

**NOTICE OF REGULAR TOMBALL ECONOMIC DEVELOPMENT
CORPORATION MEETING**



**Tuesday, February 10, 2026
5:30 PM**

Notice is hereby given of a meeting of the Tomball Economic Development Corporation, to be held on Tuesday, February 10, 2026 at 5:30 PM, City Hall, 401 Market Street, Tomball, TX 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball Economic Development Corporation 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 TOMBALL ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF TOMBALL, TEXAS, WILL CONDUCT THE MEETING SCHEDULED FOR FEBRUARY 10, 2026, 5:30 PM, AT 401 MARKET STREET, TOMBALL, TEXAS, 77375. THIS MEETING AGENDA AND THE AGENDA PACKET ARE POSTED ONLINE AT:

[HTTPS://TOMBALLTX.GOV/ARCHIVE.ASPX?AMID=38](https://tomballtx.gov/archive.aspx?amid=38)

A RECORDING OF THE MEETING WILL BE MADE AND WILL BE AVAILABLE TO THE PUBLIC IN ACCORDANCE WITH THE OPEN MEETINGS ACT UPON WRITTEN REQUEST.

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: 831 0187 2964 Passcode: 666091. The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

- A. Call to Order
- B. Invocation
- C. Pledges
- D. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of*

Regular Tomball Economic Development Corporation Meeting

February 10, 2026 | Agenda

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time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]

E. Reports and Announcements

F. Reports by TEDC Staff:

1. Tomball Legacy Square Advisory Committee Update
2. Summer Youth Employment Program Update
3. TEDC Webinar #3 – Andrew Brockenbush – AI for Small Business: A Deep Dive into ChatGPT, Prompt Tricks & Emerging AI Tools – February 17, 2026 at 10:00 a.m.

G. Approval of Minutes

4. Regular Tomball EDC Meeting of January 13, 2026

H. New Business

5. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for 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 \$40,000.00.
- Public Hearing
6. Consideration and possible action to approve the Tomball Economic Development Corporation Ethics and Conflict of Interest Policy.
7. Consideration and possible action to approve the playground demolition at Tomball Legacy Square for an amount not to exceed \$7,500.00.
8. Presentation by the Tomball Legacy Square Board Committee regarding Phase 1 of the Webb Management Feasibility Study.
9. Consideration and possible action to approve a Professional Services Agreement with Civic Solutions Partnership for professional consulting services related to the development of the 2026-2029 Tomball Economic Development Corporation Strategic Plan for an amount not to exceed \$85,200.00.
10. TEDC Quarterly update on 2025-2026 Strategic Work Plan.

Regular Tomball Economic Development Corporation Meeting

February 10, 2026 | Agenda

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11. EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by Title 5, Chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following purpose:
 - Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.
 - Section 551.087, - Deliberation regarding Economic Development negotiations.
 - Section 551.074, - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: TEDC Staff.
12. Reconvene into regular session and take action, if necessary, on items discussed in Executive Session.

I. 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 4th day of FEBRUARY 2026 by 5:30 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Kelly Violette
Executive Director

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.

AGENDAS MAY BE VIEWED ONLINE AT www.ci.tomball.tx.us.

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Tomball Legacy Square Advisory Committee Update

Background:

Origination:

Recommendation:

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

Kelly Violette

FUNDING (IF APPLICABLE)

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

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

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

Signed _____
Staff Member-TEDC _____ Date _____

Approved by _____
Executive Director-TEDC Date _____

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Summer Youth Employment Program Update

Background:

Origination:

Recommendation:

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

FUNDING (IF APPLICABLE)

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

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

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

Signed _____
Staff Member-TEDC _____
Date _____

Approved by _____
Executive Director-TEDC _____
Date _____

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

TEDC Webinar #3 – Andrew Brockenbush – AI for Small Business: A Deep Dive into ChatGPT, Prompt Tricks & Emerging AI Tools – February 17, 2026 at 10:00 a.m.

Background:

Origination:

Recommendation:

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

FUNDING (IF APPLICABLE)

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

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

Signed _____
Staff Member-TEDC _____ Date _____

Approved by _____
Executive Director-TEDC _____ Date _____

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Regular Tomball EDC Meeting of January 13, 2026

Background:

Origination: Kelly Violette, Executive Director

Recommendation:

Approval of the Minutes for the Meeting of January 13, 2026

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 _____
Staff Member-TEDC

Approved by _____
Executive Director-TEDC

Date

**NOTICE OF REGULAR TOMBALL ECONOMIC DEVELOPMENT
CORPORATION MEETING**



**Tuesday, January 13, 2026
5:30 PM**

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THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF TOMBALL, TEXAS, WILL CONDUCT THE MEETING SCHEDULED FOR JANUARY 13, 2026, 5:30 PM, AT 401 MARKET STREET, TOMBALL, TEXAS, 77375. THIS MEETING AGENDA AND THE AGENDA PACKET ARE POSTED ONLINE AT:

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A. Call to Order

President Covington called the meeting to order at 5:33 p.m.

PRESENT

President Lisa Covington
Vice President Danny Hudson
Secretary Bill Sumner

Treasurer Latrell Shannon
Member Brock Hendrickson (via Zoom)
Member Becky Clepper

EXCUSED ABSENT
Member Wayne Hall

OTHERS PRESENT

Kelly Violette
Tiffani Wooten
Tori Gleason
Paul Garcia
Sakura Moten
Tom Condon
Peter Werner
Travis James
Troy Jacobson
Bruce Hillegeist
Teresa Latsis
Benjamin Sedberry
McKayley Dannelley (via Zoom)
Kyle Bertrand (via Zoom)
Mark Weilenman (Via Zoom)
Ray Methvin (via Zoom)
Kaela Olson (via Zoom)

B. Invocation

Vice President Hudson led the invocation.

C. Pledges

Kelly Violette led the pledge of allegiance to both flags.

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

No public comments were received.

E. Reports and Announcements

F. Reports by TEDC Staff:

Tiffani Wooten provided an overview of the following:

1. Winter 2025 Newsletter
2. Tomball Legacy Square Advisory Committee Meeting #1 – January 15, 2026 – 10:00 a.m.
3. TEDC Webinar #3 – Andrew Brockenbush – AI for Small Business: A Deep Dive Into ChatGPT, Prompt Tricks & Emerging AI Tools – February 17, 2026

E. Approval of Minutes

4. Regular Tomball EDC Meeting of November 18, 2025

Motion made by Treasurer Shannon, Seconded by Member Clepper to approve the minutes of the November 18, 2025 TEDC Board Meeting.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Clepper.

The motion carried unanimously.

F. New Business

5. Presentation by Ray Methvin of Insyteful regarding the Target Industry Analysis Report prepared for the Tomball Economic Development Corporation.

Presentation item only; no Board action required.

6. Consideration and possible action to approve the Tomball Economic Development Corporation Incentive Policy.

Motion made by Vice President Hudson, Seconded by Secretary Sumner to approve the Tomball Economic Development Corporation Incentive Policy with a correction to the Project Eligibility section to remove the ETJ boundary.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Clepper.

The motion carried unanimously.

7. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with the City of Tomball to make direct incentives to, or expenditures for property acquisition for the future development of a public safety complex to be located at or near 810 W Main

Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$2,300,000.00.

Public Hearing

President Covington opened the public hearing at 6:41 p.m. No comments were received. Public hearing was closed at 6:41 p.m.

Motion made by Member Clepper, Seconded by Vice President Hudson to approve an agreement with the City of Tomball for property acquisition as mentioned above in an amount to exceed \$2,300,000.00.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Clepper.

The motion carried unanimously.

8. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for Tomball Group, LLC to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 209 Market Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$50,000.00.

Public Hearing

President Covington opened the public hearing at 6:47 p.m. No comments were received. Public hearing was closed at 6:47 p.m.

Motion made by Vice President Hudson, Seconded by Secretary Sumner to approve the Old Town Façade Improvement Grant with Tomball Group, LLC as mentioned above in an amount not to exceed \$50,000.00.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Clepper.

The motion carried unanimously.

9. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for Tomball Social Haus to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 209 Fannin Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$26,507.50.

Public Hearing

President Covington opened the public hearing at 6:54 p.m. No comments were received. Public hearing was closed at 6:55 p.m.

Motion made by Treasurer Shannon, Seconded by Secretary Sumner to approve an Old Town Façade Improvement Grant with Tomball Social Haus, LLC as mentioned above in an amount not to exceed \$26,507.50.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Clepper.

The motion carried unanimously.

10. EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by Title 5, Chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following purpose:

- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.

- Section 551.087, - Deliberation regarding Economic Development negotiations.

The Tomball Economic Development Corporation Board of Directors recessed at 6:55 p.m.

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

The Tomball Economic Development Corporation Board of Directors reconvened at 7:14 p.m.

G. Adjournment

Motion made by Secretary Sumner, Seconded by Member Clepper to adjourn the meeting.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Clepper.

The motion carried unanimously. Meeting adjourned at 7:14 p.m.

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

Regular Tomball Economic Development Corporation Meeting

January 13, 2026 | Minutes

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Item 4.

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 7th day of JANUARY 2026 by 5:30 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Kelly Violette
Executive Director

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.

AGENDAS MAY BE VIEWED ONLINE AT www.ci.tomball.tx.us.

PASSED AND APPROVED this the 10th day of February 2026.

President, Tomball EDC Board

Secretary, Tomball EDC Board

Regular Tomball EDC

Agenda Item

Data Sheet

Meeting Date: February 10, 2026

Topic:

Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for 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 \$40,000.00.

- Public Hearing

Background:

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.

Origination: Scott Moore, Owner, Tejas Dragon Companies, LLC

Recommendation: Staff recommends approval of the Old Town Façade Improvement Grant for Tejas Dragon Companies, 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: No:

If yes, specify Account Number: #Old Town Façade Improvement Grants

If no, funds will be transferred from account #

To account #

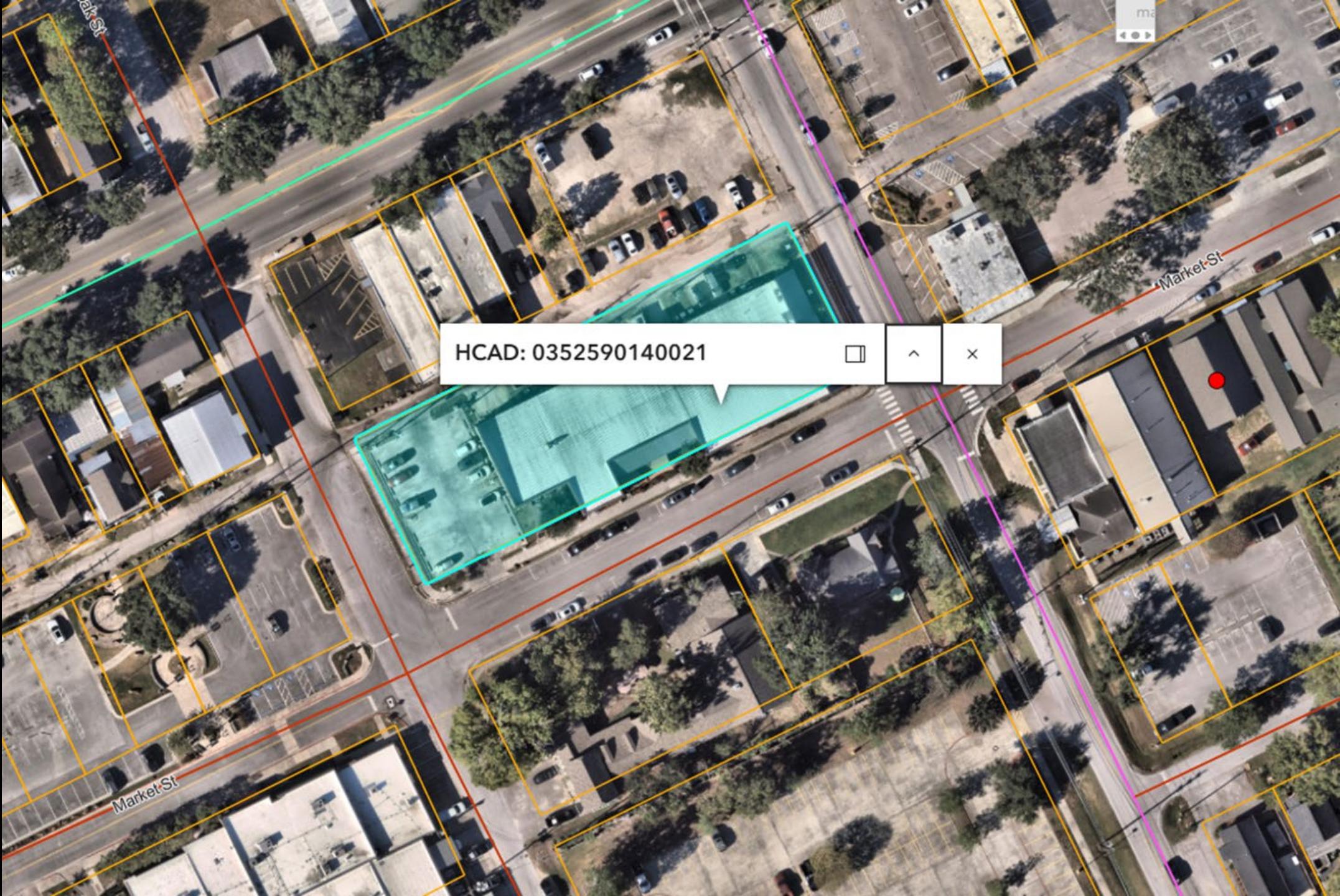
Signed _____
Staff Member-TEDC

Approved by _____
Executive Director-TEDC

Date

Business Name:
Tejas Dragon Companies, LLC dba Wise Guys

Address:
**306 Market Street
Tomball, Texas 77375**



Before Picture(s)



Item 5.

