886
FF&E Property Taxes	\$75	\$0	\$75
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$7,724	\$7,724
<b>Benefits Subtotal</b>	<b>\$19,962</b>	<b>\$7,724</b>	<b>\$27,686</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
<b>Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Benefits</b>	<b>\$19,962</b>	<b>\$7,724</b>	<b>\$27,686</b>

Annual Fiscal Net Benefits for Harris County ESD #8

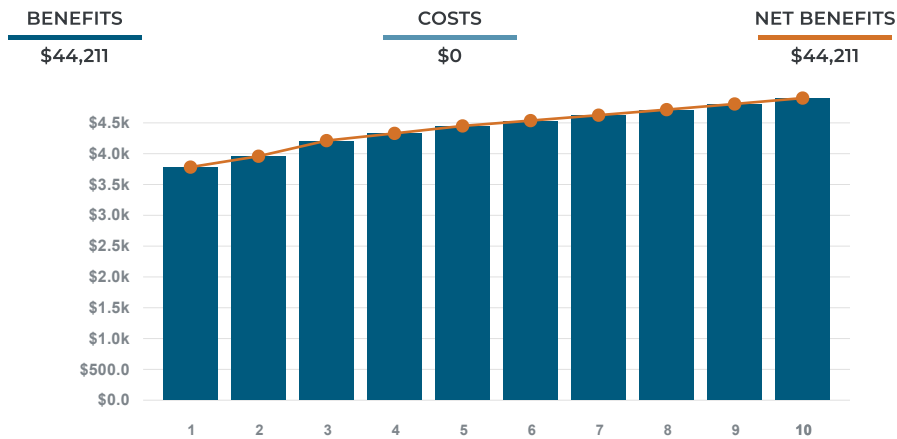


## Harris County Hospital District Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Harris County Hospital District over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: HARRIS COUNTY HOSPITAL DISTRICT			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$31,756	\$0	\$31,756
FF&E Property Taxes	\$120	\$0	\$120
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$12,334	\$12,334
<b>Benefits Subtotal</b>	<b>\$31,876</b>	<b>\$12,334</b>	<b>\$44,211</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
<b>Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Benefits</b>	<b>\$31,876</b>	<b>\$12,334</b>	<b>\$44,211</b>

Annual Fiscal Net Benefits for Harris County Hospital District



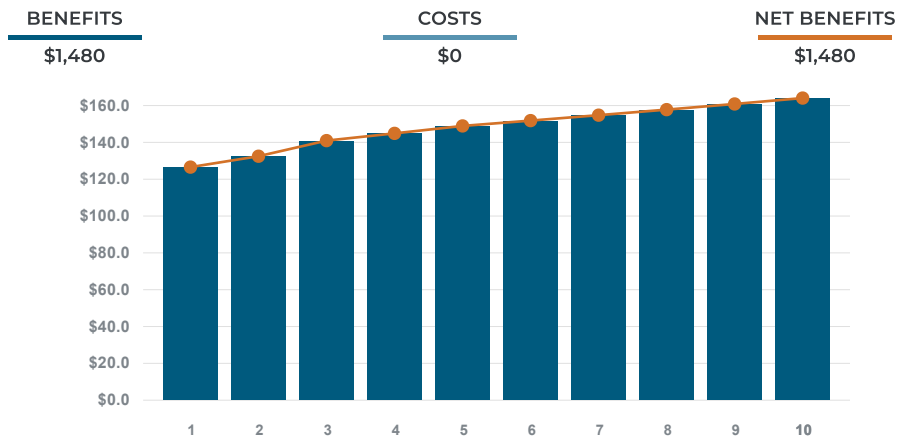


## Harris County Department of Education Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Harris County Department of Education over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: HARRIS COUNTY DEPARTMENT OF EDUCATION			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$1,063	\$0	\$1,063
FF&E Property Taxes	\$4	\$0	\$4
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$413	\$413
<b>Benefits Subtotal</b>	<b>\$1,067</b>	<b>\$413</b>	<b>\$1,480</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
<b>Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Benefits</b>	<b>\$1,067</b>	<b>\$413</b>	<b>\$1,480</b>

Annual Fiscal Net Benefits for Harris County Department of Education

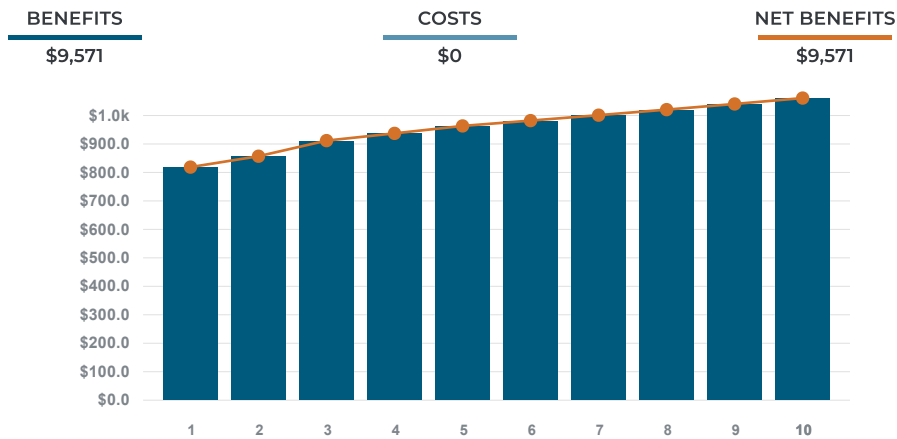


## Harris County Flood Control Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by Harris County Flood Control over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: HARRIS COUNTY FLOOD CONTROL			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Real Property Taxes	\$6,875	\$0	\$6,875
FF&E Property Taxes	\$26	\$0	\$26
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$2,670	\$2,670
<b>Benefits Subtotal</b>	<b>\$6,901</b>	<b>\$2,670</b>	<b>\$9,571</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
None Estimated	\$0	\$0	\$0
<b>Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Benefits</b>	<b>\$6,901</b>	<b>\$2,670</b>	<b>\$9,571</b>

Annual Fiscal Net Benefits for Harris County Flood Control



## Methodology

### Overview of Methodology

The Impact Dashboard model combines project-specific attributes with community data, tax rates, and assumptions to estimate the economic impact of the Project and the fiscal impact for local taxing districts over a 10-year period.

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

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

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

531120 LESSORS OF NONRESIDENTIAL BUILDINGS (EXCEPT MINIWAREHOUSES)		CITY OF TOMBALL
Employment Multiplier	(Type II Direct Effect)	2.3456
Earnings Multiplier	(Type II Direct Effect)	2.9911

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

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

This approach uses relies on two assumptions:

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

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

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

This approach relies on two assumptions:

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

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

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

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

### About Impact DataSource

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

For more information on Impact DataSource, LLC and our product Impact Dashboard, please visit our website [www.impactdatasource.com](http://www.impactdatasource.com)



## AGREEMENT

THE STATE OF TEXAS           §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF HARRIS         §

This Agreement (the “Agreement”) is made and entered into by and between the Tomball Economic Development Corporation, an industrial development corporation created pursuant to Tex. Rev. Civ. Stat. Ann. Art. 5190.6, Section 4B, located in Harris County, Texas (the “TEDC”), and **Red Grip, LLC** (the “Company”), 14315 Arlington Place, Cypress, TX, 77429.

### WITNESSETH:

**WHEREAS**, it is the established policy of the TEDC to adopt such reasonable measures from time-to-time as are permitted by law to endeavor to attract industry, create and retain primary jobs, expand the growth of the City of Tomball (the “City”), and thereby enhance the economic stability and growth of the City; and

**WHEREAS**, the Company proposes to develop a 1.04-acre tract of land within the City, located at 1211 Rudel Road, Tomball, Texas 77375 (the “Property”), more particularly described in Exhibit “A,” attached hereto and made a part hereof; and

**WHEREAS**, the Company intends to make an investment of over Two Million Dollars (\$2,000,000) in land, buildings, equipment, targeted infrastructure, and other improvements necessary to develop two (2) 4,620 square foot commercial office/retail buildings totaling 9,240 square foot. (the “Project”); and

**WHEREAS**, the Company also proposes to create Thirty-Five Jobs (35) new full-time employment positions in Tomball in conjunction with the opening of its business operations on the Property; and

**WHEREAS**, the TEDC agrees to provide to the Company the sum of up to Fifteen Thousand One Hundred and Ninety-Five Dollars (\$15,195), or an amount equal to fifteen (15) percent of actual costs if less than the sum stated above, to assist in the construction of targeted infrastructure improvements (the “Infrastructure Improvements”), identified and described in Exhibit “B,” attached hereto and made a part hereof; and

**WHEREAS**, the Company has agreed, in exchange and as consideration for the funding, to satisfy and comply with certain terms and conditions; and

**NOW, THEREFORE**, in consideration of the premises and the mutual benefits and obligations set forth herein, including the recitals set forth above, the TEDC and the Company agree as follows:

1.

The Company hereby covenants and agrees that it will construct and maintain on the Property two (2) commercial office/retail buildings (the “Improvements”) identified and depicted on Exhibit “C,” attached hereto and made a part hereof. In conjunction with the development of the Property, the Company further agrees to construct the Infrastructure Improvements contemplated by this Agreement, in accordance with the requirements of the ordinances of the City and the plans and specifications approved by the City. The Company further represents and agrees that it will certify the costs of the construction of such Infrastructure Improvements to the TEDC prior to construction.

2.

The construction of the Improvements to the Property, including construction of the Infrastructure Improvements shall be completed, and all necessary permits from the City shall be

obtained, within Eighteen (18) months from the Effective Date of this Agreement. Extensions of these deadlines due to extenuating circumstances or uncontrollable delay may be granted by the Board of Directors of the TEDC at its sole discretion.

3.

This Agreement shall become enforceable upon the Effective Date and shall remain in effect for five (5) years, unless terminated or cancelled earlier (the “Term”). The Term may be extended through a written amendment to this Agreement executed by the Parties.

4.

The Company further covenants and agrees that the Company or any owner or leasee of the Improvements 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.

5.

In consideration of the Company's representations, promises, and covenants, TEDC agrees to reimburse the Company for the actual cost of the Infrastructure Improvements up to the amount of Fifteen Thousand One Hundred and Ninety-Five Dollars (\$15,195), or an amount equal to fifteen (15) percent of actual costs if less than the sum stated above upon completion of construction and occupancy of each office/warehouse space. The TEDC agrees to reimburse the Company for such amount within thirty (30) days of receipt of a letter from the Company requesting such payment and including: (a) certification of the cost of constructing the Infrastructure Improvements; (b) a copy of the City's occupancy permit for the improvements to the Property; (c) certification that the Infrastructure Improvements have been constructed in

accordance with the approved plans and specifications; (d) an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the Improvements have been paid and any and all liens and claims regarding such work have been released; and (e) Proof of payment to all vendors, contractors and subcontractors providing work and/or materials in the construction of the Improvements, proof of payment must include copies of canceled checks and/or credit card receipts and copies of paid invoices from all vendors, contractors and subcontractors.

6.

It is understood and agreed by the parties that, in the event of a default by the Company on any of its obligations under this Agreement, the Company shall reimburse the TEDC the full amount paid to the Company by the TEDC, with interest at the rate equal to the 90-day Treasury Bill plus  $\frac{1}{2}\%$  per annum, within 120 days after the TEDC notifies the Company of the default. It is further understood and agreed by the parties that if the Company, or any owner or lessee of the Improvements, is convicted of a violation under 8 U.S.C. Section 1324a(f), the Company will reimburse the TEDC the full amount paid to the Company, with interest at the rate equal to the 90-day Treasury Bill plus  $\frac{1}{2}\%$  per annum, within 120 days after the TEDC notifies the Company of the violation.

The Company shall also reimburse the TEDC for any and all reasonable attorney's fees and costs incurred by the TEDC as a result of any action required to obtain reimbursement of such funds. Such reimbursement shall be due and payable thirty (30) days after the Company receives written notice of default.



7.

