NOTICE OF JOINT MEETING OF THE TOMBALL CITY COUNCIL AND TOMBALL ECONOMIC DEVELOPMENT CORPORATION

Monday, August 16, 2021
5:00 PM

Notice is hereby given of a Special Joint meeting of the Tomball City Council and the Tomball Economic Development Corporation, to be held on Monday, August 16, 2021 at 5:00 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 City Council and the Tomball Economic Development Corporation reserve the right to meet in closed session for consultation with the 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.

IN ACCORDANCE WITH ORDER OF THE OFFICE OF THE GOVERNOR ISSUED MARCH 16, 2020, THE TOMBALL CITY COUNCIL AND THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION, WILL CONDUCT THE MEETING SCHEDULED FOR AUGUST 16, 2021, 5:00 PM, AT 401 MARKET STREET, TOMBALL, TEXAS, 77375. IN ORDER TO ADVANCE THE PUBLIC HEALTH GOAL OF LIMITING FACE-TO-FACE MEETINGS (ALSO CALLED "SOCIAL DISTANCING") TO SLOW THE SPREAD OF THE CORONAVIRUS (COVID-19), THERE WILL BE LIMITED PUBLIC ACCESS TO THE LOCATION DESCRIBED ABOVE. THIS MEETING AGENDA AND THE AGENDA PACKET ARE POSTED ONLINE AT: *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**): +1 346 248 7799 US (Houston); +1 253 215 8782 US; +1 301 715 8592 US;** and enter **Meeting ID: 816 6527 5950 and Passcode #413354.** The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

A. Call to Order

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

C. New Business

1. The Tomball Economic Development Corporation and the Tomball City Council will enter into a Workshop Session regarding the Tomball Economic Development Corporation Budget for Fiscal Year 2021-2022

D. 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 12th day of August 2021 by 5:00 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Doris Speer
City Secretary, TRMC, MMC

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) 290-1002 or FAX (281) 351-6256 for further information.

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

Special Joint Agenda Item Data Sheet

Meeting Date: August 16, 2021

Topic:

The Tomball Economic Development Corporation and the Tomball City Council will enter into a Workshop Session regarding the Tomball Economic Development Corporation Budget for Fiscal Year 2021-2022.

Background:
A copy of the Tomball Economic Development Corporation Budget for Fiscal Year 2021-2022 is attached.

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 ______________________________ Approved by ______________________________

Staff Member-TEDC Date Executive Director-TEDC Date

TOMBALL
ECONOMIC DEVELOPMENT CORP.

