

**NOTICE OF WORKSHOP 5:00 P.M./
REGULAR CITY COUNCIL AGENDA 6:00 P.M.
CITY OF TOMBALL, TEXAS**



**Monday, March 16, 2026
5:00 P.M.**

Notice is hereby given of a Workshop and Regular meeting of the Tomball City Council, to be held on Monday, March 16, 2026 at 5:00 P.M., City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 810 7845 1462 Passcode: 883529. The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

- A. Call to Order
- B. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- C. General Discussion
 - 1. Tomball Economic Development Corporation activity update.
 - 2. Approve an \$80,000.00 Amendment to the Tomball Economic Development Corporation Fiscal Year 2025-2026 Budget.
- D. Recess/Reconvene at 6:00 p.m.
- E. Invocation

- F. Pledges to U.S. and Texas Flags
- G. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- H. Presentations
1. Presentation of grant award from Tomball Regional Health Foundation for the City of Tomball Police Department in the amount of \$32,850.00 for the purchase of Automated External Defibrillators (AEDs) for patrol vehicles.
 2. Accept the Annual Comprehensive Financial Report and Compliance Report for fiscal year ending September 30, 2025.
- I. Reports and Announcements
1. Announcements
 - I. **Upcoming events:**
 - March 21, 2026 – Choo Choo Chow Down from 11:00 a.m. – 5:00 p.m. at Tomball Depot Plaza
 - March 27-29, 2026 – Tomball German Heritage Festival from 6:00 – 10:00 p.m. on Friday, 10:00 a.m. – 10:00 p.m. on Saturday, and 10:00 a.m. – 6:00 p.m. on Sunday at 100–400 blocks of Market St.
 - April 9, 2026 – Kaffeeklatsch from 8:30 – 10:00 a.m. at Tomball Community Center
 - April 11, 2026 – Tidy up Tomball from 8:00 – 11:00 a.m. at the Parking Lot on 401 Houston St.
 - April 11, 2026 – 2nd Saturday at the Depot from 5:00 – 9:00 p.m. at Tomball Depot Plaza
 - April 20-24, 2026 – Spring Cleanup Week will take place from 8:00 a.m. – 4:00 p.m., except Friday, when it ends at 3:00 p.m., and Saturday from 9:00 a.m. – 1:00 p.m., at the old City landfill (1200 Rudolph Rd.).

- April 25, 2026 – Recycling Day from 9:00 a.m. – 1:00 p.m. at Lone Star College-Tomball (South entrance)
- April 25, 2026 – Rails & Tails Mudbug Festival from 11:00 a.m. – 5:00 p.m. at Tomball Depot Plaza

II. Council 2 Paul Garcia Comments.

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

J. Old Business

1. Approve, on Second Reading, Resolution No. 2026-16-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 Old Town Façade Improvement Grant by and between the Corporation and Tejas Dragon Companies, LLC to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 306 Market Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed \$40,000.00.

K. New Business

1. Approve Minutes of February 23, 2026, Special City Council meeting.
Approve Minutes of March 2, 2026, Workshop/Regular City Council meeting.
2. Consideration and action on one appointment to the Planning and Zoning Commission for an unexpired term ending May 31, 2028.
3. Consideration and discussion regarding future appointment/reappointment to the Tourism Advisory Committee
4. Consideration and possible action to approve, as a Project of the Tomball Economic Development Corporation, an agreement with SMS Precision Tech, LLC to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the construction and development of a corporate headquarters facility, located at 28002 and 28010 Johnson Road, Tomball, Texas 77375. The estimated amount of expenditures for such Project is and amount not to exceed \$70,500.00.

5. Approve an \$80,000.00 Amendment to the Tomball Economic Development Corporation Fiscal Year 2025-2026 Budget.
6. Approve an agreement with McGrath Human Resources Group for a city-wide Compensation and Benefits Study, for a not-to-exceed amount of \$45,200 (RFP 2026-03), approve the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This expenditure is included in the fiscal year 2025-2026 budget.
7. Consideration, discussion and possible action concerning award of the engineering services contract to AIG Technical Services, Inc. for the preparation of the City's Texas Community Development Block Grant Community Development Fund 2025-2026 (TxCDBG CDF 2025-26) application and subsequent engineering contract if funded. Future expenditures are to be paid from grant funds received from the Texas Department of Agriculture for the Community Development Fund 2025-2026 grant, if awarded.
8. Approve a Professional Improvement Agreement with Republic Business Park, LP for reimbursement of the cost for a sanitary sewer extension and pipe upsizing along S. Persimmon Street for a total amount not-to-exceed \$202,904.10, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. This expenditure was not included in the adopted Fiscal Year 2026-2027 budget but will be added to the 2026-2031 Capital Improvement Plan and paid from capital expenditures.
9. Conduct a Public Hearing regarding the submission of an application to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant.
10. Approve Resolution No. 2026-17, a Resolution of the City Council of the City of Tomball, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program administered through the Texas Department of Agriculture.
11. Approve amendments to Administrative Policy No. 18, Development Policy for Special Financing Districts.

L. Adjournment

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

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 10th day of March, 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

Thomas Harris III, TRMC
City Secretary

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

City Council Meeting Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Tomball Economic Development Corporation activity update.

Background:

Origination: Kelly Violette, Executive Director, Tomball Economic Development Corporation

Recommendation:

Discussion item only; no action required.

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 Kelly Violette Approved by _____
Executive Director-TEDC Date City Manager Date

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve an \$80,000.00 Amendment to the Tomball Economic Development Corporation Fiscal Year 2025-2026 Budget.

Background:

The Tomball Economic Development Corporation (TEDC) is requesting City Council approval of a Fiscal Year 2025–2026 budget amendment to better align staffing resources with the organization’s growing operational demands. In recent years, both the City of Tomball and TEDC have experienced significant growth, expanding the scope and complexity of the Corporation’s work. The current staffing structure, established several years ago, no longer fully reflects the organization’s needs, particularly as major initiatives such as Tomball Legacy Square require substantial senior staff oversight, coordination with consultants, public engagement, and ongoing project management.

On March 3, 2026, the TEDC Board of Directors unanimously approved an \$80,000 budget amendment to implement staffing adjustments that will eliminate one position and add two new professional roles, resulting in a net increase of one employee. The new positions will focus on project management and marketing/communications. Strengthening project management capacity will improve oversight of major initiatives and coordination across strategic priorities. The marketing and communications role will enhance business recruitment messaging, stakeholder engagement, and branding efforts, while also bringing more services in-house and reducing reliance on outside consultants, with anticipated annual professional services savings of approximately \$20,000–\$40,000.

These adjustments directly support Goal 5 of the 2025–2026 TEDC Strategic Plan, which calls for strengthening organizational communication, education, and transparency, including assessing staffing gaps and role adjustments to support long-term growth. The net impact to the FY 2025–2026 budget is approximately \$80,000, with a projected full-year impact of \$159,510 in FY 2026–2027. Even with the amendment, TEDC maintains a strong ending fund balance, and the adjustment represents a modest investment in long-term organizational effectiveness

Origination: Tomball Economic Development Corporation Board of Directors

Recommendation: Approval of the amendment to the Tomball Economic Development Corporation 2025-2026 FY Budget.

Party(ies) responsible for placing this item on agenda: TEDC Board of Directors

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



TO: Honorable Mayor and City Council

FROM: Kelly Violette
Executive Director

MEETING DATE: March 16, 2026

SUBJECT: Fiscal Year 2025-2026 TEDC Budget Amendment

ITEM TYPE: General Discussion

The City of Tomball and the Tomball Economic Development Corporation (TEDC) have experienced significant growth in recent years, resulting in an expanded scope of work and increased demand for professional capacity. The current staffing structure was developed several years ago and does not fully reflect the operational needs of the organization today.

Tomball Legacy Square (TLS) has become one of TEDC's most time-intensive initiatives, requiring substantial senior staff involvement to manage the committee, coordinate consultants, oversee communications, and conduct regular meetings with the public and partner organizations. Additional workload drivers include continued growth in Tomball, expansion of incentive programs, and implementation of the Corporation's Strategic Plan and quality-of-life priorities.

To better align staffing resources with current and anticipated needs, TEDC will implement internal staff adjustments, which will include eliminating one position and adding two new professional positions (net addition of one employee). The two new positions will focus primarily on project management and marketing/communications.

The project management function will strengthen oversight of major initiatives, including Tomball Legacy Square, and improve coordination across strategic priorities.

The marketing and communications function will enhance business recruitment messaging, stakeholder engagement, and branding efforts. Bringing more of this work in-house is anticipated to reduce reliance on outside consultants for marketing and social media services, with estimated annual professional services savings of approximately \$20,000–\$40,000.

Financial Impact

Net Impact to FY 2025–2026 TEDC Budget: Approximately \$80,000 (salary and benefits)

Full-Year Impact to FY 2026–2027 Budget: Approximately \$159,510 (salary and benefits)

FY 2026 Ending Fund Balance: \$14,495,906

FY 2026 Ending Fund Balance with Budget Amendment: \$14,415,906

The proposed amendment represents a modest adjustment relative to TEDC's overall fund balance and supports long-term organizational effectiveness.

Tomball Economic Development Corporation
FY 2026 Amended Budget
October 1, 2025 to September 30, 2026

| | FY 2024 Actuals | FY 2025 Adopted Budget | FY 2025 Year End Projections | FY 2026 Amended Budget |
|--|----------------------|------------------------------|------------------------------------|------------------------------|
| Beginning Fund Balance | \$ 25,352,256 | \$ 29,924,948 | \$ 29,924,948 | \$ 26,357,235 |
| REVENUE | | | | |
| Sales Tax | \$ 5,878,329 | \$ 5,500,000 | \$ 6,260,500 | \$ 6,300,000 |
| Interest | \$ 1,301,135 | \$ 900,000 | \$ 1,255,000 | \$ 1,000,000 |
| Grants | \$ - | \$ - | \$ - | \$ - |
| Other - Land Sales and Lease Payments | \$ 324,711 | \$ - | \$ - | \$ - |
| Total Revenue | \$ 7,504,175 | \$ 6,400,000 | \$ 7,515,500 | \$ 7,300,000 |
| Total Available Resources | \$ 32,856,431 | \$ 36,324,948 | \$ 37,440,448 | \$ 33,657,235 |
| EXPENDITURES | | | | |
| Administrative | | | | |
| Salaries - Administrative | \$ 398,209 | \$ 404,156 | \$ 404,156 | \$ 498,856 |
| Wages - Full-Time | \$ 52,102 | \$ 49,462 | \$ 49,462 | \$ 51,146 |
| Wages - Overtime | \$ - | \$ 3,567 | \$ 1,500 | \$ 3,567 |
| Wages - Other (Intern) | \$ - | \$ 7,500 | \$ 7,500 | \$ 9,000 |
| Benefits | \$ 180,029 | \$ 203,683 | \$ 203,683 | \$ 206,215 |
| Total Salaries and Benefits | \$ 630,340 | \$ 668,368 | \$ 666,301 | \$ 768,784 |
| Other Personnel Expenditures | | | | |
| Auto Allowances | \$ 17,161 | \$ 21,600 | \$ 21,600 | \$ 25,800 |
| Phone Allowances | \$ 2,758 | \$ 2,700 | \$ 2,700 | \$ 2,700 |
| Travel and Meals (formerly Local Travel & Travel/Training) | \$ 13,829 | \$ 31,000 | \$ 10,300 | \$ 15,500 |
| Dues and Subscriptions | \$ 13,726 | \$ 15,000 | \$ 16,615 | \$ 20,000 |
| Training (formerly Seminar/Conference Reg) | \$ 8,083 | \$ 18,000 | \$ 12,500 | \$ 16,000 |
| Total Other Personnel Expense | \$ 55,557 | \$ 88,300 | \$ 63,715 | \$ 80,000 |
| Service and Supply Expenditures | | | | |
| Contracted Administrative Services | \$ 25,000 | \$ 55,000 | \$ 55,000 | \$ 55,345 |
| Service Charge (formerly Bank Charges & Postage) | \$ 109 | \$ 1,000 | \$ 250 | \$ 250 |
| Postage (New Account) | \$ - | \$ - | \$ - | \$ 250 |
| Insurance | \$ 26,862 | \$ 80,000 | \$ 73,000 | \$ 93,000 |
| Computer Equipment & Maintenance | \$ 8,480 | \$ 12,000 | \$ 11,000 | \$ 12,000 |
| Internet & Phone Services (formerly Communications Services) | \$ 4,844 | \$ 6,000 | \$ 6,000 | \$ 7,000 |
| Professional Services - Legal Fees | \$ 3,708 | \$ 40,000 | \$ 10,000 | \$ 30,000 |
| Lease Expense-GTACC | \$ 26,040 | \$ 85,166 | \$ 85,166 | \$ 85,200 |
| Office & Computer Supplies | \$ 9,255 | \$ 14,000 | \$ 14,000 | \$ 14,000 |
| Office Moving/Remodeling Exp. | \$ - | \$ 100,500 | \$ 100,462 | \$ - |
| Total Service and Supply Expense | \$ 104,298 | \$ 393,666 | \$ 354,878 | \$ 297,045 |
| Total Administrative Expenditures | \$ 790,195 | \$ 1,150,334 | \$ 1,084,894 | \$ 1,145,829 |
| Indirect Economic Development Exp. | | | | |
| Marketing | \$ 143,502 | \$ 197,500 | \$ 155,000 | \$ 150,000 |
| Economic Impact Model License | \$ 4,698 | \$ 4,839 | \$ 4,839 | \$ 4,984 |
| Event Sponsorships | \$ 25,962 | \$ 29,000 | \$ 14,000 | \$ 29,000 |
| Printing & Binding | \$ 2,669 | \$ 6,500 | \$ 6,500 | \$ 6,500 |
| Website and GIS | \$ 18,448 | \$ 25,000 | \$ 25,000 | \$ 26,000 |
| Professional Services | \$ 262,790 | \$ 750,000 | \$ 385,000 | \$ 565,000 |
| Grow Tomball Initiative | \$ 13,900 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Miscellaneous | \$ 18,276 | \$ 25,000 | \$ 25,000 | \$ 15,000 |
| Total Indirect Expenditures | \$ 490,245 | \$ 1,057,839 | \$ 635,339 | \$ 816,484 |

| | FY 2024 Actuals | FY 2025 Adopted Budget | FY 2025 Year End Projections | FY 2026 Amended Budget |
|---|--------------------|------------------------------|------------------------------------|------------------------------|
| City Debt Service | | | | |
| Business Park Infrastructure (Series 2013) | \$ 546,013 | \$ 547,313 | \$ 547,313 | \$ 548,413 |
| Medical Complex/Persimmon (Series 2016) | \$ 222,222 | \$ 222,222 | \$ 222,222 | \$ 222,222 |
| Southside Sewer Plant Expansion (2025) | | \$ 1,000,000 | \$ 1,000,000 | \$ 1,500,000 |
| Total Debt Service | \$ 768,235 | \$ 1,769,535 | \$ 1,769,535 | \$ 2,270,635 |
| Grants, Loans & Other Expenditures | | | | |
| Project Grants | \$ 378,033 | \$ 5,000,000 | \$ 1,200,000 | \$ 8,318,381 |
| Sales Tax Reimbursement Grants (380) | \$ 11,379 | \$ 100,000 | \$ 70,130 | \$ 100,000 |
| Property Acquisition | \$ 2,121 | \$ 5,500,000 | \$ 4,269,000 | \$ 1,000,000 |
| Business Improvement Grants- Current Year | \$ 162,121 | \$ 350,000 | \$ 192,675 | \$ 350,000 |
| Business Improvement Grants- Prior Year | \$ 116,336 | \$ 250,000 | \$ 95,640 | \$ 250,000 |
| Old Town Façade Grants- Current Year | \$ - | \$ 250,000 | \$ 90,000 | \$ 250,000 |
| Old Town Façade Grants- Prior Year | \$ 47,553 | \$ 100,000 | \$ 100,000 | \$ 190,000 |
| Old Town Projects | | \$ 1,500,000 | \$ 500,000 | \$ 700,000 |
| South Live Oak Redevelopment & Maintenance | \$ 97,609 | \$ 500,000 | \$ 50,000 | \$ 500,000 |
| Business Park Expenses | \$ 16,955 | \$ 350,000 | \$ 450,000 | \$ 100,000 |
| Tomball Legacy Square | | \$ 5,500,000 | \$ 450,000 | \$ 3,000,000 |
| Summer Youth Employment Program | \$ - | \$ 126,000 | \$ 126,000 | \$ 250,000 |
| Total Grants/Loans/Other | \$ 832,107 | \$ 19,526,000 | \$ 7,593,445 | \$ 15,008,381 |
| Total All Expenditures | \$ 2,880,782 | \$ 23,503,708 | \$ 11,083,213 | \$ 19,241,329 |
| Revenues Over (Under) Expenditures | \$ 4,623,393 | \$ (17,103,708) | \$ (3,567,713) | \$ (11,941,329) |
| Other Income/Losses on Investments | \$ 50,701 | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 29,924,948 | \$ 12,821,240 | \$ 26,357,235 | \$ 14,415,906 |

TEDC Debt Service Schedule

| | Series 1999 | Series 2002 | Series 2013 | Series 2016 | Series 2025 | Annual Payments |
|--------------|-------------------|---------------------|------------------------|------------------------|----------------------|-------------------------|
| 2016 | \$ 188,148 | \$ 370,000 | \$ 528,012.50 | | | \$ 1,086,160.50 |
| 2017 | \$ 188,148 | \$ 370,000 | \$ 530,912.50 | | | \$ 1,089,060.50 |
| 2018 | \$ 188,148 | \$ 370,000 | \$ 533,612.50 | | | \$ 1,091,760.50 |
| 2019 | \$ 188,148 | \$ 370,000 | \$ 536,112.50 | | | \$ 1,094,260.50 |
| 2020 | | \$ 370,000 | \$ 533,462.50 | \$ 222,222 | | \$ 1,125,684.50 |
| 2021 | | \$ 370,000 | \$ 535,662.50 | \$ 222,222 | | \$ 1,127,884.50 |
| 2022 | | \$ 370,000 | \$ 537,662.50 | \$ 222,222 | | \$ 1,129,884.50 |
| 2023 | | | \$ 539,462.50 | \$ 222,222 | | \$ 761,684.50 |
| 2024 | | | \$ 546,012.50 | \$ 222,222 | | \$ 768,234.50 |
| 2025 | | | \$ 547,312.50 | \$ 222,222 | \$ 1,000,000 | \$ 1,769,534.50 |
| 2026 | | | \$ 548,412.50 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,634.50 |
| 2027 | | | \$ 548,737.50 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,959.50 |
| 2028 | | | \$ 548,275.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,497.00 |
| 2029 | | | \$ 551,925.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,274,147.00 |
| 2030 | | | \$ 549,056.25 | \$ 222,222 | \$ 1,500,000 | \$ 2,271,278.25 |
| 2031 | | | \$ 549,600.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,271,822.00 |
| 2032 | | | \$ 549,075.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,271,297.00 |
| 2033 | | | \$ 548,100.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,322.00 |
| 2034 | | | | \$ 222,222 | \$ 1,500,000 | \$ 1,722,222.00 |
| 2035 | | | | \$ 222,222 | \$ 1,500,000 | \$ 1,722,222.00 |
| 2036 | | | | \$ 222,222 | \$ 1,500,000 | \$ 1,722,222.00 |
| 2037 | | | | \$ 222,226 | \$ 1,500,000 | \$ 1,722,226.00 |
| 2038 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2039 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2040 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2041 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2042 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2043 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2044 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| Total | \$ 752,592 | \$ 2,590,000 | \$ 9,761,406.25 | \$ 4,000,000.00 | \$ 29,500,000 | \$ 46,603,998.25 |

Southside Sewer Plant (1999 CO-2/15/2019)
 Utilities Expansion (2002 CO- 2/15/2022)
 Business Park Infrastructure (2013 CO - 2033)
 Medical Complex Drive-Section 4B, Persimmon Street (2016 CO - 2037)
 Southside Sewer Plant Expansion (2025 CO - 2044)

City Council Meeting Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Presentation of grant award from Tomball Regional Health Foundation for the City of Tomball Police Department in the amount of \$32,850.00 for the purchase of Automated External Defibrillators (AEDs) for patrol vehicles.

Background:

Origination: Police Department

Recommendation:

N/A

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

FUNDING (IF APPLICABLE)

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

Yes: _____ No: X If yes, specify Account Number: #100-121-6106

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

| | | | | | |
|--------|---------------------|------------------|-------------|--------------|-------|
| Signed | <u>Jeffrey Bert</u> | <u>3/16/2026</u> | Approved by | _____ | _____ |
| | Staff Member | Date | | City Manager | Date |

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: February 27, 2026

Topic:

Accept the Annual Comprehensive Financial Report and Compliance Report for fiscal year ending September 30, 2025.

Background:

ABIP CPA's was engaged to audit the financial statements for fiscal year ending September 30, 2025. Due to expending over \$1,000,000 in federal grant funding during the fiscal year, a Single Audit was also completed to ensure compliance with grant requirements.

Origination: Finance

Recommendation:

Acceptance of the Annual Comprehensive Financial Report and Compliance Report for fiscal year ending September 30, 2025.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance 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: # 100-116-6301

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

Signed: Bragg Farmer 02/27/2026 **Approved by:** _____
Staff Member Date City Manager Date

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Upcoming events:

- March 21, 2026 – Choo Choo Chow Down from 11:00 a.m. – 5:00 p.m. at Tomball Depot Plaza
- March 27-29, 2026 – Tomball German Heritage Festival from 6:00 – 10:00 p.m. on Friday, 10:00 a.m. – 10:00 p.m. on Saturday, and 10:00 a.m. – 6:00 p.m. on Sunday at 100–400 blocks of Market St.
- April 9, 2026 – Kaffeeklatsch from 8:30 – 10:00 a.m. at Tomball Community Center
- April 11, 2026 – Tidy up Tomball from 8:00 – 11:00 a.m. at the Parking Lot on 401 Houston St.
- April 11, 2026 – 2nd Saturday at the Depot from 5:00 – 9:00 p.m. at Tomball Depot Plaza
- April 20-24, 2026 – Spring Cleanup Week will take place from 8:00 a.m. – 4:00 p.m., except Friday, when it ends at 3:00 p.m., and Saturday from 9:00 a.m. – 1:00 p.m., at the old City landfill (1200 Rudolph Rd.).
- April 25, 2026 – Recycling Day from 9:00 a.m. – 1:00 p.m. at Lone Star College-Tomball (South entrance)
- April 25, 2026 – Rails & Tails Mudbug Festival from 11:00 a.m. – 5:00 p.m. at Tomball Depot Plaza

Background:

Origination: Marketing Department

Recommendation:

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

FUNDING (IF APPLICABLE)

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

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

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

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

City Council Meeting Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Council 2 Paul Garcia Comments

Background:

Origination: Mayor

Recommendation:

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

Shannon Bennett, Assistant City
Secretary

FUNDING (IF APPLICABLE)

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

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

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

Signed _____
Staff Member Date

Approved by _____
City Manager Date

TOMBALL

ECONOMIC DEVELOPMENT CORP.

TO: Honorable Mayor and City Council

FROM: Kelly Violette
Executive Director

MEETING DATE: March 2, 2026

SUBJECT: Tejas Dragon Companies, LLC

ITEM TYPE: Action

The Tomball Economic Development Corporation has received a request from Scott Moore, Owner, Tejas Dragon Companies, LLC for funding assistance through the TEDC's Old Town Façade Improvement Grant (FIG) Program for improvements to an approximately 2,280 square foot building located at 306 Market Street.

Tejas Burger Joint, currently located at 214 W. Main Street, will relocate to a larger space at 306 Market Street. The business will also undergo a rebrand and introduce a new menu concept as Wise Guys Pizza, Burgers, & Wings. This expansion is expected to create 8–12 new full-time positions and 4–6 new part-time positions.

The proposed project includes remodeling the main dining area of the existing restaurant space to incorporate a bar area for beverage service, along with booth-style seating. Eligible improvements include the installation of an exterior awning, new door, neon signage, and upgrades to electrical and plumbing systems, as well as interior painting, flooring, millwork, and cabinetry.

The goal of the TEDC's Old Town Façade Improvement Grant is to promote and assist with renovation, rehabilitation, restoration, and enhancements to commercial buildings within the Old Town Mixed Use zoning district. In accordance with the Old Town Façade Improvement Grant Program Guidelines & Criteria, the proposed performance agreement is for 50% of the eligible improvement costs, not to exceed \$40,000.00.

The project and application were reviewed and conditionally approved by the Business Retention & Expansion (BRE) Committee on February 3, 2026. While this conditional approval enables the applicant to move forward with their project and avoid significant approval delays, it does not guarantee funding. Final approval is still required from both the TEDC Board and Tomball City Council. Applicants proceed at their own risk until those approvals are secured.

Once approved, the applicant will have nine months to complete the improvements. All grants are reimbursement grants and will only be funded after completion of the project,

and after the applicant submits final paid itemized invoices/receipts for all applicable labor and materials, proof of payment, and digital photographs of the completed work.

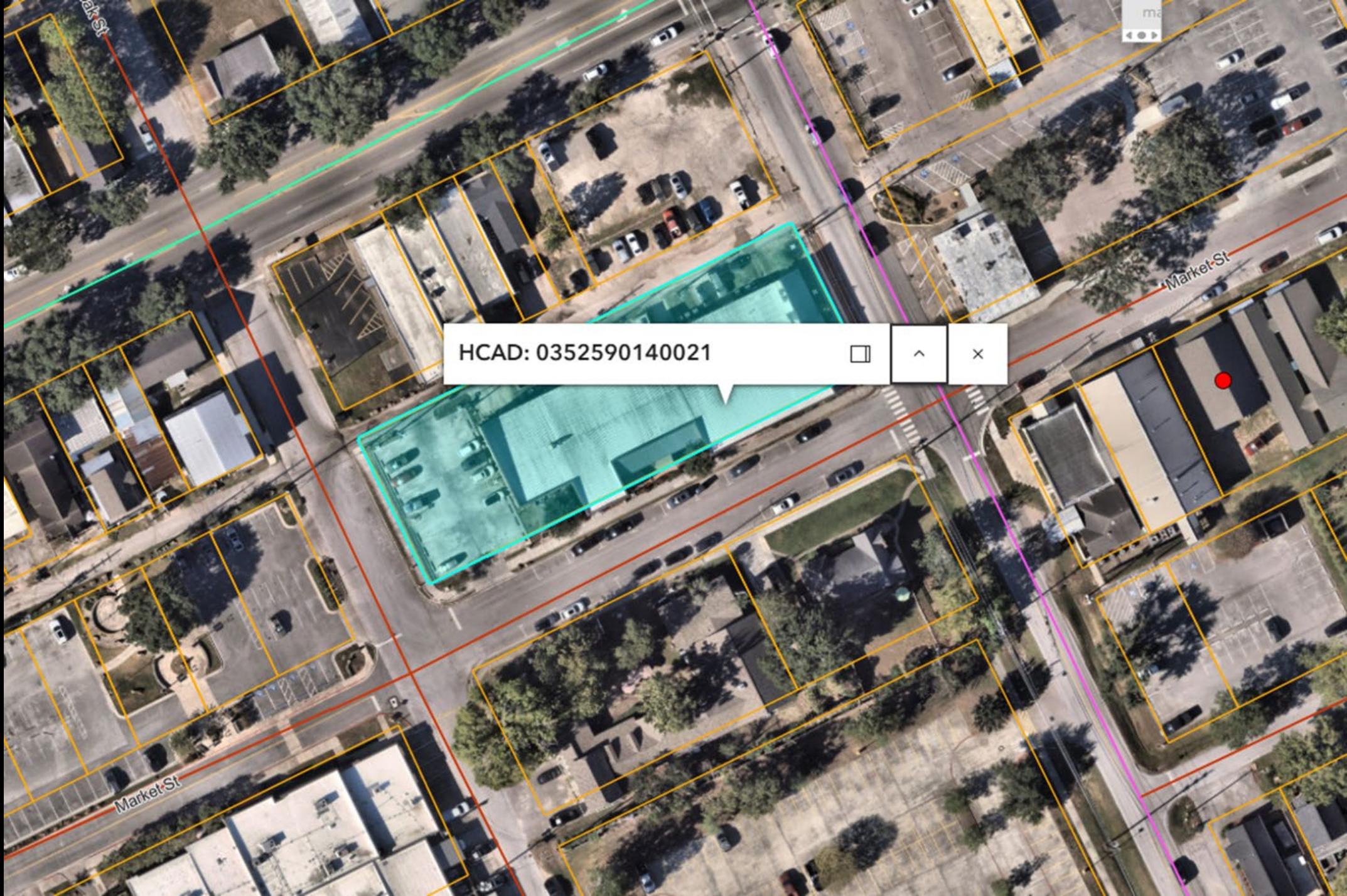
Although this project does not create primary jobs, it does promote the development and expansion of business enterprise, which is considered a permissible project as outlined in Texas Economic Development Legislation. If this project is approved, it will go to the Tomball City Council for final approval by resolution at two separate readings.