This Agreement shall inure to the benefit of and be binding upon the TEDC and the Company, and upon the Company's successors and assigns, lessees, affiliates, and subsidiaries, and shall remain in force whether the Company sells, leases, assigns, or in any other manner disposes of, either voluntarily or by operation of law, all or any part of the Property and the agreements herein contained shall be held to be covenants running with the Property for so long as this Agreement, or any extension thereof, remains in effect.

8.

Any notice provided or permitted to be given under this Agreement must be in writing and may be served by (i) depositing the same in the United States mail, addressed to the party to be notified, postage prepaid, registered or certified mail, return receipt requested; or (ii) by delivering the same in person to such party; or (iii) by overnight or messenger delivery service that retains regular records of delivery and receipt; or (iv) by facsimile; provided a copy of such notice is sent within one (1) day thereafter by another method provided above. The initial addresses of the parties for the purpose of notice under this Agreement shall be as follows:

If to City: Tomball Economic Development Corporation  
401 W. Market Street  
Tomball, Texas 77375  
Attn: President, Board of Directors

If to Company: Red Grip, LLC  
14315 Arlington Place  
Spring, TX, 77379  
Attn: Mike Matheson, Owner

9.

This Agreement shall be performable and enforceable in Harris County, Texas, and shall be construed in accordance with the laws of the State of Texas.

10.

Except as otherwise provided in this Agreement, this Agreement shall be subject to change, amendment or modification only in writing, and by the signatures and mutual consent of the parties hereto.

11.

The failure of any party to insist in any one or more instances on the performance of any of the terms, covenants or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, or condition, or right with respect to further performance.

12.

This Agreement shall bind and benefit the respective Parties and their legal successors and shall not be assignable, in whole or in part, by any party without first obtaining written consent of the other party.

13.

In the event any one or more words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement, or the application thereof to any person, firm, corporation, or circumstance, shall be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, then the application, invalidity or unconstitutionality of such words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement shall be deemed to be independent of and severable from the remainder of this Agreement, and the validity of the remaining parts of this Agreement shall not be affected thereby.

IN TESTIMONY OF WHICH, THIS AGREEMENT has been executed by the parties on  
this \_\_\_\_\_ day of \_\_\_\_\_ 2024 (the “Effective Date”).

**Red Grip, LLC**

By: \_\_\_\_\_  
Name: Mike Matheson  
Title: Owner

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**TOMBALL ECONOMIC DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Name: Gretchen Fagan  
Title: President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Name: William E. Sumner Jr.  
Title: Secretary, Board of Directors

**ACKNOWLEDGMENT**

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_  
2024, by Mike Matheson, Owner, Red Grip, LLC for and on behalf of said company.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

(SEAL)

ACKNOWLEDGMENT

THE STATE OF TEXAS    §  
                                  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the   13   day of   August    
2024, by Gretchen Fagan, President of the Board of Directors of the Tomball Economic  
Development Corporation, for and on behalf of said Corporation.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

(SEAL)

**Exhibit A**

**Legal Description of Property**

Lot 72 Block 1 ACQUEST TOMBALL REPLAT NO. 1  
1211 RUDEL ROAD, TOMBALL, TX 77375

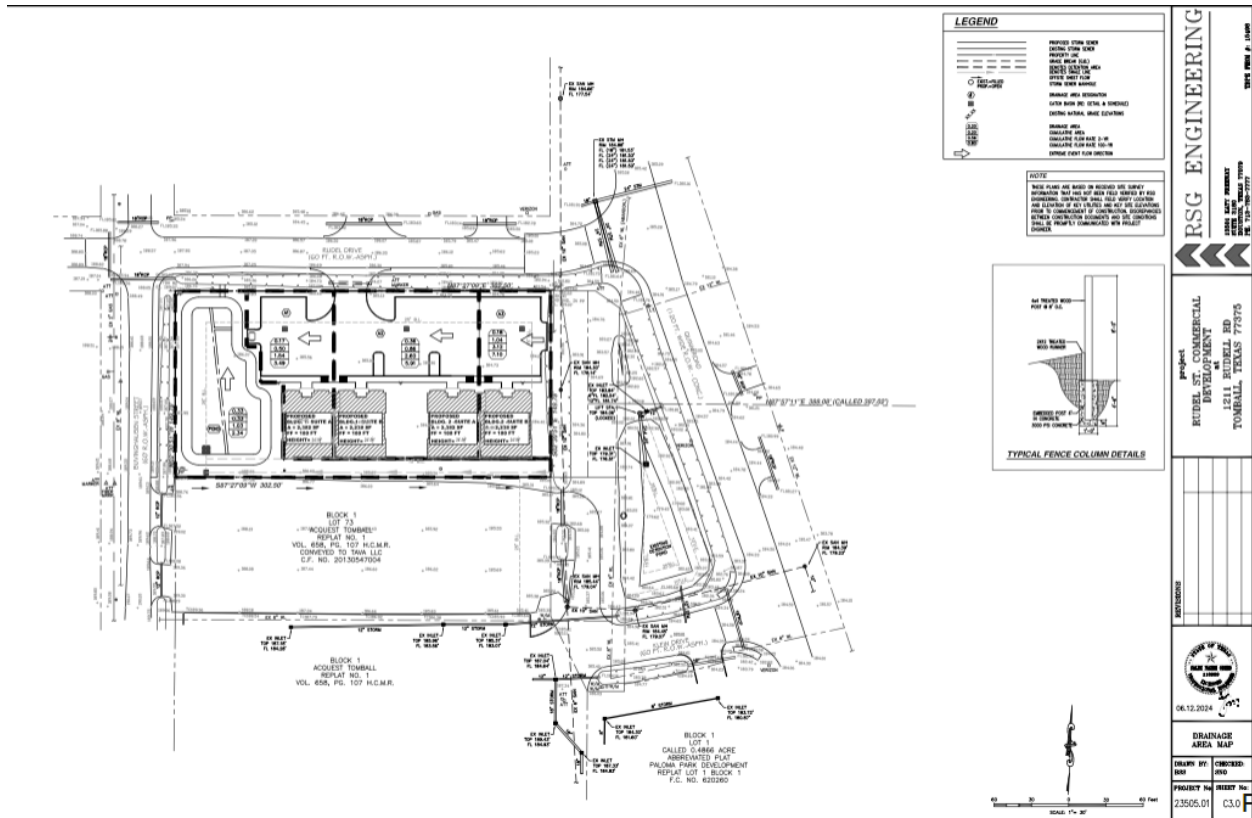
**Exhibit B**

**Description of Infrastructure Improvements**

<b>Targeted Infrastructure</b>	<b>Cost</b>
Sanitary Sewer	\$ 8,000
Storm Drainage	\$ 22,500
Water	\$ 36,000
Gas	\$ 6,000
Site Preparation	\$ 54,000
Telecommunications/Internet	\$ 4,800
Electric	\$ 14,000
<b>Total</b>	<b>\$ 101,300</b>

## Exhibit C Description of Improvements

Two (2) 4,620 square foot commercial office/retail buildings totaling 9,240 sq. ft. with a shared common driveway on approximately 1.04 acres of land generally located at 1211 Rudel, Tomball, TX



**Exhibit C Continued**  
**Description of Improvements**

**1211** RUDEL RD | TOMBALL, TX

*New Development*



**OFF MAIN  
OFFICE LODGES**

**PHASE I**

**FOR LEASE  
OFFICE SUITES**

BROKER:  
ARCHWAY ADVISORS

DEVELOPER:  
RED GRIP, LLC

**FOR MORE INFORMATION:** Jason Smith • (832) 228-3945 • [jrsmith@archwayprop.com](mailto:jrsmith@archwayprop.com)



**RESOLUTION NO. 2024-30-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 PERFORMANCE AGREEMENT BY AND BETWEEN THE CORPORATION AND RED GRIP, LLC, TO PROMOTE AND DEVELOP NEW OR EXPANDED BUSINESS ENTERPRISES; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**WHEREAS**, the Tomball Economic Development Corporation (the “TEDC”), created pursuant to the Development Corporation Act, now Chapter 501 of the Texas Local Government Code, as amended (the “Act”), desires to adopt projects and provide incentives for economic development within the City; and

**WHEREAS**, the Board of Directors of the TEDC had adopted as a specific project the expenditure of the estimated amount of Fifteen Thousand One Hundred and Ninety Five Dollars (\$15,195.00) found by the Board to be required or suitable to promote a new business development by Red Grip, LLC; and

**WHEREAS**, pursuant to the Act, the TEDC may not undertake such project without the approval of Tomball City Council; and

**WHEREAS**, City Council finds and determines that such project promotes new or expanded business enterprises and is in the best interests of the citizenry; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:**

**Section 1.** The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

**Section 2.** The City Council hereby authorizes and approves the adoption, by the Board of Directors of the Tomball Economic Development Corporation, as a specific project for the economic development of the City, an expenditure of the estimated amount of Fifteen Thousand One Hundred and Ninety Five Dollars (\$15,195.00) to Red Grip, LLC, in accordance with an economic development agreement by and between the TEDC and Red Grip, LLC, to promote and develop a new or expanded business enterprises, to be located at 1211 Rudel Road, Tomball, Texas 77375.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged

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

**PASSED AND APPROVED** on first reading this \_\_\_\_ day of \_\_\_\_\_,  
202\_\_.

**PASSED, APPROVED, AND RESOLVED** on second and final reading this \_\_\_\_ day of  
\_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Lori Klein Quinn, Mayor

ATTEST:

\_\_\_\_\_  
Tracy Garcia, City Secretary

**Regular City Council  
Agenda Item  
Data Sheet**

**Meeting Date:** September 3, 2024

**Topic:**

Consideration and possible action to approve, as a Project of the Tomball Economic Development Corporation, an agreement with Walsh Alliance, LLC dba Walsh & Albert Company, Ltd., to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the development of its corporate headquarters to be located at 2401 S Persimmon Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is and amount not to exceed \$165,000.00.

**Background:**

All expenditures of the Tomball Economic Development Corporation (TEDC) sales tax revenue must first be approved as a "Project." At its meeting on August 13, 2024, the TEDC Board of Directors did take formal action to approve, as a Project of the TEDC, an agreement with Walsh Alliance, LLC dba Walsh & Albert Company, Ltd., for the creation or retention of primary jobs associated with the development of its corporate headquarters to be located at 2401 S Persimmon Street, Tomball, Texas 77375. The City Council of Tomball has final approval authority over all projects and agreements of the TEDC.

**Origination:** Tomball Economic Development Corporation Board of Directors

**Recommendation:** Staff recommends approval of the proposed Performance Agreement with Walsh Alliance, LLC dba Walsh & Albert Company, Ltd.

**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: X No: \_\_\_\_\_ If yes, specify Account Number: # Project Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_  
Staff Member-TEDC Date

Approved by \_\_\_\_\_  
Executive Director-TEDC Date

# TOMBALL

ECONOMIC DEVELOPMENT CORP.

**TO:** Honorable Mayor and City Council

**FROM:** Kelly Violette  
Executive Director

**MEETING DATE:** September 3, 2024

**SUBJECT:** Walsh Alliance, LLC dba Walsh & Albert Company, Ltd

**ITEM TYPE:** Action

---

Walsh Alliance, LLC dba Walsh & Albert Company, Ltd is a family-owned sheet metal manufacturing company that fabricates and installs commercial HVAC ductwork. Walsh & Albert Company has been in business since 1982 at its current location at 19300 Oil Center Blvd, Houston, Texas 77073.

Walsh & Albert Company along with its related company, Metal Zinc, will construct an approximately 196,500 square foot office/warehouse facility on 17.67 acres in the Tomball Business & Technology Park.

Walsh & Albert Company will lease approximately 64,900 square feet of manufacturing and office space within the building. The remaining space will be leased and occupied by Metal Zinc.

Walsh & Albert Company proposes to relocate 250 full-time employees and create 80 new jobs in conjunction with the relocation. The estimated capital investment of this project is over \$5,000,000.00.

An economic impact analysis is included with the agreement to show the impact of this project on Tomball's economy. Per the analysis, the 5-year net benefit of this project on Tomball's economy is \$383,517.00. The proposed incentive is \$165,000.00, based upon \$500.00 per job relocated/created.