FY 21/22 Budget Workshop

AUGUST 16, 2021

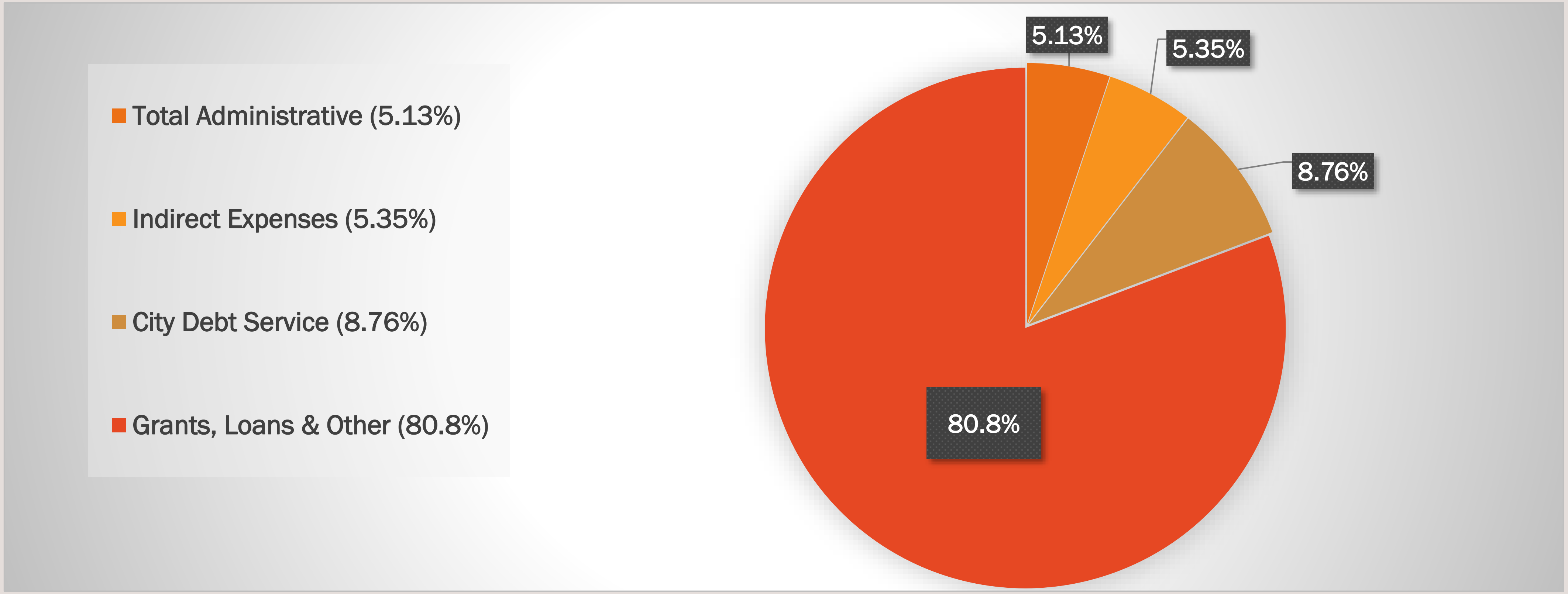
FY 21/22 Budget Highlights

- Estimated Sales Tax Revenue: $4.1 million
- Personnel:
  - 4% COLA increase
  - Salary Adjustment for Coordinator (move from hourly to salary)
  - Addition of Administrative Assistant
  - Increases for auto allowances
- Increase marketing budget ($87,000 to $100,000)
- $2.5 million for project grants
- $2.5 million for property acquisition
- $4 million for South Live Oak redevelopment
- City Debt Service: $1.1 million
- **Year-end fund balance: $ 11,871,839**

Personnel Expenditures

- Proposed 4% COLA
- Salary Adjustment for Coordinator
- Addition of full-time Administrative Assistant
- Auto Allowance increase for Executive Director and Assistant Director

EXPENDITURES



Tomball Economic Development Corporation
FY 2021-2022 Budget
Account Descriptions

REVENUE

- Sales Tax: Those revenues received from the State of Texas and through the City of Tomball for the $0.005 portion of the $0.020 sales tax revenues collected within the City limits of Tomball.

- Interest: Those revenues received from financial institutions for balances on hand and from funds that have been invested.

- Grants: Those revenues received from additional sources such as CenterPoint Energy for support of the Corporation's activities, including the Annual Economic Outlook Event, marketing collateral, and continuing education.

- Other: Those revenues received from the sale or lease of TEDC-owned property.

EXPENDITURES

Administrative:

- Salaries - Administrative: The amount reimbursed to the City of Tomball for the salary paid to the Executive Director, Assistant Director, and Coordinator of the Tomball Economic Development Corporation. This amount includes holiday, vacation, sick, and longevity pay.

- Benefits: The amount reimbursed to the City of Tomball for the benefits paid to, or on behalf of, TEDC staff. This amount includes social security taxes, medicare taxes, employer matched funds to the Texas Municipal Retirement System, health insurance premiums, and worker compensation insurance.

- Wages- Other: Wages for nonexempt (hourly) TEDC employees.

- Wages- Overtime: Wages for hours worked, by non-exempt employees, during any FLSA-defined workweek, which exceed 40 hours and are approved in advance by the Executive Director.

