NOTICE OF WORKSHOP/REGULAR
CITY OF TOMBALL, TEXAS

Monday, October 05, 2026
5:00 P.M.

Notice is hereby given of a Workshop and Regular meeting of the Tomball City Council, to be held on Monday, October 05, 2026 at 5:00 P.M., City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location**): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 880 3238 7753 Passcode: 806700.** The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

A. Call to Order

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

C. General Discussion

1. General Discussion on the City contributions to the Tomball Sister City Organization.

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

1. Workshop Discussion Only – Approve a Professional Services Agreement with Willdan Financial Services to complete a Utility Rate Study, for a not-to-exceed amount of $49,000, approve the expenditure of funds, therefor, and authorize the

City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2026-2027 budget.

2. Workshop Discussion Only – Approve the purchase of a 600kW natural gas generator from Evolve Holdings, Inc. (Evolve Power Generation) through a cooperative purchasing contract with Choice Partners (Contract No. 25/033MR-15 & 25/018MF-22) for a not-to-exceed amount of $350,000, approve the expenditure of funds therefor, and authorized the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2026-2027 Budget as a project in the adopted 2026-2031 Capital Improvement Plan.

3. Workshop Discussion Only – Approve the purchase of an 800kW natural gas generator from Evolve Holdings, Inc. (Evolve Power Generation) through a cooperative purchasing contract with Choice Partners (Contract No. 25/033MR-15 & 25/018MF-22) for a not-to-exceed amount of $420,000, approve the expenditure of funds therefor, and authorized the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2026-2027 Budget as a project in the adopted 2026-2031 Capital Improvement Plan.

4. Workshop Discussion Only – Approve an agreement with Hayden Paving, Inc. to complete asphalt repairs on Baker Drive, Quinn Road, and SH 249, through a BuyBoard Contract (Contract No. 800-26) for a not-to-exceed amount of $217,953.60, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2026-2027 Budget as a project in the adopted 2026-2031 Capital Improvement Plan.

5. Workshop Discussion Only – Approve the purchase of a VacHunter Combo truck from Houston Freightliner through Buyboard Cooperative Purchasing (Contract #HT07-26) for a not-to-exceed amount of $405,000 approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. This purchase was included in the FY 2026-2027 Utilities Fleet Replacement budget.

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

F. Invocation led by Pastor Rodney Price, Pilgrim Hill Missionary Baptist Church

G. Pledges to U.S. and Texas Flags

H. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a*

matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]

I. Presentations

1. Melissa McDonough, a congressional candidate for Texas's 38th District, will introduce herself to the City Council as a prospective representative for the Tomball area.

2. Tidy Up Tomball - Keep Texas Beautiful

J. Reports and Announcements

1. Announcements

I. Upcoming events:

- October 6, 2026 – National Night Out from 5-8 p.m. in various Tomball neighborhoods
- October 8, 2026 – Kaffeeklatsch (Barbara Powell-Tomball Depot) from 8:30-10:00 a.m. at Tomball Community Center
- October 10, 2026 – Spooktacular from 4:00-9:00 p.m. at Tomball Depot Plaza.
- October 14, 2026 – Blood drive from 10:00 a.m.-2:00 p.m. at Fire Station #1

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

I. Capital Improvement Projects and Grants Quarterly update.

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

1. Adopt, on Second Reading, Ordinance No. 2026-17, an Ordinance of the City of Tomball, Texas, amending the Tomball Code of Ordinances by rezoning an approximately 0.86 acre portion of Tract 5D, one tract containing approximately

2.96 acres of land, situated in the C Goodrich Survey, Abstract 311 from Agricultural (AG) to Commercial (C). The property is located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property; providing for a penalty of an amount not to exceed $2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

2. Adopt, on Second Reading, Ordinance No. 2026-41, an Ordinance of the City of Tomball, Texas, amending the Tomball Code of Ordinances by rezoning approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The property is located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility; providing for a penalty of an amount not to exceed $2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

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

1. Approve Minutes of September 21, 2026, Workshop/Regular City Council meeting.

2. City Council acceptance of the Fiscal Year 2025-26 ABIP Audit Engagement Letter.

3. Approve the purchase of vehicles from Lake Country Chevrolet through TIPS Cooperative Purchasing Network (Contract #240901) for a not-to-exceed amount of $117,529.10, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. These items were included in the FY 2026-2027 budget and approved.

4. Approve the purchase of vehicles from Silsbee Ford through TIPS Cooperative Purchasing Network (Contract #240901) for a not-to-exceed amount of $163,068.75, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. These items were included in the FY 2026-2027 budget and approved.

5. Approve the purchase of vehicle upfitting and other repairs and maintenance from Dana Safety Supply, Inc. through a BuyBoard Cooperative Purchasing Network (Contract #698-23) for a not-to-exceed amount of $165,000, approve the

expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. The purchases are included in the FY 2026-2027 Budget.

6. Approve a purchase with Axon Enterprise, Inc., as a sole source vendor, for the purchase of tasers and associated equipment not to exceed $225,860.29 over five years.

7. Approve a purchase with Axon Enterprise, Inc., as a sole source vendor, for the purchase of Camera renewal for the Police Department for a total contract amount of $851,769.54 for a total of five years beginning October 2026, and expiring October 2031, for an annual not-to-exceed payment amount of $174,135.87 after year one, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount was included in the FY 2026-2027 budget to be paid from 100-124-6320. City Staff ask to approve the amount of $155,226.06 to AXON for FY 2026-2027 budget for Cameras and Licenses.

8. Approve an expenditure of greater than $100,000 with Harris County for radio airtime, programming, and part services including animal control services. The Harris County Animal Control Contract totals $36,000 annually. The total contract amount with Harris County is for a not-to-exceed amount of $152,000.00, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchases. The purchase is included in the FY 2026-2027 Budget.

9. Approve services agreement with Accurate Utility Supply, LLC for water, wastewater, and drainage supplies through a BuyBoard Contract (Contract No. 717-23) for a not-to-exceed amount of $250,000, approve the expenditure of funds, therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2026-2027 budget.

10. Approve a contract with B & C Constructors, LP for general contractor services through a 1GPA Contract (Contract No. 24-06DP-01) for a not-to-exceed amount of $250,000, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the fiscal year 2026-2027 adopted budget.

11. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Tomball Art League.

12. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Spring Creek Historical Museum.

13. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Prevailing Winds Community Band.

14. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Visitor Center.

15. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Tomball Night.

16. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Annual Holiday Parade.

17. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the German Heritage Festival.

18. Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the German Christmas Market.

M. New Business

1. Consideration of and action on the election of the Texas Municipal League Region 14 Director.

2. Consideration and possible action to approve Resolution No. 2026-43, cancelling the December 21, 2026 Regular City Council Meeting.

3. Approve, on First Reading, Resolution No. 2026-44-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Old Town Façade Improvement Grant by and between the Corporation and D&A Sno, LLC dba Sno Angels Sno Balls to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprises to be located at 525 W. Main Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed $40,000.00.

4. Approve Request from Tomball Rotary Club for City Support and In-Kind Services for the Tomball High School Athletic Booster Club Crawfish Boil at Juergens Park, on Saturday, March 6, 2027 from 5:00-8:00 p.m.

5. Conduct a public hearing of the City Council of the City of Tomball to consider the advisability of the creation of a Public Improvement District to make certain improvements over certain property located with the City to be established as Graylou Grove Public Improvement District No. 15 (PID 15).

6. Approve Resolution Number 2026-45, a Resolution of the City Council of the City of Tomball, Texas authorizing the submission of a Texas Community Development Block Grant (TxCDBG) Program Application to the Texas Department of Agriculture for the Community Development Fund.

7. Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose(s):

- Sec. 551.071 – Consultation with the City Attorney regarding a matter which the Attorney's duty requires to be discussed in closed session.
- Sec. 551.074 – Personnel Matters: Police Chief.
- Sec. 551.076 – Deliberation regarding the deployment, or specific occasions for implementation, of security personnel or device; or a security audit.