Before Picture(s)

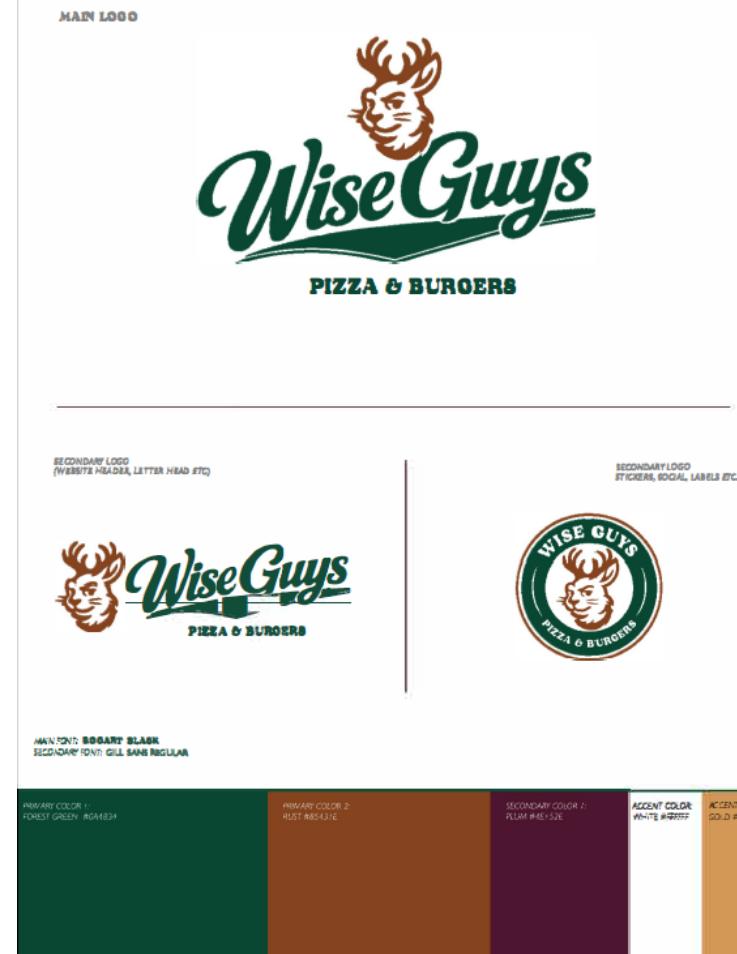
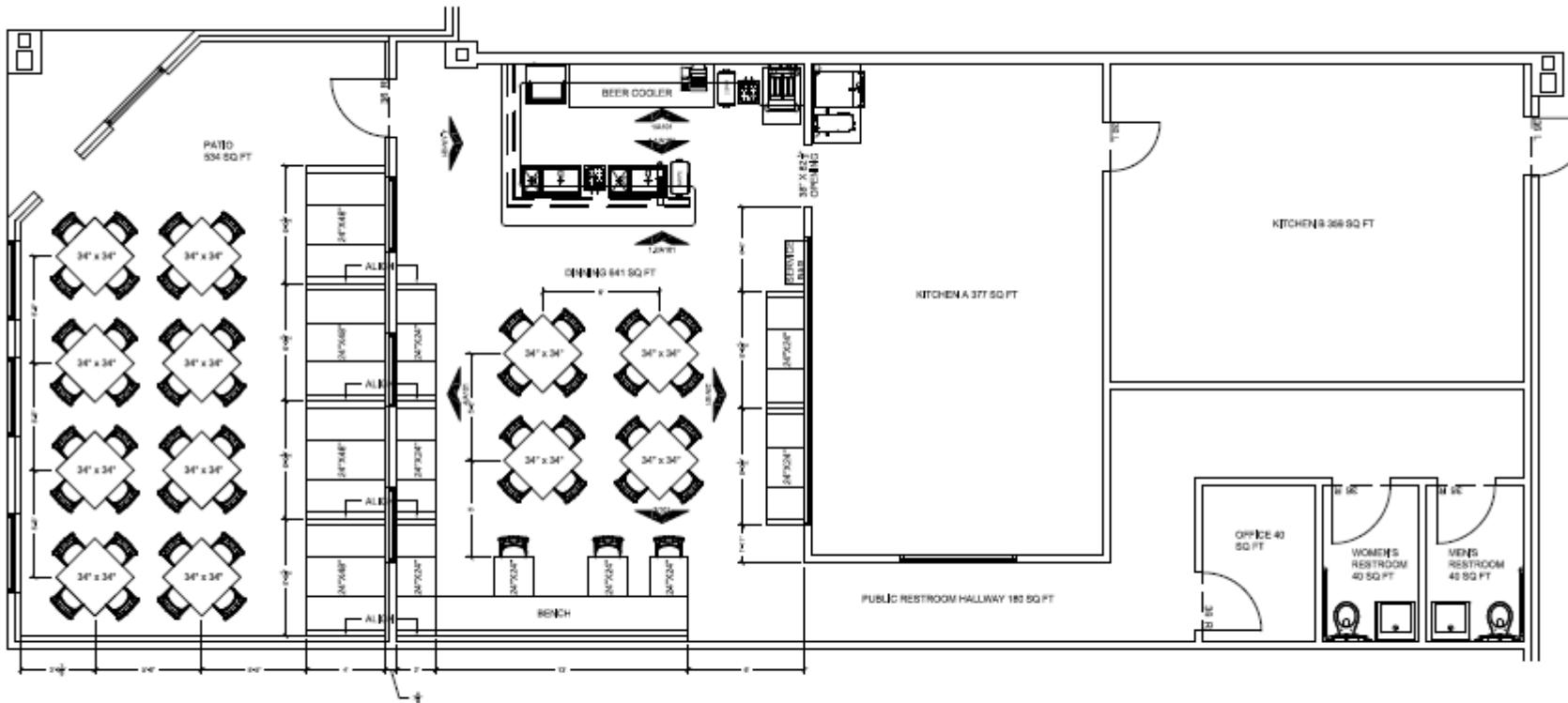


Item 5.

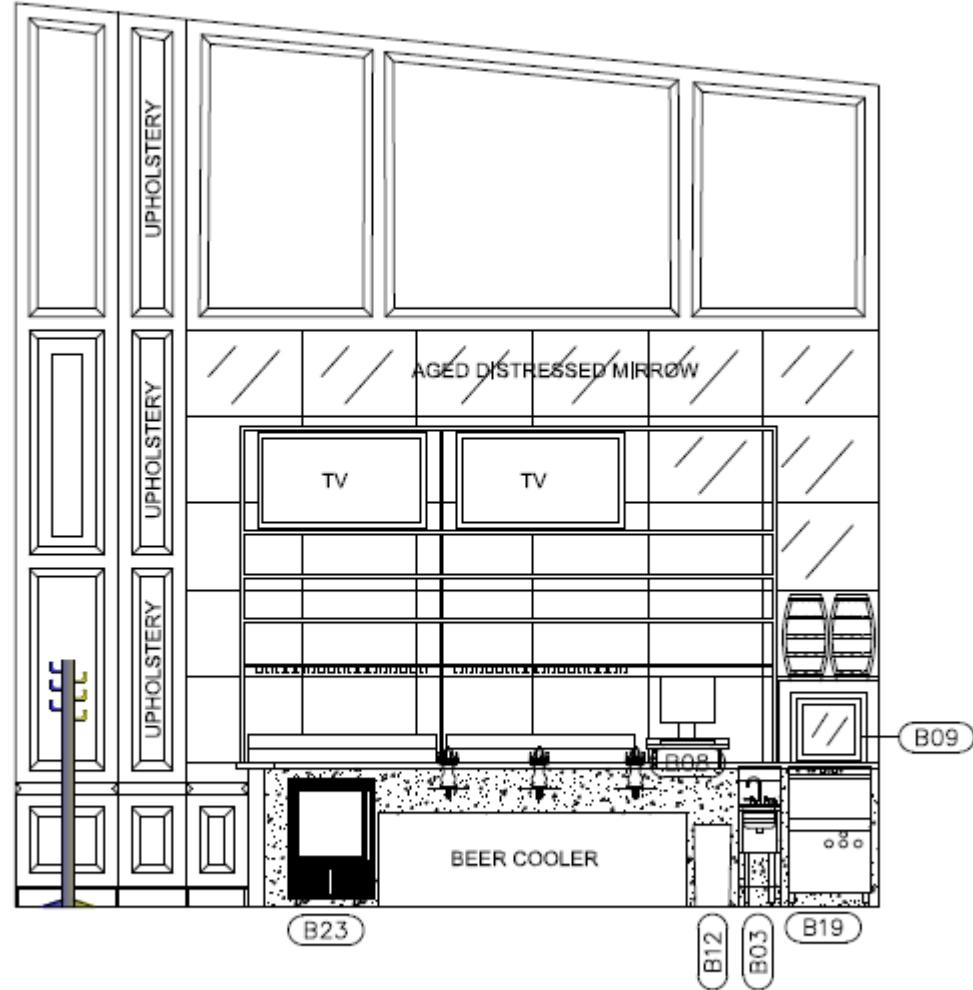
RENDERINGS

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

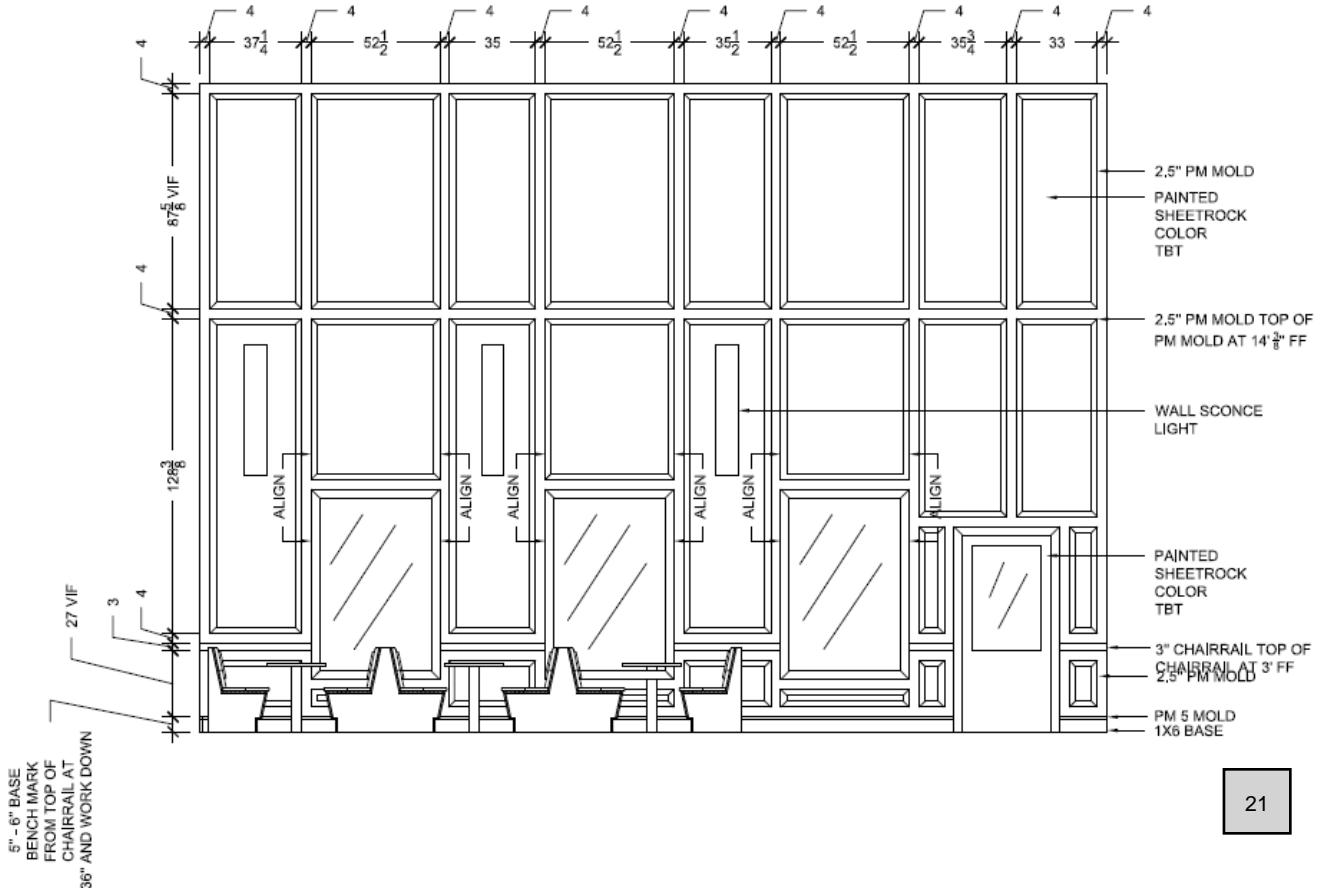
Item 5.