Business Name:

Tejas Dragon Companies, LLC dba Wise Guys

Address:

**306 Market Street
Tomball, Texas 77375**



HCAD: 0352590140021



Before Picture(s)

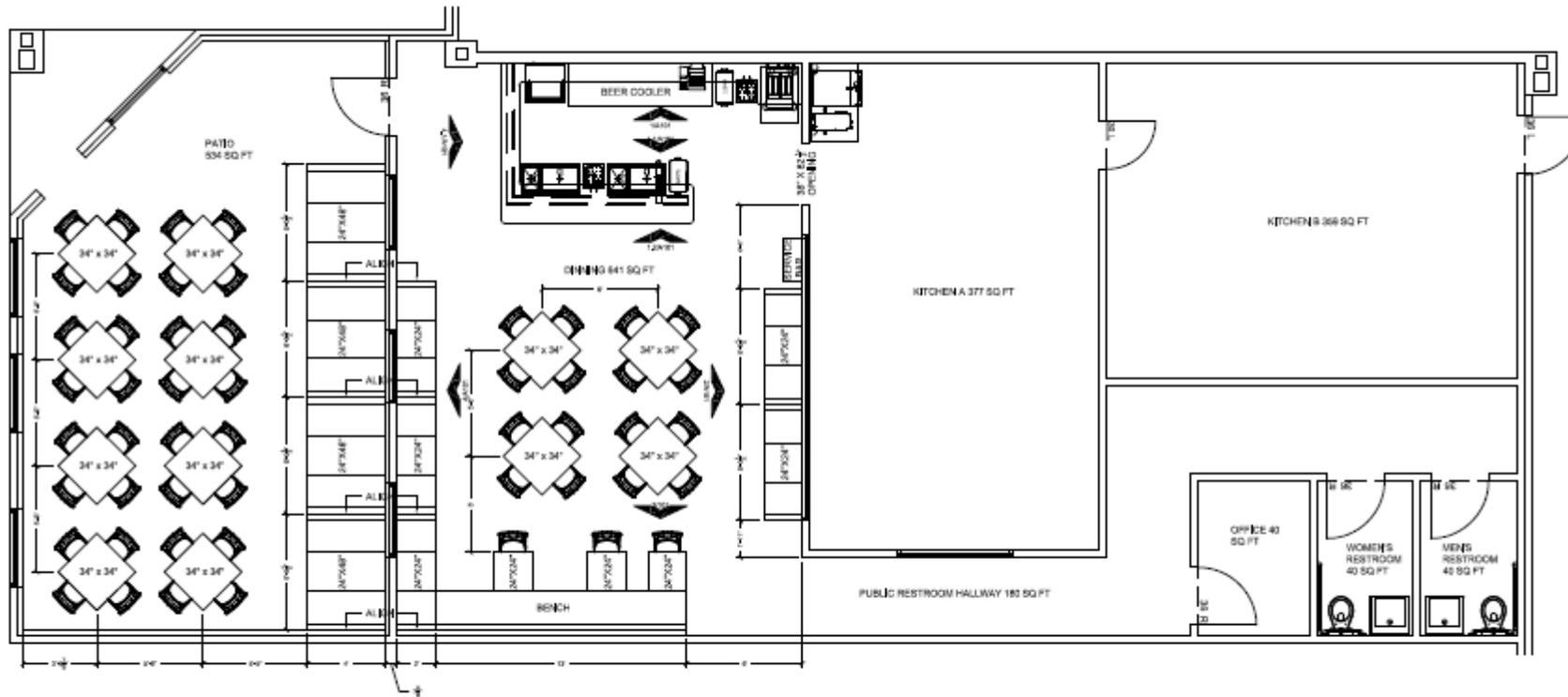


Before Picture(s)



RENDERINGS

Exterior Improvements: New awning, exterior neon signage and electrical work, exterior door.



MAIN LOGO

SECONDARY LOGO (WEBSITE, SIGAGE, LETTER HEAD, ETC.)

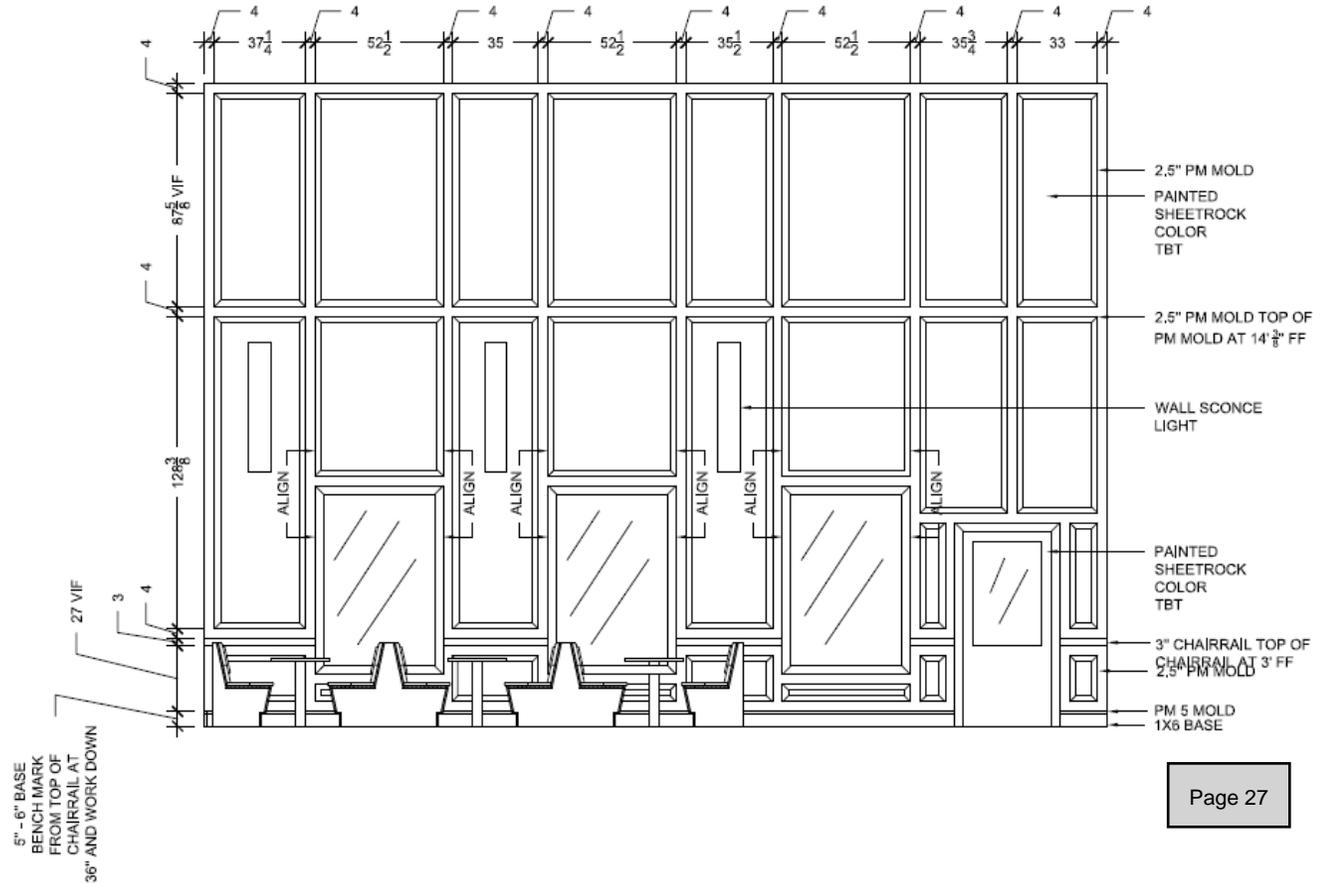
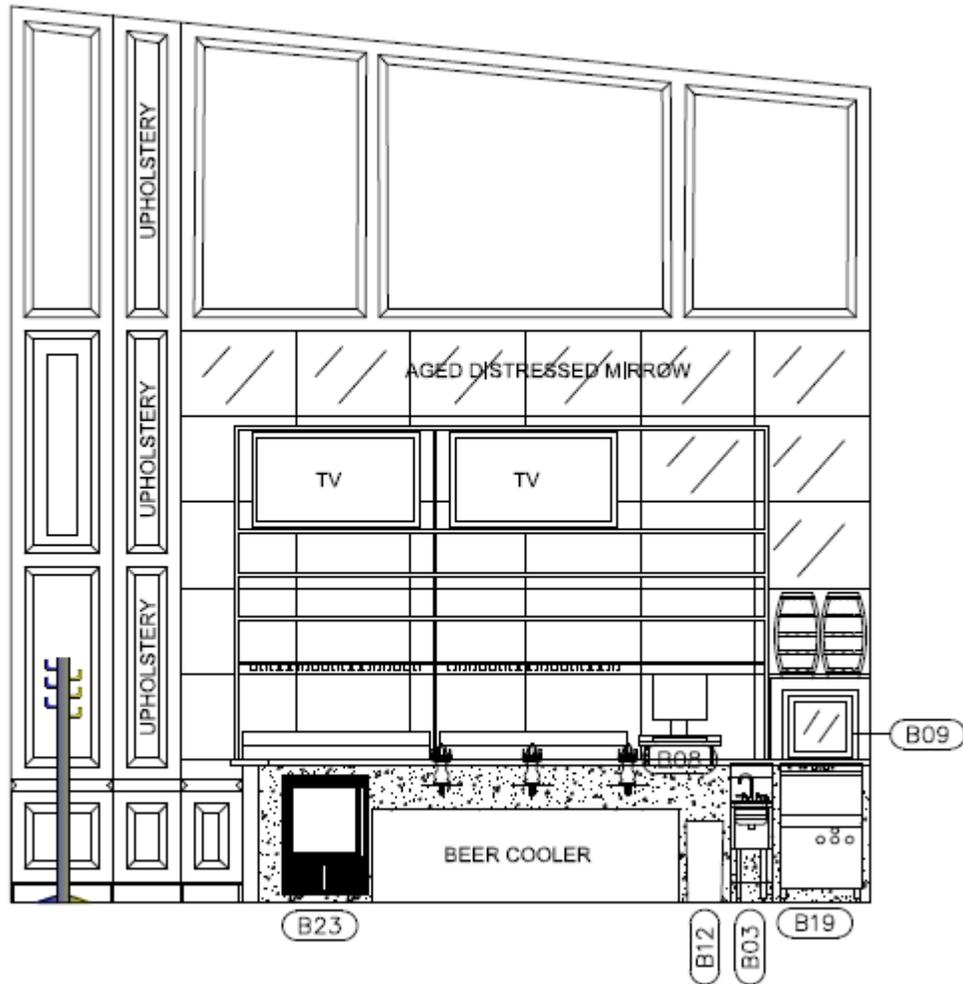
SECONDARY LOGO (STICKERS, SOCIAL, LABELS, ETC.)

MAIN FONT: BODART SLASH
SECONDARY FONT: GILL SANS REGULAR

| | | | | |
|---|---|---|---------------------------------------|--------------------------------------|
| PRIMARY COLOR 1: FOREST GREEN #046E34 | PRIMARY COLOR 2: RUST #B8431E | SECONDARY COLOR 1: PLUM #4E1E3E | ACCENT COLOR: WHITE #FFFFFF | ACCENT COLOR: GOLD #D4B83E |
|---|---|---|---------------------------------------|--------------------------------------|

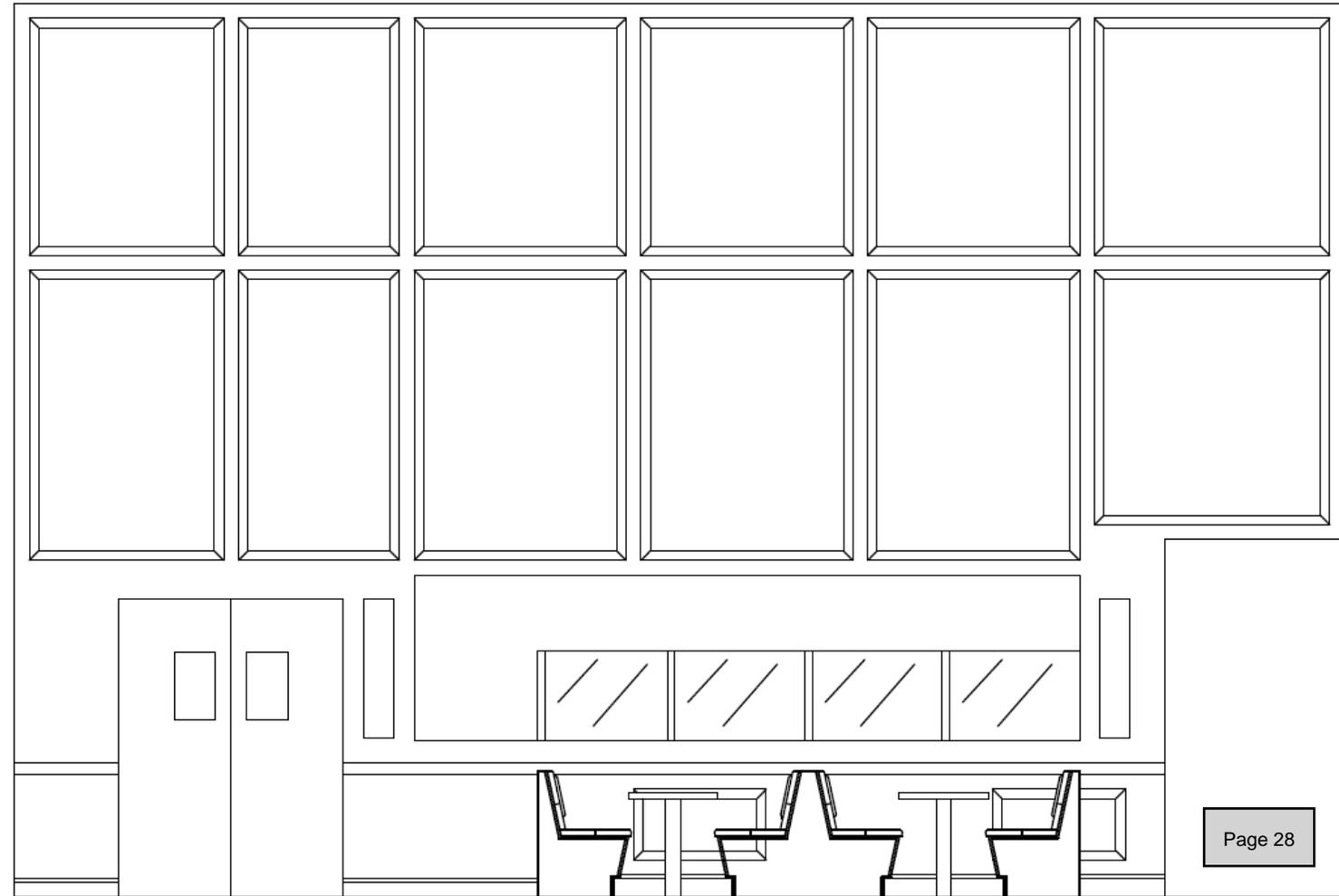
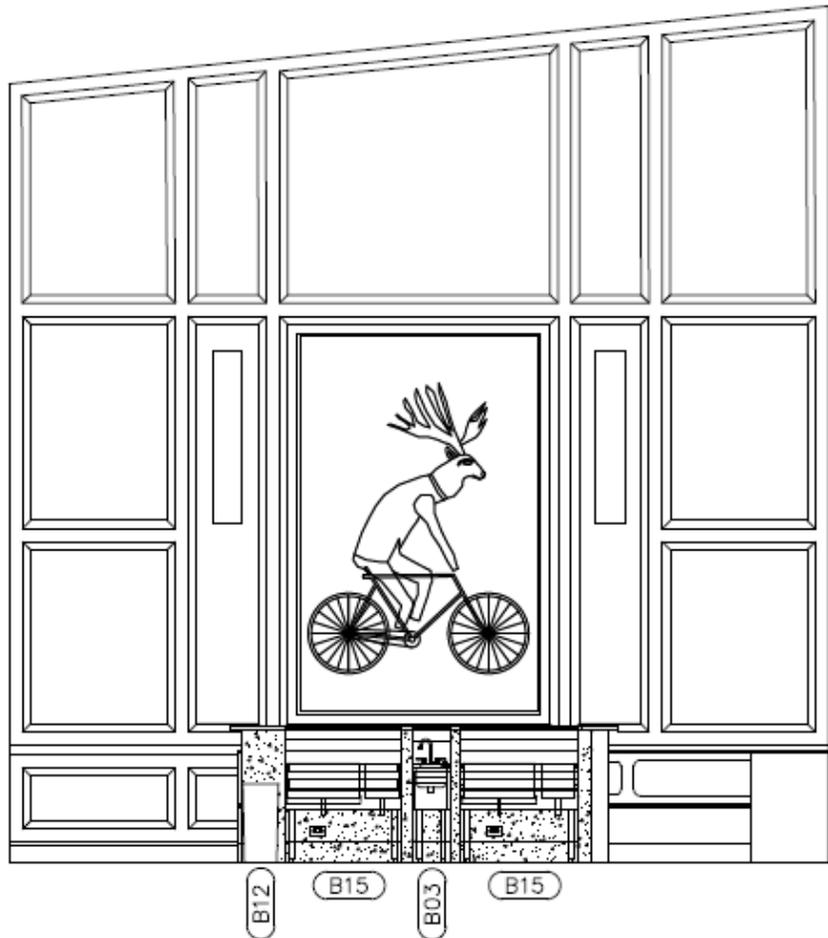
RENDERINGS

Interior Improvements: Main dining area remodel, electrical, plumbing, interior painting, flooring, millwork, and cabinetry.



RENDERINGS

Interior Improvements: Main dining area remodel, electrical, plumbing, interior painting, flooring, millwork, and cabinetry.



Total Eligible Interior Cost:

\$96,771.00

Total Eligible Exterior Cost:

\$10,800.00

Total Project Investment:

\$136,126.50

- BR&E Committee Review Date: February 3, 2026
- Total Score: 30
- Projects with a score between 30-45 will be eligible for funding up to \$40,000.00.
- Conditional approval letter issued on February 3, 2026.
- Final approval by Tomball City Council by two separate resolution readings.

Tomball Economic Development Corporation
29201 Quinn Rd., Suite A
Tomball, Texas 77375

To whom it may concern:

Tejas Dragon Companies / DBA Wise Guys Pizza, Burgers, & Wings respectfully requests available grant funds for the following address.

306 Market Street
Tomball, TX 77375

Tejas Burger Joint will be relocating to this space and undertaking a rebrand and new menu concept. The 306 space is larger providing excellent growth potential. We will be adding 8-12 new full time jobs and 4-6 new part time jobs for the new location.

Our project is for a facade improvement to include a new awning cover. There will be a lighted sign over the front door of our business. We will install 5 planter boxes as out front by the sidewalk for our landscaping feature.

We have applied for a Mixed Beverage Permit and will be doing a remodel of the main dining room to incorporate a bar to make drinks. The floors have to be reserved and floor drains installed to accommodate the new bar. New built in booth seating will be installed.

The front patio dining area will need a new floor surface as well to make the dining experience more enjoyable and safer. New booth seating install on the patio as well.

New and improved lighting fixtures and electrical work is needed throughout the building. Sound absorption panels to be installed. New commercial grade plumbing & toilets are needed. As we know, German Fest puts a lot of demand on restrooms, so we want to have the infrastructure for the potty parade.

The project is estimated to cost \$136,127. The project is considered lease holder build out responsibility, so we could use some financial assistance to pay for the project.

Thank you for your consideration.

Very truly yours,



Scott Moore Jr

Co Founder, Owner Operator
Tejas Dragon Companies, DBA Wide Guys

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.

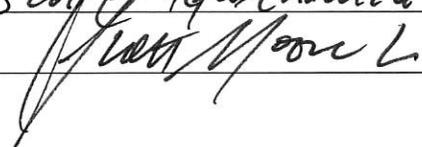
ACKNOWLEDGMENT OF RECEIPT OF AND AGREE TO COMPLY WITH THE GUIDELINES AND CRITERIA FOR THE OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM BY THE TOMBALL ECONOMIC DEVELOPEMNT CORPORATION

APPLICANT: SCOTT MOORE JR / WISE GUYS

ADDRESS: 306 MARKET ST. TOMBALL, TX 77375

PHONE: 713 299 1552

EMAIL: scott@wisechocolate.com

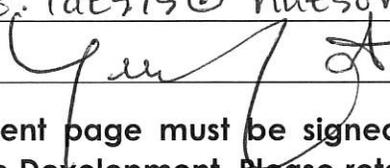
Signature: 

PROPERTY OWNER/LANDLORD: teresa latris

ADDRESS: 108 Commerce St Tomball 77375

PHONE: 603.348.0718

EMAIL: t.latriss@hutsongroup.com

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.

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: SCOTT MOORE JR / WISE GUYS
Address: 306 MARKET ST TOMBALL, TX 77375
Phone No.: 713 299-1552

Signature: 

Property Owner/Landlord: Teresa Labin's
Address: 108 Commerce Tomball 77375
Phone No.: 503-348-0718

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.

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.

Applicant Information.

Applicant is: Owner Tenant Applicant

Business Entity Name: TEJAS DRAGON COMPANIES, LLC / DBA WISEGUYS

Mailing Address: 306 MARKET ST TOMBALL, TX 77375

Phone Number: 713 299 1552

Email: Scott@tejaschocolate.com

Street Address: 200

Home Address: 404 S. PINE STREET TOMBALL, TX 77375

Street Address: _____

City/State/Zip: _____

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

Company Name: TEJAS CHOCOLATE + BARBECUE

Street Address: 200 N ELM ST.

City/State/Zip: TOMBALL, TX 77375

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 |
|--------------------------|------------------|----------------------|-----------------|
| Facade/ Exterior/SIGN | 10,450 | FEB/2026 | MARCH 1 2026 |
| INTERIOR FLOORS | 11,800 | FEB/2026 | MARCH 1 2026 |
| INTERIOR BAR/ Remodel | 113,866 | FEB/2026 | MARCH 1 2026 |

11. New or existing business: _____ New Existing
TEXAS BURGER has been in operation for 6 1/2 years.

Existing # of jobs: 9 (If applicable) Full-time 7 Part-time 2

New jobs (full-time): 10 New jobs (part-time): 4

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 30 day of JANUARY, 2026.

Applicant: SCOTT MOORE JR

Signature: [Handwritten Signature]

Phone: (513) 299 1552

Email: scott@tejascבודدات.com

Property Owner/Landlord: _____

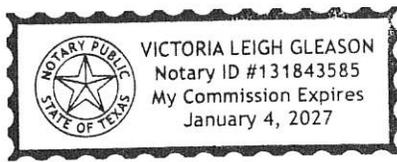
Signature: _____

Phone: _____

Email: _____

The State of Texas
County of Harris

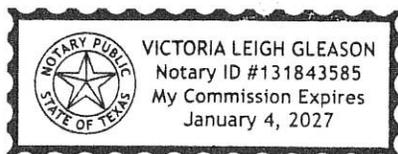
Before me, the undersigned authority, on this 30th day of January,
2021, personally appeared Scott Moore,
known to me to be the persons whose names are subscribed to the foregoing
instrument, and acknowledged to me and that they executed the same for the
purposes therein expressed.



[Signature]
Notary Public in and for the State of Texas
My Commission Expires: 01/04/2027

The State of Texas
County of Harris

Before me, the undersigned authority, on this 30th day of January,
2021, personally appeared Tyresha Curtis,
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.



[Signature]
Notary Public in and for the State of Texas
My Commission Expires: 01/04/2027

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 (Exhibit D);
- If submitting your application online, Signature and Notary Seal required **once approved.**
- **Completed W-9 Form**



ECONOMIC DEVELOPMENT CORP.

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

| Visibility | Points Available |
|--|-------------------------|
| 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 |

| Existing Condition | Points Available |
|--|-------------------------|
| 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 |

| Impact of Improvement | Points Available (can be combined) |
|--|---|
| 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 |

| Importance to the Area | Points Available (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 |

| Owner vs TEDC Contribution Ratio | Points Available |
|---|-------------------------|
| Greater than 7:1 | 5 |
| Greater than 4:1 but less than 7:1 | 3 |
| 1:1 up to 4:1 | 1 |

| Readiness | Points Available |
|---|-------------------------|
| 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 |

| Local Owner/Occupant | Points Available |
|--|-------------------------|
| 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 |

| Utilization of Local Businesses | Points Available |
|---|-------------------------|
| 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 |

| | |
|---------------------|--|
| Total Points | |
|---------------------|--|



ECONOMIC DEVELOPMENT CORP.

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.

Project:

Tejas Dragon Companies, LLC
dba Wise Guys
306 Market Street
Tomball, Texas 77375

Total Eligible Interior Cost:

\$96,771.00

Total Eligible Exterior Cost:

\$10,800.00

Total Project Investment:

\$136,126.50

Evaluation Categories

| Visibility | Points Available |
|--|------------------|
| 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 |

| Existing Condition | Points Available |
|--|------------------|
| 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 |

| Impact of Improvement | Points Available (can be combined) |
|--|---|
| 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 |

| Importance to the Area | Points Available (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 |

| Owner vs TEDC Contribution Ratio | Points Available |
|---|-------------------------|
| Greater than 7:1 | 5 |
| Greater than 4:1 but less than 7:1 | 3 |
| 1:1 up to 4:1 | 1 |

| Readiness | Points Available |
|---|-------------------------|
| 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 |

| Local Owner/Occupant | Points Available |
|--|-------------------------|
| 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 |

| Utilization of Local Businesses | Points Available |
|---|-------------------------|
| 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 |

| | |
|---------------------|-----------|
| Total Points | 30 |
|---------------------|-----------|



February 3, 2026

Scott Moore Jr.
Tejas Dragon Companies, LLC dba Wise Guys
306 Market Street
Tomball, Texas 77375

RE: CONDITIONAL APPROVAL - Old Town Façade Improvement Grant Program

Dear Mr. Moore:

Thank you for your recent application to the Old Town Façade Improvement Grant Program. We are pleased to inform you that your application for the proposed improvements at **306 Market Street, Tomball, Texas 77375**, has received **conditional approval** from the Business Retention & Expansion (BR&E) Review Committee.