N. Adjournment

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

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 29th day of September 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

_____
Thomas Harris III, TRMC
City Secretary

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

The Tomball Sister City Organization

Independent Accountants' Review Report and
Financial Statements for the Fiscal Year Ended September 30, 2025
(with comparative totals for 2024)

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Independent Accountants' Review Report 1

Financial Statements

Statement of Financial Position 2

Statement of Activities 3

Statement of Functional Expenses 4

Statement of Cash Flows 5

Notes to Financial Statements ..... 6 - 9

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Tipton & Company LLC
134 Vintage Park Blvd. Ste. A #106
Houston, TX 77070
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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
The Tomball Sister City Organization
Tomball, Texas

We have reviewed the accompanying financial statements of The Tomball Sister City Organization (a nonprofit organization), which comprise the statement of financial position as of September 30, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion
Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously reviewed The Tomball Sister City Organization's 2024 financial statements dated December 27, 2024. The summarized comparative information presented herein as of and for the year ended September 30, 2024, is consistent, in all material respects, with the reviewed financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company
Certified Public Accountants
Houston, Texas

January 23, 2026

The Tomball Sister City Organization

Statement of Financial Position

As of September 30, *(with comparative totals for 2024)*		**2025**		2024
Assets				
Cash and cash equivalents	**$**	**192,481**	$	226,287
Property and equipment, net		**1,471**		2,597
Total Assets	**$**	**193,952**	$	228,884
Liabilities and Net Assets				
Liabilities				
Deferred revenue	**$**	**25,172**	$	47,440
Accrued expenses		**10,666**		18,025
Total Liabilities		**35,838**		65,465
Net Assets				
Without donor restriction		**158,114**		163,419
Total Net Assets		**158,114**		163,419
Total Liabilities and Net Assets	**$**	**193,952**	$	228,884

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Activities

Year ended September 30, *(with comparative totals for 2024)*	2025 Total	2024 Total
Without Donor Restrictions		
Public Support and Revenues		
Public Support		
Tomball German Heritage Festival grant	**$ 80,000**	$ 80,000
Tomball German Christmas Market grant	**80,000**	80,000
Revenue		
Tomball German Heritage Festival sponsorship and fees	**210,785**	173,372
Tomball German Christmas Market sponsorship and fees	**197,691**	214,363
Other income	**139**	4,816
Total Public Support and Revenues	**568,615**	552,551
Expenses		
Program Activities		
Tomball German Heritage Festival	**214,319**	220,151
Tomball German Christmas Market	**240,525**	214,202
Total Program Activities	**454,844**	434,353
Supporting Activities		
Management and general	**79,646**	81,283
Fundraising	**39,430**	41,558
Total Supporting Activities	**119,076**	122,841
Total Expenses	**573,920**	557,194
Change in Net Assets	**(5,305)**	(4,643)
Net Assets, Beginning of Year	**163,419**	168,062
Net Assets, End of Year	**$ 158,114**	$ 163,419

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Functional Expenses

Year ended September 30, (with comparative totals for 2024)	Program Activities			Supporting Activities				
	Tomball German Heritage Festival	Tomball Christmas Market	Total Program Activities	Management & General	Fundraising	Total Supporting Activities	**2025 Total**	2024 Total
Salaries and related expenses								
Salaries and wages	$ 13,325	$ 13,325	$ 26,650	$ 15,990	$ 10,660	$ 26,650	**$ 53,300**	$ 50,551
Payroll taxes	1,019	1,019	2,039	1,223	815	2,039	**4,077**	3,867
Employee benefits	29	29	59	35	23	59	**117**	240
Total salaries and related expenses	14,374	14,374	28,747	17,248	11,499	28,747	**57,494**	54,658
Other Expenses								
Advertising	9,916	18,203	28,119	-	27,419	27,419	**55,537**	61,495
Auto	-	-	-	2,052	-	2,052	**2,052**	2,717
Depreciation	-	-	-	1,126	-	1,126	**1,126**	1,126
Distributors	93,088	100,091	193,179	-	-	-	**193,179**	143,455
Donations	-	-	-	6,053	-	6,053	**6,053**	1,784
Dues	-	-	-	4,950	-	4,950	**4,950**	3,805
Equipment rental	-	-	-	-	-	-	**-**	63,987
Exchange students	3,146	3,146	6,292	-	-	-	**6,292**	10,960
Hospitality	1,701	1,420	3,121	-	-	-	**3,121**	4,883
Insurance	-	-	-	7,898	-	7,898	**7,898**	9,977
Interest	-	-	-	-	-	-	**-**	313
Maintenance	-	-	-	600	-	600	**600**	-
Miscellaneous	-	-	-	10,387	-	10,387	**10,387**	7,793
Postage	-	-	-	238	-	238	**238**	293
Professional fees	-	-	-	4,300	-	4,300	**4,300**	4,500
Security	5,515	9,705	15,220	-	-	-	**15,220**	9,760
Service fees	626	626	1,252	1,421	501	1,922	**3,174**	3,246
Storage	-	-	-	2,556	-	2,556	**2,556**	1,300
Supplies	4,003	2,052	6,055	-	-	-	**6,055**	9,213
Taxes	15	15	30	18	12	30	**59**	3,053
Travel and entertainment	81,936	89,014	170,950	13,137	-	13,137	**184,087**	152,213
Utilities	-	-	-	7,447	-	7,447	**7,447**	5,897
Volunteers	-	1,880	1,880	-	-	-	**1,880**	-
Website	-	-	-	215	-	215	**215**	766
Total Other Expenses	199,945	226,152	426,097	62,398	27,931	90,329	**516,426**	502,536
Total Expenses	$ 214,319	$ 240,525	$ 454,844	$ 79,646	$ 39,430	$ 119,076	**$ 573,920**	$ 557,194

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Cash Flows

Year ended September 30, *(with comparative totals for 2024)*		**2025**		2024
Cash Flows from Operating Activities				
Change in Net Assets	**$**	**(5,305)**	$	(4,643)
Adjustments to reconcile change in net assets to net cash from operating activities:				
Depreciation expense		**1,126**		1,126
Change in operating assets and liabilities:				
Deferred revenue		**(22,268)**		7,315
Accrued expenses		**(7,359)**		7,271
Total Adjustments		**(28,501)**		15,712
Net Change from Operating Activities		**(33,806)**		11,069
Net Change in Cash and Cash Equivalents		**(33,806)**		11,069
Cash and Cash Equivalents, beginning of year		**226,287**		215,218
Cash and Cash Equivalents, end of year	**$**	**192,481**	$	226,287

See accompanying notes and independent accountants' review report.

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations – The Tomball Sister City Organization, (the Organization), is a nonprofit corporation founded in 2003 under the laws of the State of Texas for the purpose of the establishment, sponsorship, promotion and support of cultural, business, educational, diplomatic and other exchanges with Tomball's sister city – Telgte, Germany.

To this end the corporation endeavors to promote and heighten public interest in and appreciation of the culture, business, education, products, people or language of sister cities of the City of Tomball, Texas, and to develop programs and provide activities that highlight such culture, business, education, products, people or language, and to assist its members in the development of such programs and the provisions of such activities.

The following programs and services are supported by The Tomball Sister City Organization:

- *Tomball German Heritage Festival* – traditionally held in Tomball during the last weekend in March. It is a Music/Street festival celebrating German and ethnic heritage with four stages of live music entertainment, ethnic and festival food, beer, wine, street vendors, all kinds of German souvenirs and clothing, arts crafts, antiques, Heritage Center, German church service, fireworks, carnival, pony ride, petting zoo, strolling music makers, street performers, and much more.
- *Tomball German Christmas Market* – traditionally held in Tomball on the second weekend in December and includes live music and an open-air market. During this event, street vendors line Market and S. Walnut Streets, selling German Christmas items, arts and crafts, and much more. The event is sponsored by the City of Tomball, Tomball Sister City Organization, and German Heritage Festival.

Basis of Accounting – The financial statements of The Tomball Sister City Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation – The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents – The Organization considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values

of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Property and Equipment – Property and equipment are stated at cost or fair value at date of donation. Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Computers	2 years
Trailers	5 - 15 years

Additions and betterments of $2,500 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is noted. If the carrying amount for the asset is not recoverable, the value is written down to the asset's fair value.