Other Personnel Expenditures:

- Auto Allowances: Monthly stipends for the Executive Director and Assistant Director allocated to cover business travel expenses and mileage within a 50-mile radius of Tomball.

- Phone Allowances: Monthly stipends allocated to cover business-related cell phone expenses for eligible TEDC staff.

- Local Travel Expenses: The amount allocated to cover business travel expenses and mileage within a 50-mile radius of Tomball for non-exempt TEDC staff.

- Dues and Subscriptions: Fees charged for memberships and related expenses to professional organizations, subscriptions and software.

- Seminar/Conference Registrations: Fees for the Tomball Economic Development Corporation staff and board members to attend conferences, events, and professional training seminars.

- Travel and Training: The costs associated with attending classes, seminars, events, trade shows and for related travel expenses. This includes hotel rooms where overnight stay is reasonable, the cost of related meals, airfare, and car rental where reasonable, parking and toll fees, and for mileage. Reimbursable mileage for exempt staff is limited to a destination that exceeds a 50-mile radius of the City of Tomball.

Service and Supply Expenditures

- Contracted Administrative Services: The cost of administrative services provided to the Tomball Economic Development Corporation by City of Tomball personnel as indicated in the Administrative Services Agreement entered into between the Tomball Economic Development Corporation and the City of Tomball.

- Bank Charges: The various service charges for maintaining a bank account, including wire transfer fees, safekeeping fees for investments, and actual operating account fees based on the account analysis.

- Insurance: The cost of surety bonding fees and insurance premiums including General Liability, Errors and Omissions, and Property.

- Computer Equipment and Maintenance: The cost of computer equipment and related expenses.

- Communication Services**:** The cost of telephone service, including land line phone base rate charges, DSL service, and long-distance charges.

- Legal Fees: Expenses incurred for legal services related to document and agreement preparation and obtaining advice and opinions from legal counsel related to Tomball Economic Development Corporation business activities.

- Lease Expense-GTACC: Payment to the Greater Tomball Area Chamber of Commerce for leased office space at 29201 Quinn Road, Suite B, Tomball, Texas.

- Office Equipment & Supplies: The cost of various office supplies, postage, and equipment.

Indirect Economic Development Expenditures:

- Chamber Guide: Expenses related to the TEDC advertisement and publication of a map of the Tomball area in the annual Greater Tomball Area Chamber of Commerce magazine.

- Area Street Maps: The expenses incurred for the production and publication of maps of Tomball and the surrounding area that are issued free of charge to individuals and businesses to promote travel, tourism, and the commercial industry in Tomball.

- Marketing**:** Expenses related to marketing Tomball to attract business, industry, and visitors, including advertisements in printed and digital publications, information packages, brochures, and related marketing collateral material.

- Economic Impact Model License: The annual licensing fee for the economic impact analysis model utilized by the TEDC to calculate the economic impact of a prospect firm/project and related costs and benefits to the City of Tomball.

- Event Sponsorships**:** Costs to sponsor/co-sponsor events that foster relationships with businesses, site location consultants, brokers, real estate professionals, regional allies, and others influencing business location and capital investment decisions.

- Promotional Items: The costs associated with TEDC promotional products, giveaways, and event favors.

- Printing: The cost of printing various items including, but not limited to, Notice of Project/Public Hearing, brochures, presentation boards, community profiles, business resource guides, stationary, etc.

- Website and GIS: Costs to maintain the Tomball Economic Development Corporation's website, including web hosting, property database services, analytics platforms, and online GIS software.

- Professional Services: Consulting fees, engineering fees, photography, graphics and design services, and other professional services incurred in expanding the economic base of Tomball.

- Miscellaneous: Other expenses including, but not limited to, meals with potential business developers, name plates for Board meetings, post office box fees, etc.