This conditional approval is based on the preliminary review of your application materials, including your project description, cost estimates, and proposed design concept. The BR&E Committee met on February 3, 2026, to review your submittal and found that based on the Evaluation Scoring System your project received a score of **30** which is eligible for funding up to **\$40,000.00**.

Conditional Approval

This letter serves as formal notice of conditional approval of the application, as submitted, based on the preliminary review conducted by the Tomball Economic Development Corporation's (BR&E) Review Committee. While we are encouraged by your project's potential and the progress made to date, please carefully review the following critical conditions:

1. Final Approval Pending

This conditional approval does not constitute a commitment of funds or a final decision. The project remains subject to final approval by Tomball City Council, which includes a full review of all required documentation, terms, and conditions.

2. No Guarantee of Funding

Funding for this project is not guaranteed until formal approval is granted by the Tomball Economic Development Corporation's Board of Directors and Tomball City Council through a resolution or other official action.

3. Proceeding at Your Own Risk

If you choose to begin project activities prior to receiving final approval, please understand you do so at your own risk. Neither the TEDC, City of Tomball, nor its affiliates shall be held liable for any costs, obligations, or commitments incurred in anticipation of funding.

Process for Final Approval

Your application will be presented at the next available Tomball Economic Development Corporation Board of Directors Meeting for approval. It will then proceed to the next two available Tomball City Council Meetings for final approval via two separate readings of a resolution.

Once all approvals are obtained and legal notice requirements fulfilled, TEDC staff will reach out to initiate execution of the grant agreement.

Project Work and Reimbursement Guidelines

While you may begin project work upon receipt of this letter, please note that the reimbursement of eligible expenses will only occur after full approval is secured and the grant agreement has been executed. Additionally, you must comply with all applicable City of Tomball permitting requirements, zoning regulations, building codes, and other local ordinances. Failure to do so may affect your eligibility for reimbursement.

Upon project completion, you must submit:

- Final paid invoice(s)
- Proof of payment(s)
- Digital “after” photographs of the completed improvements

Once all documentation is received and verified, TEDC will process the reimbursement and notify you when your check is ready.

Financial Summary

| Description | Your Investment | TEDC Grant |
|--|------------------------|--------------------|
| Eligible Improvements | \$107,571.00 | \$40,000.00 |
| Total Amount Available from TEDC: | | \$40,000.00 |

We sincerely appreciate your dedication to preserving and enhancing the character of Old Town Tomball. If you have any questions or need further assistance, please do not hesitate to contact our office.

Sincerely,



Tori Gleason, PCED

Economic Development Coordinator
Tomball Economic Development Corporation

RESOLUTION NO. 2026-16-TEDC

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, AUTHORIZING AND APPROVING THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION’S PROJECT TO EXPEND FUNDS IN ACCORDANCE WITH AN ECONOMIC DEVELOPMENT AGREEMENT BY AND BETWEEN THE CORPORATION AND TEJAS DRAGON COMPANIES, LLC TO PROMOTE AND DEVELOP A NEW OR EXPANDED BUSINESS ENTERPRISE; 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 Forty Thousand Dollars (\$40,000.00), found by the Board to be required or suitable to promote a new business development by Tejas Dragon Companies, 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 development 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 Forty Thousand Dollars (\$40,000.00), to Tejas Dragon Companies, LLC, in accordance with an Old Town Façade Improvement Grant by and between the TEDC and Tejas Dragon Companies, LLC to promote and develop a new or expanded business enterprise, to be located at 306 Market Street, 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:

City Secretary

City Council Meeting Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve Minutes of February 23, 2026, Special City Council meeting.

Approve Minutes of March 2, 2026, Workshop/Regular City Council meeting

Background:

Origination: City Secretary Office

Recommendation:

Approve Minutes

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

Shannon Bennett, Assistant City
Secretary _____

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____

If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____

To # _____
account _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date

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



**Monday, February 23, 2026
6:00 P.M.**

The City Council of the City of Tomball, Texas, conducted the meeting scheduled for February 23, 2026, 6:00 P.M., at 401 Market Street, Tomball, Texas 77375.

A. Mayor L. Klein Quinn called the meeting to order at 6:02 P.M.

PRESENT:

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

ABSENT:

Council 2 Paul Garcia (Unexcused)

CITY STAFF PRESENT:

City Manager - David Esquivel
Assistant City Manager – Sakura Moten
City Attorney – Joesph Hays
Assistant City Secretary – Shannon Bennett
Community Development Director – Craig Meyers
Police Chief – Jeffery Bert
Public Works Director - Drew Huffman
Director of Human Resources – Kristie Lewis
Police Officer – Juan Rodriguez

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 matter until such matter has been placed on an agenda and posted in accordance with law*

- GC, 551.042.]

C. New Business

1. **FIRST AND FINAL READING:** Consideration of and action on Ordinance No. 2026-07, an Ordinance of the City of Tomball, Texas calling a Special Election to be held on May 2, 2026, for the purpose of submitting to the voters propositions to amend the City of Tomball Charter regarding: (a) amending section 6.13 to change quorum requirements; (b) amending sections 7.10 and 7.11 to update which department has the responsibility for engineering; (c) amending section 6.14 to reduce the number of required readings of ordinances to one; (d) amending sections 7.02, 7.03, 7.04, 7.05, 7.06, 7.10, and 7.11 to remove the appointment language for each department head; providing for ballots; designating the time and place for holding such elections; providing for notices; providing for publication; providing for severability; and, providing an effective date.

Motion made by Council Member 4 Covington, seconded by Council Member 3 Dunagin, to adopt Ordinance No. 2026-07 with corrections to the caption in subsection (c) to reduce the number of required ordinance publications to one.

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

Absent: Council 2 Garcia

Motion carried unanimously.

C. Mayor Lori Klein Quinn adjourned the meeting at 6:11 P.M.

PASSED AND APPROVED on this 16th day March 2026.

Thomas Harris III, TRMC
City Secretary

Lori Klein Quinn
Mayor

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



**Monday, March 02, 2026
5:00 P.M.**

The City Council of the City of Tomball, Texas, conducted the meeting scheduled for March 02, 2026, 5:00 P.M., at 401 Market Street, Tomball, Texas 77375.

A. Mayor L. Klein Quinn called the meeting to order at 5:00 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 – Sakura Moten
City Attorney – Loren Smith
City Secretary – Thomas Harris III
Assistant City Secretary – Shannon Bennett
Community Development Director – Craig Meyers
Assistant Fire Chief – Jeffery Cook
Police Chief – Jeffery Bert
Finance Director - Bragg Farmer
Public Works Director - Drew Huffman
I.T. Systems Administrator – Zachary Labbe
Project Manager - Meagan Mageo
Special Project Director -Luisa Taylor
Police Officer – James O’Malley

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.]

- Eric Sundon, Houston, Texas, the artist responsible for the murals painted on the restrooms on Cherry Street, spoke to ensure everyone had the opportunity to see the transformation of the restrooms on N. Cherry Street. He also mentioned that a \$500 application had been submitted for HOT funds to support funding for the street train.

C. General Discussion

1. TCAP update.

City Manager David Esquivel introduced Margaret Somereve, Executive Director, with Texas Coalition for Affordable Power who provided an update. (Exhibit A)

2. Workshop Discussion Only – Discussion on amendments to Administrative Policy No. 18, Development Policy for Special Financing Districts.

Project Manager Meagan Mageo provided a presentation on Administrative Policy No. 18. (Exhibit B)

3. Quarterly Financial Report for period ending December 31, 2025

Finance Director Bragg Farmer provided the Quarterly Financial Report. (Exhibit C)

4. Quarterly Investment Report for the period ending December 31, 2025.

Finance Director Bragg Farmer provided the Quarterly Investment Report. (Exhibit D)

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

Mayor Klein Quinn recessed the meeting at 5:51 p.m. and reconvened it at 6:08 p.m.

E. Invocation led by Rev. George McGavern, Church of the Good Shepherd

F. Pledges to U.S. and Texas Flags led by Council 4 Lisa Covington

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

Amy Mason, Tomball, Texas thanked the Staff responsible for the restrooms on N. Cherry Steet and invited Council to the Tomball German Heritage Festival on March 28, 2026.

H. Presentations

1. Presentation to Resale with a Purpose

Tomball Masonic Lodge presented Resale with a Purpose with the Community Builders Award.

2. Certificate of Recognition

Mayor Quinn presented Nichaela Shaheen, Houston Community Impact with a Certificate of Recognition for receiving Reporter of the Year.

I. Reports and Announcements

1. Announcements

I. Upcoming events:

- March 12, 2026 – Kaffeeklatsch from 8:30 – 10:00 a.m. at Tomball Community Center
- March 14, 2026 – 2nd Saturday at the Depot from 5:00 – 9:00 p.m. at Tomball Depot Plaza
- March 21, 2026 – Choo Choo Chow Down from 11:00 a.m. – 5:00 p.m. at Tomball Depot Plaza
- March 28-30, 2025 – Tomball German Heritage Festival from 6–10 p.m. (Friday), 10 a.m. – 10 p.m. (Saturday), and 10 a.m. – 6 p.m. (Sunday) at 100–400 blocks of Market St.

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

- Council 2 Garcia announced that he and Mayor Quinn attended the Harris County Mayor’s and Council’s Association meeting on February 19, 2026.

- Council 2 Garcia announced that he, Mayor Quinn and Assistant City Secretary Shannon Bennett attended the State of the Region hosted by Houston - Galveston Area Council on February 20, 2026.

J. Old Business

1. Adopt, on Second Reading, Ordinance No. 2026-02, an Ordinance of the City of Tomball, Texas, amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by changing the zoning from Single-Family Residential (SF-20) to Industrial (I) on Lots 374 and 375 of Corrected Map of Tomball Outlots; two lots containing approximately 10.05 acres of land located south of the southeast intersection of Medical Complex Drive and South Persimmon Street (1631 South Persimmon 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.

Motion made by Council 1 Ford, Seconded by Council 2 Garcia to adopt Ordinance No. 2026-02, second reading.

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

Motion carried unanimously.

K. New Business

1. Approve Minutes of February 16, 2026 Workshop/Regular City Council meeting.

Motion made by Council 4 Covington, Seconded by Council 5 Parr to approve minutes of February 16, 2026.

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

Motion carried unanimously.

2. Consideration and discussion regarding future appointment/reappointment to the Planning and Zoning Commission.

Motion made by Council 3 Dunagin, Seconded by Council 4 Covington to consider future appointment/reappointment to the Planning and Zoning Commission.

Cody Miller, applicant introduced himself to Council and answered questions.

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

Motion carried unanimously.

3. Approve, on First Reading, Resolution No. 2026-16-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 Old Town Façade Improvement Grant by and between the Corporation and Tejas Dragon Companies, LLC to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 306 Market Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed \$40,000.00.

Motion made by Council 4 Covington, Seconded by Council 3 Dunagin to approve Resolution No. 2026-16

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

Motion carried unanimously.

4. Accept donation of a grant from the Tomball Regional Health Foundation in the amount of \$32,850, for the purchase of Automated External Defibrillators (AEDs) for patrol vehicles and authorize the City Manager to execute any and all documents.

Motion made by Council 3 Dunagin, Seconded by Council 5 Parr to accept a grant from the Tomball Regional Health Foundation.

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

Motion carried unanimously.

5. Consideration of and action on Resolution No. 2026-15, a Resolution of the City Council of the City of Tomball, Texas authorizing the submission of the Texas Community Development Block Grant Program Application to the Texas Department of Agriculture for the Downtown Revitalization Program, and authorizing the City Manager as the Chief Executive Officer and authorized representative to act in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program.

Motion made by Council 5 Parr, Seconded by Council 4 Covington to approve Resolution 2026-15.

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

Motion carried unanimously.

6. Presentation, discussion and possible action to ratify the contract to purchase the property located at 213 W. Main Street.

Motion made by Council 4 Covington, Seconded by Council 5 Parr to ratify the contract to purchase located at 213 W. Main Street.

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

Motion carried unanimously.

L. Mayor Lori Klein Quinn adjourned the meeting at 6:50 P.M.

PASSED AND APPROVED on this 16th day of March 2026.

Thomas Harris III, TRMC
City Secretary

Lori Klein Quinn
Mayor

City Council Meeting Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Consideration and action on one appointment to the Planning and Zoning Commission for an unexpired term ending May 31, 2028.

Background:

During this meeting, candidates will have the opportunity to introduce themselves and answer questions.

The Commission’s purpose is to review, advise and make recommendations to the City Council on matters relating to City and extraterritorial jurisdiction (ETJ) planning and development.

The City Council appoints five (5) members. Members must be residents of the City of Tomball, real property owners, and not employees of the City. The Planning and Zoning Commission members serve as the members of the Building Standards Commission, along with the City’s Building Official and the City’s Fire Marshall as ex officio members.

Bill Darnall resigned. Therefore, we are accepting applicants to fulfill the vacancy which term ends on May 31, 2028.

We received applications from the following individuals:

- John Mottershaw
- Earl Detwiler
- Cody Miller

All qualified applicants were invited to attend today’s meeting.

Appointments will be made at the next Regular City Council meeting to be held on March 16, 2026, and their terms will end 05/31/2028.

Origination: Thomas Harris III, City Secretary

Recommendation: Appoint one person to fill the vacancy.

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

FUNDING (IF APPLICABLE)

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

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

If no, funds will be transferred from
account

#

To account #

Signed

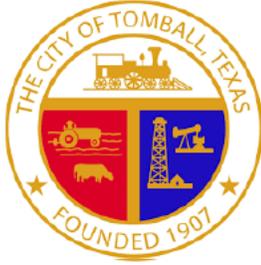
Staff Member

Date

Approved by

City Manager

Date



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 1/12/26

Name: Cody Miller

Phone: 8323737770

Address: [REDACTED]

(Home)

City/State/Zip [REDACTED]

Phone:

(Work)

Email: codyamiller0630@gmail.com

Cell:

I have lived in Tomball 1 years.

I am am not a U.S. Citizen

Occupation: _____

Professional and/or Community Activities: _____

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.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Capital Improvement Advisory Committee

- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
Second Monday in June & December, 5:30 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

| OFFICE USE ONLY | |
|-----------------|--|
| Date Received | |
| | |

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

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

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

 Name of Officer

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

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

Yes No

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

Yes No

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

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

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

| <p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 2px;">OFFICE USE ONLY</th> </tr> <tr> <td style="padding: 2px;">Date Received</td> </tr> </table> | OFFICE USE ONLY | Date Received |
|---|---|-----------------|---------------|
| OFFICE USE ONLY | | | |
| Date Received | | | |
| <p>1 Name of Local Government Officer</p> | | | |
| <p>2 Office Held</p> | | | |
| <p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p> | | | |
| <p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</p> | | | |
| <p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p> | | | |
| <p>6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer</p> <p style="text-align: center;">Please complete either option below:</p> <p>(1) Affidavit</p> <p>NOTARY STAMP / SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p> <p>(2) Unsworn Declaration</p> <p>My name is _____, and my date of birth is _____.</p> <p>My address is _____, _____, _____, _____, _____.</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20_____. (month) (year)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer (Declarant)</p> | | | |

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

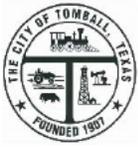
Local Government Code § 176.003(a)(2)(A):

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

- (2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

Cody Miller

Board Member's Printed Name

1/12/26

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: 4/3/25

Name: John Mottershaw

Phone: [REDACTED]
(Home)

Address: 2531 S. Cherry St

Phone: _____
(Work)

City/State/Zip Tomball TX 77375

Cell: [REDACTED]

Email: mottershaw@gmail.com

I have lived in Tomball 23 years.

I am am not a U.S. Citizen

Occupation: Retired Systems engineer. Mainly Oil & Gas exploration area.

Professional and/or Community Activities: Retired. I inject \$'s into local economy.

Additional Pertinent Information/References: _____

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I can manage - direct change in systems - workflow well.
Zoning needs to be updated.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

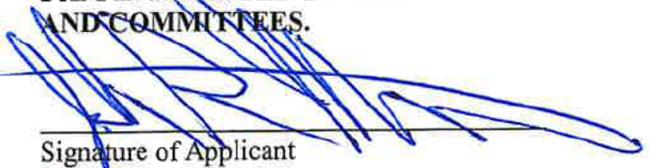
Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant
(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

None

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

None

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

Date

Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on _____ (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Signature of Applicant for Appointment

Printed Name of Applicant

Date:



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Earl Detwiler

Address: _____

City/State/Zip _____

Email: _____

Date: 05/08/2025

Phone: _____

Phone: _____

Cell: _____

(Home)

(Work)

I have lived in Tomball 12 years.

I am am not ___ a U.S. Citizen

Occupation: Electronics Technicians,

Professional and/or Community Activities: Chaplain Member Tomball Art League
Ordained Minister Sheriff Chaplain Assistant, Associate Instructor for
Trinity Bible School Associate Family Counseling, painting,
By way of Still Art.

Additional Pertinent Information/References: _____

MR Paul Muffet 832-914 8323
 MR David Ginch 832-818-5826
 MR JERRY Lonhan 717-309-0198

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.

Like The direction in which Tomball is going, my people skills with public speaking and Record Keeping, Book Keeping, marketing taxes and openly time in matters that pertain to accountability is my past, and listening to other people ideas, generate a logical decision making. willings To give time and interest To group ideas

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

- 2 () Planning & Zoning Commission
- () Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities

- 1 () Tomball Economic Development Corporation
- 3 () Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- 4 () Downtown Tomball Advisory Committee
DTAC does not require Tomball residency

Meeting Information

As called

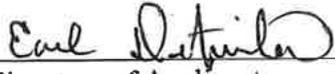
Non-profit Corporation Boards

- 5 () Tomball Legacy Fund, Inc.
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,
AND COMMITTEES.**



Signature of Applicant

(Must be signed/signature typed in)

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375
cso@tomballtx.gov
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

NA *Carl [Signature]*

| 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 176.003(a)(1) with a local governmental entity and the vendor meets requirements under Section 176.003(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 176.003(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> | OFFICE USE ONLY Date Received: | |
| 1 Name of vendor who has a business relationship with local governmental entity. | | |
| 2 <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.) | | |
| 3 Name of local government officer about whom the information is being disclosed <div style="text-align: center; border-bottom: 1px solid black; width: 50%; margin: 0 auto;"> Name of Officer </div> | | |
| 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. | | |
| <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> | | |
| 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 <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). | | |
| 7 | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;"> Signature of vendor doing business with the governmental entity </div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;"> Date </div> </div> | | |

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.

NA Conf. [Signature]

| LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT <small>(Instructions for completing and filing this form are provided on the next page.)</small> | | FORM CIS |
|---|--|--|
| <p>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.</p> | OFFICE USE ONLY Date Filled: _____ | |
| 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 _____ | | |
| <small>(attach additional forms as necessary)</small> | | |
| 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 Codes 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. | | |
| _____ <small>Signature of Local Government Officer</small> | | |
| Please complete either option below: | | |
| (1) Affidavit | | |
| NOTARY STAMP/SEAL | | |
| Executed 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 _____ | | |
| <small>(street)</small> | <small>(city)</small> | <small>(state) (zip code) (county)</small> |
| Executed in _____ County, State of _____ on the _____ day of _____, 20_____. | | |
| _____ <small>Signature of Local Government Officer/Declarant</small> | | |

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.

Earl Detwiler
Board Member's Signature

05/08/2025
Date

Earl Detwiler
Board Member's Printed Name

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Consideration and discussion regarding future appointment/reappointment to the Tourism Advisory Committee

Background:

During this meeting, candidates will have the opportunity to introduce themselves and respond to any questions.

The Tourism Advisory Committee is advisory in nature, bringing its recommendations to Council for approval of Hotel Occupancy Tax expenditures. The Tourism Advisory Committee is comprised of nine members who serve staggered three-year terms. Residents, Tomball business owners or managers, Tomball hotel/motel managers, and individuals from tourism-related businesses are eligible to serve on the Tourism Advisory Committee.

| <u>TAC Member</u> | <u>Term Ends</u> |
|-------------------|------------------|
| Jeffie Cappadonna | 12/05/2025 |
| Eric Berger | 12/05/2025 |
| Katie Whisler | 12/05/2025 |

Current members were all contacted, and the following members would like to be reappointed:

Jeffie Cappadonna
Eric Berger
Katie Whisler

Additionally, we received applications from the following individuals:

Austin Bijoux

All qualified applicants were invited to attend today's meeting.

Appointments will be made at the next Regular City Council meeting on April 6, 2026, and their terms will end 05/31/2028.

Origination: Mayor Lori Klein Quinn

Recommendation: n/a

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

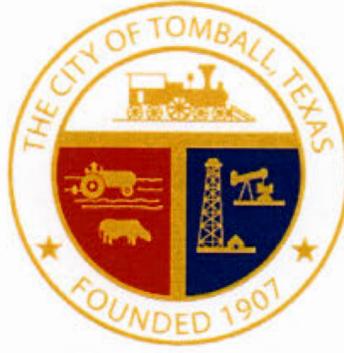
FUNDING (IF APPLICABLE)

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 OF TOMBALL

APPLICATION FOR THE TOURISM ADVISORY COMMITTEE

As an Applicant for the **Tourism Advisory Committee**, your application will be **public information**. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. **Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024**

Please Type or Print Clearly:

Date: 12/3/2025

Name: Jeffie Cappadonna

Phone:

Address:

Phone:

(Home)

(Work)

Email jkcappadonna@att.net

I have lived in Tomball 40 years.

I am x am not ___ a U.S. Citizen

I am applying as (please check all that apply):

a Tomball Resident, residing within the city limits of Tomball
an Owner, Officer or Director of a business, other than a hotel or motel,
with offices within the city limits of Tomball
an Employee or Officer of a hotel or motel located in the
city limits of Tomball

Occupation: Owner of Mid-West Electric Co

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

| OFFICE USE ONLY |
|-----------------|
| Date Received |
| |

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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:

(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 elected/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)

[REDACTED]

[REDACTED]

personal email address

[REDACTED]

[REDACTED]

[REDACTED] 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.

Jeffie Cappadonna Digitally signed by Jeffie Cappadonna
Date: 2025.12.03 12:47:15 -06'00'

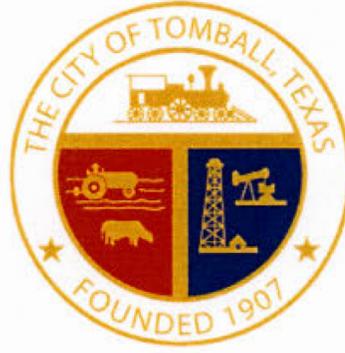
12/3/25

Board Member's Signature

Date

Jeffie Cappadonna

Board Member's Printed Name



CITY OF TOMBALL

APPLICATION FOR THE TOURISM ADVISORY COMMITTEE

As an Applicant for the **Tourism Advisory Committee**, your application will be **public information**. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. **Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024**

Please Type or Print Clearly:

Date: 10/25/2025

Name: Austin Rosas

Phone:

(Home)

Address:

Phone:

(Work)

Email

I have lived in Tomball 3 years.

I am X am not ___ a U.S. Citizen

I am applying as (please check all that apply):

a Tomball Resident, residing within the city limits of Tomball
an Owner, Officer or Director of a business, other than a hotel or motel,
with offices within the city limits of Tomball
an Employee or Officer of a hotel or motel located in the
city limits of Tomball

Occupation:

Professional and/or Community Activities: _____

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.

Although I have only lived in Tomball for a few years, I have been connected to the Spring-Klein-Tomball area since childhood. Tomball was always a place my family visited to enjoy its charm and sense of community. Years later, my wife and I fulfilled our long-time goal of making Tomball our home, and since then we've built strong relationships with neighbors, friends, and local business owners. I've watched Tomball grow into a vibrant and thriving community—one that attracts visitors from Houston, The Woodlands, and Cypress while maintaining its unique small-town character. I want to contribute to that continued growth and help preserve what makes Tomball special. With an academic and professional background in economics, I specialize in identifying market gaps and developing data-driven insights. I believe these skills can bring a valuable quantitative perspective to the advisory committee and help guide decisions that benefit both residents and visitors.

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 Tourism Advisory Committee will be kept on file in the City Secretary's office for two years.

I AM INTERESTED IN SERVING ON THE TOURISM ADVISORY COMMITTEE.

Austin Rosas

Digitally signed by Austin Rosas
Date: 2025.10.25 16:18:04 -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
office: 281-351-5484
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 35, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

| OFFICE USE ONLY |
|-----------------|
| Date Received |

1 Name of vendor who has a business relationship with local governmental entity.
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
Austin Rosas Digitally signed by Austin Rosas
Date: 2025.11.26 10:23:21 -06'00'

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

N/A

2 Office Held

N/A

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 N/A

Date Gift Accepted N/A Description of Gift N/A

Date Gift Accepted N/A Description of Gift N/A

(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.

Austin Rosas

Digitally signed by Austin Rosas
Date: 2025.11.26 10:20:12 -06'00'

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Board Member Election on Disclosure

An elected/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.

Austin Rosas Digitally signed by Austin Rosas
Date: 2025.11.26 10:15:21 -06'00'

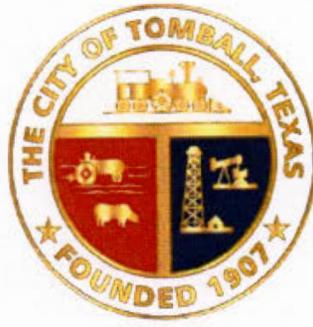
Board Member's Signature

11/26/2025

Date

Austin Rosas

Board Member's Printed Name



CITY OF TOMBALL

APPLICATION FOR THE TOURISM ADVISORY COMMITTEE

As an Applicant for the **Tourism Advisory Committee**, your application will be public information. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire on December 31, 2024.

Please Type or Print Clearly:

Date: 2/5/24

Name: Katelyn Whisler

Phone: [REDACTED]

(Home)

Address: [REDACTED]

Phone: _____

(Work)

Email: [REDACTED]

I have lived in Tomball 7 years.

I am am not a U.S. Citizen

I am applying as (please check all that apply):

- a Tomball Resident, residing within the city limits of Tomball
 an Owner, Officer or Director of a business, other than a hotel or motel,
with offices within the city limits of Tomball
 an Employee or Officer of a hotel or motel located in the
city limits of Tomball

Occupation: I am co-owner of Maple Creek Bed and Breakfast, which opened in Tomball in 2016.

Professional and/or Community Activities: Organize annual toy drive for Texas Childrens Hospital.