Grants – Grants are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the condition.

Contributed Nonfinancial Assets – Contributed nonfinancial assets are recognized as contributions at fair value when an unconditional commitment is received from the donor. The related expense is recognized as the item is used. Contributed services are recognized as support at their estimated fair value only when the services received create or enhance nonfinancial assets or require specialized skills possessed by the individuals providing the service, and the service would typically need to be purchased if not donated.

Deferred Revenue – Fees charged to vendors participating in the Christmas Market which are received prior to a fiscal year-end but which relate to the following fiscal year are deferred and recognized as revenue in that following fiscal year, once the Christmas Market is held.

Revenue Recognition – Revenue is recognized when earned. Heritage Festival and Christmas Market sponsorship and fees revenue are deferred to the applicable period in which the related event is held.

Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Functional Allocation of Expense – The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The Organization allocates these expenses based on time and effort. Expenses that can be identified with a specific program or supporting service are allocated directly according to their natural expenditure classification.

Income Taxes – The Organization is a nonprofit corporation that is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code (“Code”) and comparable State law, and contributions to it are tax deductible within the limitations prescribed by the Code. The Organization did not conduct any unrelated

business activities in the current fiscal year. Therefore, the Organization has made no provision for federal income taxes in the accompanying financial statements.

The Organization applies the provisions of FASB ASC Topic 740, *Income Taxes*, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition.

The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Advertising – Advertising costs are expensed as incurred. Advertising expense for the year ended September 30, 2025 and 2024 was $55,537 and $61,495, respectively.

NOTE 2 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of September 30, 2025, are comprised of cash and cash equivalents amounting to $192,481.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures.

The Organization is primarily funded by grants and festival revenue. The Organization has a goal to maintain financial assets on hand to meet two festivals' operating expenses, which are, on average, approximately $100,000. The majority of the funds needed to meet the festival operating expenses is maintained in a savings account with Amegy Bank.

NOTE 3 – CONCENTRATIONS

The Organization maintains cash balances at one financial institution located in Texas. The accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At September 30, 2025 and 2024, the Organization had no uninsured balances.

For the years ended September 30, 2025 and 2024, one grantor accounted for twenty-eight percent (28%) and twenty-nine percent (29%), respectively, of total public support and revenue.

The Organization also conducts its operations solely in the Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in grants and negatively impact festival revenues.

NOTE 4 – PROPERTY AND EQUIPMENT

As of September 30, 2025 and 2024, property and equipment consist of the following:

	2025	2024
Computers	$3,357	$3,357
Trailers	8,248	8,248
Subtotal property and equipment	11,605	11,605
Less: accumulated depreciation	(10,134)	(9,008)
Total property and equipment, net	$1,471	$2,597

Depreciation expense for the years ended September 30, 2025 and 2024 was $1,126 in both years.

NOTE 5 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 23, 2026, the date the financial statements were available to be issued. No additional events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

The Tomball Sister Cities Organization

Statement of Financial Position

As of Sep 30, 2025

	TOTAL
Assets	
Current Assets	
Bank Accounts	
Amegy Checking (main) - 1450	0.00
Amegy Checking (SPONSOR)- 6566	0.00
Amegy Payroll Account - 7769	0.00
Amegy - Savings Acct - 3263	11,345.04
Forst Checking 0899 - Payroll	5,486.14
Forst Checking 0910 - Savings	6,000.00
Frost Checking (0398)	139,033.35
Frost Checking 0902 - Sponsors	5,444.68
Total for Bank Accounts	**$167,309.21**
Other Current Assets	
Other receivables	0.00
Total for Other Current Assets	**$0.00**
Total for Current Assets	**$167,309.21**
Fixed Assets	
Accummulated Depreciation	-6,756.00
Computer	3,357.09
Trailer	8,248.00
Total for Fixed Assets	**$4,849.09**
Total for Assets	**$172,158.30**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	**$0.00**
Credit Cards	
Amy CC	139.18
Craig CC	2,598.34
Sandra CC	204.27
Tomball Sister City CC	0.00
VISA 5071	0.00
Visa 7970	-479.07
Visa 8630	67.00
Total for Credit Cards	**$2,529.72**
Other Current Liabilities	
Exchange Student Fund Balance	8,134.32
Payroll Liability	0.00
Total for Other Current Liabilities	**$8,134.32**
Total for Current Liabilities	**$10,664.04**
Total for Liabilities	**$10,664.04**

The Tomball Sister Cities Organization

Statement of Financial Position

As of Sep 30, 2025

	TOTAL
Equity	
Opening Bal Equity	2,450.00
Retained Earnings	190,667.68
Net Revenue	-31,623.42
Total for Equity	**$161,494.26**
Total for Liabilities and Equity	**$172,158.30**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Revenue	
Interest	139.17
TGCM Income	$80,000.00
Festival	46,877.50
Sponsors	20,000.00
Vendors	103,365.00
Total for TGCM Income	**$250,242.50**
TGHF Income	$80,000.00
Festival	70,785.08
Sponsors	20,000.00
Vendors	120,000.00
Total for TGHF Income	**$290,785.08**
Total for Revenue	**$541,166.75**
Gross Profit	**$541,166.75**
Expenditures	
Accounting	4,300.00
Administration	$2,127.00
Auto	$198.60
Fuel	1,702.82
Taxes/Registration	149.50
Vehicle Insurance	3,094.14
Total for Auto	**$5,145.06**
Bank Charges	669.50
Donations	3,052.88
Dues and Subscriptions	4,950.29
Insurance	4,803.68
Internet	2,513.81
Meals	5,808.56
Postage	238.39
Préventive Maintenance	600.00
Sister City Visit	$2,198.25
Food	6,299.46
Travel	-74.50
Total for Sister City Visit	**$8,423.21**
Storage	2,556.00
Telephone	4,933.16
Tolls	513.82
Travel	495.57
Website	214.67
Total for Administration	**$47,045.60**
Exchange Students - Expenses	$307.29
Meals and Entertainment	1,093.00
Travel	74.50
Total for Exchange Students - Expenses	**$1,474.79**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Heritage Dinner	3,850.00
Hospitality Events	$800.00
Meals	241.80
Total for Hospitality Events	**$1,041.80**
Payroll	
Payroll Service Fee	2,504.19
Payroll Tax Expenses	4,077.36
Salary and Wages	53,300.04
Workers Compensation	116.78
Total for Payroll	**$59,998.37**
Scholarship	3,000.00
Taxes	58.89
TGCM Expenses	$4,002.52
Advertising	$15,606.44
Buttonstar	230.85
Photography	3,493.75
Tomball Chamber	500.00
Total for Advertising	**$19,831.04**
Distributors	$77,578.39
Buses	9,179.73
Porta Potties	6,330.00
Total for Distributors	**$93,088.12**
Entertainment	$15,000.00
Entertainers	57,990.00
Hotels	8,424.00
Total for Entertainment	**$81,414.00**
Hospitality	$1,056.00
Meals	645.26
Total for Hospitality	**$1,701.26**
Security	5,515.00
Volunteers	$227.75
Snacks	293.62
Total for Volunteers	**$521.37**
Total for TGCM Expenses	**$206,073.31**
TGHF Expenses	$2,051.62
Advertising	$23,090.18
Community Impact	3,756.25
Houston Chronicle	5,052.80
Kwik Kopy	1,604.37
Photography	1,502.50
Tomball Chamber	700.00
Total for Advertising	**$35,706.10**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Distributors	$93,840.99
Porta Potties	6,250.00
Total for Distributors	**$100,090.99**
Entertainment	$16,000.00
Entertainers	64,996.00
Hotels	8,018.01
Total for Entertainment	**$89,014.01**
Hospitality	$1,047.50
Meals	1,419.74
Total for Hospitality	**$2,467.24**
Security	9,704.90
Volunteers	$500.00
Snacks	331.54
Total for Volunteers	**$831.54**
Total for TGHF Expenses	**$239,866.40**
Uncategorized Expense	6,081.01
Total for Expenditures	**$572,790.17**
Net Operating Revenue	**-$31,623.42**
Net Revenue	**-$31,623.42**