08/05/2024

Kelly Violette  
Executive Director  
Tomball Economic Development Corporation  
29201 Quinn Rd. , suite B  
Tomball, Texas 77375

Subject: Tomball Economic Development Commission-Request Letter for Project Grant

Dear Kelly,

This letter is a request for funding assistance from the Tomball Economic Development Corporation through a project grant to Walsh & Albert Company for relocation of our business operations from the unincorporated Harris County into the City of Tomball.

Christmas Interests, LLC is wholly owned by the Walsh Family who have lived in Harris County since 1976. The company was formed in 2023 to develop property in the Tomball Business and Technology Park. In May of 2023, the company purchased Lot 308 in the Business Park consisting of 17.67 acres. The purchase price of the land was approximately \$ 3 million dollars. Christmas Interests has been working with the City of Tomball, CDA Architects, and Ludlow & Associates the general contractor to construct a 194,600 square foot manufacturing building on the site. Site clearing began 08/08/2024 with building construction schedule to begin 09/01/24 and complete by 03/01/25. The estimated value of the capital improvements is approximately \$18 million.

The building will be leased to two related family owned companies. The Walsh & Albert Company which is a sheetmetal manufacturing company fabricating and installing commercial HVAC ductwork will occupy approximately 69,000 square feet of manufacturing area including 6,500 square feet of office space. Metal Zinc which is a manufacturer of light gauge metal products for sale through distributors will occupy 132,200 square feet of manufacturing space including 6,710 square feet of office space.

Walsh & Albert Company has been in business since 1982. Walsh & Albert Company currently has 230 employees and anticipates adding an additional 30 full time employees prior to moving into the new facility in March of 2025. The annual payroll is in excess of \$ 10,000,000. We anticipate adding 10 to 20 additional employees each year for the next several years. The relocation to the new facility will involve moving our office and

manufacturing equipment to the new facility. We are seeking to utilize suppliers and service providers in the Tomball area and to grow our work force from the Tomball area.

Very truly yours,



Peter F. Walsh  
President

## Purpose & Limitations

This report presents the results of an economic and fiscal analysis undertaken by Tomball EDC using Impact DashBoard, a customized web application developed by Impact DataSource, LLC.

Impact DashBoard utilizes estimates, assumptions, and other information developed by Impact DataSource from its independent research effort detailed in a custom user guide prepared for Tomball EDC.

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

Tomball EDC and Impact DataSource make no representation or warranty as to the accuracy or completeness of the information contained herein, and expressly disclaim any and all liability based on or relating to any information contained in, or errors or omissions from, this information or based on or relating to the use of this information.

## Introduction

This report presents the results of an economic impact analysis performed using Impact DashBoard, a model developed by Impact DataSource. The report estimates the impact that a potential project will have on the local economy and estimates the costs and benefits for local taxing districts over a 10-year period.

## Economic Impact Overview

The table below summarizes the economic impact of the project over the first 10 years in terms of job creation, salaries paid to workers, and taxable sales.

SUMMARY OF ECONOMIC IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Jobs	330.0	193.9	<b>523.9</b>
Annual Salaries/Wages at Full Ops (Yr 5)	\$14,302,393	\$7,015,306	<b>\$21,317,698</b>
Salaries/Wages over 10 Years	\$136.51M	\$66,958,517	<b>\$203.47M</b>
Taxable Sales/Purchases in City of Tomball	\$29,284,632	\$836,981	<b>\$30,121,613</b>

Totals may not sum due to rounding

The Project may result in new residents moving to the community and potentially new residential properties being constructed as summarized below.

SUMMARY OF POPULATION IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Workers who will move to City of Tomball	8.9	5.2	<b>14.1</b>
New residents in City of Tomball	23.2	13.6	<b>36.8</b>
New residential properties constructed in City of Tomball	1.3	0.8	<b>2.1</b>
New students to attend local school district	4.5	2.6	<b>7.1</b>

Totals may not sum due to rounding

The new taxable property to be supported by the Project over the next 10 years is summarized in the following table.

SUMMARY OF TAXABLE PROPERTY OVER THE FIRST 10 YEARS IN CITY OF TOMBALL							
YR.	NEW RESIDENTIAL PROPERTY	LAND	BUILDINGS...	FF&E	INVENTORIES	NON-RESIDENTIAL PROPERTY	TOTAL PROPERTY
1	\$375,680	\$1,500,000	\$4,954,198	\$150,000	\$0	\$6,604,198	<b>\$6,979,878</b>
2	\$413,849	\$1,530,000	\$5,053,282	\$135,000	\$0	\$6,718,282	<b>\$7,132,132</b>
3	\$453,395	\$1,560,600	\$5,154,348	\$120,000	\$0	\$6,834,948	<b>\$7,288,343</b>
4	\$494,357	\$1,591,812	\$5,257,435	\$105,000	\$0	\$6,954,247	<b>\$7,448,604</b>
5	\$536,776	\$1,623,648	\$5,362,584	\$90,000	\$0	\$7,076,232	<b>\$7,613,008</b>
6	\$547,511	\$1,656,121	\$5,469,835	\$75,000	\$0	\$7,200,957	<b>\$7,748,468</b>
7	\$558,461	\$1,689,244	\$5,579,232	\$60,000	\$0	\$7,328,476	<b>\$7,886,937</b>
8	\$569,630	\$1,723,029	\$5,690,817	\$45,000	\$0	\$7,458,845	<b>\$8,028,476</b>
9	\$581,023	\$1,757,489	\$5,804,633	\$30,000	\$0	\$7,592,122	<b>\$8,173,145</b>
10	\$592,644	\$1,792,639	\$5,920,726	\$30,000	\$0	\$7,743,365	<b>\$8,336,008</b>



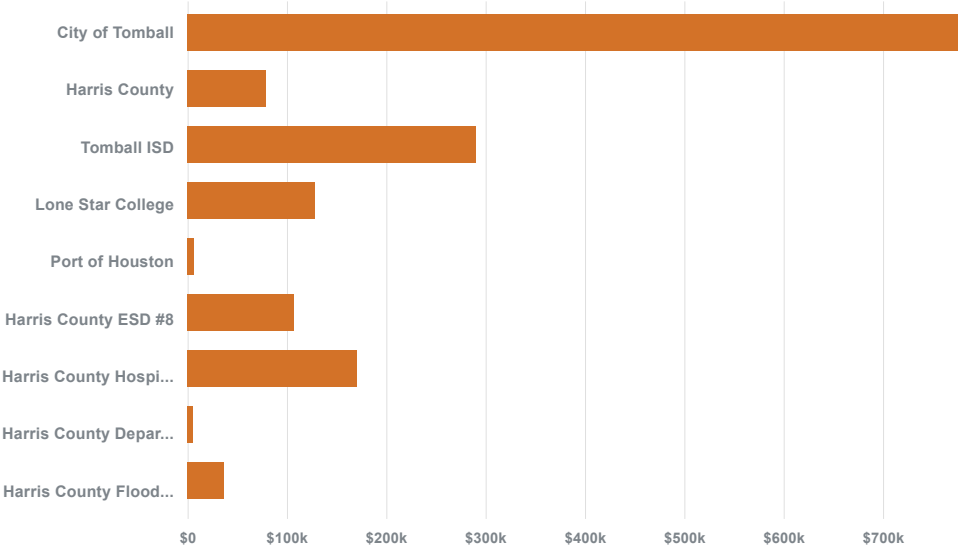
# Fiscal Impact Overview

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

FISCAL NET BENEFITS OVER THE NEXT 10 YEARS				
	BENEFITS	COSTS	NET BENEFITS	PRESENT VALUE*
City of Tomball	\$4,353,657	(\$3,574,999)	\$778,658	\$601,253
Harris County	\$739,161	(\$659,702)	\$79,459	\$62,486
Tomball ISD	\$837,879	(\$547,873)	\$290,006	\$222,286
Lone Star College	\$128,315	\$0	\$128,315	\$97,915
Port of Houston	\$6,845	\$0	\$6,845	\$5,223
Harris County ESD #8	\$107,111	\$0	\$107,111	\$81,735
Harris County Hospital District	\$171,043	\$0	\$171,043	\$130,520
Harris County Department of Education	\$5,724	\$0	\$5,724	\$4,368
Harris County Flood Control	\$37,028	\$0	\$37,028	\$28,255
<b>Total</b>	<b>\$6,386,761</b>	<b>(\$4,782,574)</b>	<b>\$1,604,188</b>	<b>\$1,234,042</b>

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

Net Benefits Over the Next 10 Years



# Public Support Overview

A summary of the total Public Support modeled in this analysis is shown below.

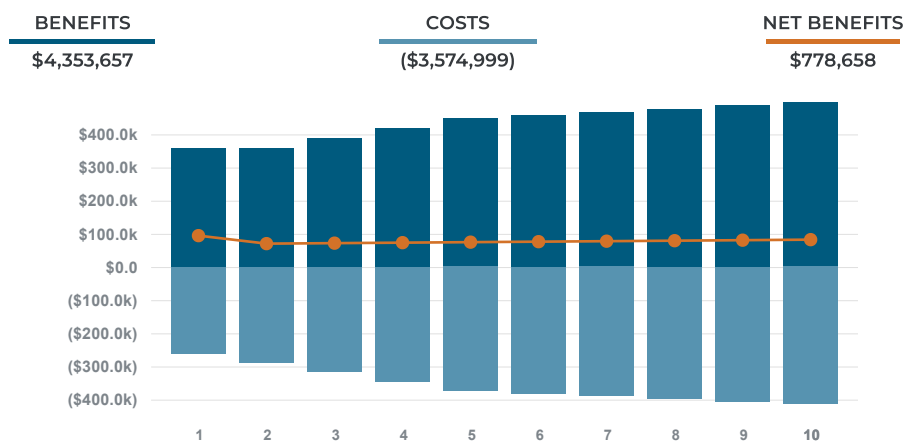
VALUE OF PUBLIC SUPPORT UNDER CONSIDERATION		
	NON-TAX INCENTIVE	TOTAL
City of Tomball	\$165,000	\$165,000
Harris County	\$0	\$0
Tomball ISD	\$0	\$0
Lone Star College	\$0	\$0
Port of Houston	\$0	\$0
Harris County ESD #8	\$0	\$0
Harris County Hospital District	\$0	\$0
Harris County Department of Education	\$0	\$0
Harris County Flood Control	\$0	\$0
<b>Total</b>	<b>\$165,000</b>	<b>\$165,000</b>

## City of Tomball Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by City of Tomball over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: CITY OF TOMBALL			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Sales Taxes	\$551,565	\$50,867	\$602,432
Real Property Taxes	\$207,294	\$0	\$207,294
FF&E Property Taxes	\$2,464	\$0	\$2,464
Inventory Property Taxes	\$0	\$0	\$0
New Residential Property Taxes	\$0	\$15,028	\$15,028
Hotel Occupancy Taxes	\$0	\$0	\$0
Building Permits and Fees	\$0	\$0	\$0
Utility Revenue	\$2,018,346	\$212,065	\$2,230,411
Utility Franchise Fees	\$115,919	\$12,131	\$128,049
Miscellaneous Taxes and User Fees	\$1,056,904	\$111,075	\$1,167,979
<b>Benefits Subtotal</b>	<b>\$3,952,491</b>	<b>\$401,166</b>	<b>\$4,353,657</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	(\$1,012,582)	(\$106,106)	(\$1,118,688)
Cost of Utility Services	(\$2,222,908)	(\$233,403)	(\$2,456,311)
<b>Costs Subtotal</b>	<b>(\$3,235,490)</b>	<b>(\$339,509)</b>	<b>(\$3,574,999)</b>
<b>Net Benefits</b>	<b>\$717,001</b>	<b>\$61,657</b>	<b>\$778,658</b>