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 would like to know what our occupancy tax money is being used for. I would also like to learn how my business can help the tourism of Tomball, and how Tomball can help my business.

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 Tourism Advisory Committee will be kept on file in the City Secretary's office for two years.

I AM INTERESTED IN SERVING ON THE TOURISM ADVISORY COMMITTEE.

Katelyn Whisler

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@ci.tomball.tx.us
office: 281-290-1002
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire
Conflict of Interest Statement
Election on Disclosure
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

Katelyn Whisler

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.

N/A

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 Katelyn Whisler
Signature of vendor doing business with the governmental entity

2/5/20

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
Katelyn Whisler

2 Office Held
Tourism Advisory Committee

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 _____ 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

Katelyn Whisler
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

(2) Unsworn Declaration

My name is Katelyn Whisler and my date of birth _____
My address is _____ TX 77375 USA
(street) (city) (state) (zip code) (country)
Executed in Harris County, State of Texas on the 5th day of _____ 20____
(month) (year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



Board Member Election on Disclosure

An elected/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.

Katelyn Whisler
Board Member's Signature

02/5/2024
Date

Katelyn Whisler
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 2/5/24 (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.

Katelyn Whisler
Signature of Applicant for Appointment

Katelyn Whisler
Printed Name of Applicant

2/5/24
Date:

Requested Biography of Katelyn Whisler

Hello! I was born in San Diego, California in 1993, but moved to Houston, Texas soon after once my father finished his time in the U.S. Navy. I grew up in the Spring area, and I graduated from Houston Baptist University with a double major in Business Marketing and Business Management in 2014. I also married Samuel Whisler in 2014 and have had three beautiful children together since then, all born at the Tomball Regional Hospital (James 2017, Emily 2020, Makenzie 2023). Soon after graduation, I started working at HR&P as a Customer Relations Specialist and assisted in onboarding new clients onto the payroll system. With the birth of our son in 2017, I decided to stay home to raise him and focus on our new business. In 2016, my husband and I, along with my parents Mike and Becky Clark, opened our business, Maple Creek Bed and Breakfast, in Tomball. We've been successfully hosting guests from all over the world and have been a part of so many special memories for the last seven years. In my free time, I enjoy reading, cheering on the Astros, and hanging out with my family.



CITY OF TOMBALL

APPLICATION FOR THE TOURISM ADVISORY COMMITTEE

As an Applicant for the **Tourism Advisory Committee**, your application will be public information. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire on December 31, 2024.

Please Type or Print Clearly:

Name: Eric Berger

Date: 11-14-24

Address: 1301 Rudel Rd Apt 302

Phone: 832-538-7840
(Home)

Tomball TX 77375

Phone: _____
(Work)

Email texan2424@icloud.com

I have lived in Tomball 8 years. I am am not a U.S. Citizen

I am applying as (please check all that apply):

- a Tomball Resident, residing within the city limits of Tomball
- an Owner, Officer or Director of a business, other than a hotel or motel, with offices within the city limits of Tomball
- an Employee or Officer of a hotel or motel located in the city limits of Tomball

Occupation: I am a manager at Giraze Restaurant on Elm Street. I am also a manager at Texas Chocolate and BBQ also on Elm Street. On Thursday night I work for Real Life Ministries Texas in the Regeneration Program.

Professional and/or Community Activities: My job requires me to be involved in a variety of community activities, including german fest, sip & stroll, etc. I volunteer at the Kids ministry at church.

Additional Pertinent Information/References: I work directly for Tatia George and Scott and Michele Moore. I have been blessed to develop many relationships with prominent figures in our community.

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 first reason I would like to be considered for appointment is because I love my community. This city has been such a positive impact on my life. I would love to be a part of its continued growth by giving back with my time and experience.

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 Tourism Advisory Committee will be kept on file in the City Secretary's office for two years.

I AM INTERESTED IN SERVING ON THE TOURISM ADVISORY COMMITTEE.



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@ci.tomball.tx.us
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 176.003(a)(1)-(a) with a local governmental entity and the vendor meets requirements under Section 176.003(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 176.003(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.

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.

Eric Berger
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.

n/a

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]
Signature of vendor doing business with the governmental entity

11-14-24
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.

| | |
|--|--|
| <p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p> | <p>OFFICE USE ONLY</p> <p>Date Received</p> |
| 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 |
|--------------------|---------------------|
| | n/a |
| | |
| | |

(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 _____ day of _____

at _____ (City and county, address, no. 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 Eric Berger and my date of birth is 9-6-77

My address is 1301 Ruelen Rd #302 Tomball TX 7735 Harris

Evaluated in Harris County, State of Texas on the 14 day of November 2024

Signature of Local Government Officer (Declaration)

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 elected/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.

Eric Berger
Board Member's Signature

11-14-24
Date

Eric Berger
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 11-14-24 (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

Eric Berger

Printed Name of Applicant

11-14-24

Date:

Regular City Council Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Consideration and possible action to approve, as a Project of the Tomball Economic Development Corporation, an agreement with SMS Precision Tech, LLC to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the construction and development of a corporate headquarters facility, located at 28002 and 28010 Johnson Road, Tomball, Texas 77375. The estimated amount of expenditures for such Project is and amount not to exceed \$70,500.00.

Background:

All expenditures of the Tomball Economic Development Corporation (TEDC) sales tax revenue must first be approved as a "Project." At its meeting on March 3, 2026, the TEDC Board of Directors did take formal action to approve, as a Project of the TEDC, an agreement with SMS Precision Tech, LLC for the creation or retention of primary jobs associated with the construction and development of its corporate headquarters located at 28002 and 28010 Johnson Road, 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 SMS Precision Tech, 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: March 16, 2026

SUBJECT: SMS Precision Tech, LLC

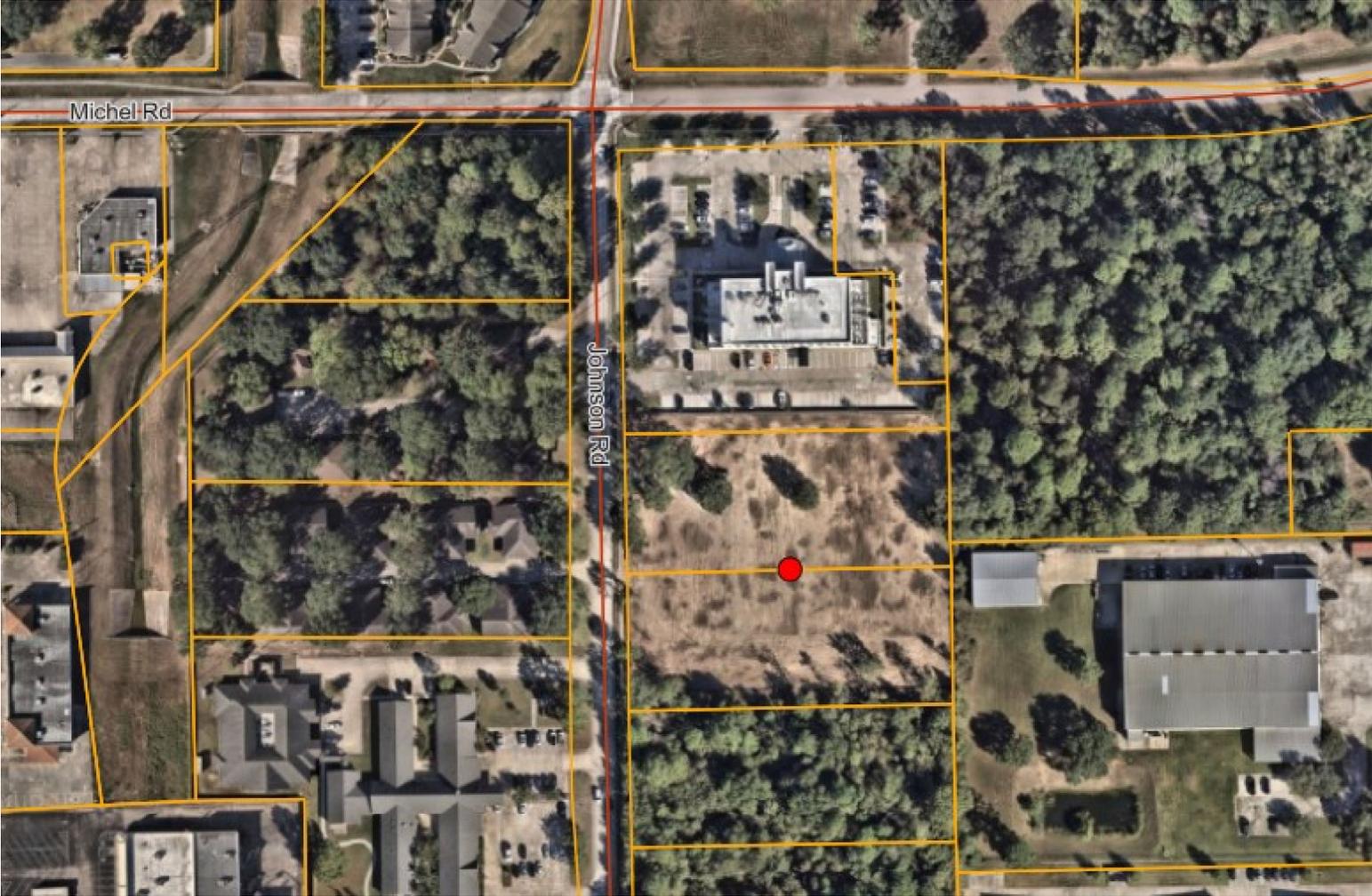
ITEM TYPE: Action

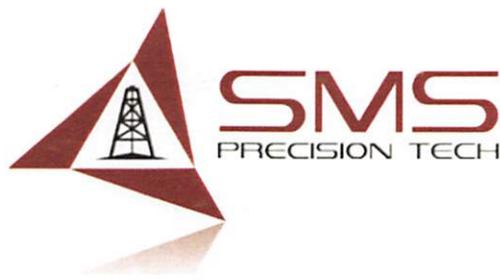
SMS Precision Tech, LLC has been in business since 2011 and is a precision manufacturing company specializing in high tolerance machining and component production for the oil and gas industry. They focus on directional drilling and Measurement While Drillings (MWD) applications.

SMS Precision Tech is currently leasing a facility located at 22955 State Highway, 249, Suite 37, Tomball, Texas 77375 and has outgrown their space. They will be relocating their corporate headquarters and manufacturing facility into a 19,980 square-foot office/warehouse space that is currently being developed at 28002 and 28010 Johnson Road, Tomball, Texas 77375. The company will create 47 new jobs to Tomball.

The estimated capital investment of this project is approximately \$2 Million.

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 the City of Tomball is \$864,050.00. The proposed incentive is \$70,500.00, based upon \$1,500.00 per job created.





February 19th, 2026

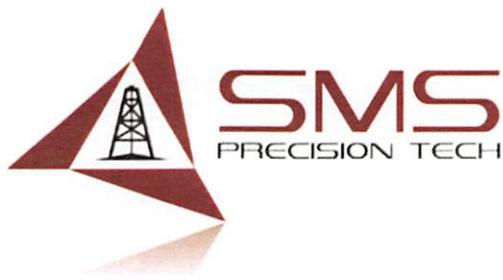
Dear TEDC Board of Directors,

On behalf of SMS Precision Tech, we respectfully submit this request for grant consideration in support of the development of our new 19,980-square-foot facility in downtown Tomball. This project represents a significant investment in the City of Tomball and reflects our long-term commitment to continued growth within the community we proudly serve.

- Todd Griffin – With over 14 years of industry experience, Todd Griffin has distinguished himself as an innovative leader in precision manufacturing, guiding SMS Precision Tech with technical expertise, forward-thinking vision, and a steadfast commitment to advancing high-performance materials for today's demanding downhole environments.
- Matt Pond - Matt Pond is a seasoned executive whose nearly two decades of industry expertise and entrepreneurial vision make him a driving force in business growth and innovation

SMS Precision Tech is a precision manufacturing company specializing in high-tolerance machining and component production for the oil and gas industry, particularly in directional drilling and Measurement While Drilling (MWD) applications. We currently do 13-15 million in sales annually, and we employ 47 full-time team members whose skills and experience support energy operations both regionally and nationally. As our production volume and client base continue to expand, the need for a larger, purpose-built facility has become essential to maintaining operational efficiency and accommodating future growth.

Our business model centers on delivering American-made, high-quality precision components while maintaining strong operational standards and investing in advanced machining technology. We believe that long-term success is built on consistency, reliability, and the cultivation of a skilled workforce. The development of this new facility will allow us to enhance workflow, expand production capacity, and create an environment designed for sustainable expansion and job stability.



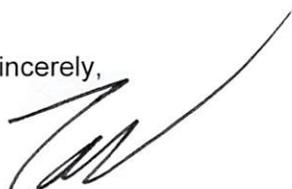
Beyond the operational benefits to our company, this project will have a meaningful and measurable impact on the Tomball economy. With 47 employees working onsite daily, the surrounding downtown businesses will benefit from increased and consistent commercial activity. Our team members regularly patronize local restaurants, purchase fuel from nearby stations, shop in local retail establishments, and utilize professional services within the community. As employees continue to reside in or relocate to the area, they contribute to residential growth, increased housing demand, and the strengthening of the local tax base.

The construction and ongoing operation of a nearly 20,000-square-foot industrial facility will also generate economic opportunities for local contractors, trades, suppliers, and service providers. From site preparation and building construction to long-term maintenance and operational support, the ripple effect of this investment extends well beyond our company's walls.

Based on regional growth trends and continued development within the northwest corridor of the Houston metropolitan area, we believe Tomball is well-positioned for sustained economic expansion. Our decision to build in downtown Tomball reflects our confidence in the city's infrastructure, leadership, and pro-business environment. This facility is not a short-term venture, but a long-term commitment to growing responsibly while contributing to the economic vitality of the community.

We appreciate your consideration of our request and welcome any questions you may have regarding this development. Thank you for your time and for your continued support of businesses investing in Tomball's future.

Sincerely,



Todd Griffin

SMS Precision - Impact Report



Scenario 1 with Client Data

Project Type: Recruitment

Industry: 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 disclaims any and all liability arising from or related to the use of this report or any errors or omissions it may contain.

Introduction

This report presents the results of an economic impact analysis performed using Impact DashBoard, a model developed by Impact DataSource. The report estimates the impact that a potential project will have on the local economy and estimates the costs and benefits for local taxing districts over a 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 | 47.0 | 41.2 | 88.2 |
| Annual Salaries/Wages at Full Ops (Yr 2) | \$3,451,680 | \$1,685,512 | \$5,137,192 |
| Salaries/Wages over 10 Years | \$17,466,472 | \$8,529,166 | \$25,995,638 |
| Taxable Sales/Purchases in City of Tomball | \$42,694,224 | \$106,615 | \$42,800,839 |

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 | 1.4 | 1.2 | 2.6 |
| New residents in City of Tomball | 3.7 | 3.2 | 6.9 |
| New residential properties constructed in City of Tomball | 0.2 | 0.2 | 0.4 |
| New students to attend local school district | 0.7 | 0.6 | 1.3 |

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 | \$116,480 | \$0 | \$300,000 | \$250,000 | \$1,400,000 | \$1,950,000 | \$2,066,480 |
| 2 | \$124,090 | \$0 | \$306,000 | \$575,000 | \$1,428,000 | \$2,309,000 | \$2,433,090 |
| 3 | \$126,572 | \$0 | \$312,120 | \$865,000 | \$1,456,560 | \$2,633,680 | \$2,760,252 |
| 4 | \$129,103 | \$0 | \$318,362 | \$1,120,000 | \$1,485,691 | \$2,924,054 | \$3,053,157 |
| 5 | \$131,685 | \$0 | \$324,730 | \$1,340,000 | \$1,515,405 | \$3,180,135 | \$3,311,820 |
| 6 | \$134,319 | \$0 | \$331,224 | \$1,175,000 | \$1,545,713 | \$3,051,937 | \$3,186,256 |
| 7 | \$137,005 | \$0 | \$337,849 | \$1,010,000 | \$1,576,627 | \$2,924,476 | \$3,061,481 |
| 8 | \$139,745 | \$0 | \$344,606 | \$845,000 | \$1,608,160 | \$2,797,766 | \$2,937,511 |
| 9 | \$142,540 | \$0 | \$351,498 | \$680,000 | \$1,640,323 | \$2,671,821 | \$2,814,361 |
| 10 | \$145,391 | \$0 | \$358,528 | \$540,000 | \$1,673,130 | \$2,571,657 | \$2,717,048 |

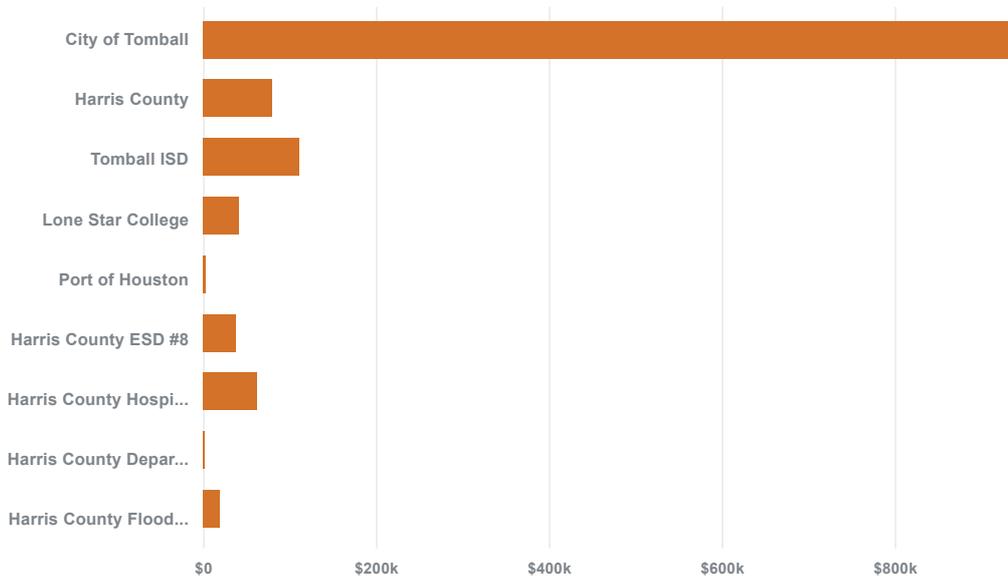
Fiscal Impact Overview

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 | \$1,497,634 | (\$553,561) | \$944,074 | \$800,879 |
| Harris County | \$221,974 | (\$141,804) | \$80,171 | \$61,361 |
| Tomball ISD | \$303,735 | (\$193,144) | \$110,591 | \$84,636 |
| Lone Star College | \$41,158 | \$0 | \$41,158 | \$31,498 |
| Port of Houston | \$2,352 | \$0 | \$2,352 | \$1,800 |
| Harris County ESD #8 | \$37,392 | \$0 | \$37,392 | \$28,616 |
| Harris County Hospital District | \$62,532 | \$0 | \$62,532 | \$47,857 |
| Harris County Department of Education | \$1,836 | \$0 | \$1,836 | \$1,405 |
| Harris County Flood Control | \$18,731 | \$0 | \$18,731 | \$14,335 |
| Total | \$2,187,344 | (\$888,508) | \$1,298,836 | \$1,072,388 |

*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 | \$70,500 | \$70,500 |
| 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 |
| Total | \$70,500 | \$70,500 |

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 | \$849,518 | \$6,499 | \$856,017 |
| Real Property Taxes | \$11,049 | \$0 | \$11,049 |
| FF&E Property Taxes | \$28,255 | \$0 | \$28,255 |
| Inventory Property Taxes | \$51,563 | \$0 | \$51,563 |
| New Residential Property Taxes | \$0 | \$4,463 | \$4,463 |
| Hotel Occupancy Taxes | \$228 | \$0 | \$228 |
| Building Permits and Fees | \$0 | \$0 | \$0 |
| Utility Revenue | \$303,481 | \$41,892 | \$345,373 |
| Utility Franchise Fees | \$17,430 | \$2,396 | \$19,826 |
| Miscellaneous Taxes and User Fees | \$158,917 | \$21,942 | \$180,860 |
| Benefits Subtotal | \$1,420,441 | \$77,193 | \$1,497,634 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| Cost of Government Services | (\$152,253) | (\$20,961) | (\$173,214) |
| Cost of Utility Services | (\$334,239) | (\$46,108) | (\$380,347) |
| Costs Subtotal | (\$486,492) | (\$67,068) | (\$553,561) |
| Net Benefits | \$933,949 | \$10,125 | \$944,074 |

Annual Fiscal Net Benefits for City of Tomball

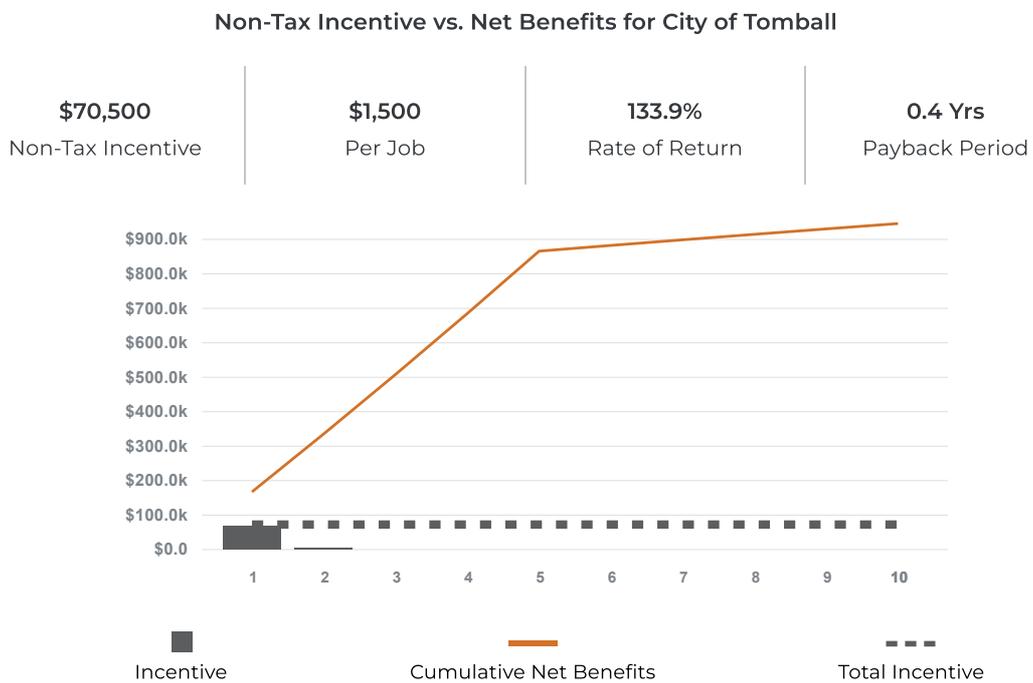


Non-Tax Incentives

City of Tomball is considering the following non-tax incentives for the Project.

| NON-TAX INCENTIVES UNDER CONSIDERATION | |
|--|-------------------|
| YEAR | NON-TAX INCENTIVE |
| 1 | \$67,500 |
| 2 | \$3,000 |
| Total | \$70,500 |

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.

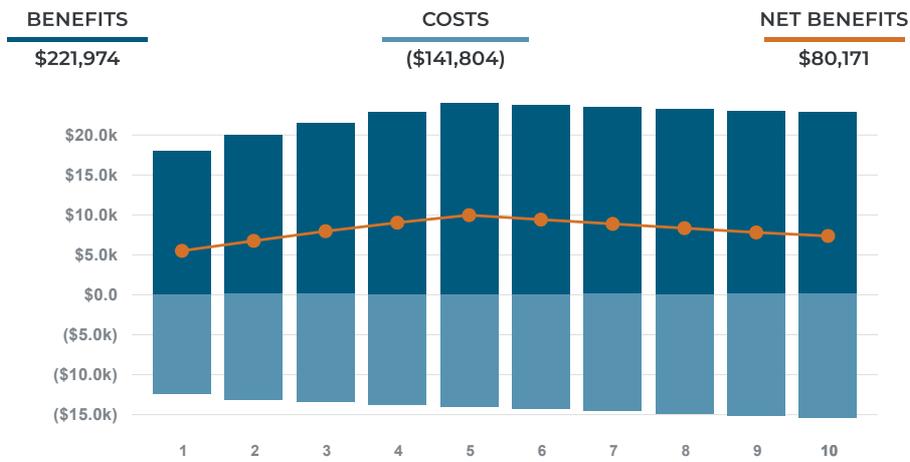


Harris County Fiscal Impact

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 | \$12,656 | \$0 | \$12,656 |
| FF&E Property Taxes | \$32,364 | \$0 | \$32,364 |
| Inventory Property Taxes | \$59,063 | \$0 | \$59,063 |
| New Residential Property Taxes | \$0 | \$43,292 | \$43,292 |
| Hotel Occupancy Taxes | \$65 | \$0 | \$65 |
| Miscellaneous Taxes and User Fees | \$28,708 | \$45,826 | \$74,533 |
| Benefits Subtotal | \$132,857 | \$89,117 | \$221,974 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| Cost of Government Services | (\$54,852) | (\$86,951) | (\$141,804) |
| Costs Subtotal | (\$54,852) | (\$86,951) | (\$141,804) |
| Net Benefits | \$78,005 | \$2,166 | \$80,171 |

Annual Fiscal Net Benefits for Harris County

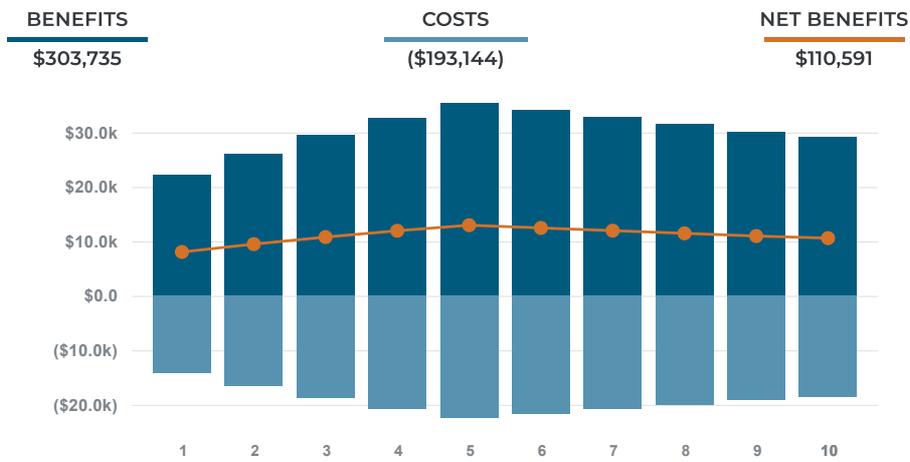


Tomball ISD Fiscal Impact

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 | \$34,915 | \$0 | \$34,915 |
| FF&E Property Taxes | \$89,284 | \$0 | \$89,284 |
| Inventory Property Taxes | \$162,938 | \$0 | \$162,938 |
| New Residential Property Taxes | \$0 | \$3,938 | \$3,938 |
| Addtl. State & Federal School Funding | \$0 | \$12,659 | \$12,659 |
| Benefits Subtotal | \$287,137 | \$16,597 | \$303,735 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| Cost to Educate New Students | \$0 | (\$10,640) | (\$10,640) |
| Reduction in State School Funding | (\$180,035) | (\$2,469) | (\$182,504) |
| Costs Subtotal | (\$180,035) | (\$13,109) | (\$193,144) |
| Net Benefits | \$107,102 | \$3,488 | \$110,591 |