Company name: The Tomball Sister Cities Organization

Budget type: Profit and loss

Period: FY 2026

Accounts	Budget totals
Total Exchange Students - Income	**$0.00**
TGCM Income	$80000.00
Festival	$60000.00
Sponsors	$20000.00
Vendors	$100000.00
Total TGCM Income	**$260000.00**
TGHF Income	$80000.00
Festival	$60000.00
Sponsors	$20000.00
Vendors	$100000.00
Total TGHF Income	**$260000.00**
Total Income	**$520000.00**
Total Auto	**$0.00**
Total Bank Charges	**$0.00**
Total Sister City Visit	**$0.00**
Total Administration	**$0.00**
Total Van	**$0.00**
Total Equipment	**$0.00**
Total Exchange Students - Expenses	**$0.00**
Total Hospitality Events	**$0.00**
Payroll	$0.00
Payroll Service Fee	$2000.00
Payroll Tax Expenses	$4000.00
Salary and Wages	$49000.00
Workers Compensation	$237.00
Total Payroll	**$55237.00**
TGCM Expenses	$0.00
Advertising	$32500.00
Total Advertising	**$32500.00**
Distributors	$89800.00
Total Distributors	**$89800.00**
Entertainment	$56000.00
Total Entertainment	**$56000.00**
Total Hospitality	**$0.00**
Volunteers	$2500.00
Total Volunteers	**$2500.00**
Total TGCM Expenses	**$180800.00**
TGHF Expenses	$0.00
Advertising	$32200.00
Total Printing Materials	**$0.00**
Total Advertising	**$32200.00**
Distributors	$152500.00
Total Distributors	**$152500.00**
Entertainment	$55800.00
Total Entertainment	**$55800.00**
Hospitality	$1700.00
Total Hospitality	**$1700.00**
Insurance	$0.00
Volunteers	$1300.00
Total Volunteers	**$1300.00**
Total TGHF Expenses	**$24**

Accounts	Budget totals
Total Expense	**$479537.00**
Total Net Income	**$40463.00**

Monday, October 28, 2024 at 10:55 AM CDT

Company name: The Tomball Sister Cities Organization

Budget name: Budget of expenditures for grant funds.

Budget type: Profit and loss

Period: FY 2026

Consolidated

Accounts	Budget totals
Income	
Uncategorized Income	
Billable Expense Income	
Exchange Students - Income	
Donations	
Total Exchange Students - Income	**$0.00**
Interest	
Markup	
Rewards	
Sales of Product Income	
TGCM Income	
Festival	
Sponsors	
Vendors	
Total TGCM Income	**$0.00**
TGHF Income	
Festival	
Sponsors	
Vendors	
Total TGHF Income	**$0.00**
Total Income	**$0.00**
Cost of Goods Sold	
Cost of Goods Sold	
Total Cost of Goods Sold	
Expense	
Reconciliation Discrepancies	
Accounting	
Administration	
Auto	
Fuel	
Taxes/Registration	
Vehicle Insurance	
Total Auto	**$0.00**
Bank Charges	
Credit Card Fees	
Total Bank Charges	**$0.00**
Donations	
Dues and Subscriptions	
Insurance	
Internet	
Meals	
Postage	
Préventive Maintenance	
Sister City Visit	
Food	
Travel	
Total Sister City Visit	**$0.00**
Storage	
Telephone	
Tolls	
Travel	

Accounts	Budget totals
Website	
Total Administration	**$0.00**
Bookkeeping	
Deprecation	
Equipment	
Van	
Maintenance	
Total Van	**$0.00**
Total Equipment	**$0.00**
Exchange Students - Expenses	
Insurance	
Meals and Entertainment	
Travel	
Total Exchange Students - Expenses	**$0.00**
Heritage Dinner	
Hospitality Events	
Meals	
Total Hospitality Events	**$0.00**
Interest Paid	
Payroll	$0.00
Payroll Service Fee	
Payroll Tax Expenses	
Salary and Wages	
Workers Compensation	
Total Payroll	**$0.00**
Purchases	
Repairs	
Taxes	
TGCM Expenses	$0.00
Advertising	$35000.00
Buttonstar	
Champions	
Community Impace	
Das Fenster	
Horsebay	
Houston Chronicle	
Kulp Radio	
Kwik Kopy	
Neighborhood Publishing	
Photography	
Polka	
Star Montrose	
The Rural Connection	
Tomball Chamber	
Townsquare Publications	
Total Advertising	**$35000.00**
Distributors	$37000.00
Buses	
Porta Potties	
Total Distributors	**$37000.00**
Entertainment	
Entertainers	
Hotels	
Total Entertainment	**$0.00**
Hospitality	
Meals	

Accounts	Budget totals
Total Hospitality	**$0.00**
Insurance	
Security	$8000.00
Volunteers	
Snacks	
Total Volunteers	**$0.00**
Total TGCM Expenses	**$80000.00**
TGHF Expenses	$0.00
Advertising	$35000.00
American Classifieds	
Blanco County News	
Button Star	
Community Impact	
Das Fenster	
Hello Woodlands	
Horshoebay	
Houston Chronicle	
Houston Livestock Show & Rodeo	
KStar	
Kulp Radio	
Kwik Kopy	
Neighborhood Publication	
Photography	
Polka	
Printing Materials	
ButtonStar	
FastSigns	
Total Printing Materials	**$0.00**
SP Merchandise	
Star Montrose	
Team	
The Rural Connection	
Tomball Chamber	
Townsquare Publications	
Zoogee World	
Total Advertising	**$35000.00**
Distributors	$37000.00
Buses	
Porta Potties	
Total Distributors	**$37000.00**
Entertainment	
Entertainers	
Hotels	
Total Entertainment	**$0.00**
Equipment Rental	
Hospitality	
Meals	
Total Hospitality	**$0.00**
Insurance	
Security	$8000.00
Volunteers	
Snacks	
Total Volunteers	**$0.00**
Total TGHF Expenses	**$80000.00**
Unapplied Cash Bill Payment Expense	
Uncategorized Expense	

Accounts	Budget totals
Total Expense	**$160000.00**
Other Income	
Other Expense	
Reconciliation Discrepancies-1	
Total Other Expense	
Total Net Income	**$-160000.00**

Friday, June 20, 2025 at 1:17 PM CDT

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Tomball Sister City Org.

Street Address: PO BOX 1131

City: TOMBALL State: TX Zip Code: 77375

Contact Name: Craig Bogner

Role with Organization/Business: GM

Phone Number: 832-715-6291 Email: Craig Bogner

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

To keep the German culture and Heritage of Tomball.
Support a Exchange student program from our sister city program

Section II: Event/Program Information

Event/Program Name: Tomball German Christmas Market

Date(s) of Event/Program: December 11,12,13 2026

Location of Event/Program (Provide the address or a general location):

100 ,200,300 400 Blocks of Market

Website for Event/Program: Tomballgermanfest.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

26 Years

Provide a detailed description of the event/program.

3 Day German Festival. 4 Music Stages, 150 + vendors, carnival, Kids area.
Free Admission, parking and shuttle for all.
To promote Tomball German Heritage and to bring visitors to Tomball

Estimated Local Attendees at Event/Program: 40 K

Estimated Out of Town Attendees at Event/Program: 20K

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $ 80K

Total operating budget for event/program. $ 269,000

Percent of event/program to be funded by grant. 29 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $ 30k

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

30,000 Advertising 90,000 for Generators, light towers, Pot a cans & Buses

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

☐ Paid Advertising ☐ Radio ☐ Television ☒ Brochures
☐ Social Media ☒ Newspaper ☒ Online/Digital Ads ☒ Press Release
☐ Other (please specify) _____

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

All Hotels will have a link on website. Vendors hotel link during the application process. All entertainers stay in Hotel during Festival.

How will you measure the impact of your event on local overnight accommodations?