City Debt Service

- Southside Sewer Plant (1999 CO-2/15/2019): Contributions to debt repayment for the wastewater treatment plant built on the south side of Tomball to accommodate expanded industry in the City. Final debt payment was made in 2019.

- Utilities Expansion (2002 CO-2/15/2022): Contributions to debt repayment for the extension of utilities from FM 2920 south on Hufsmith-Kohrville Road to Holderrieth Road, west to SH 249 and north to Theiss Road.

- Business Park (Series 2013): Contributions to debt repayment for the construction of utilities, roads, drainage facilities, etc. for the Tomball Business and Technology Park Project located at the northwest corner of Hufsmith-Kohrville and Holderrieth Roads.

- Medical Complex/Persimmon (Series 2016): Contributions to debt repayment for the construction of utilities, roads, drainage facilities, etc. for the extension of Medical Complex Drive Segment 4B and South Persimmon Street from Agg Road/Medical Complex Drive south to the Tomball Business & Technology Park.

Grants, Loans & Other Expenditures

- Project Grants: Grant funds designated by the Tomball Economic Development Corporation's Board of Directors and approved by the Tomball City Council waiting for contract fulfillment in order to be disbursed.

- Sales Tax Reimbursement Grants (380): Sales tax reimbursements made in accordance with economic development incentive agreements approved by the Tomball Economic Development Corporation's Board of Directors and the Tomball City Council.

- Property Acquisition: Costs associated with the acquisition of land.

- Business Improvement Grants- Current Year: Funds allocated to enhance the economic development of the City of Tomball through matching grants for façade or exterior improvements to buildings, sign improvements, landscaping, or other exterior property improvements.

- Business Improvement Grants- Prior Year: Improvement grant funds approved in the prior fiscal year waiting for contract fulfillment in order to be disbursed.

- Old Town Façade Grants: Funds allocated to enhance the economic development of the City of Tomball through grants to property and business owners seeking to rehabilitate commercial buildings located in the Old Town Tomball area.

- Old Town Façade Grants- Prior Year: Improvement grant funds approved in the prior fiscal year waiting for contract fulfillment in order to be disbursed.

- South Live Oak Redevelopment: The costs associated with the redevelopment of the South Live Oak Business Park.

- Business Park Expenses: Expenses related to the development and maintenance of the Tomball Business & Technology Park.

Tomball Economic Development Corporation
2021-2022 Draft Budget
October 1, 2021 to September 30, 2022