Annual Fiscal Net Benefits for Tomball ISD

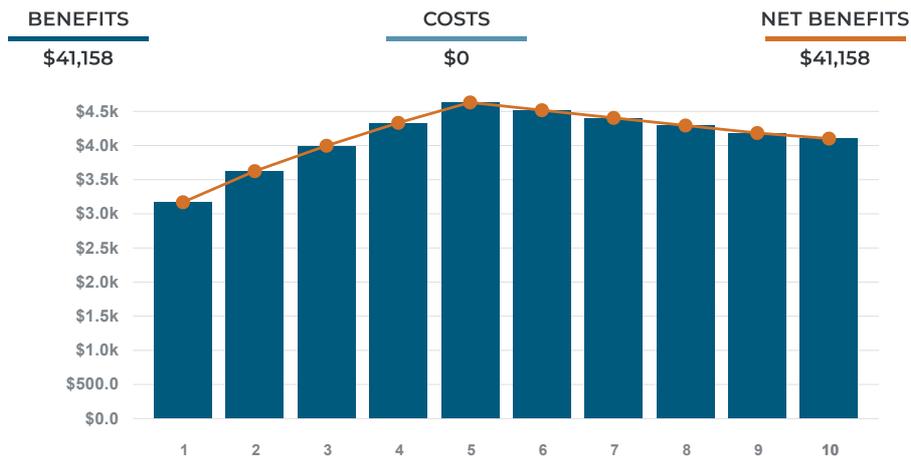


Lone Star College Fiscal Impact

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 | \$3,535 | \$0 | \$3,535 |
| FF&E Property Taxes | \$9,038 | \$0 | \$9,038 |
| Inventory Property Taxes | \$16,495 | \$0 | \$16,495 |
| New Residential Property Taxes | \$0 | \$12,090 | \$12,090 |
| Benefits Subtotal | \$29,068 | \$12,090 | \$41,158 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| None Estimated | \$0 | \$0 | \$0 |
| Costs Subtotal | \$0 | \$0 | \$0 |
| Net Benefits | \$29,068 | \$12,090 | \$41,158 |

Annual Fiscal Net Benefits for Lone Star College

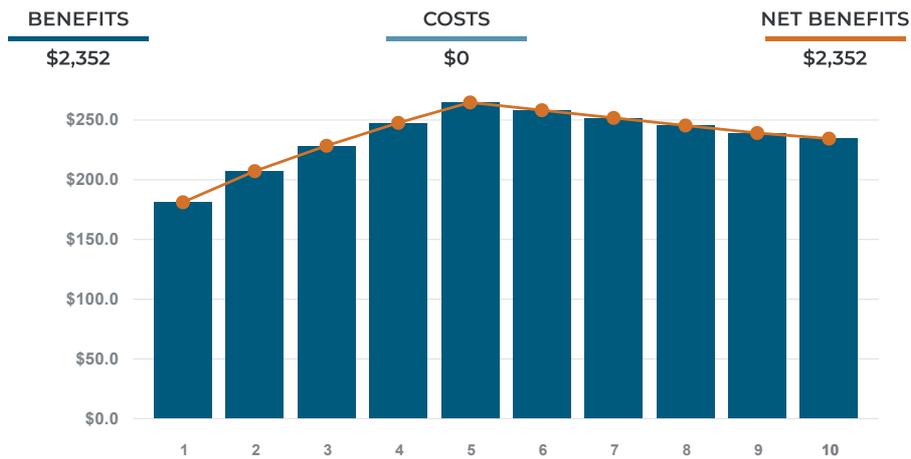


Port of Houston Fiscal Impact

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 | \$202 | \$0 | \$202 |
| FF&E Property Taxes | \$517 | \$0 | \$517 |
| Inventory Property Taxes | \$943 | \$0 | \$943 |
| New Residential Property Taxes | \$0 | \$691 | \$691 |
| Benefits Subtotal | \$1,661 | \$691 | \$2,352 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| None Estimated | \$0 | \$0 | \$0 |
| Costs Subtotal | \$0 | \$0 | \$0 |
| Net Benefits | \$1,661 | \$691 | \$2,352 |

Annual Fiscal Net Benefits for Port of Houston

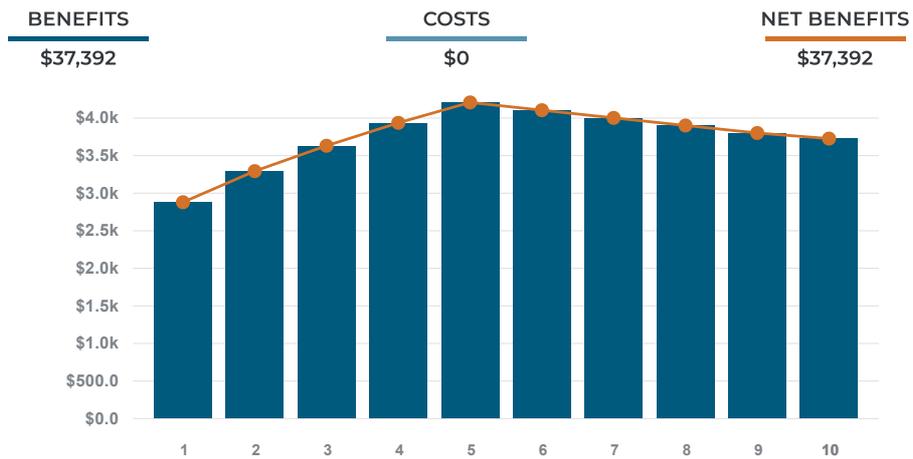


Harris County ESD #8 Fiscal Impact

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 | \$3,211 | \$0 | \$3,211 |
| FF&E Property Taxes | \$8,211 | \$0 | \$8,211 |
| Inventory Property Taxes | \$14,985 | \$0 | \$14,985 |
| New Residential Property Taxes | \$0 | \$10,984 | \$10,984 |
| Benefits Subtotal | \$26,408 | \$10,984 | \$37,392 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| None Estimated | \$0 | \$0 | \$0 |
| Costs Subtotal | \$0 | \$0 | \$0 |
| Net Benefits | \$26,408 | \$10,984 | \$37,392 |

Annual Fiscal Net Benefits for Harris County ESD #8

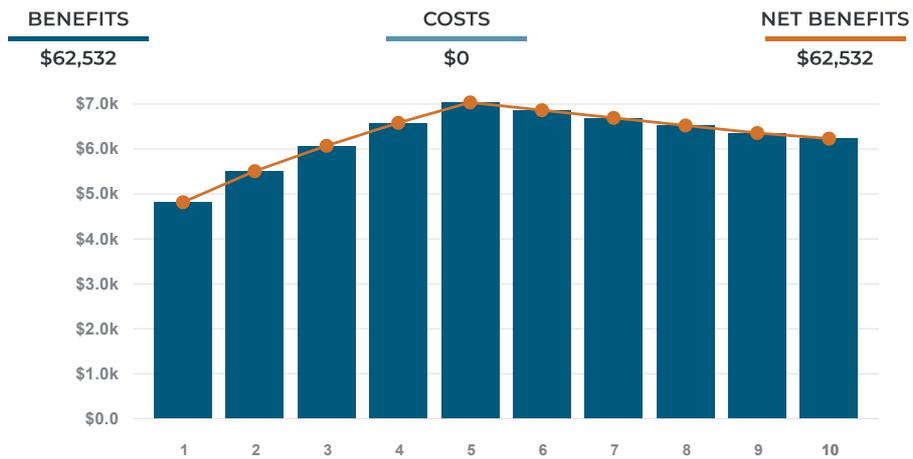


Harris County Hospital District Fiscal Impact

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 | \$5,370 | \$0 | \$5,370 |
| FF&E Property Taxes | \$13,732 | \$0 | \$13,732 |
| Inventory Property Taxes | \$25,061 | \$0 | \$25,061 |
| New Residential Property Taxes | \$0 | \$18,369 | \$18,369 |
| Benefits Subtotal | \$44,163 | \$18,369 | \$62,532 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| None Estimated | \$0 | \$0 | \$0 |
| Costs Subtotal | \$0 | \$0 | \$0 |
| Net Benefits | \$44,163 | \$18,369 | \$62,532 |

Annual Fiscal Net Benefits for Harris County Hospital District

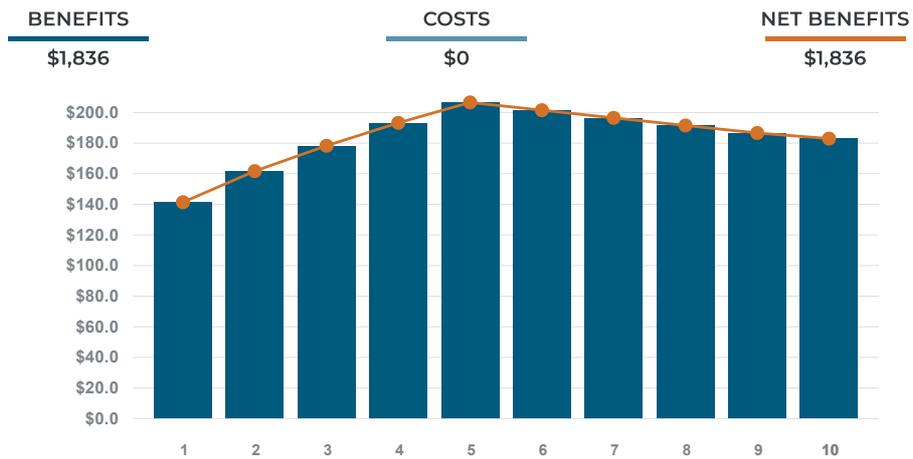


Harris County Department of Education Fiscal Impact

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 | \$158 | \$0 | \$158 |
| FF&E Property Taxes | \$403 | \$0 | \$403 |
| Inventory Property Taxes | \$736 | \$0 | \$736 |
| New Residential Property Taxes | \$0 | \$539 | \$539 |
| Benefits Subtotal | \$1,296 | \$539 | \$1,836 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| None Estimated | \$0 | \$0 | \$0 |
| Costs Subtotal | \$0 | \$0 | \$0 |
| Net Benefits | \$1,296 | \$539 | \$1,836 |

Annual Fiscal Net Benefits for Harris County Department of Education

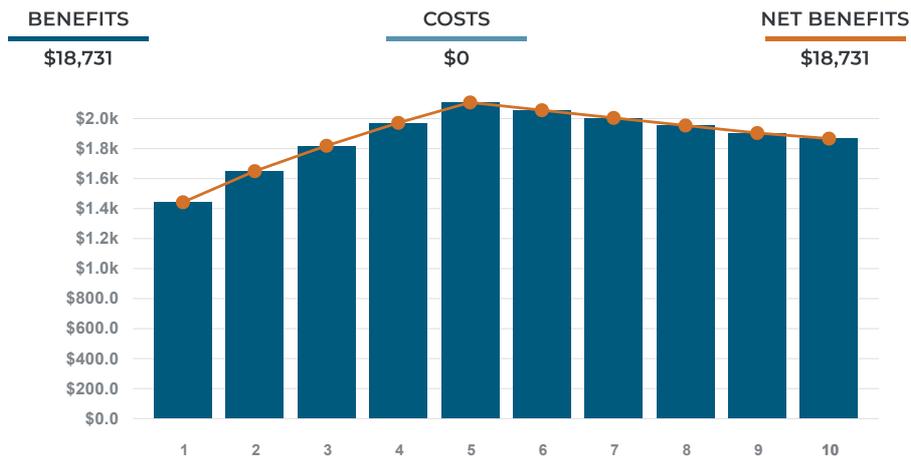


Harris County Flood Control Fiscal Impact

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 | \$1,609 | \$0 | \$1,609 |
| FF&E Property Taxes | \$4,113 | \$0 | \$4,113 |
| Inventory Property Taxes | \$7,507 | \$0 | \$7,507 |
| New Residential Property Taxes | \$0 | \$5,502 | \$5,502 |
| Benefits Subtotal | \$13,229 | \$5,502 | \$18,731 |
| COSTS | PROJECT | HOUSEHOLDS | TOTAL |
| None Estimated | \$0 | \$0 | \$0 |
| Costs Subtotal | \$0 | \$0 | \$0 |
| Net Benefits | \$13,229 | \$5,502 | \$18,731 |

Annual Fiscal Net Benefits for Harris County Flood Control



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:

| 333132 OIL AND GAS FIELD MACHINERY AND EQUIPMENT MANUFACTURING | | CITY OF TOMBALL |
|--|-------------------------|-----------------|
| Employment Multiplier | (Type II Direct Effect) | 1.8773 |
| Earnings Multiplier | (Type II Direct Effect) | 1.4883 |

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



Scenario 1 with Client Data

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 **SMS Precision Tech, LLC** (the “Company”), 22955 State Hwy. 249, Ste. 37, Tomball, 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 lease 19,980 square-feet of new office and warehouse space to be located at 28002 and 28010 Johnson Road, Tomball, Texas 77375, (the “Property”), and more particularly described in Exhibit “A,” attached hereto and made a part hereof; and

WHEREAS, the Company, currently located at 22955 State Hwy. 249, Ste. 37, Tomball, TX 77375, 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 Two Million Dollars (\$2,000,000.00) as are necessary to occupy the Property and grow the business; and

WHEREAS, the Company also proposes to relocate forty-seven (47) full-time employees to the Property within its first two years of operations at the Property; and

WHEREAS, the TEDC agrees to provide to the Company the sum of Seventy Thousand Five Hundred Dollars (\$70,500.00) to assist in the construction of the Improvements, the relocation of the 47 employees, 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 forty-seven (47) 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 Seventy Thousand Five Hundred Dollars (\$70,500.00) to fund a portion of the cost of the Improvements and the relocation of the 47 employees. 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: SMS Precision Tech, LLC
22955 State Hwy. Ste 37
Tomball, TX 77375
Attn: Todd Griffin, 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”).

SMS Precision Tech, LLC

By: _____

Name: Todd Griffin

Title: President

ATTEST:

By: _____

Name: _____

Title: _____

TOMBALL ECONOMIC DEVELOPMENT CORPORATION

By: _____

Name: Lisa Covington

Title: President, Board of Directors

ATTEST:

By: _____

Name: Bill 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 _____
2026, by Todd Griffin, President, SMS Precision Tech, 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 __3rd__ day of _March_____
2026, Lisa Covington, 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)

Regular City Council Agenda Item Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve an \$80,000.00 Amendment to the Tomball Economic Development Corporation Fiscal Year 2025-2026 Budget.

Background:

The Tomball Economic Development Corporation (TEDC) is requesting City Council approval of a Fiscal Year 2025–2026 budget amendment to better align staffing resources with the organization’s growing operational demands. In recent years, both the City of Tomball and TEDC have experienced significant growth, expanding the scope and complexity of the Corporation’s work. The current staffing structure, established several years ago, no longer fully reflects the organization’s needs, particularly as major initiatives such as Tomball Legacy Square require substantial senior staff oversight, coordination with consultants, public engagement, and ongoing project management.

On March 3, 2026, the TEDC Board of Directors unanimously approved an \$80,000 budget amendment to implement staffing adjustments that will eliminate one position and add two new professional roles, resulting in a net increase of one employee. The new positions will focus on project management and marketing/communications. Strengthening project management capacity will improve oversight of major initiatives and coordination across strategic priorities. The marketing and communications role will enhance business recruitment messaging, stakeholder engagement, and branding efforts, while also bringing more services in-house and reducing reliance on outside consultants, with anticipated annual professional services savings of approximately \$20,000–\$40,000.

These adjustments directly support Goal 5 of the 2025–2026 TEDC Strategic Plan, which calls for strengthening organizational communication, education, and transparency, including assessing staffing gaps and role adjustments to support long-term growth. The net impact to the FY 2025–2026 budget is approximately \$80,000, with a projected full-year impact of \$159,510 in FY 2026–2027. Even with the amendment, TEDC maintains a strong ending fund balance, and the adjustment represents a modest investment in long-term organizational effectiveness

Origination: Tomball Economic Development Corporation Board of Directors

Recommendation: Approval of the amendment to the Tomball Economic Development Corporation 2025-2026 FY Budget.

Party(ies) responsible for placing this item on agenda: TEDC Board of Directors

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



TO: Honorable Mayor and City Council

FROM: Kelly Violette
Executive Director

MEETING DATE: March 16, 2026

SUBJECT: Fiscal Year 2025-2026 TEDC Budget Amendment

ITEM TYPE: Action

The City of Tomball and the Tomball Economic Development Corporation (TEDC) have experienced significant growth in recent years, resulting in an expanded scope of work and increased demand for professional capacity. The current staffing structure was developed several years ago and does not fully reflect the operational needs of the organization today.

Tomball Legacy Square (TLS) has become one of TEDC's most time-intensive initiatives, requiring substantial senior staff involvement to manage the committee, coordinate consultants, oversee communications, and conduct regular meetings with the public and partner organizations. Additional workload drivers include continued growth in Tomball, expansion of incentive programs, and implementation of the Corporation's Strategic Plan and quality-of-life priorities.

To better align staffing resources with current and anticipated needs, TEDC will implement internal staff adjustments, which will include eliminating one position and adding two new professional positions (net addition of one employee). The two new positions will focus primarily on project management and marketing/communications.

The project management function will strengthen oversight of major initiatives, including Tomball Legacy Square, and improve coordination across strategic priorities.

The marketing and communications function will enhance business recruitment messaging, stakeholder engagement, and branding efforts. Bringing more of this work in-house is anticipated to reduce reliance on outside consultants for marketing and social media services, with estimated annual professional services savings of approximately \$20,000–\$40,000.

Financial Impact

Net Impact to FY 2025–2026 TEDC Budget: Approximately \$80,000 (salary and benefits)

Full-Year Impact to FY 2026–2027 Budget: Approximately \$159,510 (salary and benefits)

FY 2026 Ending Fund Balance: \$14,495,906

FY 2026 Ending Fund Balance with Budget Amendment: \$14,415,906

The proposed amendment represents a modest adjustment relative to TEDC's overall fund balance and supports long-term organizational effectiveness.

Tomball Economic Development Corporation
FY 2026 Amended Budget
October 1, 2025 to September 30, 2026

| | FY 2024 Actuals | FY 2025 Adopted Budget | FY 2025 Year End Projections | FY 2026 Amended Budget |
|--|----------------------|------------------------------|------------------------------------|------------------------------|
| Beginning Fund Balance | \$ 25,352,256 | \$ 29,924,948 | \$ 29,924,948 | \$ 26,357,235 |
| REVENUE | | | | |
| Sales Tax | \$ 5,878,329 | \$ 5,500,000 | \$ 6,260,500 | \$ 6,300,000 |
| Interest | \$ 1,301,135 | \$ 900,000 | \$ 1,255,000 | \$ 1,000,000 |
| Grants | \$ - | \$ - | \$ - | \$ - |
| Other - Land Sales and Lease Payments | \$ 324,711 | \$ - | \$ - | \$ - |
| Total Revenue | \$ 7,504,175 | \$ 6,400,000 | \$ 7,515,500 | \$ 7,300,000 |
| Total Available Resources | \$ 32,856,431 | \$ 36,324,948 | \$ 37,440,448 | \$ 33,657,235 |
| EXPENDITURES | | | | |
| Administrative | | | | |
| Salaries - Administrative | \$ 398,209 | \$ 404,156 | \$ 404,156 | \$ 498,856 |
| Wages - Full-Time | \$ 52,102 | \$ 49,462 | \$ 49,462 | \$ 51,146 |
| Wages - Overtime | \$ - | \$ 3,567 | \$ 1,500 | \$ 3,567 |
| Wages - Other (Intern) | \$ - | \$ 7,500 | \$ 7,500 | \$ 9,000 |
| Benefits | \$ 180,029 | \$ 203,683 | \$ 203,683 | \$ 206,215 |
| Total Salaries and Benefits | \$ 630,340 | \$ 668,368 | \$ 666,301 | \$ 768,784 |
| Other Personnel Expenditures | | | | |
| Auto Allowances | \$ 17,161 | \$ 21,600 | \$ 21,600 | \$ 25,800 |
| Phone Allowances | \$ 2,758 | \$ 2,700 | \$ 2,700 | \$ 2,700 |
| Travel and Meals (formerly Local Travel & Travel/Training) | \$ 13,829 | \$ 31,000 | \$ 10,300 | \$ 15,500 |
| Dues and Subscriptions | \$ 13,726 | \$ 15,000 | \$ 16,615 | \$ 20,000 |
| Training (formerly Seminar/Conference Reg) | \$ 8,083 | \$ 18,000 | \$ 12,500 | \$ 16,000 |
| Total Other Personnel Expense | \$ 55,557 | \$ 88,300 | \$ 63,715 | \$ 80,000 |
| Service and Supply Expenditures | | | | |
| Contracted Administrative Services | \$ 25,000 | \$ 55,000 | \$ 55,000 | \$ 55,345 |
| Service Charge (formerly Bank Charges & Postage) | \$ 109 | \$ 1,000 | \$ 250 | \$ 250 |
| Postage (New Account) | \$ - | \$ - | \$ - | \$ 250 |
| Insurance | \$ 26,862 | \$ 80,000 | \$ 73,000 | \$ 93,000 |
| Computer Equipment & Maintenance | \$ 8,480 | \$ 12,000 | \$ 11,000 | \$ 12,000 |
| Internet & Phone Services (formerly Communications Services) | \$ 4,844 | \$ 6,000 | \$ 6,000 | \$ 7,000 |
| Professional Services - Legal Fees | \$ 3,708 | \$ 40,000 | \$ 10,000 | \$ 30,000 |
| Lease Expense-GTACC | \$ 26,040 | \$ 85,166 | \$ 85,166 | \$ 85,200 |
| Office & Computer Supplies | \$ 9,255 | \$ 14,000 | \$ 14,000 | \$ 14,000 |
| Office Moving/Remodeling Exp. | \$ - | \$ 100,500 | \$ 100,462 | \$ - |
| Total Service and Supply Expense | \$ 104,298 | \$ 393,666 | \$ 354,878 | \$ 297,045 |
| Total Administrative Expenditures | \$ 790,195 | \$ 1,150,334 | \$ 1,084,894 | \$ 1,145,829 |
| Indirect Economic Development Exp. | | | | |
| Marketing | \$ 143,502 | \$ 197,500 | \$ 155,000 | \$ 150,000 |
| Economic Impact Model License | \$ 4,698 | \$ 4,839 | \$ 4,839 | \$ 4,984 |
| Event Sponsorships | \$ 25,962 | \$ 29,000 | \$ 14,000 | \$ 29,000 |
| Printing & Binding | \$ 2,669 | \$ 6,500 | \$ 6,500 | \$ 6,500 |
| Website and GIS | \$ 18,448 | \$ 25,000 | \$ 25,000 | \$ 26,000 |
| Professional Services | \$ 262,790 | \$ 750,000 | \$ 385,000 | \$ 565,000 |
| Grow Tomball Initiative | \$ 13,900 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Miscellaneous | \$ 18,276 | \$ 25,000 | \$ 25,000 | \$ 15,000 |
| Total Indirect Expenditures | \$ 490,245 | \$ 1,057,839 | \$ 635,339 | \$ 816,484 |

| | FY 2024 Actuals | FY 2025 Adopted Budget | FY 2025 Year End Projections | FY 2026 Amended Budget |
|---|--------------------|------------------------------|------------------------------------|------------------------------|
| City Debt Service | | | | |
| Business Park Infrastructure (Series 2013) | \$ 546,013 | \$ 547,313 | \$ 547,313 | \$ 548,413 |
| Medical Complex/Persimmon (Series 2016) | \$ 222,222 | \$ 222,222 | \$ 222,222 | \$ 222,222 |
| Southside Sewer Plant Expansion (2025) | | \$ 1,000,000 | \$ 1,000,000 | \$ 1,500,000 |
| Total Debt Service | \$ 768,235 | \$ 1,769,535 | \$ 1,769,535 | \$ 2,270,635 |
| Grants, Loans & Other Expenditures | | | | |
| Project Grants | \$ 378,033 | \$ 5,000,000 | \$ 1,200,000 | \$ 8,318,381 |
| Sales Tax Reimbursement Grants (380) | \$ 11,379 | \$ 100,000 | \$ 70,130 | \$ 100,000 |
| Property Acquisition | \$ 2,121 | \$ 5,500,000 | \$ 4,269,000 | \$ 1,000,000 |
| Business Improvement Grants- Current Year | \$ 162,121 | \$ 350,000 | \$ 192,675 | \$ 350,000 |
| Business Improvement Grants- Prior Year | \$ 116,336 | \$ 250,000 | \$ 95,640 | \$ 250,000 |
| Old Town Façade Grants- Current Year | \$ - | \$ 250,000 | \$ 90,000 | \$ 250,000 |
| Old Town Façade Grants- Prior Year | \$ 47,553 | \$ 100,000 | \$ 100,000 | \$ 190,000 |
| Old Town Projects | | \$ 1,500,000 | \$ 500,000 | \$ 700,000 |
| South Live Oak Redevelopment & Maintenance | \$ 97,609 | \$ 500,000 | \$ 50,000 | \$ 500,000 |
| Business Park Expenses | \$ 16,955 | \$ 350,000 | \$ 450,000 | \$ 100,000 |
| Tomball Legacy Square | | \$ 5,500,000 | \$ 450,000 | \$ 3,000,000 |
| Summer Youth Employment Program | \$ - | \$ 126,000 | \$ 126,000 | \$ 250,000 |
| Total Grants/Loans/Other | \$ 832,107 | \$ 19,526,000 | \$ 7,593,445 | \$ 15,008,381 |
| Total All Expenditures | \$ 2,880,782 | \$ 23,503,708 | \$ 11,083,213 | \$ 19,241,329 |
| Revenues Over (Under) Expenditures | \$ 4,623,393 | \$ (17,103,708) | \$ (3,567,713) | \$ (11,941,329) |
| Other Income/Losses on Investments | \$ 50,701 | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 29,924,948 | \$ 12,821,240 | \$ 26,357,235 | \$ 14,415,906 |

TEDC Debt Service Schedule

| | Series 1999 | Series 2002 | Series 2013 | Series 2016 | Series 2025 | Annual Payments |
|--------------|-------------------|---------------------|------------------------|------------------------|----------------------|-------------------------|
| 2016 | \$ 188,148 | \$ 370,000 | \$ 528,012.50 | | | \$ 1,086,160.50 |
| 2017 | \$ 188,148 | \$ 370,000 | \$ 530,912.50 | | | \$ 1,089,060.50 |
| 2018 | \$ 188,148 | \$ 370,000 | \$ 533,612.50 | | | \$ 1,091,760.50 |
| 2019 | \$ 188,148 | \$ 370,000 | \$ 536,112.50 | | | \$ 1,094,260.50 |
| 2020 | | \$ 370,000 | \$ 533,462.50 | \$ 222,222 | | \$ 1,125,684.50 |
| 2021 | | \$ 370,000 | \$ 535,662.50 | \$ 222,222 | | \$ 1,127,884.50 |
| 2022 | | \$ 370,000 | \$ 537,662.50 | \$ 222,222 | | \$ 1,129,884.50 |
| 2023 | | | \$ 539,462.50 | \$ 222,222 | | \$ 761,684.50 |
| 2024 | | | \$ 546,012.50 | \$ 222,222 | | \$ 768,234.50 |
| 2025 | | | \$ 547,312.50 | \$ 222,222 | \$ 1,000,000 | \$ 1,769,534.50 |
| 2026 | | | \$ 548,412.50 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,634.50 |
| 2027 | | | \$ 548,737.50 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,959.50 |
| 2028 | | | \$ 548,275.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,497.00 |
| 2029 | | | \$ 551,925.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,274,147.00 |
| 2030 | | | \$ 549,056.25 | \$ 222,222 | \$ 1,500,000 | \$ 2,271,278.25 |
| 2031 | | | \$ 549,600.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,271,822.00 |
| 2032 | | | \$ 549,075.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,271,297.00 |
| 2033 | | | \$ 548,100.00 | \$ 222,222 | \$ 1,500,000 | \$ 2,270,322.00 |
| 2034 | | | | \$ 222,222 | \$ 1,500,000 | \$ 1,722,222.00 |
| 2035 | | | | \$ 222,222 | \$ 1,500,000 | \$ 1,722,222.00 |
| 2036 | | | | \$ 222,222 | \$ 1,500,000 | \$ 1,722,222.00 |
| 2037 | | | | \$ 222,226 | \$ 1,500,000 | \$ 1,722,226.00 |
| 2038 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2039 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2040 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2041 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2042 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2043 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| 2044 | | | | | \$ 1,500,000 | \$ 1,500,000.00 |
| Total | \$ 752,592 | \$ 2,590,000 | \$ 9,761,406.25 | \$ 4,000,000.00 | \$ 29,500,000 | \$ 46,603,998.25 |

Southside Sewer Plant (1999 CO-2/15/2019)
 Utilities Expansion (2002 CO- 2/15/2022)
 Business Park Infrastructure (2013 CO - 2033)
 Medical Complex Drive-Section 4B, Persimmon Street (2016 CO - 2037)
 Southside Sewer Plant Expansion (2025 CO - 2044)

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve an agreement with McGrath Human Resources Group for a city-wide Compensation and Benefits Study, for a not-to-exceed amount of \$45,200 (RFP 2026-03), approve the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This expenditure is included in the fiscal year 2025-2026 budget.