RENDERINGS

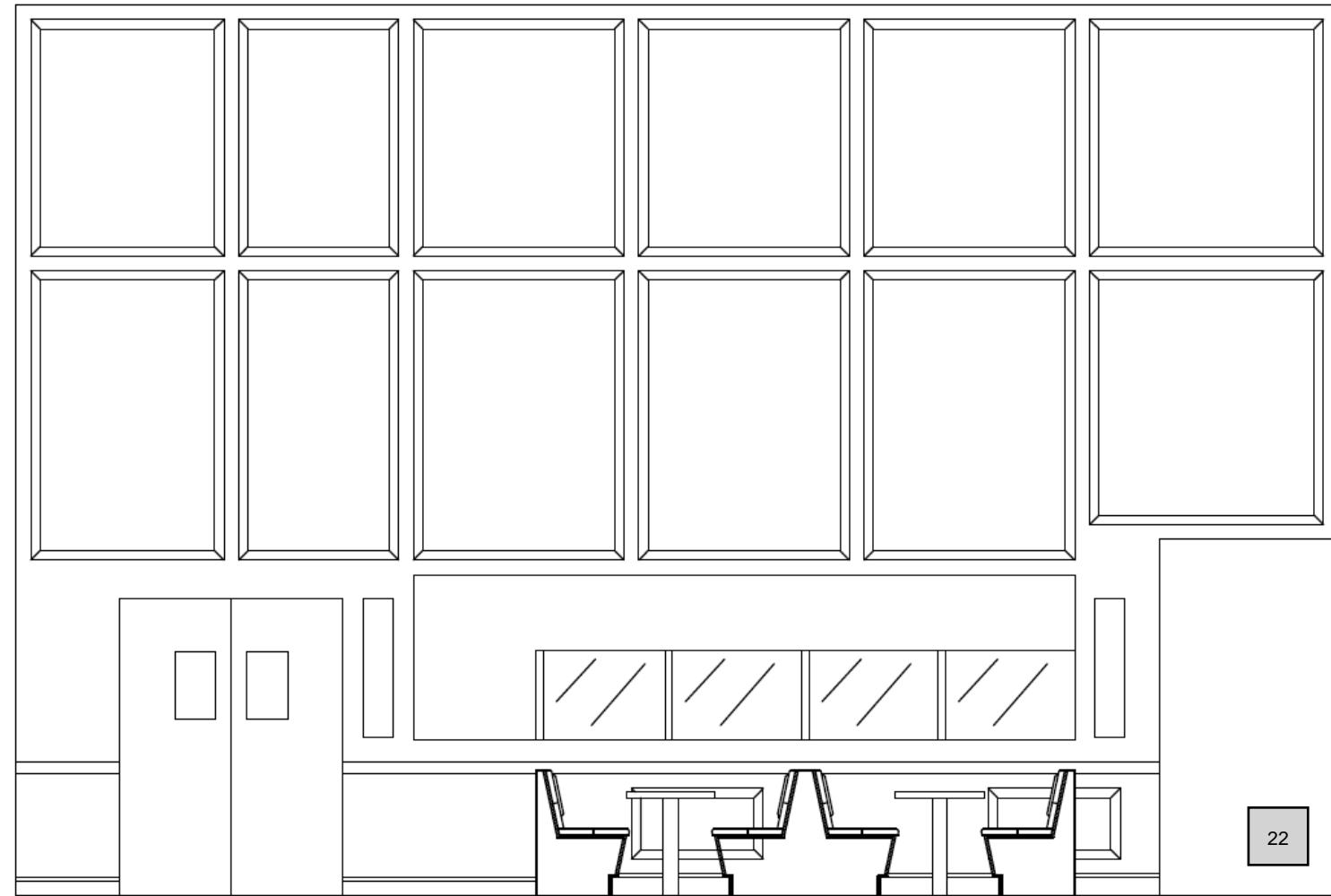
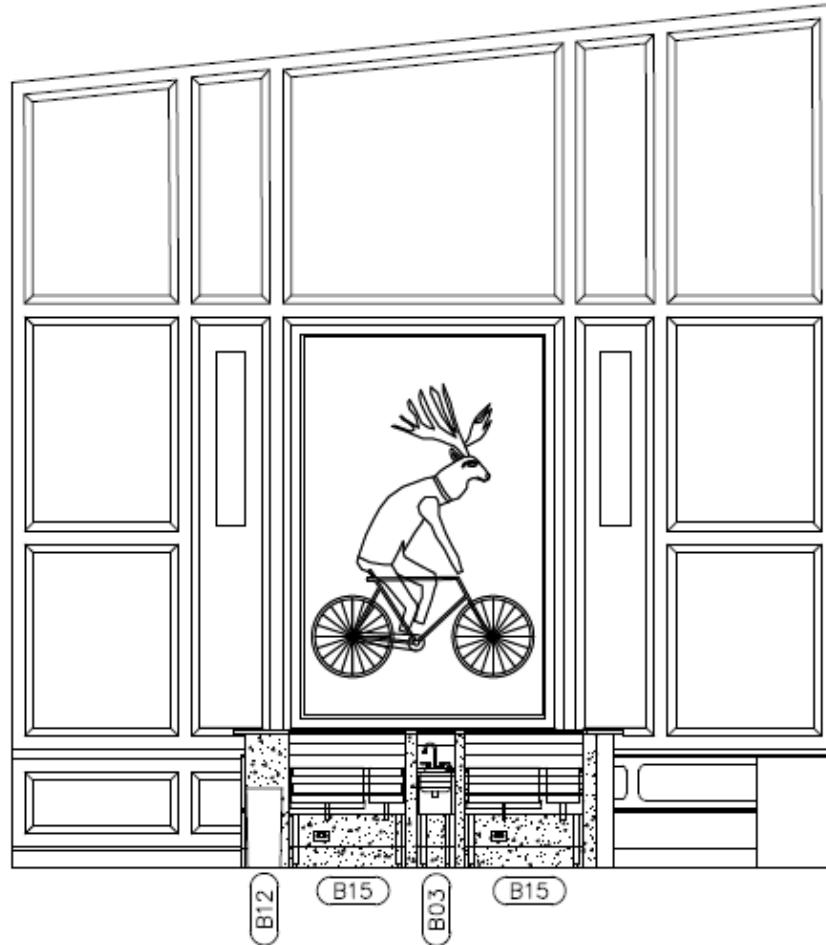


Interior Improvements: Main dining area remodel, electrical, plumbing, interior painting, flooring, millwork, and cabinetry.



RENDERINGS

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



Total Eligible Interior Cost:

\$96,771.00

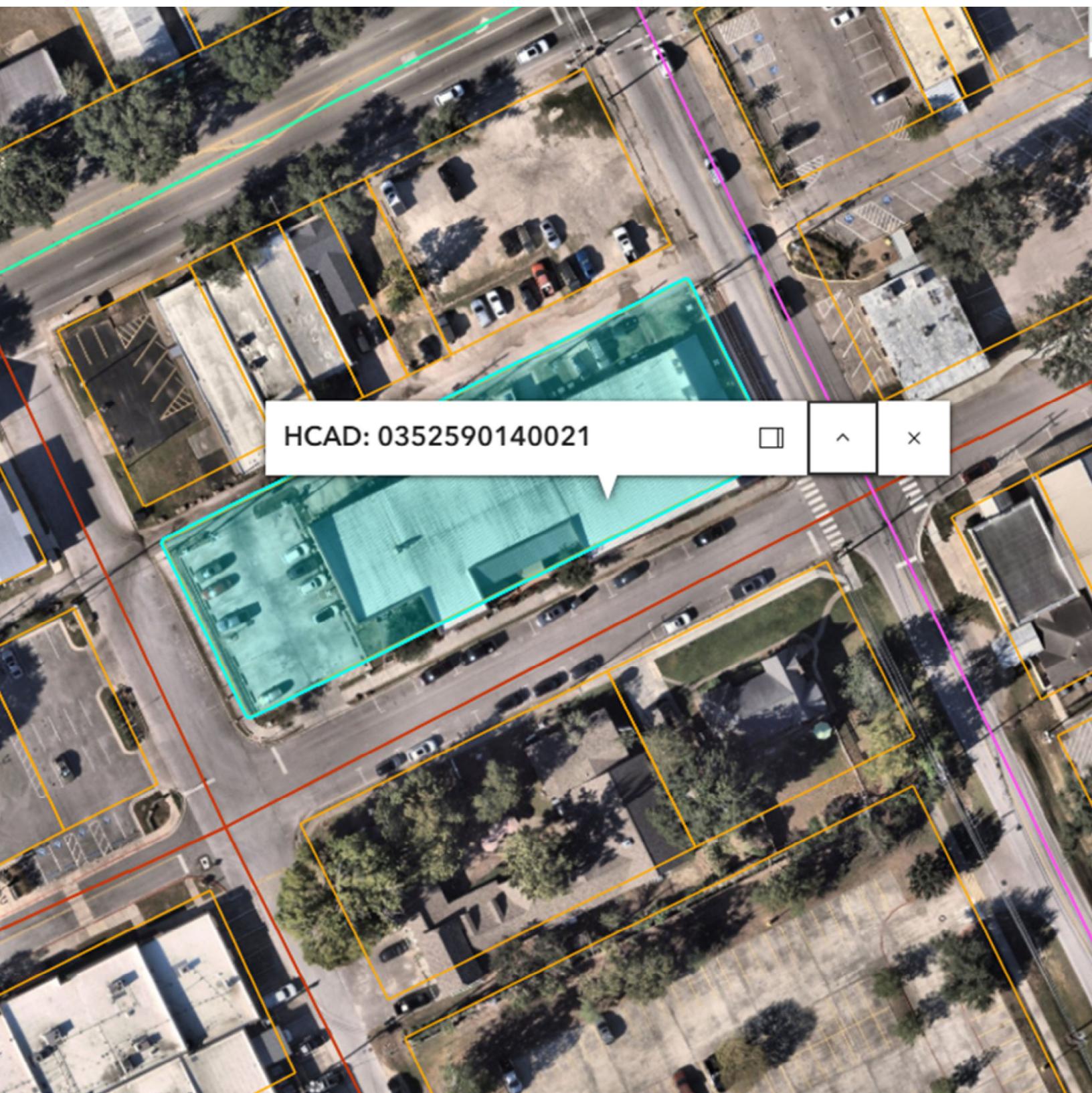
Total Project Investment:

\$136,126.50

Total Eligible Exterior Cost:

\$10,800.00

- 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 removed and floor drains installed to accommodate the new bar. New built in booth seating will be installed.

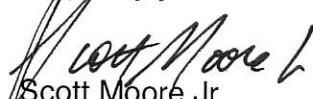
The front patio dining area will be need a new floor surface as well to make the dining experience more enjoyable and safer. New booth seating install on the patio as well.

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 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@texaschocolat.com

Signature: Scott Moore Jr

PROPERTY OWNER/LANDLORD: teresa Latsis

ADDRESS: 108 Commerce St Tomball 77375

PHONE: 203.348.0718

EMAIL: t.latsis@nutsongroup.com

Signature: Teresa Latsis

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 Grays

Address: 306 Market St Tomball, TX 77375

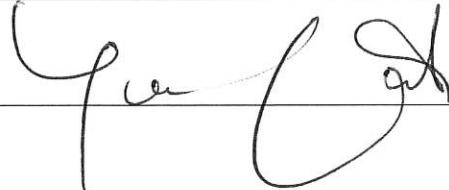
Phone No.: 713 299-1552

Signature: 

Property Owner/Landlord: Teresa Latens

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: TEXAS 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. FINE STREET TOMBALL, TX 77375

Street Address: _____

City/State/Zip: _____

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

Company Name: TEXAS 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 |
|---------------------------|------------------|----------------------|-----------------|
| FAÇADE/ EXTERIOR/SIGN | 10,450 | FEB/2026 | MARCH 1 2026 |
| INTERIOR FLOORS | 11,800 | FEB/2026 | MARCH 1 2026 |
| INTERIOR BART/ 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: Scott Moore Jr

Phone: (281) 295 1552

Email: Scott@tejaschocolate.com

Property Owner/Landlord: _____

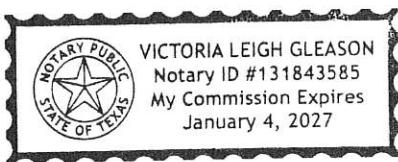
Signature: _____

Phone: _____

Email: _____

The State of Texas
County of Harris

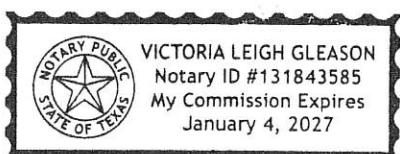
Before me, the undersigned authority, on this 30th day of January,
2026, personally appeared Suzanne Moore,
known to me to be the persons whose names are subscribed to the foregoing
instrument, and acknowledged to me and that they executed the same for the
purposes therein expressed.

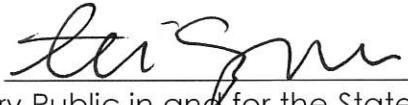



Notary Public in and for the State of Texas
My Commission Expires: 01/04/2027

The State of Texas
County of Harris

Before me, the undersigned authority, on this 30th day of January,
2026, personally appeared Tyresha Lutris,
known to me to be the persons whose names are subscribed to the foregoing
instrument, and acknowledged to me and that they executed the same for the
purposes therein expressed.




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



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 Project Investment:

\$136,126.50

Total Eligible Exterior Cost:

\$10,800.00

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 | 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 Facade 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

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Consideration and possible action to approve the Tomball Economic Development Corporation Ethics and Conflict of Interest Policy.

Background:

At the January 13, 2026, Tomball EDC Board Meeting, the TEDC Board of Directors approved a comprehensive Incentive Policy. The Incentive Policy included recommendations and actions that stated the TEDC's need for an Ethics and Conflict of Interest Policy.

TEDC staff has collaborated closely with our legal counsel, Messer Fort, to develop and finalize a draft Ethics and Conflict of Interest Policy. The item before the Board is the resulting policy draft, presented for review and discussion.

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

Recommendation: Approval of the Tomball Economic Development Corporation Ethics and Conflict of Interest Policy.

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 _____

Staff Member-TEDC

Date

Approved by _____

Executive Director-TEDC

Date

Tomball Economic Development Corporation

Ethics and Conflict of Interest Policy

I. Purpose and Authority

The Tomball Economic Development Corporation (TEDC) is a nonprofit industrial development corporation created pursuant to Chapters 501 and 505 of the Texas Local Government Code.

The purpose of this Ethics and Conflict of Interest Policy is to:

- Ensure compliance with Chapters 501 and 505 of the Texas Local Government Code and the Texas Non-Profit Corporations Act;
- Implement the conflict-of-interest requirements contained in the TEDC Bylaws;
- Promote transparency, integrity, and accountability in the use of public funds; and
- Protect the public trust by preventing improper personal benefit from Corporation activities.