The city has Meeting with Hotels. The hotels that come most give a room count the days.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☒ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☐ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: _____

Applicant Printed Name: Craig Bogner

Date of Application: 6/7/2026

TOMBALL SISTER CITY ORGANIZATION, INC.
Tomball, Texas – Telgte, Germany
P.O. Box 1131
Tomball, Texas 77377

June 2026

Honorable Mayor and City Council

Re: Request for Support of the German Heritage Festival

The Tomball Sister City Organization, Inc. would like to continue the success of our Heritage Festival and bring thousands of visitors to Tomball this year. With this in mind, we respectfully request the following from our city:

(A) In-kind support for the 2026 TGCM, Dec.11,12,13, 2026 TGHF April 2,3,4

1. Personnel:

Public Works:
Ten (10) employees for Friday night, 6:00 pm - 11:00 pm
Twelve (12) employees for Saturday, 8:00 am - 11:00 pm
Twelve (12) employees for Sunday, 8:00 am - 9:00 pm
Employees will need the use of gators for trash pick-up

Police Department:
Ten (10) Officers for Friday, 5:00 pm - 11:00 pm
Ten (10) Officers for Saturday, 9:00 am - 11:00 pm
Ten (10) Officers for Sunday, 10:00 am - 6:00 pm
Three (3) Officers for Sunday night, 6:00 pm - 10:00 pm (for carnival area)

Fire Department:
Two (2) Firefighter/EMTs for Friday, 5:00 pm - 11:00 pm
Two (2) Firefighter/EMTs for Saturday, 9:00 am - 11:00 pm
Two (2) Firefighter/EMTs for Sunday, 10:00 am - 6:00 pm
1 Special Event Vehicle (Fire) for duration of event

2. Facilities

The use of the Community Center Friday, 10:00 am - 10:00 pm and Saturday, 8:00 am - 10:00 pm and Sunday, 8:00 am - 8:00 pm, and one (1) employee working these hours, also.

3. Supplies/Rentals:
   Four (4) 40-yard roll-off, One (1) 30-yard roll-off, and Four (4) 8-yard dumpsters.
   Seventy (70) trash barrels with 500 liners
   Thirty (30) barricades, sixteen (16) traffic cones
   Forty-Two (42) Jersey Barriers – Traffic safety & crowd protection
   Two (2) City owned Generators & Light Towers
   Fuel Top-off for Generators from City's Fuel supply

4. Street Closures:
   We respectfully request permission to close the following City Streets:
   12:00 noon, Thursday - 10:00 pm, Sunday.
   - 100 Block S. Elm Street & Oak Street
   - 100 - 200 – 300-400 Blocks of Market Street
   - Intersection of Market & 200 Block S. Walnut

   5:00 pm Friday until 10:00 pm Sunday: 100 Block Walnut (This is to give access to the Harris County Tax Office.)
   We have also requested of Harris County that S. Cherry Street be closed 9:00 am Friday – 8:00 pm, Sunday.

We request the use of the Following. 5 PM Thursday (1) Heritage Plaza Parking Lot across from City Hall. (2) East end of Heritage Park (3) South lot of the Police Parking Lot. 5 PM Friday (4) Westside of parking lot next to city hall.

(B) Cash Request: Reimbursement, not to exceed 80 K as Approved by TAC Board.

Carnival Hours: Friday, 3:00 pm – 11:00 pm; Saturday, 10:00 am – 11:00 pm; Sunday, 10:00 am – 10:00 pm.

Sincerely,
Craig Bogner

Tomball Sister City Organization

Tomball Sister City Organization, Inc.
P. O. Box 1131, Tomball, TX 77377
AS OF 10/08/2025

Officers and Board of Directors

NAME & ADDRESS	PHONE	[redacted]	TERM EXPIRES
Kit Pfeiffer, Chair 31214 Helen Lane Tomball, Texas 77375	281-460-7630	[redacted]	2027
Mark Barnett, Vice Chair 127 Fennel Road Magnolia, Texas 77354	832-326-8141	[redacted]	2028
Sandra Martin 8118 Spring Stuebner Road Spring, Texas 77379	713-829-0313	[redacted]	2027
Craig Bogner Treasurer, General Manager 31226 Antonia Lane Tomball, Texas 77375	832-715-6291	[redacted]	2026
Amy Mason 26003 Di-jon Tomball, Texas 77377	713-412-1882	[redacted]	2028
Alicia Engelke 31214 Alice Lane Tomball, Texas 77375	713-857-8146	[redacted]	2028
Sonja Love 11907 Julia Lane Magnolia, Texas 77354	832-236-5412	[redacted]	2027
Wesley Burke 11918 Painted Canyon Dr. Tomball, Texas 77377	832-347-0699	[redacted]	2026
Nora Stovall, Secetary 307 Florence Street Tomball, Texas 77375	281-541-1449	[redacted]	2026
Shawn Mason 26003 Di-jon Tomball, Texas 77377	281-799-9292	[redacted]	2027
Brenda Bauske 17323 Granberry Gate Drive Tomball, Texas 77377	713-213-7434	[redacted]	2027
Dennis Wilkins 12515 Fort Isabella Drive Tomball, Texas 77375	713-447-1930	[redacted]	2028

City Council Meeting
Agenda Item,
Data Sheet

Meeting Date: September 21, 2026

Topic:

Workshop Discussion Only – Approve a Professional Services Agreement with Willdan Financial Services to complete a Utility Rate Study, for a not-to-exceed amount of $49,000, approve the expenditure of funds, therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2026-2027 budget.

Background:

The proposed Professional Services Agreement with Willdan Financial Services includes a scope of work to conduct a comprehensive water, wastewater, and gas rate study and develop a long-term financial plan for the City's utility systems. This item is being presented to City Council for informational and discussion purposes only. Because the agreement is below the City's authorized $100,000 approval threshold, no Council action is required, and the agreement will not be brought back to City Council for approval.

As part of the study, Willdan will prepare a comprehensive demographic and utility rate analysis, including the number of households, median household income, average utility consumption, and a comparison of monthly rates and fees charged by neighboring utilities. The consultant will also evaluate the City's existing utility rates and revenues to determine their ability to support current operations and maintenance needs and will develop recommended rates and a long-term financial plan based on projected operating and maintenance costs, debt service obligations, and future capital expenditures.

Willdan will also coordinate with the engineering consultant selected to complete the City's Water and Wastewater Master Plan and Impact Fee Update. This coordination will help ensure that projected infrastructure needs, capital improvements, growth assumptions, and associated financial requirements identified through the master planning process are appropriately incorporated into the utility rate study and long-term financial plan.

Funding for the proposed professional services was allocated in the Fiscal Year 2026-2027 budget.

Origination: Project Management

Recommendation:

Item is being presented to City Council for informational and discussion purposes only

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

FUNDING (IF APPLICABLE)

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

Yes: X No: _____ If yes, specify Account Number: #600-612-6207

#100-157-6206
#600-613-6207
#600-614-6207
#600-615-6207

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

Signed: Meagan Mageo **Approved by:**

Staff Member Date City Manager Date

PROFESSIONAL SERVICES AGREEMENT
FOR
CONSULTANT SERVICES
RELATED TO
PROJECT NO. 2027-10001
CITY OF TOMBALL
UTILITY RATE STUDY

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

THIS AGREEMENT is made, entered into, and executed by and between the CITY OF TOMBALL, TEXAS (the "City"), a municipal corporation of the State of Texas, and Willdan Financial Services ("Consultant").

WITNESSETH:

WHEREAS, Consultant represents that it is capable of providing and qualified to provide professional services to the City and desires to perform the same;

NOW, THEREFORE, the City and Consultant in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

SECTION I.
SCOPE OF AGREEMENT

Consultant agrees to perform certain professional services as outlined and defined in the Proposal attached hereto as Exhibit A, and made a part hereof for all purposes, hereinafter sometimes referred to as "Scope of Work," and for having rendered such services, the City agrees to pay Consultant compensation as stated in the sections to follow.

SECTION II.
CHARACTER AND EXTENT OF SERVICES

Consultant shall do all things necessary to render the services and perform the Scope of Work in a manner consistent with the professional skill and care ordinarily provided by competent consultants practicing in the same or similar locality and under the same or similar circumstances and professional license. It is expressly understood and agreed that Consultant is an Independent Contractor in the performance of the services agreed to herein. It is further understood and agreed that Consultant shall not have the authority to obligate or bind the City, or make representations or commitments on behalf of the City or its officers or employees without the express prior approval of the City. The City shall be under no obligation to pay for services rendered not identified in Exhibit "A" without prior written authorization from the City.