Background:

The Human Resources Department initiated a Comprehensive Compensation and Benefits Study to evaluate the City’s current compensation structure and benefits offerings. The purpose of the study is to benchmark positions against comparable public sector employers, assess internal equity, and ensure the City’s pay and benefits programs remain competitive, sustainable, and aligned with organizational needs.

Staff developed a scope of work to ensure that all objectives and priorities would be addressed from submitting proposers. In order to obtain the most favorable pricing and desired level of service, staff sought Requests for Proposals. Staff received nine (9) sealed proposals from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work.

Following scoring, interviews were conducted with the top four scoring firms. Following all aspects of the procurement process, McGrath Human Resources Group was selected as the most highly qualified respondent. The selection and discussions were held in accordance with the City’s adopted Procurement Policy and Manual and state procurement law. Funds for completing the proposed project were allocated in the Fiscal Year 2025-2026 budget.

The selected consultant will conduct a thorough market analysis, review existing classifications and salary structures, and evaluate current benefit programs. Based on these findings, the consultant will provide data-driven recommendations and a phased implementation strategy designed to bring salaries and benefits to appropriate market levels using fiscally responsible and innovative solutions.

Origination:

Recommendation:

Staff recommends approving an agreement with McGrath Human Resources Group for a not-to-exceed amount \$45,200.

Party(ies) responsible for placing this item on agenda: Kristie Lewis, HR Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____

If yes, specify Account Number: #100-115-6304

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

Signed _____ Approved by _____
Staff Member Date City Manager Date



Compensation Study

March 3, 2026



About Us

Celebrating 25 Years



- McGrath Consulting Established in 2000
 - Sept 2012 – McGrath Human Resources Group
 - 620 Client Projects in 41 States Companywide
- Public Sector Consultants
 - Human Resources
 - Public Safety (Police, Fire, EMS, Dispatch)
- Specialize In
 - Compensation Studies
 - Performance Management
 - Development of Policies and Procedures/Handbooks

McGrath 360

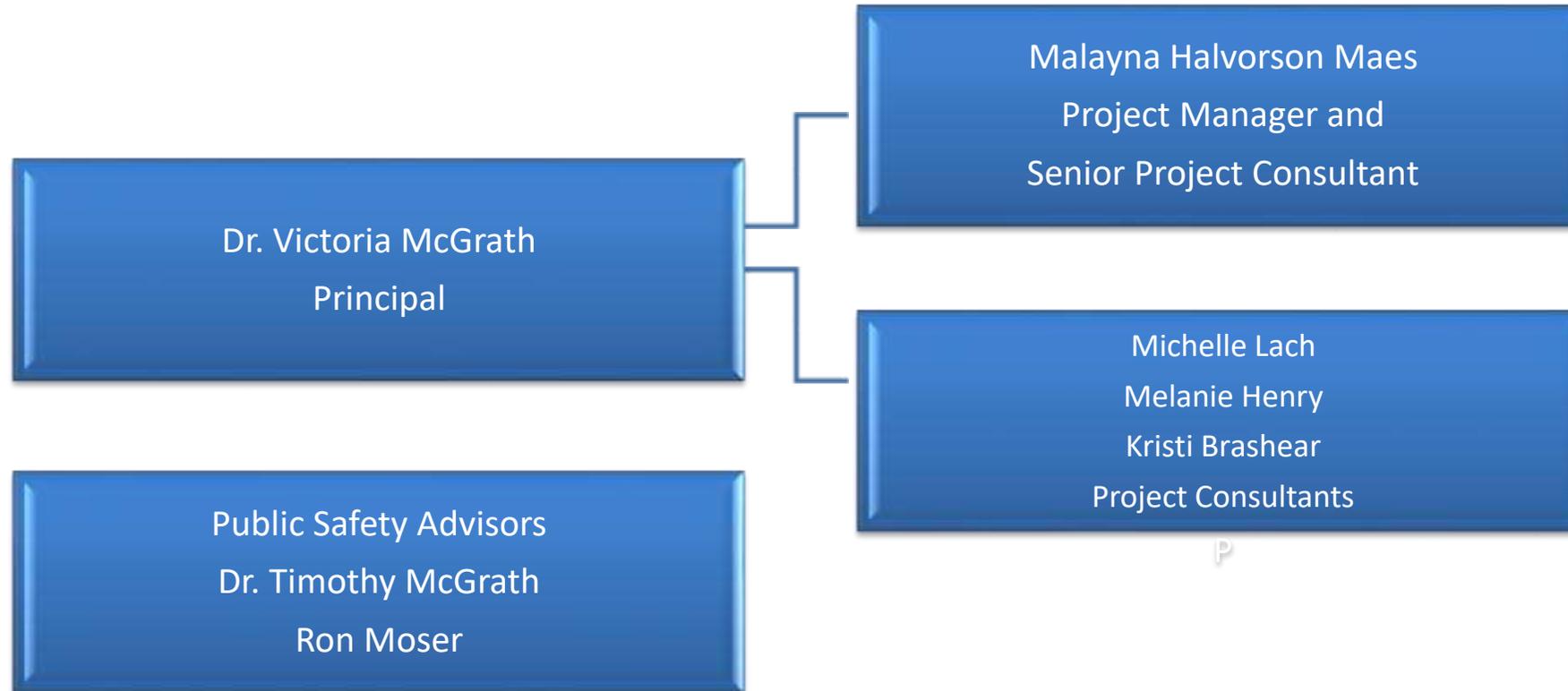
Comp™

Integrated Approach to Compensation

- Evaluate not only external market and internal equity among positions – but other factors that affect recruiting and retaining employees
- Not One-Size Fits all
- Designed to fit your needs
 - Fiscally responsible and sustainable
 - Competitive
 - Aligned with Compensation Philosophy
 - Tailored to the City of Tomball



Consulting Team



Learning the City of Tomball

Data Request

Request in advance of introductory meetings

Meet with administration to review data available

City assistance in setting up introductory meetings

Introductory Meetings

In person or virtual – determined by the City

Identify goals, desired outcomes, communication plan

Gain an understanding culture of organization, desired compensation philosophy, unique qualities of the organization, current issues

- City Manager
- City Council (if appropriate- compensation philosophy)
- Human Resources
- Department Directors / Supervisors
- Employees
- Other Identified Stakeholders

Collaboration – Engagement

Elected Officials

- City Council
 - Kickoff Informational Meeting
 - Update Meeting after market analysis complete
 - Update Meeting after new System developed/updated
 - Final Presentation
- Policy Questions
 - Compensation Philosophy
 - Comparable organizations
 - Other concerns/challenges

Departments

- Kickoff Project Meetings
 - Information Sharing about Department and Positions
 - Strengths/Challenges with the current model
 - Recruitment/Retention challenges
 - Unique positions
- Discussion of Career progression opportunities when appropriate
- Review Position Questionnaires
- Introduction of draft Salary Schedule for feedback

Employees

- Introduction Correspondence
- Kickoff Project Meetings for Employees
- Information Sharing about Positions
 - Position Questionnaire
- Introduction of new System upon completion (verbal, written, presentation)

Position Analysis

Position Questionnaire

Complete by Position in each Department (determined with Department Directors)

- 13 Competency Areas
 - Education, Experience & Training
 - Complexity of Work, Decisions & Judgement, Consequence of Error
 - Leadership & Supervisory, Equipment & Tools, Technology
 - Work Environment, Physical Requirements

Position Questionnaire Review

Management review workflow prior to submittal to McGrath to confirm completion and content accuracy

Employee Access

Online Completion
Hardcopy Available

Point Factor System

| New Pay Grade | New Title | Department | Job Complexity | | Complexity & Judgement | | | Equipment, Materials & Budget Responsibility | | | Personal Contacts | Supervision of Others | Specialized Working Conditions | | Labor Market Points Internal Comparability Points | Total of All Factors | Point Total Ranges | Point Total Ranges |
|---------------|------------------------------|-------------------------------|----------------|-----------------------|--|---|---------------------------|--|------------|---------------|---|-----------------------|--------------------------------|------------------------------|---|----------------------|--------------------|--------------------|
| | | | Education | Experience & Training | Responsibility for Records, Reports & Technology | Policy & Methods, Decisions, & Planning | Confidential Data Handled | Equipment & Materials | Technology | Budget Impact | Personal Contacts & Purpose of Contacts | Supervision of Others | Physical Requirements | Working Conditions & Hazards | | | | |
| A | Administrative Associate II | Purchasing & Central Services | 10 | 40 | 20 | 25 | 14 | 15 | 10 | 10 | 12 | 14 | 30 | 50 | | 250 | 250 | 278 |
| A | Meal Delivery Worker | ADRC | 10 | 40 | 20 | 25 | 14 | 0 | 0 | 10 | 30 | 14 | 30 | 25 | 42 | 260 | | |
| A | ADRC Van Driver | ADRC | 10 | 40 | 20 | 25 | 14 | 5 | 10 | 10 | 30 | 14 | 30 | 25 | 20 | 253 | | |
| A | Meal Site Worker | ADRC | 10 | 75 | 20 | 25 | 10 | 15 | 10 | 10 | 30 | 14 | 20 | 50 | -15 | 274 | | |
| A | Administrative Associate II | Information Systems | 10 | 100 | 10 | 50 | 22 | 15 | 55 | 10 | 30 | 14 | 30 | 25 | -93 | 278 | | |
| | Fingerprint Room Specialist | Sheriff | 10 | 40 | 20 | 25 | 22 | 15 | 40 | 10 | 30 | 14 | 20 | 25 | | 271 | | |
| B | Custodian | Facilities | 10 | 75 | 20 | 50 | 14 | 15 | 10 | 10 | 12 | 14 | 35 | 25 | | 290 | 279 | 290 |
| C | Administrative Associate III | County Clerk | 30 | 40 | 20 | 25 | 22 | 15 | 40 | 10 | 30 | 14 | 15 | 25 | | 286 | 291 | 319 |
| C | Administrative Associate III | Children's Court Services | 10 | 75 | 20 | 50 | 22 | 15 | 40 | 10 | 12 | 14 | 20 | 25 | | 313 | | |
| C | Fiscal Associate I | Finance | 30 | 75 | 20 | 50 | 14 | 15 | 40 | 10 | 12 | 14 | 10 | 25 | | 315 | | |
| C | Fiscal Associate I | Finance | 30 | 75 | 20 | 50 | 14 | 15 | 40 | 10 | 12 | 14 | 10 | 25 | | 315 | | |
| C | Administrative Associate III | County Clerk | 30 | 40 | 30 | 50 | 22 | 15 | 40 | 10 | 30 | 14 | 15 | 25 | -5 | 316 | | |
| C | Administrative Associate III | Corp Counsel - Child Support | 30 | 75 | 20 | 25 | 22 | 15 | 40 | 10 | 30 | 14 | 20 | 25 | -10 | 316 | | |
| C | Administrative Associate III | Register of Deeds | 30 | 75 | 20 | 25 | 22 | 15 | 40 | 10 | 30 | 14 | 20 | 25 | -10 | 316 | | |
| E | Fiscal Associate II | Human Services | 40 | 75 | 20 | 25 | 22 | 15 | 40 | 10 | 30 | 14 | 10 | 25 | | 326 | 329 | 358 |
| E | Cook/ Nutrition Program Cook | ADRC | 30 | 75 | 40 | 25 | 14 | 15 | 10 | 10 | 30 | 14 | 30 | 50 | | 343 | | |
| E | Fiscal Associate II | Finance | 40 | 100 | 20 | 25 | 14 | 15 | 55 | 10 | 12 | 14 | 10 | 25 | | 340 | | |
| E | Fiscal Associate II | Treasurer | 30 | 75 | 20 | 50 | 14 | 15 | 40 | 10 | 30 | 14 | 30 | 25 | | 353 | | |
| E | Fiscal Associate II | Corp Counsel - Child Support | 40 | 100 | 20 | 50 | 22 | 15 | 40 | 10 | 12 | 14 | 10 | 25 | | 358 | | |
| E | Administrative Associate IV | Airport | 30 | 75 | 30 | 25 | 14 | 15 | 40 | 40 | 30 | 14 | 20 | 25 | | 358 | | |
| E | Administrative Associate IV | Highway | 30 | 75 | 30 | 50 | 14 | 15 | 40 | 40 | 12 | 14 | 20 | 25 | | 365 | | |
| E | Fiscal Associate II | Corp Counsel - Child Support | 40 | 100 | 20 | 50 | 22 | 15 | 40 | 10 | 30 | 14 | 10 | 25 | | 376 | | |
| E | Administrative Associate IV | ADRC | 30 | 40 | 30 | 50 | 22 | 15 | 55 | 40 | 30 | 14 | 30 | 25 | | 381 | | |
| E | Administrative Associate IV | Planning & Development | 30 | 75 | 30 | 75 | 22 | 15 | 55 | 40 | 30 | 14 | 10 | 25 | | 421 | | |
| E | Printing Technician | Purchasing & Central Services | 10 | 100 | 30 | 50 | 14 | 25 | 55 | 55 | 30 | 14 | 30 | 50 | | 463 | | |

Market Data



Comparable Market Data

Utilize municipal comparable organizations cooperatively identified

Request data for benchmarked positions and benefits



Benchmark Positions

Benchmark as many positions as possible in order to ensure maximum external data to support position placements while considering the balance of participation from the external market



Private Sector Data

ERI Salary Assessor



Compensation Philosophy

Position within the market – average/above; performance, etc.

Develop or affirm formal compensation philosophy

May include update with City Council, if desired

Data Analysis

Comparable Market Data

- Minimum
- Midpoint or Median
- Maximum
- Actual Incumbent

Demographics

- Demographics-Age / Years of Service
- Turnover/Metrics
- External market conditions impacting compensation
- Internal review for existing or future Issues

Internal Factors

- Public Safety*
 - FLSA/ 7(k)
 - Work Schedules
 - Shift Differentials
 - Incentive Pay
 - Assignment Pay
 - Compression
 - In-range/Career ladders
- *3 Consultants trained via Curt Varone courses*

Other Compensation and Benefits

- Focus is based upon the organization
- Benefits
 - Health + Pension + Time Off
 - Total Rewards
- Other Compensation (Supplemental pays etc.)

System Update or Redevelopment



Compensation System

Together we determine the System to meet your needs in alignment with the City's compensation philosophy

- Performance based
- Step
- Combination
- Family Grouping
- Revision of current



Position Placement

Position Questionnaires (Point Factor)

Market

Compression

Internal Equity

Quality Control/Feedback



Draft Compensation and Classification System

- Meet with Human Resources and Department Directors individually to review recommendations prior to finalization
- Review Costing (forecasting, YOS, YIP, etc.)
Three iterations
- Discuss/recommend implementation strategy

Finalization



Final Report (s)

- Specifies Study Methodology
- Provides data s summary
- Delineates recommendation(s)
 - Salary Structure
 - Classifications
 - Career progression; other compensation
 - Range progression
 - Provides policy and procedure recommendations for on-going administration/maintenance
- One or two reports based on public distribution

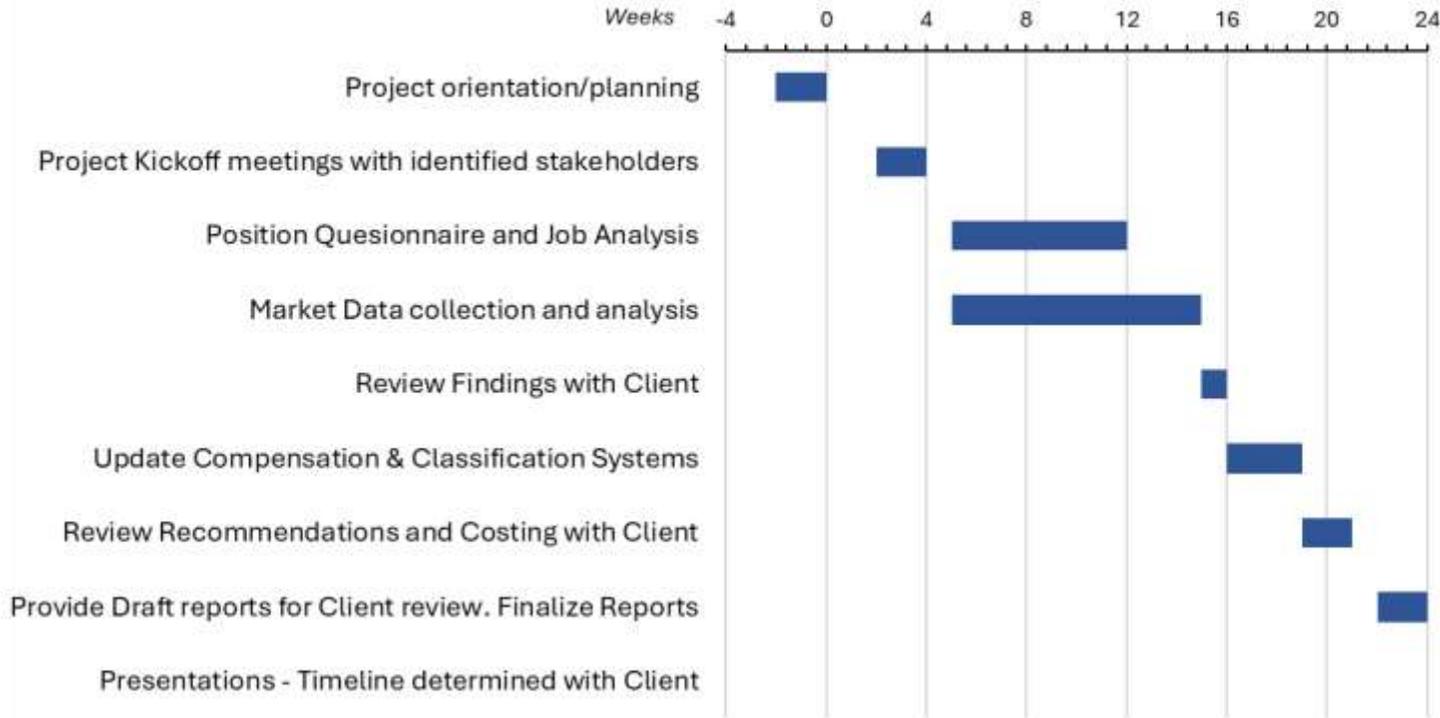
Final Presentations

- City Council
- Employees

Training and Future Support

- Point Factoring
- Future Position Changes/New Position Placement
- Reorganizations
- Market Check in

Project Timeline



Up to 6-months

Alignment with budget needs.
Based on scope, size, City timelines*.

Meetings can be in-person or virtual.
McGrath recommends review process
and presentations be in-person

Travel expenses will cover 2 in-person
visits

Communication Plan between McGrath
Project Manager and City Project
Manager

**Amount of time for city review processes are
dictated by client*

Why McGrath Human Resources Group?

It's Our Name on the Product

Value the unique qualities of your organization

We develop recommendations to meet YOUR needs

Innovative Solutions – experience and education

Small company ensures you are a priority yet large enough to ensure a successful project



Questions

**AGREEMENT BETWEEN THE CITY OF TOMBALL
AND MCGRATH HUMAN RESOURCES GROUP FOR AN EMPLOYEE
COMPENSATION STUDY RFP#2026-03**

THIS AGREEMENT made the by and between McGrath Human Resources, hereinafter called the consultant, and the City of Tomball, hereinafter called the City.

WHEREAS, the consultant submitted a proposal, dated February 12, 2026, to the City to conduct a compensation study. WHEREAS, the City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage the consultant to perform the work described in its proposal of February referred to as the PROJECT, which is incorporated herein by reference.

The project shall be undertaken and completed in such sequence as to assure the expeditious completion and best carry out the purposes of the agreement. The Project will begin in April 2026.

The Consultant agrees to complete the project in an agreed upon timeline for a total compensation of \$45,200 in consultation fees and expenses. The City agrees to pay the Consultant for work on the Project and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for \$5,000 upon receipt of the signed contract; \$17,200 upon submission of the draft salary schedule; \$12,000 upon submission of the draft report, and the balance of \$8,000 upon submission of the final report. Travel expenses will be billed separately and not exceed \$3,000. The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of the organization, i.e., City Managers, selected supervisors, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The City Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, with the exception of the market raw data (which is deemed proprietary information), shall be provided to the City by consultant upon request so long as the City is not in default under other terms of this agreement.

2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, or national origin with reference to the performance of this Agreement.

3. **Termination and Suspension**
 - a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
 - b. If either party fails to perform as required by this Agreement, the other party may terminate it by giving written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform with 20 days of such notice, the party issuing such notice may then terminate the Agreement by giving written notice of termination to the other party.
 - c. In the event of termination, the Consultant will be paid by the City for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination. The Consultant will provide all work documents developed up to the time of termination after the City renders final payment for service.

4. **Successors and Assigns**- The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and provisions of this Agreement, and any assignment or transfer by the Consultant of it interest in this Agreement without the prior written consent of the City shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws as the same exist and may be amended from time to time.
6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.
7. **Whole Agreement** – This agreement constitutes the entire agreement between the City and the Consultant. Any modification must be in writing and approved by the City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.
8. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. Nothing herein shall be construed as incurring for the City any liability for Worker’s Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the City if the City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.
9. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the City.

The parties have executed this Agreement, the day and year first above written.

Approved By:

By:



City of Tomball, TX

Victoria McGrath, CEO
McGrath Human Resources Group

Date

3.9.26
Date

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Consideration, discussion and possible action concerning award of the engineering services contract to AIG Technical Services, Inc. for the preparation of the City's Texas Community Development Block Grant Community Development Fund 2025-2026 (TxCDBG CDF 2025-26) application and subsequent engineering contract if funded. Future expenditures are to be paid from grant funds received from the Texas Department of Agriculture for the Community Development Fund 2025-2026 grant, if awarded.

Background:

In July 2024, the Texas Department of Agriculture (TDA) released a call for projects to be submitted for consideration, scoring, and potential funding for the Texas Community Development Block Grant Community Development Fund in connection to the 2025-2026 TxCDBG grant by December 1, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the "Hampton Place Storm Sewer Improvements" which includes redirecting the multi-family complex storm sewer outfall to M121-01-00 by replacing the existing inlets and constructing a new storm sewer system.

Staff submitted a preliminary grant application for a total identified grant amount not-to-exceed \$750,000 plus a local match of \$112,500 as approved by Resolution No. 2024-44 on December 2, 2024. Following preliminary scoring, the City has been invited to submit a full application for review, scoring and possible funding. The City intends to submit an application for funding through the 2025-2026 Texas Community Development Block Grant (TxCDBG) Program administered by the Texas Department of Agriculture. The TxCDBG program provides funding to eligible communities for public infrastructure improvements and other projects that benefit low- to moderate-income residents.

As part of the TxCDBG application process, the City must designate a qualified engineer to assist with the preparation of the grant application materials, including development of the required engineering documentation and cost estimates necessary for submission. In accordance with the terms and conditions of the TxCDBG grant and 2 CFR 200 regulations, staff advertised a Request for Qualifications for engineering services for grant application assistance and engineering, if awarded, for the Hampton Place Storm Sewer Improvements as identified in the Drainage Master Plan.

Staff received eight (8) sealed responses from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work. Based on this review, AIG Technical Services, Inc. has been identified as the most qualified firm to assist the City with preparation and submission of the grant application and provide engineering services for the design, if awarded.

AIG has agreed to assist the City with preparation and submission of the TxCDBG application at no cost to the City. If the City is awarded funding through the TxCDBG program, the engineering services associated with the design, bidding, and construction administration for the funded project would be paid from grant funds provided by the Texas Department of Agriculture.