II. Applicability

This Policy applies to:

- All voting members of the TEDC Board of Directors; and
- Ex-officio Directors, to the extent applicable to ethical conduct, disclosure, and participation in Board deliberations

III. Governing Law and Standards

Directors of the TEDC are subject to and shall comply with:

1. **Chapters 501 and 505, Texas Local Government Code;**
2. The **TEDC Bylaws**, including Article V, Section 5.03 (Potential Conflicts of Interest; Code of Ethics);
3. The **Code of Ethics of the City of Tomball, Texas**
4. **Chapter 22 of the Texas Business Organizations Code;** and
5. Other applicable state and local laws.

In the event of a conflict between this Policy and applicable law or the TEDC Bylaws, the applicable law and Bylaws shall control.

IV. Public Purpose and Fiduciary Duty

Pursuant to Chapters 501 and 505, TEDC exists solely to accomplish a **public purpose** related to economic development. Directors serve as fiduciaries of public resources and shall:

- Act in good faith;
- Exercise ordinary business judgment; and
- Make decisions solely in the best interests of the Corporation and the City of Tomball.

No Director may use their position to secure a personal, financial, or business benefit that is inconsistent with the Corporation's public purpose.

V. Definition of Conflict of Interest

A **Conflict of Interest** exists when a Director has a **substantial interest**, direct or indirect, in a business entity or real property that is the subject of deliberation, action, or decision by the Board of Directors.

A Conflict of Interest includes:

- Actual conflicts;
- Potential conflicts; and
- Situations that create the appearance of impropriety or divided loyalty.

VI. Substantial Interest

For purposes of this Policy, a Director is deemed to have a **substantial interest** in a business entity or real property if any of the following conditions apply. When disclosing a conflict, the Director shall identify all applicable bases for the interest:

A Director has a substantial interest in a **business entity** if the Director:

- Owns **any voting stock or shares** of the business entity;
- Owns **any portion of the fair market value** of the business entity;
- Received **funds from the business entity that exceed 10 percent of the Director's gross income for the previous year**; or
- Is a **manager, officer, or member of the business entity or of affiliate or associate of the business entity**.

A Director has a substantial interest in **real property** if:

- The matter involves real property in which the Director has an **equitable or legal ownership interest** with a **fair market value of at least \$2,500**.

The existence of a substantial interest requires disclosure and abstention in accordance with this Policy and the TEDC Bylaws.

VII. Disclosure Requirements

Consistent with **Chapter 505 of the Texas Local Government Code** and the TEDC Bylaws:

1. Affidavit of Disclosure

A Director with a substantial interest in a business entity or real property that is the subject of Board deliberation shall file a written affidavit with the Secretary of the Corporation stating the nature and extent of the interest.

2. Timing

The affidavit must be filed **before any vote, decision, or formal action** by the Board on the matter.

3. Public Record

The affidavit shall be maintained as part of the Corporation's official records.

VIII. Abstention and Non-Participation

- A Director who has a substantial interest shall **abstain from voting or deciding** on the matter.
- The Director shall not attempt to influence the outcome of the matter, either formally or informally.
- The abstention and disclosure shall be noted in the official minutes of the Board meeting.

IX. Prohibited Benefits and Conduct

In accordance with Chapters 501 and 505 and the TEDC Bylaws, no Director shall:

- Receive an improper personal or business benefit from the Corporation's operations;
- Use Corporation funds, property, or information for non-public purposes;
- Wrongfully disclose confidential or proprietary information; or
- Take actions that interfere with the Corporation's ability to carry out its public purpose.

X. Annual Acknowledgment and Ongoing Duty

Each Director shall:

- Acknowledge this Policy upon appointment and annually thereafter; and
- Promptly disclose any new or changed circumstances that may give rise to a conflict of interest.

The duty to disclose is ongoing and not limited to scheduled meetings.

XI. Enforcement and Remedies

Failure to comply with this Policy may result in action consistent with:

- Chapters 501 and 505 of the Texas Local Government Code;
- Chapter 22 of the Texas Business Organizations Code
- The TEDC Bylaws; and
- Removal by the City Council of the City of Tomball, with or without cause, as provided in the Bylaws.

XII. Adoption and Amendment

- This Ethics and Conflict of Interest Policy shall take effect upon adoption by the TEDC Board of Directors and approval by the City Council of the City of Tomball, as required under the Development Corporation Act. Amendments shall follow the same approval process.

AFFIDAVIT OF CONFLICT OF INTEREST

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

I, _____, as a member of the Tomball Economic Development Corporation, make this affidavit and hereby on oath state the following: I, and/or a person or persons related to me in the first degree by either affinity or consanguinity, have a substantial interest in a business entity that would be peculiarly affected by a vote or decision of the Tomball Economic Development Corporation as those terms are defined in the Tomball Economic Development Corporation's Conflict of Interest policy.

Date of Meeting: _____

Agenda Item Number: _____

The Business Entity is _____

I have a substantial interest in this business entity for the following reasons: (check all which are applicable)

- _____ Ownership of voting stock or shares of the business entity.
- _____ Ownership of a portion of the fair market value of the business entity.
- _____ A manager, officer or member of the business entity or its affiliate
- _____ Funds received from the business entity exceed 10% of my gross income for the previous year.
- _____ Real property is involved and I have an equitable or legal ownership with a fair market value of at least \$2,500.
- _____ I have a vested interest in the decision made by the Tomball Economic Development Corporation Board of Directors and/or City Council.

_____ a person who is related to me within the first degree of consanguinity (blood) or affinity (marriage) has a substantial interest in the involved real property or business entity. I have also checked which of the above types of interest my relative has in item.

Upon the filing of this affidavit with the Official Record Keeper of the City, I affirm that I will abstain from voting on any decision involving this business entity and from any further participation on this matter whatsoever.

Signed this _____ day of _____, 202__.

Signature of Official

TEDC Board Member
Title

BEFORE ME, the undersigned authority, this day personally appeared _____ and on oath stated that the facts herein above stated are true to the best of their knowledge or belief.

SWORN TO AND SUBSCRIBED BEFORE ME on this _____ day of _____, 202__.

Notary Public in and for the State of Texas

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Consideration and possible action to approve the playground demolition at Tomball Legacy Square for an amount not to exceed \$7,500.00.

Background:

The existing playground at Tomball Legacy Square is an older installation that is no longer aligned with the long-term vision for the site. As planning and redevelopment efforts for Legacy Square continue, removal of the existing playground equipment is recommended to allow for future site improvements and to eliminate ongoing maintenance and liability concerns associated with aging recreational infrastructure.

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

Recommendation: Staff recommends approval of the playground demolition.

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: _____ #Tomball Legacy Square

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

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

Arrowhead Asset Services LLC
10206 Georgibelle Dr
Houston, TX 77043-5206 USA
+17133319399

Item 7.



ARROWHEAD

ADDRESS
Colliers Property Management
C/O Colliers Property
Management
1233 West Loop South, Suite 950
Houston, TX 77027

SHIP TO
Colliers Property Management
C/O Colliers Property
Management
1233 West Loop South, Suite 950
Houston, TX 77027

Estimate 26820

DATE 01/09/2026

| DATE | QTY | RATE | AMOUNT |
|---|-----|----------|----------|
| Demolition Labor, equipment, and disposal fees to demo, and haul off all playground equipment, and perimeter chain link fencing. Ensuring all necessary safety measures are met, and no hazards are left on site. | 1 | 7,500.00 | 7,500.00 |

401 Oxford St, Tomball, TX, USA

| | |
|--------------|-------------------|
| SUBTOTAL | 7,500.00 |
| TAX | 0.00 |
| TOTAL | \$7,500.00 |

Accepted By

Accepted Date

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Presentation by the Tomball Legacy Square Board Committee regarding Phase 1 of the Webb Management Feasibility Study.

Background:

Phase One of the Tomball Legacy Square Feasibility Assessment has been presented to the full Advisory Committee for review and feedback. This phase focused on market conditions, community needs, existing facilities, and alignment with City and TEDC goals. Below is a summary of key findings and recommendations from the Phase One Assessment:

Key Findings

- The analysis identified a clear **potential audience** for performances, education programs, meetings, and community events within Tomball and the surrounding 30-minute drive area, supported by population growth and above-average spending on arts and entertainment.
- There is demonstrated **demand from local and regional arts organizations** for performance, exhibition, education, and event spaces, alongside identified gaps in the existing facility inventory.
- Development of new or enhanced facilities at Legacy Square aligns with **community and economic development goals**, including improving quality of life, strengthening Tomball's regional identity, expanding arts education opportunities, and supporting the creation of a cultural district in Old Town Tomball.

Key Recommendations

- Develop a **flexible main performance space** with a capacity of approximately 800–1,000 seats to accommodate a range of programming, including performances, speakers, film, and special events.
- Provide **dedicated exhibit space** to showcase local and regional artists, ideally curated in partnership with established arts organizations.
- Establish an **arts education center** with rehearsal, teaching, and support spaces to serve multiple disciplines and education partners.
- Incorporate an **outdoor event and gathering space** that can support community events, festivals, and passive use, while integrating public art and strengthening Legacy Square's role as a civic destination.

Phase Two: Business Plan

Phase Two of the Legacy Square study will build upon the findings and recommendations from Phase One by developing a detailed **business and implementation plan**. This phase will evaluate operating models, governance and staffing needs, programming strategies, facility management, and financial feasibility. Phase Two will also include a pro-form operating budget, assessment of economic impacts,

benchmarking against comparable facilities, and identification of a critical path for implementation to inform future decision-making.

Origination: Tomball Legacy Square Board Committee

Recommendation: Presentation item only; no Board 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 _____
Staff Member-TEDC _____ Date _____

Approved by _____
Executive Director-TEDC _____ Date _____

Legacy Square Needs Assessment Summary

February 2, 2026

Introduction

Study Progress

- Webb Mgmt has delivered the first part of their study to the Legacy Square Advisory Committee, confirming community needs and market opportunities for the Legacy Square redevelopment project.
- The work to date suggests that Legacy Square could be an active set of community-serving cultural facilities that contribute to the broader goals of the City of Tomball.



Photo credit: Studio Red Architects

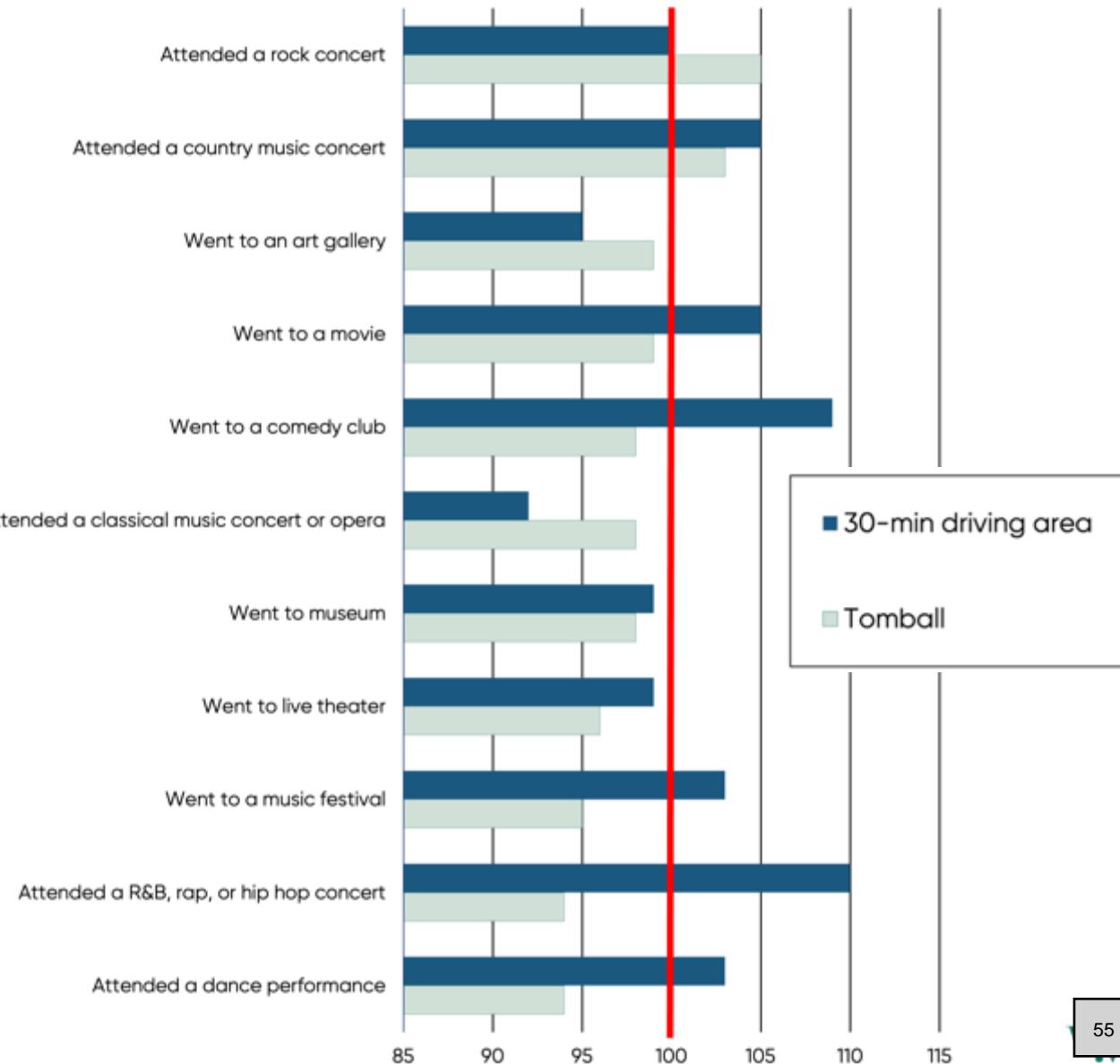
Market Analysis

Item 8.