	FY 2018 Actuals	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget	FY 2021 Year End Projections	FY 2022 Proposed Budget
Beginning Fund Balance	$ 17,615,063	$ 20,352,058	$ 25,243,867	$ 25,243,868	$ 20,265,366	$20,308,470
REVENUE						
Sales Tax	$ 4,135,137	$ 4,168,199	$ 4,064,895	$ 3,850,000	$ 4,100,000	$ 4,100,000
Interest	290,474	551,967	426,876	350,000	350,000	350,000
Grants	5,500	5,500	-	5,500	16,000	8,000
Other - Land Sales and Lease Payments	949,334	2,596,223	491,055	-	662,747	-
Total Revenue	$ 5,380,445	$ 7,321,889	$ 4,982,826	$ 4,205,500	$ 5,128,747	$ 4,458,000
Total Available Resources	$ 22,995,508	$ 27,673,947	$ 30,226,693	$ 29,449,368	$ 25,394,112	$ 24,766,470
EXPENDITURES						
Administrative						
Salary and Benefits						
Salary-Executive Director	$ 109,001	$ 120,685	$ 128,199	$ 129,332	$ 129,332	$ 134,533
Salary-Asst. Director	69,948	80,615	85,644	86,405	86,405	89,892
Benefits-Executive Director	41,871	50,206	47,515	45,693	45,693	47,340
Benefits-Asst. Director	43,465	52,031	53,320	45,972	45,972	45,972
Salary- Coordinator						58,789
Benefits- Coordinator						22,077
Wages- Full-Time	9,840	40,527	42,333	42,058	42,058	38,000
Wages- Overtime			-	3,024	1,500	3,000
Benefits- Full-Time	806	24,281	14,115	18,529	18,529	18,529
Total Salaries and Benefits	$ 274,930	$ 368,345	$ 371,126	$ 371,012	$ 369,489	$ 458,132
Other Personnel Expenditures						
Auto Allowances	$ 8,400	$ 8,400	$ 8,400	$ 8,400	$ 8,400	$ 16,800
Phone Allowance - Executive Director	768	768	900	900	900	900
Phone Allowance - Assistant Director	768	768	900	900	900	900
Local Travel Expense	-	256	135	400	400	500
Dues and Subscriptions	6,044	7,514	9,482	9,000	9,000	10,000
Seminar/Conference Registrations	7,607	15,224	2,928	18,000	11,000	18,000
Travel and Training	13,461	19,527	11,727	30,000	1,400	30,000
Total Other Personnel Expense	$ 37,048	$ 52,457	$ 34,472	$ 67,600	$ 32,000	$ 77,100
Service and Supply Expenditures						
Contracted Administrative Services	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Bank Charges & Postage	585	(344)	1,920	1,000	3,115	3,500
Insurance	2,166	1,743	3,144	18,000	10,000	15,000
Computer Equipment & Maintenance	4,592	2,910	4,249	5,000	5,000	5,000
Communications Services	2,933	3,286	3,639	4,500	4,500	5,200
Legal Fees	24,562	7,333	31,915	30,000	35,000	40,000
Lease Expense-GTACC	21,289	22,842	25,629	37,000	25,000	25,000
Office Equipment & Supplies	1,876	10,752	3,557	10,000	5,000	10,000
Total Service and Supply Expense	$ 83,003	$ 73,522	$ 99,053	$ 130,500	$ 112,615	$ 128,700
Total Administrative Expenditures	$ 394,982	$ 494,324	$ 504,651	$ 569,112	$ 514,104	$ 663,932
Indirect Economic Development Exp.						
Chamber Guide	$ 8,354	$ 8,354	$ 8,354	$ 8,400	$ 8,400	$ 8,400
Area Street Maps	(3,875)	-		3,875	3,875	-
Marketing	95,354	63,450	90,768	87,000	87,000	100,000
Economic Impact Model License	4,052	4,174	4,299	4,430	4,430	4,565
Event Sponsorships	6,354	6,212	6,000	29,000	22,000	29,000
Promotional Items	4,928	6,574	6,515	6,500	6,500	6,500
Printing	3,978	4,503	6,915	6,500	6,500	6,500
Website and GIS	13,397	14,620	31,899	36,000	36,299	20,000
Professional Services	102,506	136,770	207,560	520,000	250,000	500,000
Miscellaneous	8,065	15,555	70,834	15,000	82,000	15,000
Total Indirect Expenditures	$ 243,113	$ 260,212	$ 433,144	$ 716,705	$ 507,004	$ 689,965