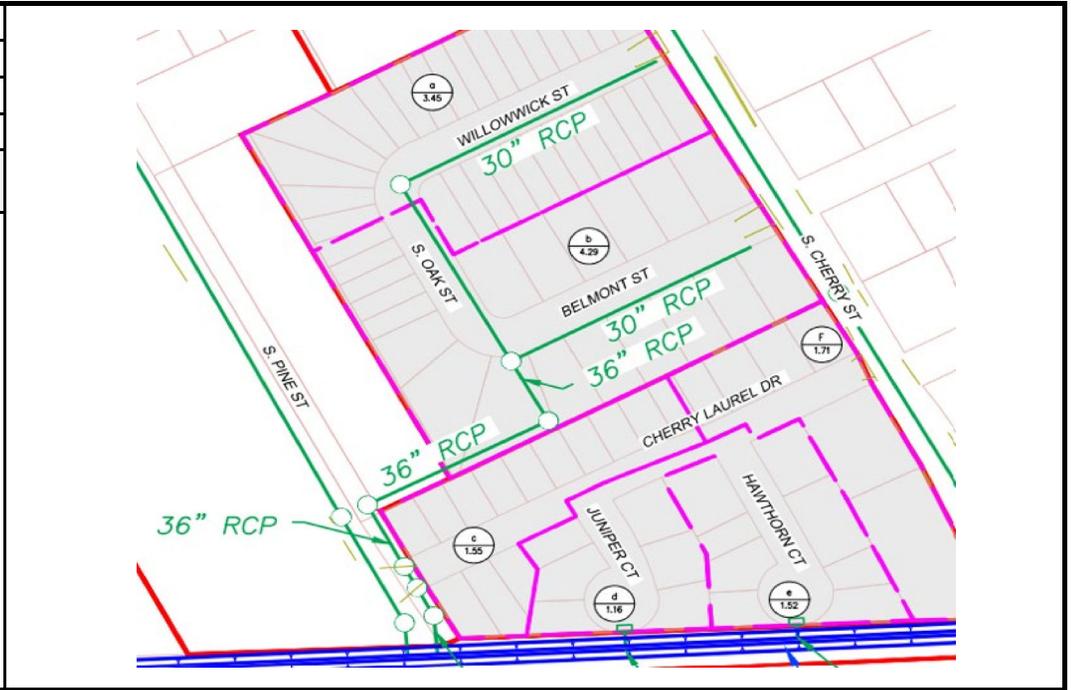
Should the City be selected for grant funding, staff will return to City Council with a proposed engineering services agreement with AIG Technical Services, Inc. for project implementation. At that

RFQ for Professional Engineering Services (TDA GRANT)

| Evaluator | Submitting Firms | | | | | | | |
|-----------------|------------------|------------|------------|------------|-----------------|------------|------------|------------|
| | AIG TECH | CMT TECH | GLS | IDS ENG | MCMANUS & PAYNE | META | STRAND | WGA |
| Evaluator One | 92 | 59 | 85 | 88 | 76 | 90 | 91 | 83 |
| Evaluator Two | 81 | 37 | 78 | 85 | 72 | 76 | 82 | 65 |
| Evaluator Three | 92 | 40 | 78 | 79 | 63 | 69 | 74 | 70 |
| Total | 265 | 136 | 241 | 252 | 211 | 235 | 247 | 218 |
| Average | 88 | 45 | 80 | 84 | 70 | 78 | 82 | 73 |

Capital Improvement Project

| | |
|---|--|
| Project Name | Hampton Place Storm Sewer Improvements |
| Project Number | PROPOSED |
| Priority | High |
| Department | 400-154-Streets |
| Description/Justification | |
| To relieve flooding for multi-family complex, prooposed project includes replacing existing inlets and constructing new storm sewer system with an outfall to Hardin ditch. | |



| | FY 2025 & Prior | FY 2026 Budget | FY 2027 Budget | FY 2028 Budget | FY 2029 Budget | FY 2030 Budget | 5-Year Total | Total Project Cost |
|--------------------------|-----------------|------------------|-------------------|----------------|----------------|----------------|-------------------|--------------------|
| PROJECT COSTS | | | | | | | | |
| Engineering/Architecture | \$ - | \$ 83,492 | \$ - | \$ - | \$ - | \$ - | \$ 83,492 | \$ 83,492 |
| Construction | \$ - | \$ - | \$ 723,508 | \$ - | \$ - | \$ - | \$ 723,508 | \$ 723,508 |
| TOTAL COST | \$ - | \$ 83,492 | \$ 723,508 | \$ - | \$ - | \$ - | \$ 807,000 | \$ 807,000 |

| | FY 2025 & Prior | FY 2026 Budget | FY 2027 Budget | FY 2028 Budget | FY 2029 Budget | FY 2030 Budget | 5-Year Total | Total Funding |
|--------------------------------------|-----------------|------------------|-------------------|----------------|----------------|----------------|-------------------|-------------------|
| FUNDING SOURCES | | | | | | | | |
| Grant Funding - CDBG (Pending Award) | \$ - | \$ 83,492 | \$ 611,008 | \$ - | \$ - | \$ - | \$ 694,500 | \$ 694,500 |
| Local Match - Drainage Impact Fees | \$ - | \$ - | \$ 112,500 | \$ - | \$ - | \$ - | \$ 112,500 | \$ 112,500 |
| TOTAL FUNDING | \$ - | \$ 83,492 | \$ 723,508 | \$ - | \$ - | \$ - | \$ 807,000 | \$ 807,000 |

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 2, 2026

Topic:

Approve a Professional Improvement Agreement with Republic Business Park, LP for reimbursement of the cost for a sanitary sewer extension and pipe upsizing along S. Persimmon Street for a total amount not-to-exceed \$202,904.10, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. This expenditure was not included in the adopted Fiscal Year 2026-2027 budget but will be added to the 2026-2031 Capital Improvement Plan and paid from capital expenditures.

Background:

Republic Business Park, LP (Developer) is constructing an office/warehouse facility at 920 S. Persimmon Street. To serve the proposed development, the existing sanitary sewer main along S. Persimmon Street must be extended approximately 1,500 linear feet (LF). Of this total extension, approximately 329 LF should have been constructed as part of a previous development but was omitted during plan review to ensure that the sewer line was extended “to and thru” to the property line.

The sewer line needed to serve the development is an 8-inch sanitary sewer main. However, the City’s adopted Wastewater Master Plan identifies the future need for an 18-inch sanitary sewer main in this corridor. Upsizing the line provides a broader public benefit and strengthens the overall utility system. The Developer has agreed to install the 18-inch main, with the City reimbursing the cost difference associated with the upsizing of the pipe as outlined in our city ordinance.

In addition, this project is identified in the adopted Wastewater Master Plan as a high-priority improvement to adequately convey existing and projected peak wet-weather wastewater flows. The additional capacity will assist the City in maintaining regulatory compliance by reducing the risk of surcharge and sanitary sewer overflows within the gravity sewer system and will support the future consolidation of the existing Persimmon lift station.

Because of these factors, staff recommends the reimbursement of the extension of 329 LF and upsizing of the project. Funding is proposed from unobligated bond proceeds from the 2016 Medical Complex Bond proceeds. All of the construction is complete, and cost has been verified for reimbursement.

The table below outlines the full reimbursement breakdown from the City to Republic Business Park, LP.

| S. Persimmon Sanitary Sewer Extension Reimbursement | |
|--|---------------------------------|
| Element | Total Reimbursement Cost |
| Sanitary Sewer Extension (329LF) | \$136,304.10 |
| Pipe Upsizing (8” to 18”) | \$66,600.00 |
| Total Reimbursement Cost: \$202,904.10 | |

Origination: Project Management

Recommendation:

Staff recommends approving a Professional Improvement Agreement with Republic Business Park, LP for reimbursement of the cost for a sanitary sewer extension and pipe upsizing along S. Persimmon Street for a total amount not-to-exceed \$202,904.10.

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

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: #400-614-6409

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

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

PUBLIC IMPROVEMENT AGREEMENT

THE STATE OF TEXAS

§

COUNTY OF HARRIS

§

This PUBLIC IMPROVEMENT AGREEMENT (this “Agreement”) is entered into as of the _____ day of _____, 2026, by **Republic Business Park LP** (the “Developer”), whose address is _____, owner and developer of a tract or tracts of land in Harris County, Texas (the “Tract”), and the **CITY OF TOMBALL, TEXAS** (the “City”).

WITNESSETH:

WHEREAS, Developer is developing the Tract and requires the extension of approximately 1,500 linear feet (LF) of sanitary sewer line to service its development located at or near 920 S. Persimmon Street, Tomball, Texas 77375; and

WHEREAS, approximately 329 LF of the sanitary sewer extension should have been constructed by a prior development as a condition of its plan approval, but was omitted during plan review, and the City has agreed to reimburse Developer for this portion of the extension; and

WHEREAS, the City has further agreed to reimburse Developer for the cost of upsizing the sanitary sewer pipe from 8-inch to 18-inch diameter for the full length of the extension, which upsizing benefits the public and the City’s utility system; and

WHEREAS, the City and Developer desire to memorialize the terms of the City’s reimbursement obligations to Developer for the public improvements described herein;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Developer agree as follows:

1. Public Improvements. Developer shall design and construct, or cause to be constructed, the sanitary sewer extension consisting of approximately 1,500 LF of 18-inch pipe, manholes, and all associated appurtenances (collectively, the “Public Improvements”), in accordance with the City’s specifications, standards, and regulations and the construction plans approved by the City’s Engineer (the “Plans”). The Public Improvements shall be located at or near 920 S. Persimmon Street, Tomball, Texas 77375, as more particularly shown in the drawing attached hereto as Exhibit A and incorporated herein by reference.

2. City Reimbursement – Pipe Upsizing. The City agrees to reimburse Developer for the incremental cost of upsizing the sanitary sewer pipe from 8-inch to 18-inch diameter for the total length of the Project extension. The parties agree that the total reimbursement for pipe upsizing is:

Pipe Upsizing Reimbursement: \$66,600.00

This amount represents the agreed-upon difference in material and installation costs between the 8-inch pipe originally required and the 18-inch pipe installed at the City's request for the benefit of the City's utility system.

3. City Reimbursement – 329 LF Extension. The City agrees to reimburse Developer for the full cost of constructing the 329 LF portion of the sanitary sewer extension that should have been completed by a prior development. The parties agree that the total reimbursement for this portion of work is:

329 LF Extension Reimbursement: \$136,304.10

This amount is based on the cost proposal received from Trilogy Civil Construction dated November 24, 2025, attached hereto as Exhibit B.

4. Total Reimbursement. The total reimbursement from the City to Developer under this Agreement shall be:

| | |
|-------------------------------|---------------------|
| Pipe Upsizing (Section 2): | \$66,600.00 |
| 329 LF Extension (Section 3): | \$136,304.10 |
| TOTAL REIMBURSEMENT: | \$202,904.10 |

5. Reimbursement Conditions. The City's obligation to pay the reimbursement amounts set forth in Sections 2, 3, and 4 is conditioned upon:

- a. Developer completing the Public Improvements in accordance with the Plans and the City's standards and specifications;
- b. The City's engineer inspecting and approving the completed Public Improvements;
- c. Developer providing the City with a complete set of construction plans certified "as-built" by the engineer of record;
- d. Developer submitting a written request for reimbursement, accompanied by invoices or other documentation satisfactory to the City evidencing actual costs incurred; and
- e. Developer providing performance and maintenance bonds as required by the City's Code of Ordinances.

6. Timing of Reimbursement. The City shall pay the reimbursement amounts within sixty (60) days after all conditions in Section 5 have been satisfied and following the City's acceptance of the Public Improvements.

7. Ownership of Public Improvements. Upon the City's acceptance of the Public Improvements, the Public Improvements shall become the property of the City and shall be owned, operated, and maintained by the City as public facilities. Developer shall have no further responsibility for the maintenance or operation of the Public Improvements after acceptance, except for warranty obligations as described in Section 8.

8. Warranty. Developer warrants that the Public Improvements shall be free from defects in materials and workmanship for a period of one (1) year following the City's acceptance of the Public Improvements. Developer shall promptly repair or replace, at Developer's sole cost and expense, any defective work discovered during the warranty period.

9. **Utility Service.** The actual provision of utility service to Developer, its successors, and assigns shall be subject to the ordinances and standard procedures of the City for the establishment of, provision of, and billing for utility service.

10. **Miscellaneous.**

a. **Covenants Running with the Land.** The covenants, restrictions, and conditions included in this Agreement shall operate as covenants running with the land and shall be binding upon the Developer and Developer's legal representatives, heirs, successors, and permitted assigns.

b. **No Third-Party Beneficiaries.** This Agreement shall not be construed as affording any rights or benefits to anyone other than the City and Developer.

c. **Indemnification.** Developer shall indemnify and hold the City harmless from and against all claims, demands, costs, and liability of every kind and nature, including reasonable attorney's fees, for the defense of such claims and demands, arising from any breach on the part of Developer of any provision in this Agreement, or from any act or negligence of Developer or Developer's agents, contractors, employees, tenants, or licensees in the construction of the Public Improvements. The Developer further agrees to indemnify and defend the City, if the City is named as a defendant in an action arising from any breach on the part of Developer of any provision in this Agreement or from any act or negligence of Developer or Developer's agents, contractors, employees, tenants, or licensees in the construction of the Public Improvements.

d. **No Waiver.** The waiver of any provision of this Agreement will not constitute a waiver of any other provision, nor will it constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement. The City's failure to enforce any provision of this Agreement will not constitute a waiver or estoppel of the right to do so.

e. **Successors and Assigns.** This Agreement is binding on Developer and the heirs, successors, and permitted assigns of Developer. Developer's obligations under this Agreement may not be assigned without the prior written approval of the City, which shall not be unreasonably withheld if the assignee expressly assumes all obligations of Developer hereunder.

f. **Severability.** If any provision of this Agreement is held by a court to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability shall not affect the validity of any other provision, and the rights of the Parties shall be construed as if such provision was never part of this Agreement.

g. **Jurisdiction and Venue.** This Agreement concerns real property located in Harris County, Texas, and shall be governed and construed under Texas law. Venue for any action arising under this Agreement shall be exclusively in Harris County, Texas.

h. **Entire Agreement.** This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof. Any oral representations or modifications concerning this Agreement shall be of no force or effect, except a subsequent written modification executed by both Parties. NO OFFICIAL, EMPLOYEE, OR AGENT OF THE CITY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, MODIFY, OR OTHERWISE CHANGE THIS AGREEMENT, EXCEPT PURSUANT

TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE CITY COUNCIL.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

DEVELOPER:

Republic Business Park LP

By: 
Name: Jonathan Sellers
Title: Managing Member
Date: 02/23/2026

CITY OF TOMBALL, TEXAS:

By: _____
Name: David Esquivel
Title: City Manager
Date: _____

ATTESTED BY:

City Secretary
City of Tomball, Texas

By: _____
Name: Thomas Harris
Date: _____

EXHIBIT A

Drawing Showing Specifications and Location of Project (to be attached)

EXHIBIT B

Trilogy Civil Construction Proposal – Persimmon Extension Revised to MH 6, dated November 24, 2025 (to be attached)

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Conduct a Public Hearing regarding the submission of an application to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant.

Background:

In July 2024, the Texas Department of Agriculture (TDA) released a call for projects to be submitted for consideration, scoring, and potential funding for the Texas Community Development Block Grant Community Development Fund in connection to the 2025-2026 TxCDBG grant by December 1, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “Hampton Place Storm Sewer Improvements” which includes redirecting the multi-family complex storm sewer outfall to M121-01-00 by replacing the existing inlets and constructing a new storm sewer system.

Staff submitted a preliminary grant application for a total identified grant amount not-to-exceed \$750,000 plus a local match of \$112,500 as approved by Resolution No. 2024-44 on December 2, 2024. Following preliminary scoring, the City has been invited to submit a full application for review, scoring and possible funding. The City intends to submit an application for funding through the 2025–2026 Texas Community Development Block Grant (TxCDBG) Program administered by the Texas Department of Agriculture. The TxCDBG program provides funding to eligible communities for public infrastructure improvements and other projects that benefit low- to moderate-income residents.

As part of the TxCDBG application process, the City must conduct a public hearing to allow citizens an opportunity to discuss the adopted Citizen Participation Plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds. As part of our transparency, the City encourages citizens to participate in the development of this TxCDBG application and to make their view known at this public hearing.

Origination: Project Management

Recommendation:

Conduct a Public Hearing regarding the submission of an application to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant.

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

FUNDING (IF APPLICABLE)

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

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

Signed Meagan Mageo
Staff Member _____ Date _____

Approved by _____
City Manager _____ Date _____

**NOTICE OF PUBLIC HEARING
CITY OF TOMBALL
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The City of Tomball will hold a public hearing at 6:00 pm on March 16, 2026, at the Tomball City Hall located at 401 Market St, Tomball, Texas regarding the submission of an application(s) to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant. The purpose of this meeting is to allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds. The city encourages citizens to participate in the development of this TxCDBG application(s) and to make their views known at this public hearing. Citizens unable to attend this meeting may submit their views and proposals to Meagan Mageo, Project Manager, at the Tomball City Hall. Persons with disabilities that wish to attend this meeting should contact City Hall to arrange for assistance. Individuals who require auxiliary aids or services for this meeting should contact the city at least two days before the meeting so that appropriate arrangements can be made. For more information in Spanish, please contact Meagan Mageo at (281) 290-1411 or email to mmageo@tomballtx.gov

**AVISO DE AUDIENCIA PÚBLICA
CIUDAD DE TOMBALL
PROGRAMA DE SUBVENCIONES PARA BLOQUES DE DESARROLLO COMUNITARIO
DE TEXAS**

La ciudad de Tomball celebrará una audiencia pública en. 6:00 p.m de 16 marzo de 2026 en el Ayuntamiento de Tomball ubicado en 401 Market St, Tomball, Texas con respecto a la presentación de una solicitud al Departamento de Agricultura de Texas para una subvención del Programa de Subvenciones para Bloques de Desarrollo Comunitario de Texas (TxCDBG). El propósito de esta reunión es permitir a los ciudadanos la oportunidad de discutir el plan de participación ciudadana, el desarrollo de las necesidades locales de vivienda y desarrollo comunitario, la cantidad de financiamiento de TxCDBG disponible, todas las actividades elegibles de TxCDBG, y el uso de fondos anteriores de TxCDBG. La Ciudad alienta a los ciudadanos a participar en el desarrollo de esta aplicación TxCDBG y a dar a conocer sus puntos de vista en esta audiencia pública. Los ciudadanos que no puedan asistir a esta reunión podrán presentar sus puntos de vista y propuestas a Meagan Mageo, Gestor de Proyecto, en el Ayuntamiento de Tomball. Las personas con discapacidad que deseen asistir a esta reunión deben ponerse en contacto con el Ayuntamiento para organizar la asistencia. Las personas que requieran ayudas o servicios auxiliares para esta reunión deben ponerse en contacto con la ciudad al menos dos días antes de la reunión para que se puedan hacer las disposiciones apropiadas. Para obtener más información en español, póngase en contacto con Meagan Mageo al (281) 290-1411 o envíe un correo electrónico a mmageo@tomballtx.gov

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve Resolution No. 2026-17, a Resolution of the City Council of the City of Tomball, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program administered through the Texas Department of Agriculture.

Background:

In July 2024, the Texas Department of Agriculture (TDA) released a call for projects to be submitted for consideration, scoring, and potential funding for the Texas Community Development Block Grant Community Development Fund in connection to the 2025-2026 TxCDBG grant by December 1, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “Hampton Place Storm Sewer Improvements” which includes redirecting the multi-family complex storm sewer outfall to M121-01-00 by replacing the existing inlets and constructing a new storm sewer system.

Staff submitted a preliminary grant application for a total identified grant amount not-to-exceed \$750,000 plus a local match of \$112,500 as approved by Resolution No. 2024-44 on December 2, 2024. Following preliminary scoring, the City has been invited to submit a full application for review, scoring and possible funding. The City intends to submit an application for funding through the 2025–2026 Texas Community Development Block Grant (TxCDBG) Program administered by the Texas Department of Agriculture. The TxCDBG program provides funding to eligible communities for public infrastructure improvements and other projects that benefit low- to moderate-income residents.

As part of the TxCDBG application process, the City must adopt a Resolution appointing individuals to execute contractual documents and documents requesting funds from any approved grant.

Staff is requesting that the Mayor and City Manager be appointed as authorized signatories to act in all matters in connection with any grant application and the City’s participation in the Texas Community Development Block Grant Program including executing the grant application and any subsequent contractual documents.

Staff is requesting that the City Manager and Finance Director be appointed as authorized signatories for payment request including purchase vouchers for the state and request for payment forms, if awarded a grant.

| Grant Application & Subsequent Contractual Documents Authorized Signers | |
|---|------------------|
| Mayor | City Manager |
| Financial Document Authorized Signers | |
| City Manager | Finance Director |

Origination: Project Management

Recommendation:

Staff recommends approving Resolution No. 2026-17, designating authorized signatories for contractual and financial documents pertaining to the submission of an application to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant.

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

FUNDING (IF APPLICABLE)

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

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

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

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

RESOLUTION NO. 2026-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TOMBALL, TEXAS AUTHORIZING CITY REPRESENTATIVES
IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN
THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM.**

* * * * *

WHEREAS, the City Council of the City of Tomball, Texas desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interest of the City to participate in the Texas Community Development Block Grant Program; and

WHEREAS, the City Council of Tomball is committed to compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

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

That the City Council directs and designates the following to act in all matters in connect with any grant application and the City's participation in the Texas Community Development Block Grant Program:

- The Mayor and City Manager shall serve as the City's Chief Executive Officer and Authorized Representative to:
 - Execute a grant application and any subsequent contractual documents.
 - Certify environmental review documents between the Texas Department of Agriculture and the City.
 - Certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs.
 - Be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded the City Manager and Finance Director is authorized to:
 - Certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs.
 - Prepare and submit other financial documentation.
 - Be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

PASSED, APPROVED, AND RESOLVED this ___ day of MARCH 2026.

Lori Klein Quinn
Mayor

ATTEST:

Thomas Harris III
City Secretary

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve amendments to Administrative Policy No. 18, Development Policy for Special Financing Districts.

Background:

The City of Tomball’s Development Policy for Special Financing Districts establishes the framework and procedures governing the creation and administration of Public Improvement Districts (PIDs). The policy provides detailed criteria for evaluating PID applications, with an emphasis on projects that provide enhanced public benefits and are consistent with the City’s adopted master plans.

Applicants must satisfy rigorous documentation and financial requirements, including demonstrating relevant development experience, financial capacity, and a clearly defined funding strategy for both PID-financed and privately funded improvements. The policy further provides a structured, multi-step review process that includes petitions, development agreements, and City Council approvals. Approval of a PID is not guaranteed and remains subject to City Council discretion upon fulfillment of all required conditions.

The policy further outlines limitations on assessment rates, bond terms, and eligible improvements to ensure fiscal responsibility and transparency. Developers are responsible for all administrative costs and must provide comprehensive homeowner disclosures regarding PID assessments. The City retains full authority of PID approval, financing, and bond issuance in accordance with the terms established within the Development Agreement.

This agenda item is to approve amendments to the Development Policy for Special Financing Districts including:

- Removal of the assessment cap and term for PIDs
- Removal of the minimum acreage for a debt PID
- Addition of a scoring matrix for PID petitions received after adoption of the revised Administrative Policy amendment

Origination: Project Management

Recommendation:

N/A

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

FUNDING (IF APPLICABLE)

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

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

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

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

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

| | | | |
|--|---|--|--------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 1 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0)
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0)

I. I. Purpose

The purpose of the City of Tomball Public Improvements District (“PID”) Policy is to outline the policy parameters and considerations to be addressed before the Tomball City Council can support the establishment or continuation of a PID as allowed by Chapter 372 of the Texas Local Government Code. The Policy outlines such things as general procedures, City processes, petition requirements, information to property owners, and determination of annual plan of services, budget, and assessments. This Policy sets forth City procedures and requirements which are in addition to the requirements of state law. Any aspect not specifically addressed by this Policy will be considered on an individual project basis.

The City may, on a case-by-case project basis, waive a requirement of this Policy if it does not conflict with state or federal law. Any requirements waived may be noted in the resolution approving the PID petition, or other relevant document, and must include a finding that the waiver is in the best interest of the City.

II. Considerations

The City of Tomball will consider PID applications that demonstrate compliance with at least 50% of the below criteria. Applicant must provide substantial and thorough justification for the PID request and financial gap that justifies PID financing.

- a. Generate economic and superior development benefits to the City beyond what normal development would generate and must be self-sufficient and not adversely impact the ordinary service delivery of the City;
- b. Provide for improvements in the public right of way (e.g. entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage, etc.);
- c. Meet community needs (e.g. enhanced drainage improvements, parks and off-street public parking facilities, pedestrian connectivity, water and wastewater on or off-site improvements) including without limitation development’s pro-rata share of the regional facilities and services;
- d. Implement City of Tomball master plans, including water, wastewater, parks, and trails;
- e. Increase or enhance the City’s transportation and roadway plans;
- f. Exceed development requirements in the City, including but not limited to enhanced architectural standards, enhanced landscaping, enhanced amenities, and provide for the superior design of lots or buildings;
- g. Preserve and protect natural amenities and environmental assets such as lakes, trees, creeks, ponds, floodplains, slopes, hills, and wildlife habitats;
- h. Are willing to annex into the City of Tomball, if applicable, in exchange for the creation of a PID;
- i. Provide for unique or special development amenities, including amenity centers, play areas, pools, picnic facilities; and
- j. Have the support of 100% of the owners of the property within the PID.

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

| | | | |
|---|--|---|--------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 2 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

Any requested deviations, adjustments, or special considerations from the terms and conditions of the City's PID Policy shall be clearly requested and explained prior to or with the PID petition for that PID.

III. Process

Generally, the City's will follow the process below for consideration of PIDs.

1. Applicant submits a completed PID petition, application, and supporting documentation.
2. Applicant pays a non-refundable PID Application Review Fee in the set amount adopted in the City's Master Fee Schedule.
3. The City will review the petition and application for compliance with statutory PID Petition requirements and requirements set forth in this Policy.
4. Upon the City approval of compliance with this Policy, City Council accepts the PID Petition.
5. City and applicant execute a Professional Services Reimbursement Agreement.
6. City and applicant execute a Development Agreement.
7. City and applicant work together to complete of required steps as set forth in Chapter 372 of the Texas Local Government Code and all steps and procedures set forth in City policy to create the PID.
8. City Council creates PID.
9. City Council levies assessments.

The City Council will not take any action to commence the creation of a PID prior to the approval of a final development agreement governing the development in question.

Completion of any individual step in the PID creation process is not a guarantee of PID approval. Creation of a PID is a discretionary action of City Council.

IV. Petition Requirements

Petitions for creating a PID must satisfy all requirements under Chapter 372 of the Texas Local Government Code.

Formatted: Font color: Custom Color(238,0,0), Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

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

| | | | |
|--|---|--|--------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 3 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

The City may require:

- a. Evidence that signature of property owners were gathered no more than six months preceding the submittal of the petition; or
- b. Evidence that the petitioner’s signatures meet the state law requirements, or the petition will be accompanied by a reasonable fee to cover the City’s cost of signature verification.

VII. Application

In agreeing to consider a petition for creation of a PID, the City will require the following from the applicant at the time the petition is submitted. These requirements reflect the minimum requirements and the City, at its discretion, may require additional items:

- a. A completed PID petition;
- b. Payment to the City of a non-refundable PID Application Review Fee in the amount of adopted in the City’s Master Fee Schedule;
 - i. The application review fee is designed to cover all administrative or operational costs incurred by the City during the review period and beginning stages of the PID process until the escrow account is established; and
- c. A PID application packet, which should include:
 - i. A completed City of Tomball PID Application Form (Exhibit A);
 - ii. Letter from developer requesting consideration of a PID and summary of the special benefits to be received by the development;
 - iii. Evidence that the developer has the expertise, experience, necessary capital, and financial backing to complete the new development to be supported by the District financing. The developer must provide the City with adequate evidence of its committed and anticipated sources of funding to fund the balance of the improvements in the District not eligible to be funded by District issued financing;
 - iv. A site plan or general plan of development that outlines, at a minimum, land use and thoroughfare connections and is consistent with the City’s Comprehensive Plan, Strategic Plan, and all other City plans formally approved by City Council, as amended;
 - v. Identification of how the project will contribute to funding the expansion of arterial and connector streets, major collector roadways or highways, and trunk line utility infrastructure, as applicable when necessary to address the projected demand for services and the impacts of the development;
 - vi. Identify all project expenses and costs, including acquisition, construction, and any applicable long-term management cost;
 - vii. Sources and uses budget and project pro forma detailing projected cash flows over the life of the proposed District including other public sources, private financing, and developer equity contribution to the project;

- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough

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

| | | | |
|--|---|--|--------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 4 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough

- viii. Demonstration of financial capability, solvency, and generally the necessary capital to meet project costs through project completion;
 - i. This could include, but is not limited to, at least three years of financial statements, complete sources and uses budget, and letters of credit or letters of support from bank or lending institutions.
- ix. Demonstration of previous experience developing similar scale and types of projects;
- x. Demonstration the proposed development is consistent with the zoning of the property;
 - i. Zoning for the proposed development must be in place prior to PID creation or concurrent with PID creation, at the discretion of the City; and
- xi. Indication of the estimated costs of proposed improvements, maximum assessment, maximum bond issuance, and maximum tax equivalent rate (in dollars, \$).