Strong indicators of participation

- By 2030 there will be over 1.5 million people living within 30 minutes of Legacy Square
- Many of those regional residents have the demographic characteristics that suggest likely participation in a range of live arts and cultural programs.
- Local and regional residents are also more likely than average Americans to participate in various arts activities and attend a range of arts performances.

Market Potential Indexes – Attendance



Facility Uses and Users

Community arts organization needs

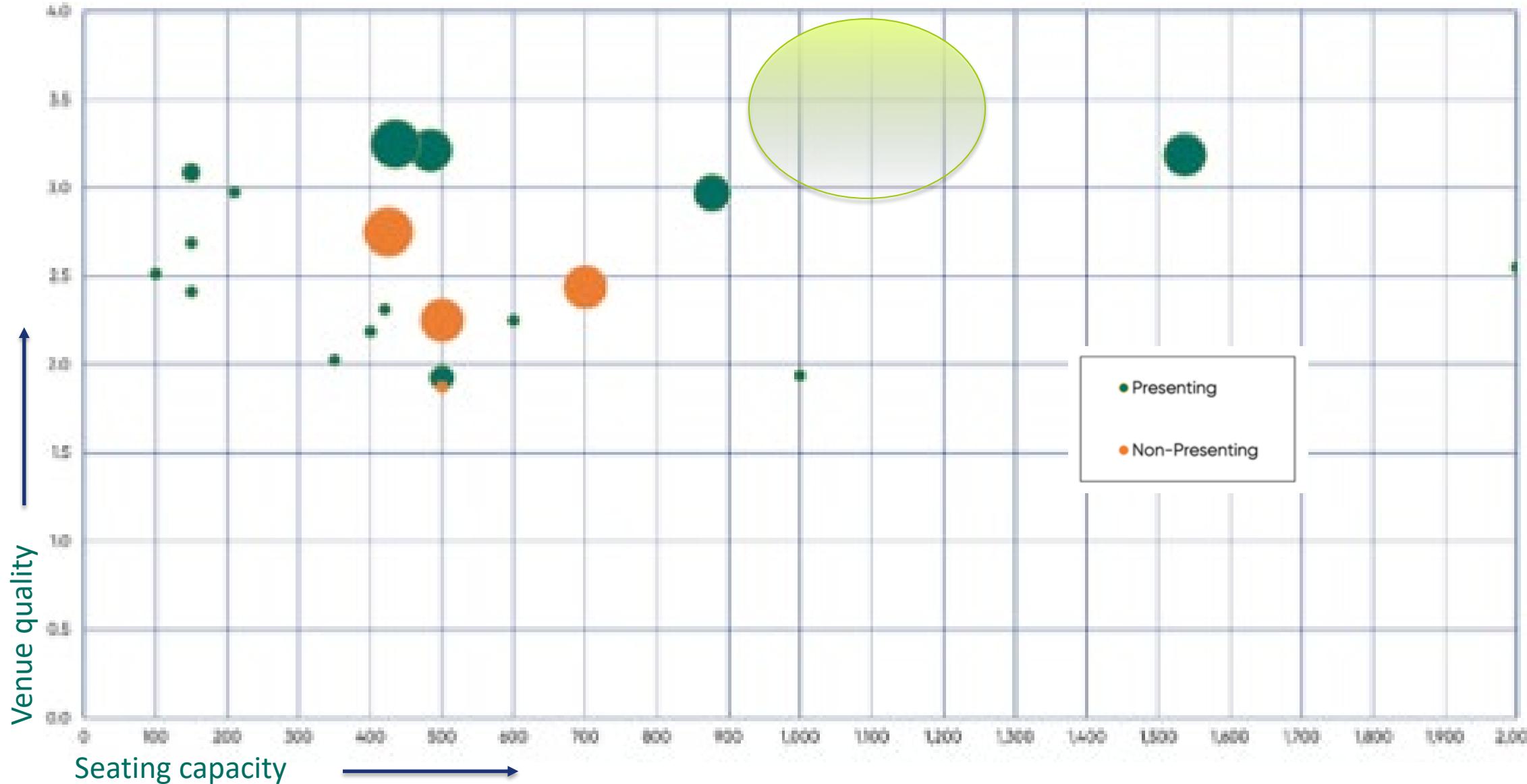
| Legacy Square Theater Uses and Users | | | | | Event | Prep | Dark | Total | |
|--------------------------------------|---------------|----------------|-------------------|--------|-------|------|------|-------|-----|
| Users | Based in | Capacity Range | Discipline | Perfs. | Days | Days | Days | Days | |
| From the Ashes Theatre Company | Spring | 500-600 | Theatre | 45 | 45 | 30 | 40 | 115 | |
| Symphony North of Houston | Tomball | 500+ | Unamplified Music | 5 | 5 | 10 | | 15 | |
| The Prevailing Winds | Tomball | 600+ | Unamplified Music | 6 | 6 | 6 | | 12 | |
| Tomball Dance Studios | Tomball | 600-1,000 | Dance | 12 | 12 | 0 | | 12 | |
| Main Street Crossing | Tomball | 750-1,000 | Amplified Music | 50 | 50 | 0 | | 50 | |
| National Youth Theatre | The Woodlands | 800-1,000 | Theatre | 64 | 64 | 90 | | 154 | |
| Texas Master Chorale | Houston | 1,000-1,500 | Unamplified Music | 4 | 4 | 8 | | 12 | |
| | | | | | 186 | 186 | 144 | 40 | 370 |

There are a number of local and regional arts groups seeking access to a new theater for a range of programs.

Local & Regional Facilities

There are gaps in the regional inventory of facilities, notably for higher quality space in the 900 to 1,200-seat range.

Item 8.



Recommendations

What's needed

1. Main space with a capacity near 1,000 seats.
2. Exhibit space in the original chapel
3. Arts education center in the Fellowship Hall.



Next Steps

Business planning

- How should recommended facilities be programmed, operated and financially sustained?
- Who are the right local and regional partners for the project, and how do we bring them into the project?
- What are the potential economic impacts of the project and other elements of its return on investment back to the EDC and the City of Tomball?



Photo credit: Midtown Farmers Market

Regular Tomball EDC

Agenda Item

Data Sheet

Meeting Date: February 10, 2026

Topic:

Consideration and possible action to approve a Professional Services Agreement with Civic Solutions Partnership for professional consulting services related to the development of the 2026-2029 Tomball Economic Development Corporation Strategic Plan for an amount not to exceed \$85,200.00.

Background:

The Tomball Economic Development Corporation (TEDC) is guided by a Strategic Plan that is evaluated annually to ensure it remains responsive to changing conditions and aligned with community priorities. To ensure the organization continues to effectively align its goals with the City of Tomball's broader economic and community priorities, the organization issued RFQ No. 2025-02-TEDC for Professional Economic Development Consulting Services, seeking firms with strong experience in strategic planning for economic development organizations, municipalities, and similar entities.

The following firms submitted Statements of Qualifications (SOQ): Civic Solutions Partnership, Economic Growth Strategies, Elite Research, HdL ECONsolutions, Jaxis Advisory, LeVass Ventures, Marketing Alliance, MRB Group, TIP Strategies, and TMPA, LLC. The Business Retention & Expansion (BRE) Committee reviewed and scored the SOQ's using the criteria outlined in the RFQ and conducted a comparative assessment of each firm's experience in strategic planning for economic development organizations, facilitation, and community engagement knowledge. The top four ranked firms were invited to interview with the BRE Committee.

Through this competitive process, Civic Solutions Partnership emerged as the top-ranked firm. Their proposal demonstrated extensive strategic planning experience with facilitation, community engagement, and knowledge of Type-B Texas Economic Development Corporations and Comprehensive Plans.

Scope of Services Summary

Project Team

Tomball's strategic plan will be led by Steven Pedigo and Laura Huffman who have deep experience in economic development strategy, workforce alignment, and implementation. Their approach emphasizes direct involvement by firm leadership, supported by targeted analytical and design expertise. The team is structured to provide continuity, judgment, and responsiveness throughout the project.

Phase 1: Launching Tomball's Strategic Planning Process (February – March 2026)

- Project Kick-off and Alignment Session
- Work Plan, Engagement Calendar, and Steering Committee
- Review of Plans, Data, and Market Context
- In-Market Visit, Economic Field Tour, Steering Committee Workshop #1

Phase 2: Mapping Tomball's Economy and Market Position (March 2026)

- Peer Benchmarking Assessment
- Business Retention & Expansion (BRE) and Incentive Program Review
- Land Use, Old Town Redevelopment, and Product Readiness Review
- Steering Committee Briefing #2

Phase 3: Listening to Tomball (April 2026)

- Stakeholder Interview Series – 10-12 Structured Interviews
- Business & Stakeholder Roundtables – 6-8 Roundtables
- Engagement Summary Synthesis

Phase 4: Building the Strategy and Activating the Plan (May – June 2026)

- Strategic Framework Development
- Leadership Retreat
- Implementation Roadmap, KPIs, and Year One Work Plan
- Final Strategic Plan

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

Recommendation: Based on the RFQ results and the BRE Committee's evaluation, staff recommends approval of the Professional Services Agreement with Civic Solutions Partnership.

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: #Professional Services _____

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

Signed _____
Staff Member-TEDC _____ Date _____

Approved by _____
Executive Director-TEDC _____ Date _____



CREATION OF A THREE-YEAR STRATEGIC PLAN FOR THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION

Civic Solutions Partnership LLC

Steven Pedigo
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Laura Huffman
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February 2026

01. COVER LETTER

Ms. Kelly Violette
 Executive Director
 Tomball Economic Development Corporation
kviolette@tomballtxedc.org

Re: RFQ NO. 2025-02-TEDC – Professional Economic Development Consulting Services

Dear Ms. Violette:

We are honored and genuinely excited to be selected to partner with the Tomball Economic Development Corporation on the development of its next Three-Year Strategic Plan.

Tomball is entering a pivotal period. The City has done the important work of clarifying direction through its updated Comprehensive Plan. The opportunity now is to translate that vision into focused economic development priorities that the TEDC can operationalize, measure, and adapt over time. In a competitive northwest Houston market, where many communities are pursuing the same employers, talent, and investment, clarity of role and disciplined execution will distinguish Tomball.

The TEDC's Type B authority provides meaningful flexibility. It enables strategic investment in business retention and attraction, workforce partnerships, quality of place, and catalytic initiatives such as Old Town. The strategic plan must make deliberate choices about where the TEDC will lead, where it will support, and how it will deploy its resources for maximum impact over the next three years.

Civic Solutions Partnership brings both national perspective and on-the-ground judgment to this work. Our principals have advised communities across Texas and the country while also serving in senior leadership roles inside cities and economic development organizations. That experience allows us to design strategies that are not only aspirational, but executable within real organizational, political, and fiscal constraints.

Attached is a proposed scope of work that reflects our recent discussions and aligns with the established budget parameters. The scope is structured to be collaborative and data-informed, while remaining practical and focused. It culminates in clear strategic priorities, defined performance measures, and a Year One Action Plan that provides immediate direction for staff and Board leadership.

We are excited to begin this work and to partner closely with you and the Board in shaping a strategy that is disciplined, actionable, and responsive to Tomball's evolving market position.

Thank you again for the opportunity. We look forward to the next steps and to formally launching the project together.

Sincerely,



Steven Pedigo
 Co-Founder, CivicSol



Laura Huffman
 CEO + Co-Founder, CivicSol

02. FIRM EXPERIENCE

CIVICSOL: ECONOMIC DEVELOPMENT STRATEGY DESIGNED FOR IMPLEMENTATION

Civic Solutions Partnership (CivicSol) is a women-owned economic development and public strategy firm focused on helping communities design and implement economic development strategies that work in practice. Our core work is economic development strategy. Over the past two decades, our principals have advised more than 100 communities across the country on business retention and expansion, target sector development, workforce alignment, downtown and corridor revitalization, and economic development organization effectiveness.

What distinguishes CivicSol is the combination of national consulting perspective and practitioner-level judgment. Our principals bring decades of experience advising communities across diverse markets, paired with senior leadership roles inside cities, chambers, and economic development organizations. This combination allows us to recognize patterns across places, apply proven approaches thoughtfully, and design strategies that reflect real organizational capacity, governance structures, and fiscal and political constraints.

Our work is grounded in a simple principle: strategy only matters if it can be executed. CivicSol focuses on clarity, prioritization, and accountability so that plans move from adoption to sustained action.

WHAT CIVICSOL BRINGS TO TOMBALL

Across our national and Texas-based work, CivicSol is known for several strengths that are directly relevant to the Tomball Economic Development Corporation.

Implementation-focused strategy

We design strategies with clear priorities, defined responsibilities, and measurable outcomes. Every plan includes a phased roadmap, performance indicators, and a Year One Action Plan that gives staff and leadership a practical starting point.

Market-informed positioning

Our approach integrates labor market intelligence, peer benchmarking, and target sector analysis to help communities make deliberate choices about where to compete. We emphasize realistic opportunities grounded in workforce availability, product readiness, and regional market dynamics.

Business retention and expansion systems

CivicSol helps EDCs move from informal outreach to structured BRE programs that surface employer needs, identify expansion opportunities, and improve coordination across City departments and partner organizations.

Type B EDC fluency

We bring deep experience working with Texas Type B economic development corporations. CivicSol understands the flexibility and constraints of Type B tools and helps EDCs align incentives, workforce investments, redevelopment efforts, and quality-of-place initiatives with clear strategic priorities.

Board- and staff-ready plans

Our strategies are designed to support governance and operations. Boards can use them to set direction and measure progress. Staff can use them to guide decisions, coordinate partners, and communicate results clearly and consistently.

WHERE THIS HAS WORKED

The following examples illustrate how CivicSol applies these strengths in communities facing dynamics similar to Tomball's.