SECTION III.
OWNERSHIP OF WORK PRODUCT

Consultant agrees that the City shall have the right to use all exhibits, maps, reports, analyses and other documents prepared or compiled by Consultant pursuant to this Agreement. The City shall be the absolute and unqualified owner of all studies, exhibits, maps, reports, analyses, determinations, recommendations, computer files, and other documents prepared or acquired pursuant to this Agreement with the same force and effect as if the City had prepared or acquired the same. It is further understood and agreed that ownership and usage rights associated with the above referenced documents and analyses, hereinafter referred to as instruments, are contingent upon Consultant's completion of the services which will result in the production of such instruments and Consultant's receipt of payment, in full, for said services. Additionally, City understands and agrees that the rights described and provided hereunder shall not preclude or prevent Consultant from continuing to use those processes, analyses and data.

SECTION IV.
TIME FOR PERFORMANCE

The time for performance is as estimated in Exhibit A attached hereto. Upon written request of Consultant, the City may grant time extensions to the extent of any delays caused by the City or other agencies with which the work must be coordinated and over which Consultant has no control.

SECTION V.
COMPLIANCE AND STANDARDS

Consultant agrees to perform the work hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the applicable profession to comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the work to be performed hereunder and Consultant's performance.

SECTION VI.
INDEMNIFICATION

To the fullest extent permitted by Texas Local Government Code Section 271.904, Consultant shall and does hereby agree to indemnify, hold harmless and defend the City, its officers, agents, and employees against liability for damage caused by or resulting from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the Consultant, the Consultant's agent, consultant under contract, or another entity over which the Consultant exercises control.

SECTION VII.
CONSULTANT'S COMPENSATION

For and in consideration of the services rendered by Consultant pursuant to this Agreement, the City shall pay Consultant only for the actual work performed under the Scope of Work, on the basis set forth in Exhibit "A," up to an amount not to exceed **$49,000**, including reimbursable expenses.

SECTION VIII.
INSURANCE

Consultant shall procure and maintain insurance for protection from workers' compensation claims, claims for damages because of bodily injury, including personal injury, sickness, disease, or death, claims or damages because of injury to or destruction of property, including loss of use resulting therefrom, and claims of errors and omissions.

SECTION IX.
TERMINATION

The City may terminate this Agreement at any time by giving seven (7) days prior written notice to Consultant. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders or contracts are chargeable to the Agreement. As soon as practicable after receipt of notice of termination, Consultant shall submit a statement, showing in detail the services performed under this Agreement to the date of termination. The City shall then pay Consultant that proportion of the prescribed charges which the services actually performed under this Agreement bear to the total services called for under this Agreement, less such payments on account of the charges as have been previously made. Copies of all completed or partially completed maps, studies, reports, documents and other work product prepared under this Agreement shall be delivered to the City when and if this Agreement is terminated.

SECTION X.
ADDRESSES, NOTICES AND COMMUNICATIONS

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, to Consultant at the following address:

Willdan Financial Services
Attention: Dan Jackson
5500 Democracy Drive, Suite 130
Plano, Texas 75024

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, to the City at the following address:

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

SECTION XI.
LIMIT OF APPROPRIATION

Prior to the execution of this Agreement, Consultant has been advised by the City and Consultant clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the City shall have available only those sums as expressly provided for under this Agreement to discharge any and all liabilities which may be incurred by the City and that the total compensation that Consultant may become entitled to hereunder and the total sum that the City shall become liable to pay to Consultant hereunder shall not under any conditions, circumstances, or interpretations hereof exceed the amounts as provided for in this Agreement.

SECTION XII.
SUCCESSORS AND ASSIGNS

The City and Consultant bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the City nor Consultant shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

SECTION XIII.
DISCLOSURE OF INFORMATION

Consultant shall under no circumstances release any material or information developed in the performance of its services hereunder without the express written permission of the City.

SECTION XIV.
MODIFICATIONS

This instrument, including Exhibit A, contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties hereto.

SECTION XV.
ADDITIONAL SERVICES OF CONSULTANT

If authorized in writing by the City, Consultant shall furnish, or obtain from others, Additional Services that may be required because of significant changes in the scope, extent or character of the Scope of Work, as defined in Exhibit "A." These Additional Services, plus reimbursable expenses, will be paid for by the Owner on the basis set forth in Exhibit "A," up to the amount authorized in writing by the City.

SECTION XVI.
CONFLICTS OF INTEREST

Pursuant to the requirements of the Chapter 176 of the Texas Local Government Code, Consultant shall fully complete and file with the City Secretary a Conflict of Interest Questionnaire.

SECTION XVII.
PAYMENT TO CONSULTANT FOR SERVICES AND REIMBURSABLE EXPENSES

Invoices for Basic and Additional Services and reimbursable expenses will be prepared in accordance with Consultant's standard invoicing practices and will be submitted to the City by Consultant at least monthly. Invoices are due and payable thirty (30) days after receipt by the City.

SECTION XVIII.
PAYMENT FOR SERVICES AND REIMBURSABLE EXPENSES

Invoices for Basic and Additional Services and reimbursable expenses will be prepared in accordance with Consultant's standard invoicing practices and will be submitted to the City by Consultant at least monthly. Invoices are due and payable thirty (30) days after receipt by the City.

SECTION XIX.
MISCELLANEOUS PROVISIONS

A. Venue for any legal actions arising out of this Agreement shall lie exclusively in the federal and state courts of Harris County, Texas.

B. This Agreement is for sole benefit of the City and Consultant, and no provision of this Agreement shall be interpreted to grant or convey to any other person any benefits or rights.

C. Consultant further covenants and agrees that it does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States, or (b) authorized by law to be employed in that manner in the United States.

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

IN WITNESS WHEREOF, the City of Tomball, Texas, has lawfully caused this Agreement to be executed by its Mayor; and Consultant, acting by its duly authorized officer/representative does now sign, execute and deliver this instrument.

EXECUTED on this 11 day of September, 2026.

Company Name: Willdan Financial Services

Name: Dan V. Jackson
Title: Vice President

CITY OF TOMBALL, TEXAS

David Esquivel, City Manager

ATTEST:

Thomas Harris III, City Secretary

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Workshop Discussion Only – Approve the purchase of a 600kW natural gas generator from Evolve Holdings, Inc. (Evolve Power Generation) through a cooperative purchasing contract with Choice Partners (Contract No. 25/033MR-15 & 25/018MF-22) for a not-to-exceed amount of $350,000, approve the expenditure of funds therefor, and authorized the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2026-2027 Budget as a project in the adopted 2026-2031 Capital Improvement Plan.

Background:

Following routine preventive maintenance of the generator located at the Pine Street Water Plant, it was noted that the existing generator is showing severe electrical and mechanical deterioration due to its age. The current generator is 17 years old and has exceeded the recommended service life expectancy of 12-15 years and is now experiencing increasing maintenance costs. Based on the age of the generator and identified issues, many of the parts that could require replacement in the future are becoming increasingly harder to locate and/or are no longer in production. Replacement is necessary to ensure reliable backup power and maintain uninterrupted water plant operations during severe weather events and power outages.

Staff has worked with Evolve Power Generation, the company contracted to maintain the integrity of all City-owned generators, to determine options to ensure generator power remains in place for critical operations of the water plant in the event of a power outage or weather event. Based on their recommendation staff is proposing to replace the current 600 kW natural gas generator with the same size and load capacity.

This item authorizes the purchase from Evolve Power Generation for the purchase and installation of one (1) natural gas generator, with estimated delivery lead time of 22 weeks. The contract will be issued under a cooperative purchasing contract with Choice Partners (Contract No. 25/033MR-15 & 25/018MF-22).

Purchase Price Breakdown	
One (1) – 60 kW Natural Gas Generators	$344,824.56
Contingency	$5,175.44
Total Purchase Price	$350,000.00

Origination: Public Works Department

Recommendation:

Staff recommends approving the purchase of a replacement generator from Evolve Holdings, Inc. (Evolve Power Generation) through a cooperative purchasing contract with Choice Partners for a not-to-exceed amount of $350,000.