Annual Fiscal Net Benefits for City of Tomball

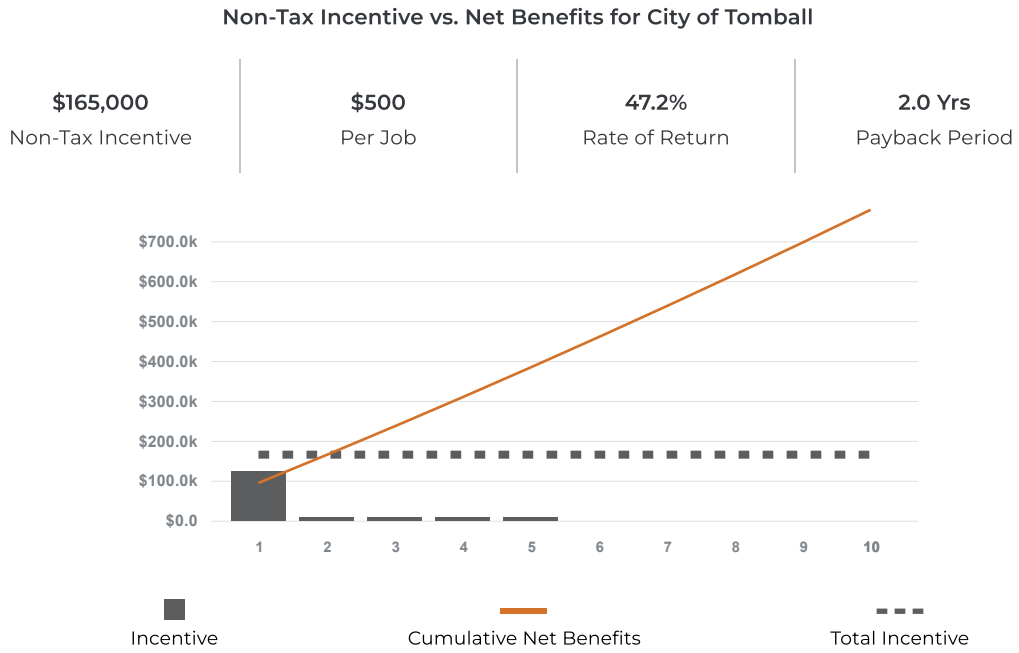


Non-Tax Incentives

City of Tomball is considering the following non-tax incentives for the Project.

NON-TAX INCENTIVES UNDER CONSIDERATION	
YEAR	NON-TAX INCENTIVE
1	\$125,000
2	\$10,000
3	\$10,000
4	\$10,000
5	\$10,000
<b>Total</b>	<b>\$165,000</b>

The graph below depicts the non-tax incentives modeled in this analysis versus the cumulative net benefits to City of Tomball. The intersection indicates the length of time until the incentives are paid back.



**AGREEMENT**

THE STATE OF TEXAS            §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF HARRIS           §

This Agreement (the “Agreement”) is made and entered into by and between the **Tomball Economic Development Corporation**, an industrial development corporation created pursuant to the Development Corporation Act, now Chapter 501 et seq of the Texas Local Government Code, located in Harris County, Texas (the “TEDC”), and **Walsh Alliance, LLC dba Walsh & Albert Company, Ltd** (the “Company”), 19300 Oil Center Blvd, Houston, TX 77073, USA.

**WITNESSETH:**

**WHEREAS**, it is the established policy of the TEDC to adopt such reasonable measures from time-to-time as are permitted by law to endeavor to attract industry, create and retain primary jobs, expand the growth of the City of Tomball (the “City”), and thereby enhance the economic stability and growth of the City; and

**WHEREAS**, the Company proposes to lease 64,900 square-feet of new office and warehouse space to be located at 2401 S Persimmon St, Tomball, TX 77375, (the “Property”), and more particularly described in Exhibit “A,” attached hereto and made a part hereof; and

**WHEREAS**, the Company, currently located at 19300 Oil Center Blvd, Houston, TX 77073, proposes to relocate its corporate headquarters to the Property, and as part of the process, plans to make capital investments including building improvements, fixed machinery and equipment and tangible personal property (the “Improvements”) in an amount equal to at least Five Million Dollars (\$5,000,000.00) as are necessary to occupy the Property and grow the business; and

**WHEREAS**, the Company also proposes to relocate two hundred and fifty (250) full-time employees to the Property and to create eighty (80) new jobs in Tomball within its first five years of operations at the Property; and

**WHEREAS**, the TEDC agrees to provide to the Company the sum of One Hundred and Sixty-Five Thousand Dollars (\$165,000.00) to assist in the construction of the Improvements, the relocation of the 250 employees, and the creation of 80 new full-time jobs at the Property; and

**WHEREAS**, the Company has agreed, in exchange and as consideration for the funding, to satisfy and comply with certain terms and conditions; and

**WHEREAS**, this expenditure is found by the Board of Directors of the TEDC to be suitable for the relocation of the corporate headquarters to the property, to promote and develop new business enterprises on the Property, and in furtherance of the creation and retention of primary jobs;

**NOW, THEREFORE**, in consideration of the premises and the mutual benefits and obligations set forth herein, including the recitals set forth above, the TEDC and the Company agree as follows:

1.

Except as provided by paragraph 4, the Company covenants and agrees that it will operate and maintain the proposed business for a term of at least five (5) years and will maintain thirty (30) full-time employees on the Property.

2.

The construction of the Improvements and the obtaining of all necessary occupancy permits from the City must occur within twenty-four (24) months from the Effective Date of this

Agreement. Extensions of these deadlines may be granted by the Board of Directors of the TEDC due to any extenuating circumstance or uncontrollable delay.

3.

The Company further covenants and agrees that it 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 by law to be employed in that manner in the United States.

4.

In consideration of the Company's representations, promises, and covenants, TEDC agrees to grant to the Company One Hundred and Sixty-Five Thousand Dollars (\$165,000.00) to fund a portion of the cost of the Improvements, the relocation of the 250 employees, and the creation of 80 new employees to the Tomball operation. The TEDC agrees to distribute such funds to the Company within thirty (30) days of receipt of a letter from the Company requesting such payment, which letter shall also include: (a) a copy of the City’s occupancy permit for the Improvements to the Property, if applicable; (b) proof that the company has added the number of employees indicated above to the Tomball operation as evidenced by copies of Texas Workforce Commission form C-3 or Internal Revenue Service form 941; (c) a letter from the City acknowledging that all necessary plats, plans, and specifications have been received, reviewed, and approved; (d) certification that the Improvements have been constructed in accordance with the approved plans and specifications; (e) an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the Improvements have been paid and any and all liens and claims regarding such work have been released; and (f) Proof of payment to all contractors and subcontractors providing work and/or materials in the construction of the Improvements, proof of

payment must include copies of canceled checks and/or credit card receipts and copies of paid invoices from all contractors and subcontractors.

In the event the number of jobs originally projected is not met or maintained, the amount of the funding provided to the Company by TEDC will be reduced on a pro-rata basis to reflect the actual number of jobs at the time of the request for disbursement of funds.

5.

It is understood and agreed by the parties that, in the event of a default by the Company on any of its obligations under this Agreement, the Company shall reimburse the TEDC the full amount paid to the Company by the TEDC, with interest at the rate equal to the 90-day Treasury Bill plus ½% per annum, within 120 days after the TEDC notifies the Company of the default. It is further understood and agreed by the parties that if the Company is convicted of a violation under 8 U.S.C. Section 1324a(f), the Company will reimburse the TEDC the full amount paid to the Company, with interest at the rate equal to the 90-day Treasury Bill plus ½% per annum, within 120 days after the TEDC notifies the Company of the violation.

The Company shall also reimburse the TEDC for any and all reasonable attorney's fees and costs incurred by the TEDC as a result of any action required to obtain reimbursement of such funds. Such reimbursement shall be due and payable thirty (30) days after the Company receives written notice of default accompanied by copies of all applicable invoices.

It is understood and agreed by the parties that, in the event of a default by the TEDC on any of its obligations under this Agreement, the Company's sole and exclusive remedy shall be limited to either a) the termination of this Agreement or b) a suit for specific performance.



6.

Personal Liability of Public Officials: To the extent permitted by law, no director, officer, employee or agent of the TEDC, and no officer, employee or agent of the City of Tomball, shall be personally responsible for any liability arising under or growing out of this Agreement.

7.

This Agreement shall inure to the benefit of and be binding upon the TEDC and the Company, and upon the Company's successors and assigns, affiliates, and subsidiaries, and shall remain in force whether the Company sells, assigns, or in any other manner disposes of, either voluntarily or by operation of law, all or any part of the Property and the agreements herein contained shall be held to be covenants running with the Property for so long as this Agreement, or any extension thereof, remains in effect.

8.

Any notice provided or permitted to be given under this Agreement must be in writing and may be served by (i) depositing the same in the United States mail, addressed to the party to be notified, postage prepaid, registered or certified mail, return receipt requested; or (ii) by delivering the same in person to such party; or (iii) by overnight or messenger delivery service that retains regular records of delivery and receipt; or (iv) by facsimile; provided a copy of such notice is sent within one (1) day thereafter by another method provided above. The initial addresses of the parties for the purpose of notice under this Agreement shall be as follows:

If to City:	Tomball Economic Development Corporation 401 W. Market Street Tomball, Texas 77375 Attn: President, Board of Directors
-------------	---

If to Company: Walsh Alliance, LLC dba Walsh & Albert Company, Ltd  
19300 Oil Center Blvd.  
Houston, TX 77073  
Attn: Peter Walsh, President

9.

This Agreement shall be performable and enforceable in Harris County, Texas, and shall be construed in accordance with the laws of the State of Texas.

10.

Except as otherwise provided in this Agreement, this Agreement shall be subject to change, amendment or modification only in writing, and by the signatures and mutual consent of the parties hereto.

11.

The failure of any party to insist in any one or more instances on the performance of any of the terms, covenants or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, or condition, or right with respect to further performance.

12.

This Agreement shall bind and benefit the respective Parties and their legal successors and shall not be assignable, in whole or in part, by any party without first obtaining written consent of the other party.

13.

In the event any one or more words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement, or the application thereof to any person, firm, corporation, or circumstance, shall be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, then the application, invalidity or unconstitutionality of such words, phrases,

clauses, sentences, paragraphs, sections, or other parts of this Agreement shall be deemed to be independent of and severable from the remainder of this Agreement, and the validity of the remaining parts of this Agreement shall not be affected thereby.

IN TESTIMONY OF WHICH, THIS AGREEMENT has been executed by the parties on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 (the “Effective Date”).

**Walsh Alliance, LLC dba Walsh & Albert Company, Ltd**

By: \_\_\_\_\_  
Name: Peter Walsh  
Title: President

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**TOMBALL ECONOMIC DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Name: Gretchen Fagan  
Title: President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Secretary, Board of Directors

**ACKNOWLEDGMENT**

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_  
2024, by Peter Walsh, President, Walsh Alliance, LLC dba Walsh & Albert Company, Ltd  
for and on behalf of said company.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

(SEAL)

**ACKNOWLEDGMENT**

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_  
2024, Gretchen Fagan, President of the Board of Directors of the Tomball Economic Development  
Corporation, for and on behalf of said Corporation.