Austin, Texas – Infrastructure Academy

CivicSol designed and launched the Austin Infrastructure Academy, a workforce platform supporting more than \$25 billion in regional infrastructure investment. The initiative aligned employers, training providers, workforce boards, and City leadership around a shared implementation model, creating clear career pathways tied to real labor demand. The Academy received the National Association of Workforce Boards' 2024 Trailblazer Award, demonstrating CivicSol's ability to connect economic development strategy, workforce systems, and implementation at scale.

Terrell, Texas – Economic Development Strategy

Located within the Dallas–Fort Worth metroplex, Terrell faced intense regional competition and pressure to define a distinct economic role. CivicSol led a comprehensive strategic planning effort combining target sector analysis, workforce alignment, stakeholder engagement, and an implementation roadmap tailored to the EDC's capacity. The resulting strategy positioned Terrell to leverage its location while maintaining community character and focusing resources where they would have the greatest impact.

Mesquite, Texas – Five-Year Economic Development Strategy

CivicSol supported Mesquite in refining its economic development approach within a competitive DFW market by clarifying priorities, strengthening business retention efforts, and aligning workforce and land use strategies with long-term goals. The plan emphasized accountability, performance measurement, and practical implementation, helping position Mesquite as one of the region's leading communities for investment.

Additional relevant examples are summarized in the Work Samples section.

WHY OUR EXPERIENCE MATTERS FOR TOMBALL

Tomball's next strategic plan must balance regional competition, evolving workforce needs, redevelopment priorities, and high expectations from Board and City leadership. CivicSol's experience across Texas and nationally positions us to help the TEDC make clear choices, align its tools effectively, and move from planning to action with confidence.

03. PROJECT TEAM

LEADERSHIP TEAM

A SENIOR, HANDS-ON TEAM

Tomball's strategic plan will be led and delivered by a small, senior team with deep experience in economic development strategy, workforce alignment, and implementation. CivicSol's approach emphasizes direct involvement by firm leadership, supported by targeted analytical and design expertise. The team is structured to provide continuity, judgment, and responsiveness throughout the project.

The individuals listed below will be directly engaged in the work, from project initiation through final plan adoption.

Steven Pedigo is a nationally recognized economic development strategist with more than 25 years of experience advising communities across the United States. He has led or contributed to over 100 economic development and workforce strategies, working with cities, regions, universities, and economic development organizations in markets ranging from fast-growing metropolitan areas to rural and emerging communities.



Steven brings a broad perspective shaped by decades of consulting across different economic contexts. He helps communities clarify competitive positioning, identify realistic opportunities, and translate analysis into focused strategic choices. His experience allows Tomball to benefit from pattern recognition across markets while tailoring recommendations to local conditions.

Steven has worked extensively in Texas and understands the governance, political, and market dynamics facing Type B economic development corporations. His involvement ensures the strategic framework reflects both national best practices and practical implementation realities.

Laura Huffman brings more than 25 years of senior leadership experience in city management, regional economic development, and public-private collaboration. Her background includes serving as Assistant City Manager for the City of Austin, Deputy City Manager for the City of San Marcos, and CEO of the Greater Austin Chamber of Commerce.



Laura specializes in translating strategy into action within real organizational and fiscal constraints. She has led downtown redevelopment efforts, workforce initiatives, and economic strategies that required close coordination between elected officials, boards, staff, and external partners. Her experience ensures Tomball's strategic plan is grounded in operational reality and aligned with how decisions are actually made and implemented.

Laura's work emphasizes clarity, accountability, and coordination—helping organizations move from ambitious goals to sustained execution.

Clara Belk brings expertise in economic research, stakeholder engagement, and strategic synthesis. She has worked on economic development and workforce strategies for communities across Texas and nationally, supporting peer benchmarking, industry analysis, engagement design, and implementation planning.



Clara plays a key role in coordinating engagement, translating data into clear insights, and ensuring that stakeholder input meaningfully shapes the strategy. Her work supports development of the Year One Action Plan, performance measures, and implementation tools that TEDC staff can use day to day.



Emily Spivak will design the final strategic plan document and create compelling visual materials that effectively communicate Tomball's economic development story to stakeholders, businesses, and the broader community.

04. PROJECT APPROACH AND TIMELINE

PROJECT UNDERSTANDING

Tomball is competing in one of the most active and crowded economic development markets in the Houston region. Many peer communities share similar assets: access to major corridors, growing populations, expanding medical and professional services, and proximity to regional employment centers. In this environment, success depends less on having a long list of initiatives and more on making clear, disciplined choices about where to compete and how to differentiate.

The Tomball Economic Development Corporation is well positioned to play a strategic role in those choices. As a Type B organization, the TEDC has flexibility to support business retention and expansion, targeted recruitment, workforce alignment, redevelopment, and quality-of-place investments. The challenge over the next three years is not identifying everything Tomball could do, but determining where the TEDC's tools and resources can have the greatest impact.

This strategic plan must therefore sharpen Tomball's competitive positioning. It should identify the business types and sectors that best align with Tomball's workforce, real estate conditions, infrastructure, and community character. It should clarify how Old Town fits into the broader economic strategy, not as a standalone project, but as part of Tomball's market identity and value proposition. And it should focus attention on strengthening existing businesses while selectively pursuing new investment that reinforces long-term goals.

Just as importantly, the plan must be practical. The TEDC's next strategy needs to translate market analysis and stakeholder input into a focused set of priorities that staff, the Board, and City leadership can act on immediately. That means clear goals, defined roles, measurable outcomes, and a Year One Action Plan that initiates progress rather than postponing it.

CivicSol's approach is designed to support these decisions. By combining targeted market analysis with direct input from employers, developers, and community partners, and by validating priorities through a structured leadership retreat, we help communities move from broad ambition to clear direction. The result is a strategic plan that helps Tomball compete effectively, invest deliberately, and move forward with confidence.

KEY STRATEGIC CHALLENGES AND OPPORTUNITIES

- **Market Position and Targeted Business Attraction.** Tomball sits in a high-growth corridor with strong potential in healthcare, professional services, light industrial, and small office users. To compete, the City needs sharper positioning, clearer target sectors, and stronger differentiation from peers along SH 249 and the Grand Parkway.
- **Business Retention and Expansion (BRE).** Existing employers drive Tomball's economy. A more structured, proactive BRE model is needed to understand needs, resolve barriers, identify expansion opportunities, and maintain consistent outreach and coordination.
- **Workforce and Talent Alignment.** Employers face talent shortages and shifting skill demands. Tomball must strengthen alignment with workforce boards, Lone Star College, ISDs, and training partners to address skills gaps and connect residents to local jobs.

- **Entrepreneurship and Small-Business Support.** Small businesses—especially in Old Town—anchor Tomball’s character and economy. Improving access to space, capital, technical assistance, and visibility will support stability and growth.
- **Redevelopment and Product Readiness.** Strategic redevelopment and infill, particularly in Old Town and other priority areas, will be important to supporting commercial, medical, and industrial growth. Aligning land use, incentives, and infrastructure with economic priorities is essential to support long-term competitiveness.
- **Regional Competition and Positioning.** Tomball competes with some of the region’s fastest-growing suburban markets. Clear market positioning is critical to attract employers, talent, and investment in a crowded landscape.
- **Organizational Effectiveness and Type B Tools.** As a Type B corporation, the EDC has flexible tools for business support, redevelopment, workforce, and quality-of-place investments. The strategy must clarify priorities, strengthen systems, and ensure programs, incentives, and partnerships align with the EDC’s future role.

SCOPE OF WORK

We propose a four-phase scope of work, running from February through June 2026, that moves from discovery to economic research and stakeholder engagement, ending with implementation. Each phase includes defined deliverables, bi-weekly check-ins, and milestone moments for feedback and alignment. Our methodology is iterative and participatory, ensuring the final strategic plan is evidence-based and stakeholder-informed

| | |
|--|-----------------------|
| 01. LAUNCHING TOMBALL’S STRATEGIC PLANNING PROCESS | February - March 2026 |
| 02. MAPPING TOMBALL’S ECONOMY AND MARKET POSITION | March 2026 |
| 03. LISTENING TO TOMBALL | April - May 2026 |
| 04. BUILDING THE STRATEGY AND ACTIVATING THE PLAN | May - June 2026 |

PHASE 01. LAUNCHING TOMBALL'S STRATEGIC PLANNING PROCESS

FEBRUARY-MARCH 2026

WHY THIS MATTERS

Tomball's economy is evolving, and many partners shape that trajectory—the City, the EDC, employers, developers, small businesses, the Chamber, Lone Star College, and civic organizations. With so many actors influencing workforce, business climate, redevelopment, and small-business growth, the strategy must start with alignment. Phase 1 does this by confirming priorities, setting expectations, and ensuring the analysis and engagement that follow are focused on the strategic decisions Tomball needs to make over the next three years.

WHAT WE WILL DELIVER

| | |
|--|---|
| 1.1 PROJECT KICKOFF AND ALIGNMENT SESSION | CivicSol will facilitate a kickoff with the Tomball EDC team to confirm project goals, roles, milestones, and communication. We will share early observations and test initial priorities to ensure the work starts with clarity and alignment. |
| 1.2 WORK PLAN, ENGAGEMENT CALENDAR, AND STEERING COMMITTEE | We will prepare a concise work plan and engagement calendar outlining tasks, deliverables, decision points, and the full schedule of interviews, roundtables, Steering Committee meetings, the retreat, Board briefings, and Council updates. This plan becomes the roadmap that keeps the project aligned and moving. CivicSol will also help establish a small Steering Committee to guide the work, validate findings, and ensure the strategy reflects Tomball's priorities and operational realities. |
| 1.3 REVIEW OF PLANS, DATA, AND MARKET CONTEXT | CivicSol will review the City's Comprehensive Plan, the Tomball EDC Strategic Work Plan, incentive policies, capital plans, corridor studies, development activity, and recent market analyses. Specific attention will be given to land use and redevelopment priorities in the Comprehensive Plan, including the City's vision for Old Town as a focal point for economic activity, small business, and placemaking. This review will surface early themes, alignment opportunities, and contextual factors that will shape Phase 02. |
| 1.4 IN-MARKET VISIT, ECONOMIC FIELD TOUR, STEERING COMMITTEE WORKSHOP #1 | CivicSol will conduct an in-market visit to deepen our understanding of Tomball's economic environment. This visit will include: <ul style="list-style-type: none"> → Steering Committee Meeting #1 to confirm priorities and success measures → A city tour of major employment areas, business parks, commercial corridors, and Downtown/Old Town → 6–8 early discovery interviews with elected officials, EDC board members and other stakeholders. |

WHAT TOMBALL GAINS

- Early alignment between the Tomball EDC, City partners, and key stakeholders
- A clear project roadmap that drives momentum and accountability
- A focused Steering Committee that supports coordination and decision-making
- On-the-ground insights from employers and partners before deeper analysis begins
- A strong foundation for building a credible and actionable strategic plan

PHASE 02. MAPPING TOMBALL'S ECONOMY AND MARKET POSITION

MARCH 2026

WHY THIS MATTERS

Phase 2 builds a clear, decision-ready understanding of how Tomball competes within the northwest Houston market. Rather than producing exhaustive analysis, this phase focuses on identifying the market dynamics, sector opportunities, and constraints that should shape Tomball's strategic choices over the next three years.

WHAT WE WILL DELIVER

| | |
|--|--|
| 2.1 PEER BENCHMARKING ASSESSMENT | Analyze Tomball's demographic, economic, workforce, and quality-of-place indicators relative to a set of 8-10 peer communities in the Houston region and comparable high-growth suburban markets. This analysis will clarify where Tomball is outperforming peers, where gaps exist, and which factors most influence business location and expansion decisions. As part of this analysis, we will also review Tomball's current cluster analysis for alignment. |
| 2.2 BUSINESS RETENTION AND EXPANSION (BRE) AND INCENTIVE PROGRAM REVIEW | CivicSol will review current BRE outreach practices, employer communication approaches, follow-up systems, and support services. We will also review the EDC's existing incentive policy and tools to ensure alignment with recruitment, expansion, redevelopment, and small-business objectives. |
| 2.3 LAND USE, OLD TOWN REDEVELOPMENT, AND PRODUCT READINESS REVIEW | CivicSol will review relevant land use, zoning, redevelopment, and infrastructure materials related to Old Town and other priority commercial areas identified in the Comprehensive Plan to ensure alignment with the proposed economic development study. The purpose of this review is to confirm consistency between adopted planning documents and the TEDC's business retention, attraction, and small-business objectives. |
| 2.4 STEERING COMMITTEE BRIEFING #2 | CivicSol will brief the Steering Committee via a virtual session on key findings from the benchmarking, sector analysis, EDC review, and BRE assessment. This session will validate insights, confirm priority issues, and shape the direction of Phase 03 engagement and the Phase 04 retreat. |

WHAT TOMBALL GAINS

- A data-driven understanding of Tomball's competitive position
- Refined insight into the clusters and opportunities with the strongest near-term potential
- A practical assessment of EDC tools, systems, and operational capacity
- A shared baseline that frames strategic choices and guides decision-making

PHASE 03. LISTENING TO TOMBALL

APRIL 2026

WHY THIS MATTERS

A strong economic development strategy reflects both market realities and the experience of the businesses and partners operating in the community. For Tomball, engagement is essential not only to gather input, but to test assumptions, surface constraints early, and build shared understanding among the TEDC, City leadership, and the private sector. Focused engagement in this phase helps ensure the final strategy is grounded, aligned, and positioned for smooth adoption and implementation.

WHAT WE WILL DELIVER

3.1 STAKEHOLDER INTERVIEW SERIES

CivicSol will conduct 10–12 structured interviews with the EDC Board, City leadership, major employers, small-business owners, developers, brokers, education and workforce institutions, and civic partners. These conversations will surface business climate needs, workforce issues, development constraints, and emerging opportunities that should shape the strategy.