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

FUNDING (IF APPLICABLE)

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

Yes: X No: If yes, specify Account Number: # 400-634-6409

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

Signed Drew Huffman Approved by

Staff Member Date City Manager Date

EVOLVE POWER GENERATION

10555 COSSEY ROAD HOUSTON TX 77070
GENERAL INFORMATION (832)375-0099 BO WILLIAMSON CELL (281) 615 - 8204
EMERGENCY SERVICE (800) 723 - 4859 FAX (832) 375 - 0097

Company: City of Tomball **Date: September 16, 2026**

Attention: **Fax: Delivered**

Re: Evolve Proposal **Subj:600Kw Nat Gas**

Thank you for allowing Evolve Power Generation the opportunity to offer the following generator proposal for your consideration.

Item I

Quantity of (1) Natural Gas 600 Kw Generator.

.

Engine Features Each.

- Certified PSI Inc Engine
- 600 kW, 1800 RPM.
- Skid base
- Unit mounted radiator.
- Electric safety shut-downs.
- Critical grade silencer.
- Flexible exhaust connection.
- Rain cap.
- Batteries.
- Battery rack and cables.
- Battery charger
- Electronic governor.
- Block heater 4000W / 240V 1PH hot start
- Dry type air cleaner assembly.
- Oil drain extensions.
- Inlet / Outlet ball valves for heater replacement

Generator Features

- 480 Volt, 60 Hertz, 3 Phase Generator.
- 1200amp 277/480 3pole CSI Electronic Trip 100% set to 1000amp
- Level 2 Sound Enclosure

Control Features

- DeepSea 7420 MKII Controller
- Engine run contacts.
- External PMG excitation
- Digital AC volt/amp/frequency meter.
- Over-current, over-frequency, over-voltage relays.
- Controller connection kit

Installation

- Delivery Crane And Installation Included
- All Electrical Connections Included
- All Exhaust Connections Included
- All Gas Connections by City of Tomball

Miscellaneous

- Anti-freeze, lube oil, and electrolyte.
- Owner's manuals.
- Two (2) Year warranty.
- Rated power factor test, 0.8 PF.
- Standard factory test.
- Start-up inspection (only one trip included to perform start up).

GENSET PACKAGE PRICE: $344,824.56

Delivery

- Delivery Freight Allowed
- F.O.B. Job-site – Tomball, Texas.
- Lead time 22 weeks

Notes

- No fuel has been included.
- Detailed specifications not provided at time of proposal.
- No taxes are included in pricing.
- Any concrete work to be performed by others.
- See specification sheets.
- Excludes plumbing and concrete pad if needed
- Excludes dual breakers in pricing

Clarifications

- Based on customer supplied information only as specifications not present while quoting.

Validity

- Pricing firm for forty-five (45) days.

Thank you and should you have any questions, please contact me by phone at (832)375-0099 or by fax at (832)375-0097.

Sincerely,
Evolve Power Generation

Lindsay Starnes

Lindsay Starnes
Power Generation Division

Accepted Date_____

Customer_____

ENGINEERED POWER FOR THE MARINE, AVIATION, POWER GENERATION, DEFENSE AND PETROLEUM INDUSTRIES

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Workshop Discussion Only – Approve the purchase of an 800kW natural gas generator from Evolve Holdings, Inc. (Evolve Power Generation) through a cooperative purchasing contract with Choice Partners (Contract No. 25/033MR-15 & 25/018MF-22) for a not-to-exceed amount of $420,000, approve the expenditure of funds therefor, and authorized the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2026-2027 Budget as a project in the adopted 2026-2031 Capital Improvement Plan.

Background:

Following routine preventive maintenance of the generator located at the FM 2920 Water Plant, it was noted that the existing generator is showing severe electrical and mechanical deterioration due to its age. The current generator is 17 years old and has exceeded the recommended service life expectancy of 12-15 years and is now experiencing increasing maintenance costs. Based on the age of the generator and identified issues, many of the parts that could require replacement in the future are becoming increasingly harder to locate and/or are no longer in production. Replacement is necessary to ensure reliable backup power and maintain uninterrupted water plant operations during severe weather events and power outages.

Staff has worked with Evolve Power Generation, the company contracted to maintain the integrity of all City-owned generators, to determine options to ensure generator power remains in place for critical operations of the water plant in the event of a power outage or weather event. Based on their recommendation staff is proposing to replace the current 800 kW natural gas generator with the same size and load capacity.

This item authorizes the purchase from Evolve Power Generation for the purchase and installation of one (1) natural gas generator, with estimated delivery lead time of 22 weeks. The contract will be issued under a cooperative purchasing contract with Choice Partners (Contract No. 25/033MR-15 & 25/018MF-22).

Purchase Price Breakdown	
One (1) – 60 kW Natural Gas Generators	$415,273.31
Contingency	$4,726.69
Total Purchase Price	$420,000.00

Origination: Public Works Department

Recommendation:

Staff recommends approving the purchase of a replacement generator from Evolve Holding, Inc. (Evolve Power Generation) through a cooperative purchasing contract with Choice Partners for a not-to-exceed amount of $420,000.

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

FUNDING (IF APPLICABLE)

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

Yes: X No: _____ If yes, specify Account Number: # 400-613-6409

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

Signed Drew Huffman Approved by _____

Staff Member Date City Manager Date

EVOLVE POWER GENERATION

10555 COSSEY ROAD HOUSTON TX 77070
GENERAL INFORMATION (832)375-0099 BO WILLIAMSON CELL (281) 615 - 8204
EMERGENCY SERVICE (800) 723 - 4859 FAX (832) 375 - 0097

Company: City of Tomball **Date: September 16, 2026**

CP Contract: 25/018MF-22 **Fax: Delivered**

Re: Evolve Proposal **Subj:800Kw Nat Gas**

Thank you for allowing Evolve Power Generation the opportunity to offer the following generator proposal for your consideration.

Item I

Quantity of (1) Natural Gas 800 Kw Generator.

.

Engine Features Each.

- Certified PSI Inc Engine
- 800 kW, 1800 RPM.
- Skid base
- Unit mounted radiator.
- Electric safety shut-downs.
- Critical grade silencer.
- Flexible exhaust connection.
- Rain cap.
- Batteries.
- Battery rack and cables.
- Battery charger 10AMP heavy duty 12/24 V programmable
- Electronic governor.
- Block heater 4000W / 240V 1PH hot start
- Dry type air cleaner assembly.
- Oil drain extensions.
- Inlet / Outlet ball valves for heater replacement

Generator Features

- 480 Volt, 60 Hertz, 3 Phase Generator.
- Main circuit breaker, UL-Listed
- Level 2 Sound Enclosure

Control Features

- Auto start digital engine control panel, NFPA-110 Level 1
- Dry contact kit, NFPA-110
- Engine run contacts.
- External PMG excitation
- Digital AC volt/amp/frequency meter.
- Over-current, over-frequency, over-voltage relays.
- Controller connection kit

Installation

- Delivery Crane And Installation Included
- All Electrical Connections Included
- All Exhaust Connections Included
- All Gas Connections by City of Tomball

Miscellaneous

- Anti-freeze, lube oil, and electrolyte.
- Owner's manuals.
- Two (2) Year warranty.
- Rated power factor test, 0.8 PF.
- Standard factory test.
- Start-up inspection (only one trip included to perform start up).

GENSET PACKAGE PRICE:..... $415,273.31

Delivery

- Delivery Freight Allowed
- F.O.B. Job-site – Tomball, Texas.
- Lead time 22 weeks

Notes

- No fuel has been included.
- Detailed specifications not provided at time of proposal.
- No taxes are included in pricing.
- Any concrete work to be performed by others.
- See specification sheets.
- Excludes plumbing and concrete pad if needed

Clarifications

- Based on customer supplied information only as specifications not present while quoting.

Validity

- Pricing firm for forty-five (45) days.

Thank you and should you have any questions, please contact me by phone at (832)375-0099 or by fax at (832)375-0097.