The City shall, upon reasonable prior written notice to the developer and during normal business hours, have the right to audit and inspect the developer’s records, books, and all other relevant records needed to make its assessment of the PID petition or application. The City, the developer, PID consultant, and any other necessary parties involved in the approval of the PID petition and financing, will agree to maintain the appropriate confidentiality of such records, unless disclosure of such records and information shall be required by a court order, a lawfully issued subpoena, local or state laws or ordinances, or at the direction of the Attorney General.

VIII. Application Review – Amenity Priority Framework

Formatted: Font color: Custom Color(238,0,0)

a. Purpose

The purpose of the Amenity Priority Framework is to provide a consistent, transparent method for evaluating proposed Public Improvement Districts (PIDs) based on the level of public benefit provided beyond minimum development requirements. The priority level assigned to a proposed PID will be used to inform staff’s recommendation to City Council regarding approval or denial of PID creation. All proposed amenities, regardless of priority level, must be consistent with adopted City master plans, comprehensive plans, mobility plans, parks plans, and other applicable policy documents.

b. Priority Levels

Proposed PID amenities shall be evaluation and assigned to one of the following priority levels:

- i. High Priority
- ii. Medium Priority
- iii. Low Priority

~~IX.~~

Formatted: Indent: Left: 0.58", No bullets or numbering

| CITY OF TOMBALL ADMINISTRATIVE POLICIES, RULES AND PROCEDURES | | | |
|--|---|--|--------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 5 OF 18 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |
| <p>a. Priority Level Definitions</p> <p>A High Priority PID is one that provides enhanced development standards and/or significant public benefit that exceed minimum City requirements and advance adopted Master Plans.</p> <p>High Priority amenities may include, but are not limited to:</p> <ul style="list-style-type: none"> iv. Enhanced development standards (e.g. larger lot sizes, increased building or architectural standards) v. Community amenities such as parks, trails, open space, and recreational facilities vi. City-serving amenities such as: <ul style="list-style-type: none"> 1. Boulevard-style roadway improvements 2. Infrastructure upsizing beyond minimum requirements 3. Additional right-of-way dedication 4. Connectivity improvements (pedestrians, bicycle, or vehicular) vii. Amenities that demonstrate long-term public benefit beyond the boundaries of the PID <p>A Medium Priority PID is one that provides a moderate level of community or City amenities that exceed minimum requirements with select enhanced development standards and/or significant public benefit. This level requires inclusions of adopted Master Plans.</p> <p>Medium Priority amenities may include, but are not limited to:</p> <ul style="list-style-type: none"> viii. Select enhanced development standards that modestly exceed City minimum requirements <ul style="list-style-type: none"> 1. Enhancements are additive but not transformative ix. Limited community amenities such as: <ul style="list-style-type: none"> 1. Neighborhood-scale open space 2. Small park or trails <ul style="list-style-type: none"> a. Amenities primarily benefit PID residents x. Infrastructure improvements that: <ul style="list-style-type: none"> 1. Meet standards with minor enhancements 2. Provide limited upsizing or aesthetic upgrades xi. Connectivity improvements primarily internal to the development xii. Public benefits are largely localized to the development rather than an overall benefit to the City <p>A Low Priority PID is one that development is primarily focused on private improvements with limited to no community or City amenities beyond standard requirements. Development primarily funds baseline infrastructure and amenities required for the development, with minimal enhancements beyond City requirements. This level requires inclusions of adopted Master Plans.</p> | | | |

- Formatted Table
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough

X-
XI-

| CITY OF TOMBALL ADMINISTRATIVE POLICIES, RULES AND PROCEDURES | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--------------|----------|----------|--------|--------------------------------|---|-----------------------|--------------------------------|---|------|---------------------|---|------|---------------------------------|--|------|---------------------------|---|------|--------------------------|--|------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 6 OF 18 | | | | | | | | | | | | | | | | | | | | | |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | | | | | | | | | | | | | | | | | | | | | | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | | | | | | | | | | | | | | | | | | | | | | |
| <p>Low Priority amenities may include, but are not limited to:</p> <ul style="list-style-type: none"> i. Infrastructure that largely meets minimum City standards ii. Maintenance-focused improvements iii. Limited or no community amenities iv. Amenities that primarily benefit private development with little or no public benefit <ul style="list-style-type: none"> 1. Amenities are primarily operational or maintenance-based for the future v. Minimal connectivity improvements beyond required access vi. Public benefit is limited in scope and duration vii. No meaning infrastructure upsizing or City-wide benefit <p>c. Priority Scoring Criteria Priority designation shall be determined using a point-based scoring system.</p> <p>Scoring Threshold:</p> <ul style="list-style-type: none"> i. High Priority: 75 points or greater ii. Medium Priority: 50-74 points iii. Low Priority: Below 50 points <i>(final thresholds subject to Council adoption)</i> <p>d. Scoring Matrix</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Consistency with Adopted Plans</td> <td>Demonstrates clear alignment with adopted master plans and City policy objectives</td> <td>Required/ Pass - Fail</td> </tr> <tr> <td>Enhanced Development Standards</td> <td>Larger lot sizes, increased building standards, or architectural requirements exceeding City minimums</td> <td>0-25</td> </tr> <tr> <td>Community Amenities</td> <td>Parks, trails, open space, recreational facilities accessible to residents and the public</td> <td>0-25</td> </tr> <tr> <td>Citywide Infrastructure Benefit</td> <td>Infrastructure upsizing, boulevards, or improvements exceeding minimum standards</td> <td>0-20</td> </tr> <tr> <td>Connectivity Improvements</td> <td>Enhanced pedestrian, bicycle, or vehicular connectivity beyond project limits</td> <td>0-10</td> </tr> <tr> <td>Long-Term Public Benefit</td> <td>Demonstrated benefit beyond PID boundaries or long-term City value (tax)</td> <td>0-20</td> </tr> </tbody> </table> | | | | Category | Criteria | Points | Consistency with Adopted Plans | Demonstrates clear alignment with adopted master plans and City policy objectives | Required/ Pass - Fail | Enhanced Development Standards | Larger lot sizes, increased building standards, or architectural requirements exceeding City minimums | 0-25 | Community Amenities | Parks, trails, open space, recreational facilities accessible to residents and the public | 0-25 | Citywide Infrastructure Benefit | Infrastructure upsizing, boulevards, or improvements exceeding minimum standards | 0-20 | Connectivity Improvements | Enhanced pedestrian, bicycle, or vehicular connectivity beyond project limits | 0-10 | Long-Term Public Benefit | Demonstrated benefit beyond PID boundaries or long-term City value (tax) | 0-20 |
| Category | Criteria | Points | | | | | | | | | | | | | | | | | | | | | | |
| Consistency with Adopted Plans | Demonstrates clear alignment with adopted master plans and City policy objectives | Required/ Pass - Fail | | | | | | | | | | | | | | | | | | | | | | |
| Enhanced Development Standards | Larger lot sizes, increased building standards, or architectural requirements exceeding City minimums | 0-25 | | | | | | | | | | | | | | | | | | | | | | |
| Community Amenities | Parks, trails, open space, recreational facilities accessible to residents and the public | 0-25 | | | | | | | | | | | | | | | | | | | | | | |
| Citywide Infrastructure Benefit | Infrastructure upsizing, boulevards, or improvements exceeding minimum standards | 0-20 | | | | | | | | | | | | | | | | | | | | | | |
| Connectivity Improvements | Enhanced pedestrian, bicycle, or vehicular connectivity beyond project limits | 0-10 | | | | | | | | | | | | | | | | | | | | | | |
| Long-Term Public Benefit | Demonstrated benefit beyond PID boundaries or long-term City value (tax) | 0-20 | | | | | | | | | | | | | | | | | | | | | | |

- Formatted Table
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough

- Formatted: Font color: Custom Color(RGB(238,0,0))

| | | | |
|--|---|--|--------------|
| CITY OF TOMBALL ADMINISTRATIVE POLICIES, RULES AND PROCEDURES | | | |
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 7 OF 18 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |
| <p>e. Evaluation and Recommendation Process</p> <ul style="list-style-type: none"> i. Two members of staff shall evaluate proposed PID amenities using the adopted scoring matrix. The two scores will be averaged together for final priority scoring. ii. Only proposals consistent with adopted master plans shall be scored. iii. The resulting priority level and score shall be presented to City Council as part of the PID creation request. iv. The priority level assigned shall serve as the basis of the staff's recommendation for approval or denial of the proposed PID. <p><u>XH.IX.</u> Professional Services Reimbursement Agreement & Deposit</p> <p>If, during the initial review of the application, the City determines that it will proceed to pursue creation of a PID or the City determines it is its best interest to establish a PID, a professional services reimbursement agreement will be entered into with the applicant. The professional services reimbursement agreement will require the applicant to deposit funds with the City to pay for City staff time, third-party consultants, including but not limited to, legal study analysts, City Attorney, bond counsel, financial advisors, PID consultants/administrators, trustees, underwriters, appraisers, and market study analysts. The payment of such fees is not a guarantee that the City will approve the PID. The costs a Petitioner will pay include but are not limited to:</p> <ul style="list-style-type: none"> a. Reviewing the PID petition and application; b. Publishing required legal notices; c. Preparation and review of creation proceedings and levy of assessments; d. Cost of the appraisal and reviewing the appraisal, the feasibility study, and engineering report including the cost of services provided by City consultants, attorneys, bond counsel, financial advisors and PID consultant or administrator; e. Preparation of the initial Service and Assessment Plan (SAP) by a third party PID Administration Firm or PID Consultant engaged by the City; f. Bond Issuance; g. Review and approval of plans for and inspection of construction of PID improvements; not including fees paid for review and inspection required by the City's Code of Ordinances, as amended; and h. Procurement of contracts for PID administration and operation, collection of assessments, foreclosures or other similar matters. <p>The initial deposit made by the applicant shall be \$50,000. The applicant is required to make an additional \$25,000 deposit will be required anytime the deposit balance reaches \$10,000. Certain unused balances will be returned to the applicant. The applicant may be eligible to be reimbursed these costs through bond proceeds or PID assessments as applicable. The PID deposit are in addition to administrative costs associated with the PID, the cost of bond issuance, and the PID application fee.</p> | | | |

- Formatted Table
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted: Strikethrough

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

| | | | |
|--|---|--|--------------------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 85 OF 158 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

IX. Development Agreement

The City Council will not take any action to commence the creation of a PID prior to the approval of a final development agreement governing the proposed development.

The following shall be provided to the City prior to the preparation of a development agreement (if not already provided as part of application packet):

- a. The basic terms and conditions of the creation of the PID, including the provision of special conferred benefit;
- b. Indication of the estimated costs of proposed improvements, maximum assessment, maximum bond issuance, and maximum tax equivalent rate;
- c. A section that clearly identifies the benefit of the PID to the affected property owners and to the City as a whole;
- d. The petitioner’s qualifications and previous experience with real estate development, financing of the development, prior PIDs, etc.;
- e. A legal description of the boundaries of the proposed PID, a map of the proposed PID boundaries that is suitable for publication in legal notices, and a “commonly known” description of the area to be included in the PID;
- f. Description of all City-owned land within the PID as well as its proposed share of project costs;
- g. A current tax roll of owners in the PID;
- h. Any plan for phasing of both real estate development supported by the PID and construction of public improvements in the PID including a breakdown between major improvements serving large areas of the entire PID vs. phase-specific improvements; and
- i. A sunset clause and a pre-executed petition to dissolve the PID by the landowner in the case the project has not obtained a grading permit within three years.

- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough

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

| | | | |
|--|---|--|--------------------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 62 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

X. Additional Requirements

The following additional requirements must be met by applicants:

- a. Plans for the proposed development shall be prepared and reviewed by the City in compliance with the City’s development ordinances regarding land use, development, infrastructure design, permitting, and inspections. Applicants shall seek City development approvals prior to the commencement of any construction;
- b. Property in the PID owned by the City shall not be subject to PID assessments. Property in the PID owned by another governmental entity may be assessed only pursuant to an inter-local agreement between the entity and the City;
- c. The PID may not finance improvements or services that would not be accessible to the general public;
- d. The City’s ongoing administrative and operational costs related to an approved PID, such as collection of PID assessments, review and approval of Service and Assessment Plan updates, and other costs shall be reimbursed from PID assessments. The City’s costs will be determined on an annual basis;
- e. Administration and management of ongoing PID responsibilities, such as preparations and updating of the Service and Assessment Plan, issuance of notices for annual City Council action on the Service and Assessment Plan, operation and maintenance of PID improvements, and other related matters shall be paid by PID assessments and performed by a third-party firm under contract with the City;
- f. The City will use PID bond proceeds only to pay or reimburse the cost of PID improvements that have been designed and constructed to the applicable standards, and accepted for maintenance, or otherwise approved by the governmental entity responsible for them; and
- g. In the event of default under the terms of a PID financing agreement, the City shall, after providing notice and an opportunity to cure, have the right to capture reimbursements to complete development of public infrastructure.
- ~~g. The Developer shall install and maintain signage at the entrance(s) of the development identifying the area as a Public Improvement District.~~

If minimum any of the minimum requirements of this Policy cannot be met, an explanation of why the requirements cannot be met and alternatives provided to meet or exceed the requirements must be submitted.

XI. City Consultants

The City will independently select a Bond Counsel, Financial Advisor, PID Administrator, Trustee and Market Study Analyst. With input by the Developer, the City will select an Underwriter and Appraiser. The City’s PID Administrator, in conjunction with the developer’s PID Consultant, will draft the Service and Assessment Plan and prepare all annual updates

XII. Collection of Assessments

Prior to the levy of assessments, the City will enter into an agreement with Harris County to include the annual PID installments on the Harris County Tax Bill.

- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough

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

| | | | |
|--|---|--|---------------------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 710 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

XIII. ~~Maximum~~ Assessments

~~The annual PID installment shall not exceed an amount that increases the expected total equivalent tax rate upon buildout above \$0.96 per \$100 of assessed value for a 15-year PID and \$0.48 per \$100 of assessed value for a 30-year PID, with preference given to developments with a lower assessment.~~ Applicants are encouraged to keep the equivalent tax rate as low as feasible for the development. A true-up calculation will be performed at each bond issuance and upon filing of a final plat to ensure that the maximum assessment is not exceeded, which may result in a mandatory prepayment from the developer.

XIV. Assessment Term/Bond Term

The maximum term of a PID assessment is not to exceed 30 years, with a \$0.48 per \$100 assessment cap, or 15 years with a \$0.96 assessment cap, and the assessment term must equal the bond term (if applicable).

XV. Finance Limitations for Special Assessment Revenue Bond Issuance (PID Bonds)

The City may issue PID Bonds solely for the purposes of acquiring, reimbursing or constructing authorized Improvements. The Developer may request issuance of PID Bonds by filing with the City a list of the authorized improvements to be funded with the PID Bonds and the estimated costs of such authorized improvements. The Developer acknowledges that the mandatory PID Professional Service Reimbursement Agreement obligates the Developer to fund the costs of the City's professionals relating to the preparation for and issuance of PID Bonds, which amount shall be considered a cost payable from such PID Bonds. The issuance of PID Bonds is subject to all of the following conditions.

The following performance standards shall apply to PID bonds:

- ~~a. To receive consideration by and approval from the City for PID financing through a bond to facilitate a residential development, the proposed boundaries of the development shall be no less than 50 acres;~~
- ~~b. Minimum appraised value to lien ratio of 3:1;~~
- c. Maximum of two years capitalized interest for each bond issuance;
- d. No annual assessment increases once assessments are levied. Assessments for future phases will remain competitive with original phases and lot types as defined in the SAP;
- ~~e. All improvements to be funded with PID bonds must be fully engineered and bid. A competitive bidding process with at least three bids will be required; and~~
- f. Developer is required to demonstrate committed capital in the form of cash deposit to the City with an amount confirmed by an engineer's opinion of probable cost, which represents the difference between budgeted cost to complete the public improvements assumed to be complete in the appraisal and the net proceeds of the PID bonds.

Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough

Formatted: Strikethrough

Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough

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

| | | | |
|--|---|--|---------------------------------------|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 811 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

The following additional considerations and limitations will apply when a developer requests PID bonds:

- a. A developer or landowner may request the issuance of PID bonds in advance of construction of an individual phase of a development subject to compliance with these standards. All such PID bond issues will be subject to approval of the City Council;
- b. No General Obligation Bonds or Certificates of Obligation bonds will be utilized by the City to directly or indirectly pay, or guarantee payment of, PID bonds;
- c. If in any calendar year the City issues bonds that would constitute a bank qualified debt issuance but for the issuance of the PID bonds, then the developer shall pay to the City a fee to compensate the City for the interest savings the City would have achieved had the debt issued by the City been bank qualified provided that all other developers or owners benefitting from the City issuing debt are similarly burdened with an obligation to compensate the City;
- d. All PID bond issues, if any, will be subject to approval by the City Council;
- e. If the City Council authorizes the issuance of PID bonds, the City shall issue all such PID bonds in accordance with the protocols and procedures adhered to by the City's Director of Finance for issuing long-term debt instruments including tax notes and bonds;
- f. Special assessments on any given portion of the property may be adjusted in connection with subsequent bond issues as long as an agreed-upon maximum annual assessment rate is not exceeded, and the special assessments are determined in accordance with the SAP and the PID Act. Special assessments on any portion of the property will bear a direct proportionate relationship to the special benefit of the public improvements to that improvement area. In no case will the maximum assessment be increased for any parcel unless the property owner of the parcel consents to the increased assessment;
- g. The City shall not be obligated to provide any funds for any improvement except from the proceeds of the PID bonds and PID assessments;
- h. The City's cost of reviewing a developer payment request from PID bond proceeds, including City staff time and third-party consultant costs, shall be netted out of the amount paid to the developer or paid from the administrative expense of the collection costs portion of the assessment;
- i. Each PID bond indenture will clearly state that all debt service payments for the PID bonds shall be payable solely from and secured by the pledged assessments levied against properties within the PID or funds held under a bond indenture for such purposes, and that the City will have no obligation to make debt service payments for the PID bonds from any other sources;
- j. A PID will be responsible for payment of all the City's reasonable and customary costs and expenses including the cost of any appraisal;
- k. Any new money PID bonds issued will include a Reserve Fund in an amount to be determined;
- l. Pursuant to the PID Act, the interest rate for assessments may exceed the interest rate of the bonds by no more than one half of one percent (0.50%);
- m. All developers and significant landowners will provide any required continuing disclosure obligations associated with the issuance of PID bonds as required under the respective bond indenture or any other Page 6 regulatory agreement or regulatory agency. Failure to abide by continuing disclosure requirements may limit access to proceeds and/or future bond issues;

Formatted: Font color: Custom Color(238,0,0), Strikethrough

Formatted: Strikethrough

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

| | | | |
|---|--|---|---|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 129 OF 185 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough
- Formatted: Font color: Custom Color(238,0,0), Strikethrough
- Formatted: Strikethrough

- n. Developer is required deposit cash with the City or a bond trustee on or prior to the sale date of the PID bonds in an amount confirmed by an engineer's estimate of probable cost, which represents the difference between the budgeted cost to complete the public improvements assumed to be complete in the appraisal and the net proceeds of the PID bonds;
- o. During a material event of default by the developer under the terms of any agreement between the developer and the City relating to the PID or the property within the PID, the City shall, after providing notice and opportunity to cure, have the right to recapture reimbursements and/or terminate its obligations to the developer;
- p. All construction of improvements is subject to City review and approval and if applicable, provisions shall be made for dedication to City or to another appropriate governmental entity, as authorized by law;
- q. Improvements to be funded by the PID are limited to those defined as Authorized Improvements under Texas Local Government Code Section 372.003(b); and
- r. Any trails, parks, streets or other public amenities that are located within a gated community or otherwise inaccessible location to the general public may not be funded or reimbursed by the PID.

XVI. Disclosure to Homeowners

- To satisfy disclosure to homeowners, the City will require the petitioner to comply with the following:
- a. Landowner Consent or Agreement to be recorded in the Official Public Records of Harris County;
 - b. Signage at major entryways and exits;
 - c. Signage and information flyers in any sales centers within the PID that include:
 - a. Frequently Asked Questions;
 - b. Total Assessment;
 - c. Average Annual Installment; and
 - d. Equivalent Tax Rate.
 - d. Homebuyer disclosure documents in accordance with Section 5.014 of the Texas Property Code to be signed both at contract signing and at closing with such agreements maintained on file by each homebuilder and available for inspection by the City; and
 - e. Developer contracts with homebuilders must require the homebuilder to disclose the PID on any MLS listing.

XVII. XVII. PID Administration and Management

The City will contract with an outside consultant to administer the PID and to bill, collect, and track PID assessments. This cost will be considered a reimbursable project cost and shall be included in the PID Service and Assessment Plan.

Formatted: Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 16 + Alignment: Left + Aligned at: 0.09" + Indent at: 0.57"

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

| | | | |
|--|---|--|---|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 10-13 OF 15 18 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

XVIII. Miscellaneous

- ~~a. This PID policy does not bind the City Council to approve, authorize or create a PID or take any related action. PID creation, PID bond issuance and all related matters are legislative acts solely with the discretion of the City Council.~~
- ~~b. Any requests for adjustments, exceptions, or waivers to this policy must be reviewed and approved by the City Council of the City of Tomball.~~
- ~~c. No public official or employee shall be personally responsible for any liability arising under or growing out of any approved PID. Any obligation or liability of the developer whatsoever that may arise at any time under the approved PID or any obligation or liability which may be incurred by the developer pursuant to any other instrument, transaction or undertaking as a result of the PID shall be satisfied out of the assets of the developer only and the City shall have no liability.~~

XIX. Council Discretion

~~Nothing in this policy shall limit City Council's discretion to approve or deny a PID. This PID policy does not bind the City Council to approve, authorize or create a PID or take any related action. PID creation, PID bond issuance and all related matters are legislative acts solely with the discretion of the City Council.~~

Formatted: Font color: Custom Color(238,0,0), Strikethrough

Formatted: Strikethrough

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 0.57", No bullets or numbering

Formatted: Not Expanded by / Condensed by

Formatted: Font: Not Bold, Font color: Custom Color(238,0,0)

Formatted: Indent: Left: 0.57", No bullets or numbering

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

| | | | |
|--|---|--|---|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 11-14 OF 15 18 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

**CITY OF TOMBALL
PUBLIC IMPROVEMENT DISTRICT POLICY
AS ADOPTED BY CITY COUNCIL ON ~~SEPTEMBER 19, 2022~~**

I have read and understand this policy.

Signature

Date

Printed Name

(Please sign and date this page and return to the Project Manager)

Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough

Formatted: Strikethrough

Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough

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

| | | | |
|--|---|--|--|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 12-15 OF 1518 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |



**City of Tomball
Public Improvement District (PID) Application**

APPLICANT INFORMATION

Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Email: _____

Please attach additional applicant information as necessary.

OWNER INFORMATION

Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION

Description of Proposed Project: _____

Physical Location of Property: _____

HCAD Identification No.: _____ Acreage: _____

Current Use of Property: _____

Proposed Use of Property: _____

- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough

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

| | | | |
|--|---|--|--|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 13-16 OF 1518 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

PID CONSIDERATIONS

Please mark which consideration from the “Development Policy for Special Financing Districts” the PID request adheres to below. Please attach documentation and/or a detailed justification as to how the PID meets the criteria selected. .

1. Generates economic and superior development benefits to the City beyond what normal development would generate.

2. Provide for improvements in the public right of way (e.g. entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage, etc.)

3. Meet community needs (e.g. enhanced drainage improvements, parks and off-street public parking facilities, pedestrian connectivity, water and wastewater on or off-site improvements) including without limitation development’s pro-rate share of the regional facilities and services.

4. Implement City of Tomball master plans, including water, wastewater, parks, and trails.

5. Increase or enhance the City’s transportation and roadway plans.

6. Exceed development requirements in the City, including but not limited to enhanced architectural standards, enhanced landscaping, enhanced amenities, and provide for the superior design of lots or buildings.

7. Preserve and protect natural amenities and environmental assets such as lakes, trees, creeks, ponds, floodplains, slopes, hills, and wildlife habitats.

8. Willing to annex into the City of Tomball, if applicable, in exchange for the creation of a PID.

9. Provide a unique or special development to the Tomball community (e.g. amenity centers, play areas, pools, picnic facilities, multi-purpose trails.)

10. Have the support of 100% of the owners of the property within the PID.

- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough

| | | | |
|--|---|--|--|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 14-17 OF 1518 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

REQUIRED ATTACHMENTS

- _____ Completed PID petition
- _____ Non-refundable payment of PID Application Review Fee
- _____ Letter from Developer/Applicant requesting consideration of PID
- _____ General summary and description of proposed development
- _____ Site plan or general plan that shows land use and thoroughfare connections
- _____ Demonstration of how the development is in compliance with the City's Comprehensive Plan and Future Land Use Plan
- _____ Demonstration of how the proposed development is in compliance with the zoning of the property
- _____ Description of any amenities for the proposed development
- _____ Description of any elevated design and landscaping standards for the proposed development
- _____ Summary of special benefits to be received by the development
- _____ Evidence the developer has the expertise, experience, necessary capital, and financial backing to complete the new development to be supported by the District financing
- _____ Identify all project expenses and costs, including acquisition, construction, and any applicable long-term management cost
- _____ Description and preliminary estimate of public infrastructure included with development (include both developer-funded and proposed PID-funded elements)
- _____ Propose total assessment and tax rate equivalent
- _____ Description of any property that will be subject to or exempt from assessments
- _____ Any additional information which you believe would be necessary for the City to evaluate the proposed project.

- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(238,0,0), Strikethrough
- Formatted:** Strikethrough

| | | | |
|---|--|---|--|
| SUBJECT DEVELOPMENT POLICY FOR SPECIAL FINANCING DISTRICTS | NUMBER: 18 | EFFECTIVE DATE: September 19, 2022 | PAGE 15-18 OF 1518 |
| | REVISED: September 19, 2022 | APPROVED BY CITY MANAGER: September 19, 2022 | |
| | SUPERSEDES: March 21, 2022 | APPROVED BY CITY COUNCIL: September 19, 2022 | |

- Formatted:** Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted:** Strikethrough
- Formatted:** Font color: Custom Color(RGB(238,0,0)), Strikethrough
- Formatted:** Strikethrough

ACKNOWLEDGEMENT

I, _____, certify that the information on this form and included in the attached City of Tomball PID Application is true and correct to the best of my knowledge and the undersigned is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in possible delays and/or denial.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____