\_\_\_\_\_  
Notary Public in and for the State of Texas

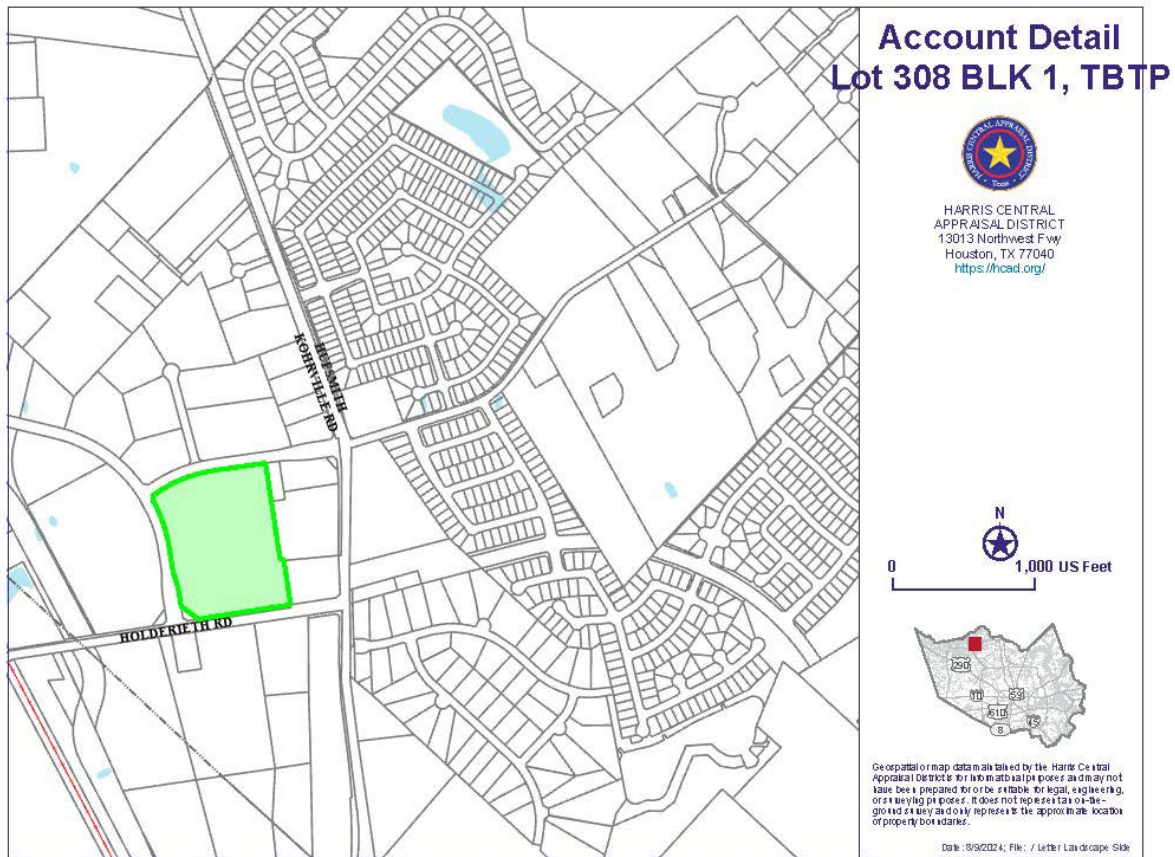
My Commission Expires: \_\_\_\_\_

(SEAL)

**Exhibit A**  
**Description of Property**

Legal Description: LT 308 BLK 1, TOMBALL BUSINESS & TECHNOLOGY PARK 2ND R/P

Property Address: 2401 S Persimmon Ln, Tomball, TX 77375



# Regular City Council Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Consideration and possible action to approve, as a Project of the Tomball Economic Development Corporation, an agreement with Metal Zinc Manufacturing, LLC, to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the development of its corporate headquarters to be located at 2401 S Persimmon Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is and amount not to exceed \$80,000.00.

**Background:**

All expenditures of the Tomball Economic Development Corporation (TEDC) sales tax revenue must first be approved as a "Project." At its meeting on August 13, 2024, the TEDC Board of Directors did take formal action to approve, as a Project of the TEDC, an agreement with Metal Zinc Manufacturing, LLC, for the creation or retention of primary jobs associated with the development of its corporate headquarters to be located at 2401 S Persimmon Street, Tomball, Texas 77375. The City Council of Tomball has final approval authority over all projects and agreements of the TEDC.

**Origination:** Tomball Economic Development Corporation Board of Directors

**Recommendation:** Staff recommends approval of the proposed Performance Agreement with Metal Zinc Manufacturing, LLC.

**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: X No: \_\_\_\_\_ If yes, specify Account Number: # Project Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_  
Staff Member-TEDC Date

Approved by \_\_\_\_\_  
Executive Director-TEDC Date

# TOMBALL

ECONOMIC DEVELOPMENT CORP.

**TO:** Honorable Mayor and City Council

**FROM:** Kelly Violette  
Executive Director

**MEETING DATE:** September 3, 2024

**SUBJECT:** Metal Zinc Manufacturing, LLC

**ITEM TYPE:** Action

---

Metal Zinc Manufacturing is a family-owned light gauge metal products manufacturer that has been in business since 2015 and is currently located at 19408 Kenswick Drive, Houston, Texas 77338-8147.

Metal Zinc Manufacturing along with its related company, Walsh & Albert Company, will construct an approximately 196,500 square foot office/warehouse facility on 17.67 acres in the Tomball Business & Technology Park. Metal Zinc Manufacturing will lease approximately 131,600 square feet of manufacturing and office space within the building. The remaining space will be leased and occupied by Walsh & Albert Company.

Metal Zinc Manufacturing proposes to relocate 130 full-time employees and create 30 new jobs in conjunction with the relocation. The estimated capital investment of this project is over \$10,000,000.00.

An economic impact analysis is included with the agreement to show the impact of this project on Tomball's economy. Per the analysis, the 5-year net benefit of this project on Tomball's economy is \$357,004.00. The proposed incentive is \$80,000.00, based upon \$500.00 per job relocated/created.



08/05/2024

Kelly Violette  
Executive Director  
Tomball Economic Development Corporation  
29201 Quinn Rd. , suite B  
Tomball, Texas 77375

Subject: Tomball Economic Development Commission-Request Letter for Project Grant

Dear Kelly,

This letter is a request for funding assistance from the Tomball Economic Development Corporation through a project grant to Metal Zinc MFG for relocation of our business operations from the unincorporated Harris County into the City of Tomball.

Christmas Interests, LLC is wholly owned by the Walsh Family who have lived in Harris County since 1976. The company was formed in 2023 to develop property in the Tomball Business and Technology Park. In May of 2023, the company purchased Lot 308 in the Business Park consisting of 17.67 acres. The purchase price of the land was approximately \$ 3 million dollars. Christmas Interests has been working with the City of Tomball, CDA Architects, and Ludlow & Associates the general contractor to construct a 196,500 square foot manufacturing building on the site. Site clearing began 08/08/2024 with building construction schedule to begin 09/01/24 and complete by 03/01/25. The estimated value of the capital improvements is approximately \$18 million.

The building will be leased to two related family owned companies. The Walsh & Albert Company which is a sheetmetal manufacturing company fabricating and installing commercial HVAC ductwork will occupy approximately 64,900 square feet of manufacturing area including 5,000 square feet of office space. Metal Zinc which is a manufacturer of light gauge metal products for sale through distributors will occupy 131,600 square feet of manufacturing space including 7,000 square feet of office space.

Metal Zinc Manufacturing has been in business since 2015. Metal Zinc Manufacturing currently has 130 employees and anticipates adding an additional 10-20 full time employees prior to



moving into the new facility in March of 2025. The current annual payroll is in excess of \$ 5,000,000. We anticipate adding 25 to 50 additional employees each year for the next several years. The relocation to the new facility will involve moving our office and manufacturing equipment to the new facility. We are seeking to utilize suppliers and service providers in the Tomball area and to grow our work force from the Tomball area.

Very truly yours,

Ryan Walsh

President Metal Zinc Manufacturing

19408 Kenswick Dr.  
Humble, TX 77338

# Metal Zinc - Impact Report

332322 Sheet Metal Work Manufacturing

Prepared By: Tomball EDC

## Purpose & Limitations

This report presents the results of an economic and fiscal analysis undertaken by Tomball EDC using Impact DashBoard, a customized web application developed by Impact DataSource, LLC.

Impact DashBoard utilizes estimates, assumptions, and other information developed by Impact DataSource from its independent research effort detailed in a custom user guide prepared for Tomball EDC.

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

Tomball EDC and Impact DataSource make no representation or warranty as to the accuracy or completeness of the information contained herein, and expressly disclaim any and all liability based on or relating to any information contained in, or errors or omissions from, this information or based on or relating to the use of this information.

## Introduction

This report presents the results of an economic impact analysis performed using Impact DashBoard, a model developed by Impact DataSource. The report estimates the impact that a potential project will have on the local economy and estimates the costs and benefits for local taxing districts over a 10-year period.

## Economic Impact Overview

The table below summarizes the economic impact of the project over the first 10 years in terms of job creation, salaries paid to workers, and taxable sales.

SUMMARY OF ECONOMIC IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Jobs	160.0	85.2	<b>245.2</b>
Annual Salaries/Wages at Full Ops (Yr 5)	\$6,407,998	\$3,258,563	<b>\$9,666,562</b>
Salaries/Wages over 10 Years	\$54,826,791	\$27,880,246	<b>\$82,707,037</b>
Taxable Sales/Purchases in City of Tomball	\$12,710,799	\$348,503	<b>\$13,059,302</b>

Totals may not sum due to rounding

The Project may result in new residents moving to the community and potentially new residential properties being constructed as summarized below.

SUMMARY OF POPULATION IMPACT OVER 10 YEARS IN CITY OF TOMBALL			
IMPACT	DIRECT	SPIN-OFF	TOTAL
Workers who will move to City of Tomball	4.3	2.3	<b>6.6</b>
New residents in City of Tomball	11.2	6.0	<b>17.2</b>
New residential properties constructed in City of Tomball	0.6	0.3	<b>1.0</b>
New students to attend local school district	2.2	1.2	<b>3.3</b>

Totals may not sum due to rounding

The new taxable property to be supported by the Project over the next 10 years is summarized in the following table.

SUMMARY OF TAXABLE PROPERTY OVER THE FIRST 10 YEARS IN CITY OF TOMBALL							
YR.	NEW RESIDENTIAL PROPERTY	LAND	BUILDINGS...	FF&E	INVENTORIES	NON-RESIDENTIAL PROPERTY	TOTAL PROPERTY
1	\$72,523	\$1,500,000	\$10,045,802	\$250,000	\$1,462,409	\$13,258,211	<b>\$13,330,734</b>
2	\$118,357	\$1,530,000	\$10,246,718	\$725,000	\$1,491,657	\$13,993,375	<b>\$14,111,733</b>
3	\$165,996	\$1,560,600	\$10,451,652	\$950,000	\$1,521,490	\$14,483,743	<b>\$14,649,739</b>
4	\$207,797	\$1,591,812	\$10,660,685	\$1,145,000	\$1,551,920	\$14,949,418	<b>\$15,157,215</b>
5	\$251,204	\$1,623,648	\$10,873,899	\$1,310,000	\$1,582,959	\$15,390,506	<b>\$15,641,710</b>
6	\$256,228	\$1,656,121	\$11,091,377	\$1,145,000	\$1,614,618	\$15,507,116	<b>\$15,763,344</b>
7	\$261,352	\$1,689,244	\$11,313,205	\$980,000	\$1,646,910	\$15,629,358	<b>\$15,890,711</b>
8	\$266,579	\$1,723,029	\$11,539,469	\$815,000	\$1,679,848	\$15,757,346	<b>\$16,023,925</b>
9	\$271,911	\$1,757,489	\$11,770,258	\$650,000	\$1,713,445	\$15,891,192	<b>\$16,163,103</b>
10	\$277,349	\$1,792,639	\$12,005,663	\$510,000	\$1,747,714	\$16,056,016	<b>\$16,333,366</b>