3.2 BUSINESS AND STAKEHOLDER ROUNDTABLES

CivicSol will convene 6–8 roundtables with employers, small businesses, developers, brokers, and education and workforce partners. These sessions will explore Tomball’s workforce needs, business retention challenges, product readiness, small-business environment, and the experiences of Downtown and Old Town businesses. Roundtables enable stakeholders to react to early findings and identify opportunities the EDC can influence over the next three years.

3.3 ENGAGEMENT SUMMARY SYNTHESIS

CivicSol will prepare an Engagement Summary synthesizing all insights from interviews, roundtables, and survey results. It becomes a key input for the Phase 04 retreat and the development of the Strategic Framework

WHAT TOMBALL GAINS

- Direct insight from stakeholders who shape the local economy
- A clear understanding of business climate needs and growth opportunities
- Practical input that validates or challenges the data
- Stronger alignment across employers, developers, educators, and civic partners
- A grounded foundation for the Strategic Framework and three-year plan

PHASE 04. BUILDING THE STRATEGY AND ACTIVATING THE PLAN

MAY – JUNE 2026

WHY THIS MATTERS

A strategic plan only succeeds if it helps leaders make decisions and guides action once the process is complete. For Tomball, this phase is about converting market analysis and stakeholder input into a focused strategy that clarifies priorities, aligns the TEDC's tools and resources, and sets the organization up for effective implementation over the next three years. This phase ensures the plan is actionable, measurable, and ready to use from day one.

WHAT WE WILL DELIVER

| | |
|---|--|
| 4.1 STRATEGIC FRAMEWORK DEVELOPMENT | CivicSol will integrate baseline findings, stakeholder input, and Steering Committee guidance into a unified Strategic Framework. The framework will include a draft vision, measurable goals, priority strategies, and supporting actions. It will identify where the Tomball EDC can have the greatest impact and outline the tools, partnerships, and resources required to support implementation. |
| 4.2 LEADERSHIP RETREAT | CivicSol will facilitate a strategic leadership retreat (consistent with RFQ requirements) with the TEDC Board, City Council, City leadership, and staff to refine and validate the Strategic Framework. The retreat will test key assumptions, confirm focus areas, clarify roles and responsibilities, and identify the 5–7 high-impact actions that should anchor the first year of implementation. This session ensures the plan is grounded, realistic, and supported by leadership before finalization. |
| 4.3 IMPLEMENTATION ROADMAP, KPIs, AND YEAR ONE WORK PLAN | CivicSol will develop a three-year Implementation Roadmap that outlines priorities, responsibilities, timelines, and partner roles. The roadmap will include a focused set of key performance indicators (KPIs) tied to the strategy's goals, offering a practical way to measure progress in business retention and expansion, target sector development, workforce alignment, marketing, and organizational performance. We will also design a simple reporting structure the EDC can use to track progress, communicate results, and adjust actions as conditions evolve. A detailed Year One Work Plan will identify early wins, foundational projects, and resource needs aligned with the EDC's capacity and tools. |
| 4.4 FINAL STRATEGIC PLAN | CivicSol will prepare the Final Strategic Plan incorporating the refined Strategic Framework, target sector strategies, business retention and recruitment actions, workforce and talent recommendations, and the three-year roadmap. The final deliverable will include full design, layout, and a professionally formatted, print-ready strategic plan suitable for publication and distribution. CivicSol will present the final plan to a joint City Council and EDC Board session, delivered in person or virtually as scheduling permits. |

WHAT TOMBALL GAINS

- A focused, implementable three-year strategy
- A validated Strategic Framework supported by the Board and City
- A detailed Implementation Roadmap with clear responsibilities and timelines
- KPIs and reporting tools for tracking progress and communicating results

→ A professionally designed, print-ready plan ready for adoption and distribution

PROJECT SCHEDULE

| PHASE/TASK | Feb. 2026 | Mar. 2026 | Apr. 2026 | May 2026 | Jun. 2026 |
|---|-----------|-----------|-----------|----------|-----------|
| 01. LAUNCHING TOMBALL'S STRATEGIC PLANNING PROCESS | | | | | |
| 1.1: Project Kickoff and Alignment Session | | | | | |
| 1.2: Work Plan, Engagement Calendar, and Steering Committee | | | | | |
| 1.3: Review Of Plans, Data, and Market Context | | | | | |
| 1.4: In-Market Visit, Economic Field Tour, Steering Committee Workshop #1 | | | | | |
| 02. MAPPING TOMBALL'S ECONOMY AND MARKET POSITION | | | | | |
| 2.1: Peer Benchmarking Assessment | | | | | |
| 2.2: Business Retention and Expansion (BRE) and Incentive Program Review | | | | | |
| 2.3: Land Use, Old Town Redevelopment, and Product Readiness Review | | | | | |
| 2.4: Steering Committee Briefing #2 | | | | | |
| 03. LISTENING TO TOMBALL | | | | | |
| 3.1: Stakeholder Interview Series | | | | | |
| 3.2: Business and Stakeholder Roundtables | | | | | |
| 3.4: Engagement Summary Synthesis | | | | | |
| 04. BUILDING THE STRATEGY AND ACTIVATING THE PLAN | | | | | |
| 4.1: Strategic Framework Development | | | | | |
| 4.2: Leadership Retreat | | | | | |
| 4.3: Implementation Roadmap, KPIs, and Year One Work Plan | | | | | |
| 4.4: Final Strategic Plan | | | | | |

05. REFERENCES

CivicSol's Texas portfolio demonstrates direct experience with the challenges Tomball faces—from Type B EDC tool optimization and business retention strategies to Old Town revitalization and workforce alignment with regional employers. The following three references represent communities where we have delivered implementation-focused economic development strategies that translate vision into measurable results.

| AGENCY NAME | CONTACT INFO | WORK PERFORMED |
|-------------|--------------|----------------|
| | | |

| | | |
|--|--|---|
| City of Austin, TX | Kirk Watson, Mayor, City of Austin kirkpwatson@gmail.com | Designed and launched the Austin Infrastructure Academy, a first-of-its-kind workforce platform connecting local talent with career pathways in construction and operations, supporting \$25 billion in regional investment |
| Terrell Economic Development Corporation | Carlton Tidwell, President, Terrell EDC carlton@terrelltexas.com | Led comprehensive economic development strategic planning including community engagement, target sector analysis, and implementation roadmap to balance growth objectives with community character preservation |
| City of Mesquite, TX | Kim Buttram, Director of Economic Development kbuttram@cityofmesquite.com | Developed comprehensive five-year economic development strategy, positioning Mesquite as one of the top five DFW cities for investment through targeted cluster analysis and workforce alignment |

06. WORK SAMPLES

The following five projects demonstrate CivicSol's expertise in the specific challenges Tomball faces: workforce development tied to regional economic activity, strategic positioning within competitive metropolitan markets, business retention and expansion systems, Type B EDC tool optimization, and downtown revitalization balancing growth with character.

| | |
|--|--|
| AUSTIN INFRASTRUCTURE ACADEMY | Demonstrates workforce platform design connecting talent to regional investment, building partnerships between employers and training providers like Lone Star College, and creating career pathways in growth sectors. The 2024 National Association of Workforce Boards "Trailblazer Award" validates an implementation-focused approach Tomball can adapt. |
| TERRELL, TX ECONOMIC DEVELOPMENT STRATEGY | Illustrates working with Texas EDCs navigating metropolitan competition—Terrell's position within Dallas-Fort Worth mirrors Tomball's within northwest Houston. Shows comprehensive stakeholder coordination, target sector analysis identifying realistic competitive advantages, and implementation roadmaps designed for EDC capacity. Balanced leveraging metro proximity with maintaining community identity. |
| SACHSE, TX ECONOMIC DEVELOPMENT STRATEGY | Faced circumstances directly comparable to Tomball: intense regional competition, the need to maximize existing assets, and a strong emphasis on business retention and strategic infill. |

**BUDA, TX
ECONOMIC
DEVELOPMENT
STRATEGY**

Demonstrates balancing rapid growth with character preservation—Tomball's central challenge for Old Town revitalization. Shows Type B EDC tool optimization, innovation hub creation, small business support systems, and downtown activation strategies aligned with organizational capacity.

[Full report](#)

**MESQUITE, TX
ECONOMIC
DEVELOPMENT
STRATEGY**

Shows comprehensive engagement building community ownership (200+ stakeholder interviews), positioning within competitive DFW markets, targeted cluster analysis, workforce alignment with regional demand, and accountability systems EDC staff can use to track progress and communicate results.

[Full report](#)

07. BUDGET

| TEAM ROLE | HOURLY RATE |
|--|-----------------|
| Principal | \$275 |
| Project Management and Research | \$175 |
| Design | \$150 |
| PHASE | SUB-TOTAL |
| 01. LAUNCHING TOMBALL'S STRATEGIC PLANNING PROCESS | \$8,200 |
| 02. MAPPING TOMBALL'S ECONOMY AND MARKET POSITION | \$22,900 |
| 03. LISTENING TO TOMBALL | \$12,400 |
| 04. BUILDING THE STRATEGY AND ACTIVATING THE PLAN | \$39,200 |
| Total Professional Fees | \$82,700 |
| Travel Expenses & Non-Labor Costs | \$2,500 |
| TOTAL NOT-TO-EXCEED COST | \$85,200 |

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

TEDC Quarterly update on 2025-2026 Strategic Work Plan.

Background:

Origination: Kelly Violette, Executive Director

Recommendation: Presentation item only.

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 _____
Staff Member-TEDC

Approved by _____
Executive Director-TEDC

Date

MISSION

To promote economic development in the City of Tomball through the attraction of new business and industry and the retention of existing businesses by providing the resources that enhance the general well-being of the community.

VISION

Tomball is the community of choice for businesses, residents, and visitors, offering a dynamic economy, strong labor force, and unmatched living and working environment.

The following Strategic Work Plan outlines the items from the 2020-2026 Strategic Plan that are to be accomplished in the final year: 2025-2026.

Tomball EDC 2025-2026 Goals:

1. BUSINESS RETENTION & EXPANSION (BRE)
2. ATTRACTION & RECRUITMENT
3. DEVELOPMENT/REDEVELOPMENT OF OLD TOWN
4. EDUCATION & WORKFORCE DEVELOPMENT
5. OPERATIONS





BUSINESS RETENTION & EXPANSION (BRE)

To continually engage and assist in the success of Tomball businesses.

1. Conduct 9 BRE on-site or virtual visits per quarter and report feedback from visits to board.
2. Continue the Grow Tomball initiative to highlight and promote local businesses.
 - a. Develop and promote business success stories.
 - b. Continue using YouTube, Google SEO, Instagram Reels, and paid ads.
 - c. Explore creative ways to increase public exposure.
3. Produce programming that meets the needs of the existing industry leaders in Tomball:
 - a. Host annual Mix & Jingle.
 - b. Host annual Outlook Luncheon.
 - c. Partner with City to host a Business Forum to showcase TEDC and City resources to local businesses.
4. Utilize Incentive Policy to help existing industries expand and improve grant awareness.
5. Partner with City on quality-of-life projects to retain and attract industry.

How will Goal #1 be measured in 2025-2026?

of Tomball businesses visited in 2025-2026: _____ (Goal is 36)

of written success stories produced and shared: _____ (Goal is 6)

of video success stories produced and shared: _____ (Goal is 2)

of business events that we produced for the benefit of existing business owners in 2025-2026: _____ (Goal is 3)

of Project Grants approved for business expansions in 2025-2026: _____

Quality of life projects approved: _____

1. 39 Tomball businesses have been visited for BRE on-site or virtual visits.

2. TEDC has developed and promoted 8 written success stories.

- TPC Real Estate (The Yard)
- Walsh & Albert/Metal Zinc
- Niky's Mini Donuts
- City of Tomball & TEDC Collaboration
- Coaches Cigar Lounge
- LeMaster Law Firm
- Victory Pie Company
- Klauber Manufacturing Company

TEDC has produced and shared 3 video success stories.

- City of Tomball & TEDC Collaboration Video
- Summer Youth Employment Program Videos
- Tomball Foodie Video

3. TEDC has produced programming that meets the needs of existing industry leaders in Tomball

- Annual Outlook Luncheon was held on October 21, 2025
- Annual Mix & Jingle held on December 11, 2025, at Paradigm Brewing Co. from 5:00 – 7:00 pm
- Collaborated with TISD on the Realtors Forum that was held on October 22, 2025
- Partnered with Regions Bank to host a series of Financial Seminars:
 - Seminar #1: Protect Your Business from Fraud – September 23, 2025
 - Seminar #2: How to Obtain Business Credit – October 21, 2025
 - Seminar #3: How Businesses Use Credit – November 4, 2025

4. 5 Project Grants have been approved for business expansions.



Attraction and Recruitment

Attract and secure new businesses and industries that align with Tomball's economic goals and community character.

1. Attract and secure new businesses and industries that align with Tomball's economic goals and community character.
2. Support targeted infill and redevelopment projects to stimulate private sector investment in underutilized areas.
3. Explore public financing tools including Tax Increment Reinvestment Zones (TIRZ) to fund infrastructure improvements that catalyze development and redevelopment.
4. Host webinars and provide training programs that empower local entrepreneurs and support the growth of emerging businesses.
5. Apply the TEDC Incentive Policy as a framework for offering competitive and strategic economic incentives.
6. Conduct an updated Target Industry Analysis to ensure alignment with evolving market trends and economic priorities.
7. Collaborate with Tomball ISD to plan and execute a Developers and Realtors Day to showcase opportunities and foster connections.

How will Goal #2 be measured in 2025-2026?

Did TEDC support infill and redevelopment projects aimed at attracting new private sector investment?

Did TEDC explore TIRZ and TIRZ locations with the City?

Did TEDC host or support educational programming for local entrepreneurs and start-ups?