City Debt Service												
Southside Sewer Plant (1999 CO-2/15/2019)	$	188,148	$	188,148	$	-	$	-	$	-	$	-
Utilities Expansion (2002 CO-2/15/2022)		370,000		370,000		370,000		370,000		370,000		370,000
Business Park Infrastructure (Series 2013)		533,613		91,764		533,462		535,663		535,663		537,663
Medical Complex/Persimmon (Series 2016)		-		-		222,222		222,222		222,222		222,222
Total Debt Service	$	1,091,761	$	649,912	$	1,125,684	$	1,127,885	$	1,127,885	$	1,129,885
Grants, Loans & Other Expenditures												
Project Grants	$	335,632	$	361,735	$	219,848	$	2,500,000	$	275,000	$	2,500,000
Sales Tax Reimbursement Grants (380)		48,989		52,312		50,139		50,000		50,139		55,000
Property Acquisition		-		-		-		2,500,000		2,150,000		2,500,000
Business Improvement Grants- Current Year		134,850		73,559		130,891		350,000		91,000		350,000
Business Improvement Grants- Prior Year		188,879		91,000		139,082		215,300		75,900		255,850
Old Town Façade Grants- Current Year		-		-		54,269		250,000		34,000		250,000
Old Town Façade Grants- Prior Year		-		-		-		130,000		110,610		200,000
South Live Oak Redevelopment		-		-		-		-		-		4,000,000
Business Park Expenses		73,720		434,471		248,644		775,000		150,000		300,000
Total Grants/Loans/Other	$	782,070	$	1,013,077	$	842,873	$	6,770,300	$	2,936,649	$	10,410,850
Total All Expenditures	$	2,511,925	$	2,417,525	$	2,906,352	$	9,184,002	$	5,085,642	$	12,894,631
Revenues Over (Under) Expenditures	$	2,868,520	$	4,904,364	$	2,076,474	$	(4,978,502)	$	43,105	$	(8,436,631)
Other Income/Losses on Investments	$	131,524	$	12,554	$	9,264						
Ending Fund Balance	$	20,352,059	$	25,243,868	$	27,311,077	$	20,265,366	$	20,308,470	$	11,871,839

TEDC Debt Service Schedule

	Series 1999	Series 2002	Series 2013	Series 2016	Annual Payments
2016	$ 188,148	$ 370,000	$ 528,012.50		$ 1,086,160.50
2017	$ 188,148	$ 370,000	$ 530,912.50		$ 1,089,060.50
2018	$ 188,148	$ 370,000	$ 533,612.50		$ 1,091,760.50
2019	$ 188,148	$ 370,000	$ 536,112.50		$ 1,094,260.50
2020		$ 370,000	$ 533,462.50	$ 222,222	$ 1,125,684.50
2021		$ 370,000	$ 535,662.50	$ 222,222	$ 1,127,884.50
2022		$ 370,000	$ 537,662.50	$ 222,222	$ 1,129,884.50
2023			$ 539,462.50	$ 222,222	$ 761,684.50
2024			$ 546,012.50	$ 222,222	$ 768,234.50
2025			$ 547,312.50	$ 222,222	$ 769,534.50
2026			$ 548,412.50	$ 222,222	$ 770,634.50
2027			$ 548,737.50	$ 222,222	$ 770,959.50
2028			$ 548,275.00	$ 222,222	$ 770,497.00
2029			$ 551,925.00	$ 222,222	$ 774,147.00
2030			$ 549,056.25	$ 222,222	$ 771,278.25
2031			$ 549,600.00	$ 222,222	$ 771,822.00
2032			$ 549,075.00	$ 222,222	$ 771,297.00
2033			$ 548,100.00	$ 222,222	$ 770,322.00
2034				$ 222,222	$ 222,222.00
2035				$ 222,222	$ 222,222.00
2036				$ 222,222	$ 222,222.00
2037				$ 222,226	$ 222,226.00
Total	**$ 752,592**	**$ 2,590,000**	**$ 9,761,406.25**	**$ 4,000,000**	**$ 17,103,998.25**

2017-2019:

Southside Sewer Plant (1999 CO-2/15/2019)
Utilities Expansion (2002 CO- 2/15/2022)
Business Park Infrastructure (Series 2013)

2020-2022:

Utilities Expansion (2002 CO- 2/15/2022)
Business Park Infrastructure (Series 2013)
Series 2016, Medical Complex Drive-Section 4B, Persimmon Street

2023-2033:

Business Park Infrastructure (Series 2013)
Series 2016, Medical Complex Drive-Section 4B, Persimmon Street

2034-2037:

Series 2016, Medical Complex Drive-Section 4B, Persimmon Street