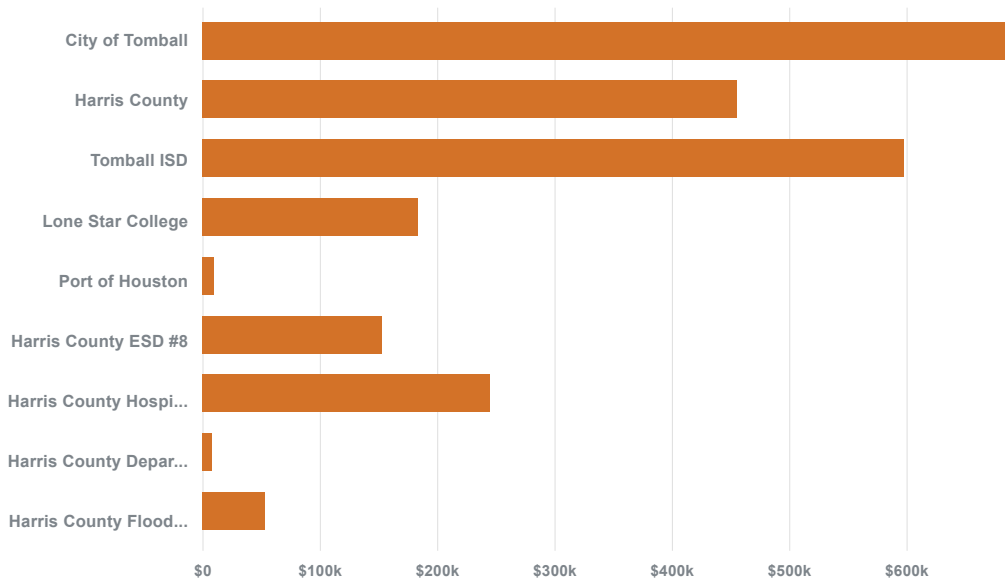
## Fiscal Impact Overview

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

FISCAL NET BENEFITS OVER THE NEXT 10 YEARS				
	BENEFITS	COSTS	NET BENEFITS	PRESENT VALUE*
City of Tomball	\$2,240,426	(\$1,548,661)	\$691,765	\$539,579
Harris County	\$733,876	(\$278,544)	\$455,331	\$350,804
Tomball ISD	\$1,639,496	(\$1,041,275)	\$598,221	\$458,273
Lone Star College	\$183,586	\$0	\$183,586	\$140,110
Port of Houston	\$9,794	\$0	\$9,794	\$7,474
Harris County ESD #8	\$153,249	\$0	\$153,249	\$116,957
Harris County Hospital District	\$244,719	\$0	\$244,719	\$186,766
Harris County Department of Education	\$8,190	\$0	\$8,190	\$6,250
Harris County Flood Control	\$52,977	\$0	\$52,977	\$40,431
<b>Total</b>	<b>\$5,266,313</b>	<b>(\$2,868,481)</b>	<b>\$2,397,832</b>	<b>\$1,846,646</b>

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

Net Benefits Over the Next 10 Years



## Public Support Overview

A summary of the total Public Support modeled in this analysis is shown below.

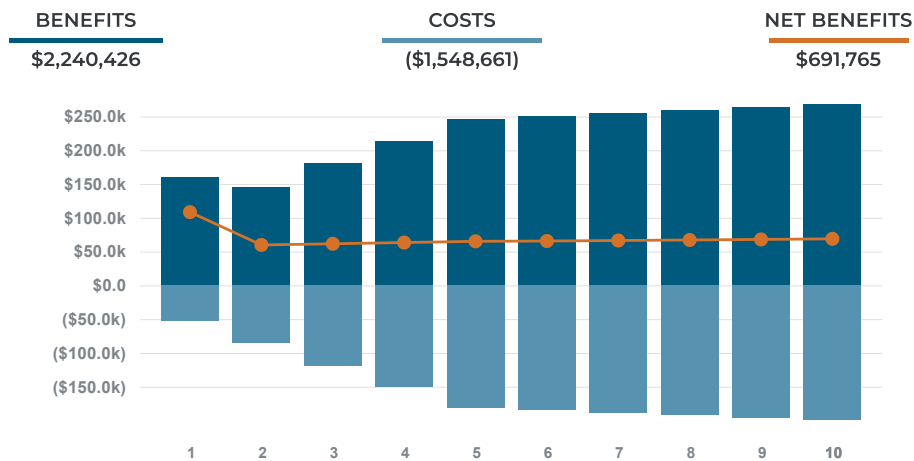
VALUE OF PUBLIC SUPPORT UNDER CONSIDERATION		
	NON-TAX INCENTIVE	TOTAL
City of Tomball	\$80,000	\$80,000
Harris County	\$0	\$0
Tomball ISD	\$0	\$0
Lone Star College	\$0	\$0
Port of Houston	\$0	\$0
Harris County ESD #8	\$0	\$0
Harris County Hospital District	\$0	\$0
Harris County Department of Education	\$0	\$0
Harris County Flood Control	\$0	\$0
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>

## City of Tomball Fiscal Impact

The table below displays the estimated additional benefits, costs, and net benefits to be received by City of Tomball over the next 10 years of the Project.

NET BENEFITS OVER 10 YEARS: CITY OF TOMBALL			
BENEFITS	PROJECT	HOUSEHOLDS	TOTAL
Sales Taxes	\$240,509	\$20,677	\$261,186
Real Property Taxes	\$370,825	\$0	\$370,825
FF&E Property Taxes	\$24,874	\$0	\$24,874
Inventory Property Taxes	\$46,969	\$0	\$46,969
New Residential Property Taxes	\$0	\$6,304	\$6,304
Hotel Occupancy Taxes	\$2,649	\$0	\$2,649
Building Permits and Fees	\$0	\$0	\$0
Utility Revenue	\$877,229	\$88,964	\$966,193
Utility Franchise Fees	\$50,381	\$5,089	\$55,470
Miscellaneous Taxes and User Fees	\$459,360	\$46,597	\$505,957
<b>Benefits Subtotal</b>	<b>\$2,072,795</b>	<b>\$167,631</b>	<b>\$2,240,426</b>
COSTS	PROJECT	HOUSEHOLDS	TOTAL
Cost of Government Services	(\$440,096)	(\$44,513)	(\$484,609)
Cost of Utility Services	(\$966,137)	(\$97,916)	(\$1,064,052)
<b>Costs Subtotal</b>	<b>(\$1,406,233)</b>	<b>(\$142,428)</b>	<b>(\$1,548,661)</b>
<b>Net Benefits</b>	<b>\$666,562</b>	<b>\$25,203</b>	<b>\$691,765</b>

Annual Fiscal Net Benefits for City of Tomball

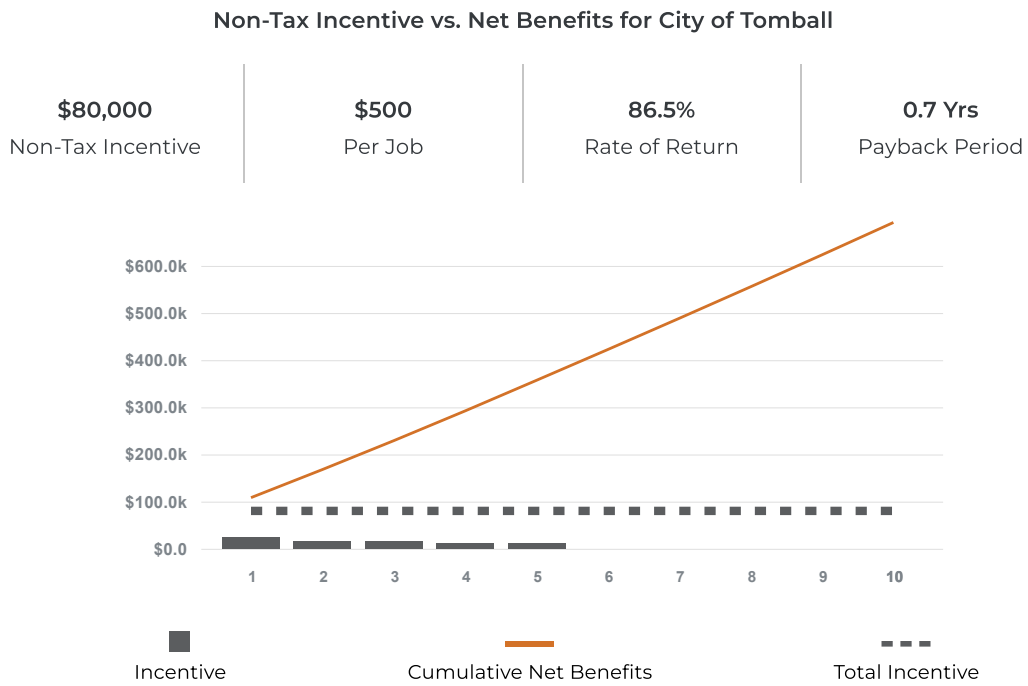


Non-Tax Incentives

City of Tomball is considering the following non-tax incentives for the Project.

NON-TAX INCENTIVES UNDER CONSIDERATION	
YEAR	NON-TAX INCENTIVE
1	\$25,000
2	\$15,000
3	\$15,000
4	\$12,500
5	\$12,500
<b>Total</b>	<b>\$80,000</b>

The graph below depicts the non-tax incentives modeled in this analysis versus the cumulative net benefits to City of Tomball. The intersection indicates the length of time until the incentives are paid back.



**AGREEMENT**

THE STATE OF TEXAS           §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF HARRIS         §

This Agreement (the “Agreement”) is made and entered into by and between the **Tomball Economic Development Corporation**, an industrial development corporation created pursuant to the Development Corporation Act, now Chapter 501 et seq of the Texas Local Government Code, located in Harris County, Texas (the “TEDC”), and **Metal Zinc Manufacturing LLC** (the “Company”), 19408 Kenswick Drive, Houston, TX 77338-8147.

**WITNESSETH:**

**WHEREAS**, it is the established policy of the TEDC to adopt such reasonable measures from time-to-time as are permitted by law to endeavor to attract industry, create and retain primary jobs, expand the growth of the City of Tomball (the “City”), and thereby enhance the economic stability and growth of the City; and

**WHEREAS**, the Company proposes to lease 131,600 square-feet of new office and warehouse space to be located at 2401 S Persimmon St, Tomball, TX 77375, (the “Property”), and more particularly described in Exhibit “A,” attached hereto and made a part hereof; and

**WHEREAS**, the Company, currently located at 19408 Kenswick Drive, Houston, TX 77338, proposes to relocate its corporate headquarters to the Property, and as part of the process, plans to make capital investments including building improvements, fixed machinery and equipment and tangible personal property (the “Improvements”) in an amount equal to at least Ten Million Dollars (\$10,000,000.00) as are necessary to occupy the Property and grow the business; and



**WHEREAS**, the Company also proposes to relocate one hundred and thirty (130) full-time employees to the Property and to create thirty (30) new jobs in Tomball within its first five years of operations at the Property; and

**WHEREAS**, the TEDC agrees to provide to the Company the sum of Eighty Thousand Dollars (\$80,000.00) to assist in the construction of the Improvements, the relocation of the 130 employees, and the creation of 30 new full-time jobs at the Property; and

**WHEREAS**, the Company has agreed, in exchange and as consideration for the funding, to satisfy and comply with certain terms and conditions; and

**WHEREAS**, this expenditure is found by the Board of Directors of the TEDC to be suitable for the relocation of the corporate headquarters to the property, to promote and develop new business enterprises on the Property, and in furtherance of the creation and retention of primary jobs;

**NOW, THEREFORE**, in consideration of the premises and the mutual benefits and obligations set forth herein, including the recitals set forth above, the TEDC and the Company agree as follows:

1.

Except as provided by paragraph 4, the Company covenants and agrees that it will operate and maintain the proposed business for a term of at least five (5) years and will maintain thirty (30) full-time employees on the Property.

2.

The construction of the Improvements and the obtaining of all necessary occupancy permits from the City must occur within twenty-four (24) months from the Effective Date of this

Agreement. Extensions of these deadlines may be granted by the Board of Directors of the TEDC due to any extenuating circumstance or uncontrollable delay.

3.

The Company further covenants and agrees that it 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 by law to be employed in that manner in the United States.

4.

In consideration of the Company's representations, promises, and covenants, TEDC agrees to grant to the Company Eighty Thousand Dollars (\$80,000.00) to fund a portion of the cost of the Improvements, the relocation of the 130 employees, and the creation of 30 new employees to the Tomball operation. The TEDC agrees to distribute such funds to the Company within thirty (30) days of receipt of a letter from the Company requesting such payment, which letter shall also include: (a) a copy of the City's occupancy permit for the Improvements to the Property, if applicable; (b) proof that the company has added the number of employees indicated above to the Tomball operation as evidenced by copies of Texas Workforce Commission form C-3 or Internal Revenue Service form 941; (c) a letter from the City acknowledging that all necessary plats, plans, and specifications have been received, reviewed, and approved; (d) certification that the Improvements have been constructed in accordance with the approved plans and specifications; (e) an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the Improvements have been paid and any and all liens and claims regarding such work have been released; and (f) Proof of payment to all contractors and subcontractors providing work and/or materials in the construction of the Improvements, proof of payment must

include copies of canceled checks and/or credit card receipts and copies of paid invoices from all contractors and subcontractors.