Was the Incentive Policy used to guide decisions regarding attraction-related economic incentives?

Total Number of Attraction Projects/Grants Approved (FY 2025-2026):_____

1. TEDC has hosted 2 Webinars of a 4-part Webinar Series to support educational programming for local entrepreneurs and start-ups:
 - Webinar #1: Smart Social Media for Small Business Growth hosted by Amanda Trickey, Modern Marketing & Media – held on September 25, 2025
 - Webinar #2: From Fragile to Fearless: The 5 Practices of Cultures That Thrive Under Pressure to be hosted by Brian Wallace, HR Strategies Now – held on November 25, 2025
 - Webinar #3: AI for Small Business: A Deep Dive Into ChatGPT, Prompt Tricks & Emerging AI Tools, Andrew Brockenbush, Beefy Marketing – to be held on February 17, 2026
2. TEDC has collaborated with TISD on the Realtors Forum that was held on October 22, 2025.
3. TEDC Board of Directors approved the Tomball EDC Incentive Policy on January 13, 2026.
4. TEDC Board of Directors were presented the Tomball EDC Target Industry Analysis by Insyteful on January 13, 2026.
5. 12 Project Grants have been approved for attraction projects.
6. Hosted International German Company on October 10th.
7. Attended Size-Up training (virtually) to improve on our client hub, learn how to use analytics, ROI Calculator, and the new tools that are offered to our small business. Size up is a tool that the TEDC pays a subscription for to allow small business owners the opportunity to get the market research and business intelligence they need to succeed.
8. Met with Quebec Delegation of Houston November 7th.
9. Hosted 3 site visits with Taiwanese manufacturer under the project name Project Snowflake.

GOAL

3

DEVELOPMENT/REDEVELOPMENT OF OLD TOWN

Foster high-quality investment and redevelopment in Tomball's historic Old Town district.

1. Strategic Infrastructure Improvements:
 - a. Continue collaborating with the City of Tomball on targeted infrastructure enhancements such as alleyway upgrades, expanded parking solutions, improved wayfinding signage, and pedestrian-friendly features.
2. Parking and Mobility Planning:
 - a. Advance efforts to improve access and connectivity in Old Town by initiating a comprehensive parking and mobility study.
3. First Baptist Church Project:
 - a. Identify and engage project partners.
 - b. Launch the design of Phase 1, focusing on the Main Sanctuary and 1949 Chapel, and establish the sequencing for future redevelopment phases.
 - c. Evaluate potential programming and long-term operational models.
 - d. Identify viable funding mechanisms to support the project.
 - e. Conduct a traffic impact analysis to inform site access and flow.
 - f. Finalize architectural renderings and an overall site development plan.
4. South Live Oak Business Park Project:
 - a. Develop a detailed project and financing strategy.
 - b. Engage potential development partners and define development concepts.
 - c. Undertake a feasibility study to assess market demand for hospitality, entertainment, and mixed-use components.
5. Incentive Promotion and Property Upgrades
 - a. Continue marketing incentive programs and explore new tools to stimulate investment and improvements in Old Town properties.
6. Community and Stakeholder Engagement
 - a. Seek partnership opportunities to actively engage the community in Old Town projects and broader redevelopment efforts.
 - b. Explore collaborative opportunities with the Downtown Heart of Tomball Alliance to ensure redevelopment efforts reflect Old Town priorities and support the interests of local merchants.

How will Goal #3 be measured in 2025-2026?

Did TEDC support or provide targeted infrastructure improvements in Old Town?

Did TEDC initiate and complete a Comprehensive Parking and Mobility Study for Old Town?

Did TEDC host at least two public workshops to share study findings and gather feedback?

Did TEDC select FBC project partners?

Did TEDC finalize Phase 1 schematic design for FBC?

Did TEDC define and document a phased development timeline for FBC?

Did TEDC evaluate programming and operations for FBC?

Identify at least two potential funding mechanisms for FBC Redevelopment.

Finalize the traffic impact analysis.

Deliver complete renderings and master site plan for board and council approval.

Did TEDC create a project and financing plan, explore potential development partners and plans, and conduct a feasibility study to determine demand for hospitality and entertainment uses for the South Live Oak Business Park Project?

Did TEDC promote or provide improvement grants and other property upgrade ideas in Old Town?

Did TEDC explore partnership opportunities with community/stakeholder groups and the Downtown Heart of Tomball Alliance?

1. CenterPoint Energy is in the process of replacing the existing power poles in Old Town and the alleyway landscaping design is pending the completion of CenterPoint construction.
2. Alleyway entryway monument structures and seat walls have been constructed at the north and south 100 block and the north 200 block alleys.
3. TEDC has been working with AIG Technical consulting firm and has initiated the Parking and Mobility Study. A Parking and Mobility Stakeholder Group has been established and 2 meetings with the consultants have occurred. Meeting #1 was held on June 26, 2025. Meeting #2 was held on August 8, 2025. This study is currently pending the Tomball Legacy Square Feasibility Study findings.
4. TEDC is currently working with Studio Red Architects on the schematic design phase of the Tomball Legacy Square Project.
5. TEDC has selected Webb Management to conduct the Feasibility Study for the Tomball Legacy Square Redevelopment Project, and the study has been initiated.
 - Phase 1 of the Feasibility Study has been completed and was presented to the Tomball Legacy Square Advisory Committee on January 15, 2026.
6. TEDC has held 2 public meetings regarding the Tomball Legacy Square Redevelopment Project. On July 10, 2025, a public meeting was held at the site with over 200 attendees. A Special Joint TEDC and Tomball City Council Meeting was held on October 2, 2025, for the consultants to present the findings of the first public meeting and to review the scope of the Feasibility Study.
7. TEDC has formed a Board Committee that consists of 3 TEDC Board Members who have had multiple meetings to guide the redevelopment process.
8. The TEDC Board of Directors appointed the 12 member Tomball Legacy Square Advisory Committee at the November 18, 2026, board meeting.
 - The Tomball Legacy Square Advisory Committee had its first meeting on January 15, 2026.
 - The Tomball Legacy Square Advisory Committee will have its second meeting on February 19, 2026.
9. TEDC has continued to update the Tomball Legacy Square webpage on the TEDC website to provide information and updates regarding the redevelopment project.
10. The BR&E Committee has approved 20 Business Improvement Grants in the 2025-2026 fiscal year
11. The BR&E Committee has approved 3 Old Town Façade Improvement Grants in the 2025-2026 fiscal year.



EDUCATION AND WORKFORCE DEVELOPMENT

Partner with local/regional education institutions, City of Tomball, Greater Tomball Area Chamber of Commerce, and local industries to further develop youth workforce programs and workforce initiatives.

1. Serve as Liaison between Industry & Education partners.
 - a. P-TECH Steering Committee with Lone Star College-Tomball, TISD, and HCA officials.
 - b. TISD - CTE Advisory Board to create pathways for CTE students to enter the workforce and gain work-based learning credentials with industry partners.
 - c. Lone Star College Core Design Team for reimaging and design of Lone Star College – Tomball.
2. Work with our Regional Workforce Board and Texas Workforce Commission on available resources for local industries.
3. Partner with local/regional education institutions to:
 - a. Host job/career fairs.
 - b. Maintain a job board for High School and College Students on the TEDC Website.
 - c. Research funding partners for Internship/Apprenticeship Program.
 - d. Work with TISD on their Teacher Externship Program.
4. Summer Youth Employment Program (SYEP):
 - a. Hire intern and integrate them into the SYEP process.
 - b. Expand the program by securing additional participating businesses and student interns.
 - c. Produce marketing materials to promote program.
 - d. Host business meetings at critical check points.
 - e. Conduct post-interviews with student interns.
 - f. Speak at education institutions to promote the program.

How will Goal #4 be measured in 2025-2026?

Did we continue to serve as Liaison between Industry & Education partners?

Did we work with our Regional Workforce Board and Texas Workforce Commission on available resources for local industries?

Did we partner with local/regional education institutions to: Host job/career fairs, _____ maintain a job board for High School and College Students on the TEDC website, _____ research funding partners for internship/apprenticeship program, _____ and work with TISD in their Teacher Externship Program? _____

Did we hire an intern and integrate them, _____ expand the program by securing additional businesses and student interns, _____ produce marketing materials, _____ host business meetings at critical check points, _____ conduct post-interviews with student intern _____ and speak at education institutions to promote the Summer Youth Employment Program (SYEP)? _____

1. TEDC has partnered with Lone Star College – Tomball to host a Community Career Fair to be held on April 28, 2026, at Lone Star College – Tomball Beckendorf Conference Center from 11:00 – 2:00.
2. TEDC partnered with Lone Star College – Tomball on an Employer Partnership Luncheon that was held on November 5, 2025.
3. TEDC hired an intern, Ava Simmons for Summer 2025 and is currently hosting Ava for the TISD practicum.
4. TEDC completed a mid-point check-in with SYEP businesses on July 17, 2025.
5. TEDC completed site visits with SYEP businesses and met with the interns in July 2025.
6. TEDC met with President of North Houston Association to collaborate on regional workforce goals.
7. TEDC has partnered with SHSU Polytechnic College to build the next generation workforce discussion.
8. TEDC has completed the 2025 Summer Youth Employment Program and continues to move forward promoting and engaging with potential applicants for the 2026 Summer Youth Employment Program.
9. Serve on LSC-Tomball Education Design Lab on a special Reimagining Community Colleges Design Challenge project and the GPA+ initiative.
10. Serve on TISD Academy of Healthcare Steering Committee. Attended meeting on September 11, 2025.
11. TEDC has formed a SYEP Committee using participating businesses, interns, and community stakeholders. Committee met on Oct. 27th and Nov. 13th and January 15th.
12. Working with TISD to connect Tomball businesses to Career & Technical Education Internship Openings.
13. Opened the 2026 Summer Youth Employment Program.
 - Currently we have 33 businesses enrolled as participating businesses
 - 65 internship opportunities across multiple industries
14. Scheduled Q&A Hour for SYEP interns to be able to ask questions about SYEP. To be held on February 24th 3PM-4PM via Zoom.
15. TEDC has updated all SYEP print marketing materials for businesses and interns.
16. TEDC completed updates to SYEP webpage with new marketing videos and tutorials.
17. Continue to speak and meet with our educational partners regarding SYEP.



OPERATIONS

Strengthen Organizational Communication, Education, and Transparency.

1. Enhance the TEDC's visibility, internal knowledge, and stakeholder engagement through consistent communication, training, and public outreach.
 - a. Encourage Board/Council attendance at training sessions including the annual State of Texas Economic Development Sales Tax Workshop.
 - b. Maintain and regularly update the TEDC website and digital materials to ensure accurate, accessible, and user-friendly content.
 - c. Conduct a Board Development Workshop titled "Understanding the Economic Development Process", and invite City Council, City leadership, and other strategic partners.
 - d. Provide monthly TEDC updates at City Council Workshops.
 - e. Deliver a keynote update at a Greater Tomball Area Chamber of Commerce Luncheon annually.
2. Identify staffing needs by assessing gaps, cross-training opportunities, and potential role adjustments to support organizational growth and flexibility.
3. Develop a succession planning framework and invest in staff development, training, and wellness to strengthen leadership continuity, retention, and overall team performance.
4. Conduct regular compensation surveys to benchmark salaries and benefits against industry standards, ensure internal equity, and support competitive, transparent, and data-informed compensation practices.

How will Goal #5 be measured in 2025-2026?

Did TEDC provide training workshops for Board and Council?

Did TEDC maintain/evolve website and online materials?

Did TEDC offer an Economic Development Process Overview Workshop?

Did TEDC give regular updates to City Council?

Did TEDC speak at a GTACC Luncheon?

Did TEDC complete a staffing and workload assessment?

Did TEDC create a succession plan?

Did TEDC invest in development/training opportunities to staff?

Did TEDC establish a standard schedule for compensation surveys (e.g., biennial or annual)?

1. TEDC's social media presence has ramped up considerably, actively promoting numerous programs, initiatives, and community involvement opportunities.
2. TEDC has provided a Texas Economic Development Council Sales Tax Training opportunity for Board and Council members that was held on November 14, 2025 in Houston, Texas.
3. TEDC has maintained and enhanced the website with updates to the Summer Youth Employment Program webpage as well as the addition of the Tomball Legacy Square webpage.
4. Plans are underway to develop a Board Workshop titled "Understanding the Economic Development Process", which will include participation from City Council, City leadership, and strategic partners.
5. Monthly updates continue to be provided at City Council Workshops, ensuring alignment between TEDC activities and City objectives.
6. A keynote update will be delivered at an upcoming Greater Tomball Area Chamber of Commerce luncheon in 2026 to share TEDC achievements, development updates, and future priorities.
7. Work has begun on a succession planning framework that supports leadership continuity and staff growth.
 - Staff Development Session was held on January 14, 2026 to identify framework for future growth of the Organization.
8. TEDC Staff has attended Texas Economic Development Council, International Economic Development Council, and American Planning Association conferences and trainings. Staff will attend Community Development Institute Advanced Course on March 4-5, 2026 and has offered this course for training to the TEDC Board of Directors.

Regular Tomball EDC

Agenda Item

Data Sheet

Meeting Date: February 10, 2026

Topic:

EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by Title 5, Chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following purpose:

- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.
- Section 551.087, - Deliberation regarding Economic Development negotiations.
- Section 551.074, - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: TEDC Staff.

Background:

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

Recommendation:

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

FUNDING (IF APPLICABLE)

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

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

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

Signed _____
Staff Member-TEDC

Approved by _____
Executive Director-TEDC

Date

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Reconvene into regular session and take action, if necessary, on items discussed in Executive Session.

Background:

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

Recommendation:

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

FUNDING (IF APPLICABLE)

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

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

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

Signed _____
Staff Member-TEDC _____
Date _____

Approved by _____
Executive Director-TEDC _____
Date _____