In the event the number of jobs originally projected is not met or maintained, the amount of the funding provided to the Company by TEDC will be reduced on a pro-rata basis to reflect the actual number of jobs at the time of the request for disbursement of funds.

5.

It is understood and agreed by the parties that, in the event of a default by the Company on any of its obligations under this Agreement, the Company shall reimburse the TEDC the full amount paid to the Company by the TEDC, with interest at the rate equal to the 90-day Treasury Bill plus ½% per annum, within 120 days after the TEDC notifies the Company of the default. It is further understood and agreed by the parties that if the Company is convicted of a violation under 8 U.S.C. Section 1324a(f), the Company will reimburse the TEDC the full amount paid to the Company, with interest at the rate equal to the 90-day Treasury Bill plus ½% per annum, within 120 days after the TEDC notifies the Company of the violation.

The Company shall also reimburse the TEDC for any and all reasonable attorney's fees and costs incurred by the TEDC as a result of any action required to obtain reimbursement of such funds. Such reimbursement shall be due and payable thirty (30) days after the Company receives written notice of default accompanied by copies of all applicable invoices.

It is understood and agreed by the parties that, in the event of a default by the TEDC on any of its obligations under this Agreement, the Company's sole and exclusive remedy shall be limited to either a) the termination of this Agreement or b) a suit for specific performance.

6.

Personal Liability of Public Officials: To the extent permitted by law, no director, officer, employee or agent of the TEDC, and no officer, employee or agent of the City of Tomball, shall be personally responsible for any liability arising under or growing out of this Agreement.

7.

This Agreement shall inure to the benefit of and be binding upon the TEDC and the Company, and upon the Company's successors and assigns, affiliates, and subsidiaries, and shall remain in force whether the Company sells, assigns, or in any other manner disposes of, either voluntarily or by operation of law, all or any part of the Property and the agreements herein contained shall be held to be covenants running with the Property for so long as this Agreement, or any extension thereof, remains in effect.

8.

Any notice provided or permitted to be given under this Agreement must be in writing and may be served by (i) depositing the same in the United States mail, addressed to the party to be notified, postage prepaid, registered or certified mail, return receipt requested; or (ii) by delivering the same in person to such party; or (iii) by overnight or messenger delivery service that retains regular records of delivery and receipt; or (iv) by facsimile; provided a copy of such notice is sent within one (1) day thereafter by another method provided above. The initial addresses of the parties for the purpose of notice under this Agreement shall be as follows:

If to City:	Tomball Economic Development Corporation 401 W. Market Street Tomball, Texas 77375 Attn: President, Board of Directors
-------------	---

If to Company: Metal Zinc Manufacturing LLC  
19408 Kenswick Drive  
Houston, TX 77338-8147  
Attn: Ryan Walsh, President

9.

This Agreement shall be performable and enforceable in Harris County, Texas, and shall be construed in accordance with the laws of the State of Texas.

10.

Except as otherwise provided in this Agreement, this Agreement shall be subject to change, amendment or modification only in writing, and by the signatures and mutual consent of the parties hereto.

11.

The failure of any party to insist in any one or more instances on the performance of any of the terms, covenants or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, or condition, or right with respect to further performance.

12.

This Agreement shall bind and benefit the respective Parties and their legal successors and shall not be assignable, in whole or in part, by any party without first obtaining written consent of the other party.

13.

In the event any one or more words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement, or the application thereof to any person, firm, corporation, or circumstance, shall be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, then the application, invalidity or unconstitutionality of such words, phrases,

clauses, sentences, paragraphs, sections, or other parts of this Agreement shall be deemed to be independent of and severable from the remainder of this Agreement, and the validity of the remaining parts of this Agreement shall not be affected thereby.

IN TESTIMONY OF WHICH, THIS AGREEMENT has been executed by the parties on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 (the “Effective Date”).

**Metal Zinc Manufacturing LLC**

By: \_\_\_\_\_  
Name: Ryan Walsh  
Title: President

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**TOMBALL ECONOMIC DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Name: Gretchen Fagan  
Title: President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Secretary, Board of Directors

**ACKNOWLEDGMENT**

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, by Ryan Walsh, President, Metal Zinc Manufacturing LLC, for and on behalf of said company.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

(SEAL)

**ACKNOWLEDGMENT**

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, Gretchen Fagan, President of the Board of Directors of the Tomball Economic Development Corporation, for and on behalf of said Corporation.

\_\_\_\_\_  
Notary Public in and for the State of Texas

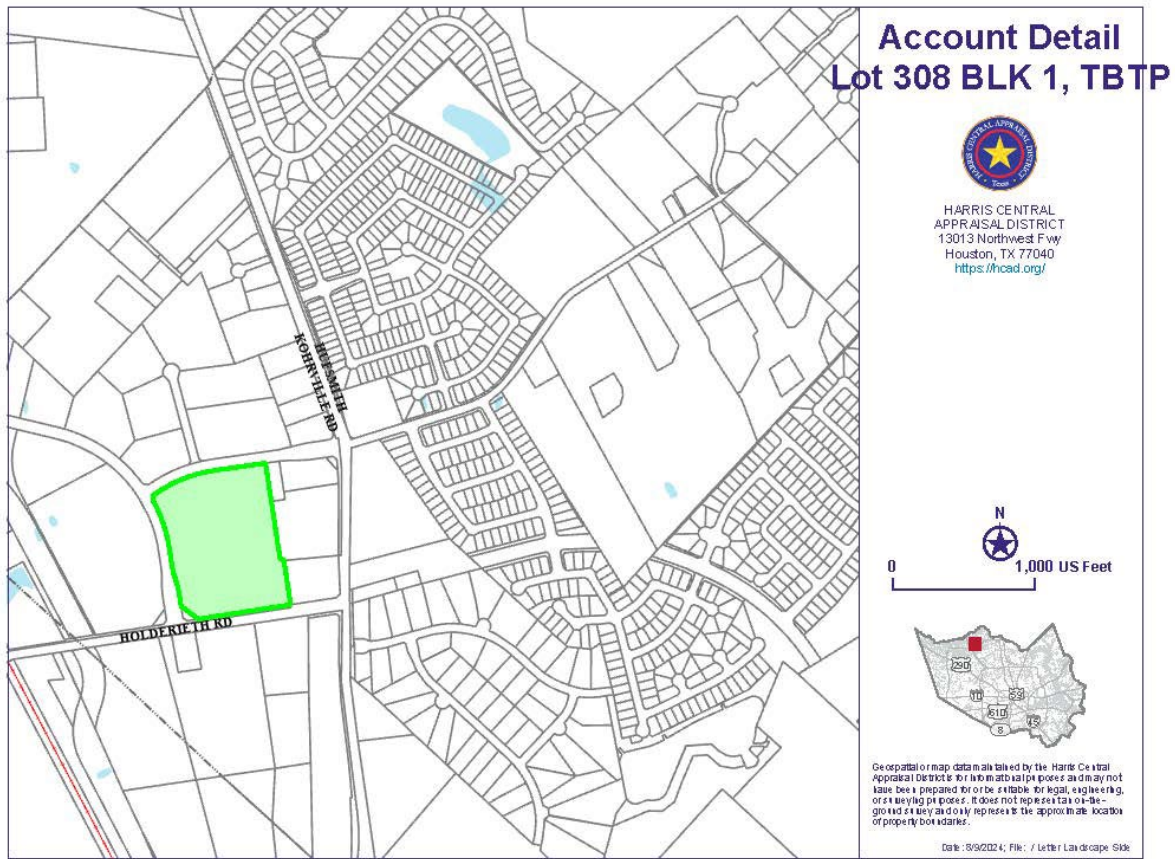
My Commission Expires: \_\_\_\_\_

(SEAL)

**Exhibit A**  
**Description of Property**

Legal Description: LT 308 BLK 1, TOMBALL BUSINESS & TECHNOLOGY PARK 2ND R/P

Property Address: 2401 S Persimmon Ln, Tomball, TX 77375





# Regular City Council Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Consideration and possible action regarding changes to the Business Improvement Grant Program and Old Town Façade Improvement Grant Program Guidelines and Criteria.

**Background:**

Tomball City Council has requested that the TEDC revise the Guidelines and Criteria for the Business Improvement Grant (BIG) Program and the Old Town Façade Improvement Grant (FIG) Program to include the addition of the Tomball Councilmember - TEDC Liaison to the Review Committee. Additionally, Council is requesting that all improvement grants over \$30,000 be submitted to the Board and Council for review and approval.

The attached BIG and FIG Guidelines and Criteria have been revised to reflect these proposed changes.

**Origination:** Tomball Economic Development Corporation Board of Directors

**Recommendation:** Staff recommends approval of the proposed changes.

**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



## 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** ~~application submitted to and approved by the BR&E Committee~~. 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 B, Tomball, TX 77375 and on the TEDC website at [www.tomballtxedc.org](http://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 will be placed at your property stating TEDC – Business Improvement Grant Recipient
- C. All applications, except MEGA Grants, must be approved by the BR&E Committee which consists of:
- TEDC Executive Director
  - TEDC Assistant Director
  - TEDC Coordinator
  - 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. The TEDC may award grant funds to an applicant, 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 \$350,000 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.**

# TOMBALL

ECONOMIC DEVELOPMENT CORP.

## Old Town Façade Improvement Grant Program Guidelines & Criteria

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### Overview/Goals

The Old Town Façade Improvement Grant (FIG) Program promotes economic development and stimulates business in the City through public-private partnerships by offering economic incentives for renovation, rehabilitation, restoration, and enhancement of facades in Old Town Tomball.

**Goals:** Tomball's Old Town has been identified as a key focus area for economic development. This program is intended to serve as a tool to build upon the strengths of the area and maintain its unique character. Goals include:

- (A) To preserve Old Town as a unique and historic resource for the community;
- (B) To stimulate compatible reinvestment to the area;
- (C) To attract new customers, tourists, and businesses to Old Town Tomball.



### Program Description

The grant program is a 50% match of all approved project costs in an amount up to \$50,000 for eligible commercial property and business owners in the Old Town Tomball District (See Figure 1), or eligible commercial properties zoned as Old Town Mixed Use. **A minimum investment of \$10,000.00 in façade improvements is required to be eligible for funding through this program.** These grants are intended to encourage high quality, lasting building improvements which respect the unique Old Town character of the building and surrounding area.

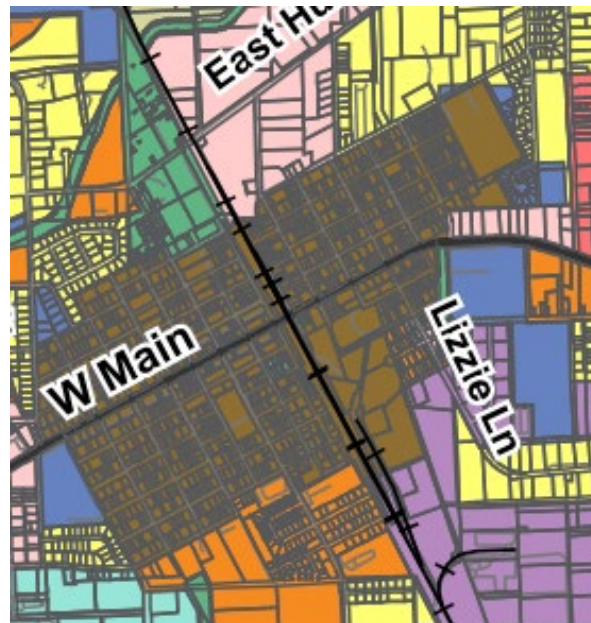
Priority will be given to projects that are making substantial façade improvements as well as improvements to the structural integrity of the building to sustain the building stock in Old Town Tomball. **Grants are not available for general or deferred maintenance.**

Applications will be evaluated and funded in accordance with the attached Evaluation Scoring System.

**NOTE:** Properties located outside of the Old Town Tomball District or not zoned Old Town Mixed Use **WILL NOT** be considered for funding through this Program (see Business Improvement Grant Guidelines and Criteria for more funding opportunities).

**Figure 1:**

 Old Town District



## Criteria

**Eligible Reimbursements:** Exterior Façade Improvements eligible for funding include, but are not limited to, the following items:

- Complete façade rehabilitation
- Exterior painting that incorporates a major visual change (maintenance painting does not apply)
- Significant masonry cleaning and/or restoration
- Exterior treatments such as brick, tile, stucco, stone, wood, or siding
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- New or 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 eligible)
- Door/window/storefront system/trim replacement or repair (if part of overall rehabilitation project; general building maintenance repairs do not qualify)
- New or restored façade elements, such as cornices, soffits, canopies, and other detail elements
- Awnings as part of a rehabilitation project
- Signs (new, repairs, replacement, removal) as part of a rehabilitation project

- Roofing (when in conjunction with other improvements)

**Eligible Interior Reimbursements:** Interior Improvements may be eligible for funding **only** when being made in conjunction with significant exterior façade improvements. Interior improvements may include, but are not limited to, the following items:

- ADA compliance improvements
- Architectural/structural repairs or upgrades
- Asbestos removal
- HVAC, electrical or plumbing improvements

**Ineligible Reimbursements:**

- Construction that has commenced or been completed prior to approval of the project application
- **Interior improvements alone are not eligible for funding**
- Buildings that are not located within the Old Town District (Figure 1)
- New building construction
- Routine maintenance
- Security Bars
- Personal property, furniture, racks, shelves or counter space
- Interior furnishings or enhancements that are not permanently affixed to the building
- Permit or capital recovery fees
- Financing costs
- In-kind, donations, or “sweat equity” contributions

**Before**



**After**





## Program Eligibility

1. Commercial and mixed-use buildings and structures located within the Old Town District (See Figure 1) shall be eligible for this program.
2. Any new business planning to locate within the Old Town District, or any business currently located within the Old Town District, shall be eligible for this program.
3. A *business* is defined as an occupation, profession, or trade in the purchase or sale of goods or services in an attempt to make profit.
4. 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 (ADA) Guidelines.
5. If the property is not in compliance with any of the abovementioned items in (4) these violations must be mitigated by the project. The grant recipient will be deemed ineligible for funding if any of these are not met at the time in which the applicant submits documentation for grant reimbursement.
6. Grants may not be used for refinancing existing loans, working capital, inventory, permits, inspections, security fencing or gates, home occupations, roof repair or replacement (by-itself), interior remodeling or improvements that are not permanent fixtures of the building, new construction, and routine maintenance.



## Guidelines

1. 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.
2. 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.
3. A business or property owner will be ineligible for the program if the proposed property has received funds from the Old Town Façade Improvement Grant Program within the last five fiscal (5) years.
4. A business or property owner may apply for one (1) Old Town Façade Improvement Grant per physical location (address) set forth herein within five (5) fiscal years (October 1 to September 30) from the approval date of the grant. A business that receives grant funding during a fiscal year through the Old Town Façade Improvement Grant Program shall be ineligible to make subsequent applications for the Business Improvement Grant Program until the next fiscal year.
5. The maximum amount of funding available to any one applicant, business establishment, or property owner at one physical location (address) shall be \$50,000.00 per five (5) fiscal years unless applying and receiving funds under the Business Improvement Grant Program.
6. All grants are reimbursement grants and will only be funded after completion of the project in accordance with drawings and specifications approved by the

TEDC, and after the applicant submits to the TEDC final paid itemized invoices/receipts for all applicable labor and materials, proof of payment (cleared check, credit card statement/transaction, etc.) that match the amounts reflected on the itemized receipts/invoices for all applicable labor and materials along with quality digital photographs of the completed work shall also be required to be submitted by email to: [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org)

7. 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 paragraph (5) hereof. In-kind contributions to the project costs are not eligible reimbursements.
8. The TEDC may award grant funds to an applicant, with certain provisions, conditions, or other requirements that the TEDC deems necessary or appropriate. The applicant shall be obligated to make the improvements in accordance with the application submitted to and approved by the TEDC. Thereafter, any modifications must first receive written approval by 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.
9. 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.
10. The improvements, as presented in the application, must be completed in their entirety. Failure to complete all stated improvements shall render the applicant ineligible to receive grant funding.
11. 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.
12. The applicant shall not begin any improvements prior to receiving written approval of grant funding from the TEDC.
13. 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 TEDC.
14. 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.
15. 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.

16. 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.
17. 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 14, 15, and 16, and in such action may recover court costs and reasonable attorney's fees.



## Funding

The TEDC has budgeted \$200,000.00 per 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 available funding has been exhausted.

1. 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.
2. The TEDC agrees to distribute such funds to the applicant within thirty (30) days following the inspection required in paragraph (1) 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.
3. Within ten (10) business days following an inspection and the presentation of the receipts as provided in paragraph (1) 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.



## Miscellaneous

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 an Old Town Façade Improvement Grant to the applicant.

The laws of the state of Texas shall govern the interpretation, validity, performance and enforcement of this Old Town Façade Improvement Grant Program. If any provision of this Old Town Façade Improvement Grant Program is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected hereby.

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### ACKNOWLEDGMENT OF RECEIPT OF AND AGREE TO COMPLY WITH THE GUIDELINES AND CRITERIA FOR THE OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM BY THE TOMBALL ECONOMIC DEVELOPEMNT CORPORATION

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*Signature:* \_\_\_\_\_

PROPERTY OWNER/LANDLORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*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.**



## Application Process

### Application

- Complete the Old Town Facade Improvement Grant (FIG) application form available online at [www.tomballtxedc.org](http://www.tomballtxedc.org) or at the TEDC office at 29201 Quinn Road, Suite B., Tomball, Texas 77375 and submit in person or email to [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org).
- All required documentation must be provided in conjunction with the application in order to be considered complete.

### Application Review

- Applications will be reviewed and must be approved by the BR&E Committee and submitted to the TEDC Board of Directors and Tomball City Council for final approval.

### Approval

- An applicant shall be notified, in writing, within ten (10) business days of the BR&E Committee's decision to recommend approval or denial of the application.

### Construction

- Construction of the project must be completed within nine (9) months from the project approval date.

### Request Funds

- When the project is complete, submit request for reimbursement to [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org)
- To be eligible for reimbursement all final itemized invoices/receipts must be submitted with proof of payment (i.e. cancelled checks, bank statement, etc.) and digital "after" pictures of the work completed.

### Payment

- A TEDC Staff member will notify you when funding is available.

**APPLICATION  
for  
OLD TOWN FAÇADE 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 an Old Town Façade Improvement Grant under the provisions of the TEDC's Old Town Façade 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 Old Town Façade 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 Old Town Façade 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 an Old Town Façade 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.

**Promotional Rights.**

By accepting grant funds, the APPLICANT authorizes the TEDC to promote the project and property including, but not limited to, displaying a sign at the site indicating participation in the Program and using photographs and descriptions of the project and property in TEDC promotional materials, press releases, social media and websites.

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**Applicant Information.**

Applicant is:  Owner  Tenant Applicant

Business Entity Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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: \_\_\_\_\_

**Building Owner Information.** (NOTE: if applicant is a tenant, building owner must apply as a co-applicant)

Business Owner Name: \_\_\_\_\_

Building Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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 describing the overall project and addressing the 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): \_\_\_\_\_

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 Old Town Façade 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 an Old Town Façade 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 Old Town Façade Improvement Grant Program. If any provision of this application for the Old Town Façade 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 paragraph (16) project eligibility requirement in the TEDC "Guidelines and Criteria." The APPLICANT can make an appointment by calling 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 an Old Town Façade 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 \_\_\_\_\_, 20\_\_.

**Applicant:** \_\_\_\_\_

*Signature:* \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner/Landlord:** \_\_\_\_\_

*Signature:* \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The State of Texas  
County of Harris

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, 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 of \_\_\_\_\_,  
\_\_\_\_\_, 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**  
**OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

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

- Request Letter describing proposed project and the need for grant funds;
- All grant applications must include a drawing to scale showing design intent, materials, and colors to be used of all the proposed grant work to be done;
- 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 from the company to be doing the work (as much detail as possible) (Exhibit C);
  - Itemized estimates/quotes which include information and details such as color samples of paint, fabric, sign material
- Digital pictures of the site and area (interior and exterior) to be improved emailed to [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org) (Exhibit D);
- If submitting your application online, Signature and Notary Seal required **once approved.**

# OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

## Evaluation Scoring System

The Old Town Façade Improvement Grant Program (FIG) evaluation scoring system is based on the standards and criteria of the Program. Applications will be evaluated ~~by each Committee member~~ using this scoring system and funding of eligible improvements will be based upon a project's score and the following requirements.

- Projects must meet the applicable FIG standards and criteria, receive a score of 30 points or more, and meet all other program requirements to be considered for funding.
- Projects with a score between 46-60 will be eligible for funding up to \$50,000.00.
- Projects with a score between 30-45 will be eligible for funding up to \$40,000.00.

### Evaluation Categories

<b>Visibility</b>	<b>Points Available</b>
Building located off of 2920 or highly visible from 2920	5
Building located on predominantly commercial streets	4
Building located on residential or minor street	3

<b>Existing Condition</b>	<b>Points Available</b>
Poor: The existing appearance and condition of the property is structurally unstable or dilapidated	5
Fair: The existing appearance and condition of the property is structurally stable but needs substantial renovations	3
Good: The existing appearance and condition of the property is in need of little to no structural or substantial renovations	1

<b>Impact of Improvement</b>	<b>Points Available (can be combined)</b>
The project includes major/complete façade work and site redevelopment	5



The building façade is predominately brick/stone (excluding windows/doors)	5
The project includes moderate façade work and site redevelopment	4
The building includes a creative design that is an appropriate fit for the proposed location and is consistent with the downtown character	4
The building façade improvements along the alley are of the same quality as the street facing facades	4
The building preserves or restores historical features or characteristics	3
The project significantly improves the streetscape or alleyscape adjacent to the building	2

<b>Importance to the Area</b>	<b>Points Available</b> (points can be combined for mixed use project up to 15 points)
Restaurant	7
Entertainment	6
Retail – desired retail uses (determined by Committee)	6
Office	5
Primary Employment	4
Retail – general retail uses	3
Other uses	Point value determined by the Committee

<b>Owner vs TEDC Contribution Ratio</b>	<b>Points Available</b>
Greater than 7:1	5
Greater than 4:1 but less than 7:1	3
1:1 up to 4:1	1

<b>Readiness</b>	<b>Points Available</b>
Applicant has architect's renderings, quotes, proof of ownership/lease and 100% of grant checklist requirements	5
Applicant has quotes and proof of ownership/lease and 50% of grant checklist requirements	3
Applicant has quotes and only 25% of grant checklist requirements	1

<b>Local Owner/Occupant</b>	<b>Points Available</b>
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Building is owned by a local landlord/owner and the business is locally owned and operated	5
Building is owned by an absent landlord, but the business is locally owned and operated	3
Building is owned by an absent landlord, and the business is not locally owned	1

<b>Utilization of Local Businesses</b>	<b>Points Available</b>
Applicant is using mostly local businesses to make improvements	5
Applicant is using half local businesses to make improvements	3
Applicant is using no local businesses to make improvements	1

<b>Total Points</b>	
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# City Council Meeting Agenda Item Data Sheet

**Meeting Date:** September 3, 2024

**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 that the Attorney's Duty Requires to be Discussed in Closed Session
- Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee-Director of Special Projects

**Background:**

**Origination:**

**Recommendation:**

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

# City Council Meeting Agenda Item Data Sheet

Meeting Date: September 3, 2024

**Topic:**

Confirm appointment by the City Manager, of the Director of Special Projects, September 16, 2024.

**Background:**

Approve city manager's selection for the position of Director of Special Projects

**Origination:** David Esquivel, City Manager

**Recommendation:**

Approve appointment of Director of Special Projects effective September 3, 2024.

**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: X No: \_\_\_\_\_ If yes, specify Account Number: FY 2023-2024/ Budget

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_