Sincerely,
Evolve Power Generation

Lindsay Starnes

Lindsay Starnes
Power Generation Division

Accepted Date_____

Customer_____

ENGINEERED POWER FOR THE MARINE, AVIATION, POWER GENERATION, DEFENSE AND PETROLEUM INDUSTRIES

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Workshop Discussion Only – Approve an agreement with Hayden Paving, Inc. to complete asphalt repairs on Baker Drive, Quinn Road, and SH 249, through a BuyBoard Contract (Contract No. 800-26) for a not-to-exceed amount of $217,953.60, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2026-2027 Budget as a project in the adopted 2026-2031 Capital Improvement Plan.

Background:

Staff completed evaluations of asphalt failures and defects along Baker Drive, Quinn Road, and SH 249 with the selected contractor, Hayden Paving. These evaluations determined that asphalt repairs were needed to improve the roads and provide safe vehicular travel.

Staff is recommending awarding an agreement to Hayden Paving, Inc to complete the needed asphalt repairs for a total amount not-to-exceed of $217,953.60. Repairs will be completed prior to the end of the fiscal year. The table below depicts the full scope of work to be completed.

Location	Scope of Work	Total Cost
Baker Drive Fault Line Repairs	8” base repairs: mill and remove existing failed asphalt and base, place and compact 8” black base and overlay (approximately 8m756 SF)	$172,577.60
Quinn Road Mill and Overlay	Mill and overlay 2” (approximately 13,200 SF)	$35,376.00
SH 249 (Business)	Repairs to asphalt to concrete tie-ins at various locations along SH 249	$10,000.00
Total Cost: $217,953.60		

Origination: Public Works

Recommendation:

Staff recommends approving an agreement with Hayden Paving, Inc. to complete asphalt repairs for a not-to-exceed of $217,953.60

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

FUNDING (IF APPLICABLE)

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

Yes: X No: _____ If yes, specify Account Number: #400-154-6409

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

Signed: Meagan Mageo **Approved by:** _____

Staff Member Date City Manager Date

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

Quotation

Estimate Name: City of Tomball Baker Dr & Quinn Rd Repairs

Quote Number: 39083

Quote Date: 09/15/2026

Quoted By: Michael Henry

Quoted to: City of Tomball
Phone: 281-290-1411
Contact: Justin Pruitt
Good Through: 10/15/26
Job Location: Baker Drive & Quinn Road

Bid Item	Description	Ext Price
1	**Baker Road Fault Line Repairs**: Mobilization. 8" Base Repairs: Mill and remove 10" of existing failed asphalt and base. Haul off and dispose of off-site. Place and compact 8" of Black Base HMAC. 2" Overlay: Spray an SS-1 tack coat and then place and compact 2" of Type D HMAC. Totaling approximately 8,756 SF. Striping: Re-paint white edge lines and yellow skips for approximately 400 LF of roadway.	$172,577.60
2	**Quinn Road Mill and Overlay**: Mill and Overlay 2" Includes traffic control, milling and haul off, tack coat, 2" HMAC PG 64-22 Type D. Totaling approximately 13,200 SF.	$35,376.00
3	Asphalt to Concrete Tie-in: Saw-cut and remove existing Asphalt approximately 1 foot back from Asphalt and Concrete joint at Various Locations along 249. Replace approximately 2" of Type D HMAC. Totaling 600 LF	$10,000.00
	GRAND TOTAL	**$217,953.60**

Notes

1. BUYBOARD #: 800-26
2. Price is subject to change due to any freight increases, liquid asphalt increases, and fuel surcharges incurred.
3. Hayden Paving shall not warranty asphalt failures caused by sub-grade or base failures where asphalt is placed on existing sub-grade, base or asphalt surface which was not installed by Hayden Paving.
4. Asphalt paving industry recommended grade for proper drainage of asphalt surfaces is 2%. Designed grades of less than 1.5% will increase the chances of water ponding. Hayden Paving shall not guaran

5. Engineering layout, offset stakes and string line elevation control costs are not included in this quotation. This quote is based upon the assumption that elevations shall be controlled by existing roadway.
6. This proposal is good for 30 day from the date of submission.
7. This quotation is based upon area measurements provided by the customer. If the actual area is larger than the quoted area the final billing will reflect the necessary changes.
8. This quotation is based upon the assumption the area for proposed work is free of obstacles which prohibit the use of standard earth moving equipment.

Exclusions

- Exclusions
- Permit Costs
- Payment & Performance Bonds
- Engineering
- Layout
- Water Purchase
- Silt Fence or Inlet Protection
- Erosion or Sediment Control
- Tree Protection
- Hydro-mulching
- Sod
- Testing or Coring

"20 Years Experience"

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

Signature _____ Date_____

Print Name _____

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Workshop Discussion Only – Approve the purchase of a VacHunter Combo truck from Houston Freightliner through Buyboard Cooperative Purchasing (Contract #HT07-26) for a not-to-exceed amount of $405,000 approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. This purchase was included in the FY 2026-2027 Utilities Fleet Replacement budget.

Background:

Unit U28, a 2008 sewer cleaner, was identified for replacement during the FY 2026–2027 budget process due to the age of the equipment and increasing maintenance and repair costs. The unit has reached a point in its service life where continued operation is becoming less reliable and increasingly costly.

Staff recommends replacing Unit U28 with a VacHunter Combination Sewer Cleaner Truck from Houston Freightliner. The proposed combination vacuum truck will provide expanded capabilities for cleaning and maintaining sanitary sewer infrastructure, including sewer mains, manholes, and other system components.

In addition to replacing aging equipment, the purchase of a full combination vacuum truck is expected to reduce the City's reliance on contracted vacuum maintenance services and associated annual costs for sewer system maintenance. The additional in-house capability will also allow staff to respond more efficiently to routine maintenance needs and sewer-related emergencies. A full breakdown of the cost is depicted in the table below.

Item	Amount
VacHunter Combo Truck	$394,713
Contingency (Nozzles & Maintenance Plan)	$10,287
Total	**$405,000**

Staff is requesting approval of the expenditure request of a not-to-exceed amount of $405,000 for the purchase of the VacHunter Combo truck with contingency for additional nozzles and the maintenance plan.

Origination: Public Works

Recommendation:

Staff recommends approving the purchase of a VacHunter Combo truck from Houston Freightliner through Buyboard Cooperative Purchasing (Contract #HT07-26) for a not-to-exceed amount of $405,000.

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

FUNDING (IF APPLICABLE)

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

Yes: X No: _____ If yes, specify Account Number: #650-652-6403

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

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

HGACBuy	CONTRACT PRICING WORKSHEET For MOTOR VEHICLES Only	Contract No.:	HT07-26	Date Prepared:	9/23/2026

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Tomball	Contractor:	Houston Freightliner
Contact Person:	Drew Huffman	Prepared By:	Adam Neuse
Phone:	940-389-5649	Phone:	713-580-8148
Fax:		Fax:	
Email:	dhuffman@tomballtx.gov	Email:	adam.neuse@houstonfreightliner.com

Product Code:	001-177	Description:	108SD

A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	94703

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
MERITOR MFS-12-143A 12,000# FF1 71.5 INCH KPI/3.74 IF	215	Air Cab Mounts	85
12,000# DUAL TAPERLEAF FRONT SUSPENSION	43	FIBERGLASS HOOD WITH ACCESS HATCHES	512
MERITOR MS-21-14X 21,000# R- SINGLE REAR AXLE	201	Exterior Front Sun Visor	197
20,000# FLAT LEAF SPRING REAR SUSPENSION WITH H	118	Premium Cab Insulation	140
182" Wheelbase	563	Basic Isringhausen High Back Air Suspension Drivers Seat Wt	240
24 Inch Integral Front Frame Extension	345	Basic Isringhausen High Back Air Suspension Passenger Seat V	266
.	199	97 Db Backup Alarm Mounted Inboard Of Rail	44
Positive and Negative Jump Starts Mtd on Frame Next to Starte	109	1 Quickfit Programable Module (QPM/XMC)	585
RH Outboard Under Step Mounted Horizontal Aftertreatment S	581		
1350- Front PTO Provision	919	VacHunter Combo 3635 PH6C 3300 CFM	282713
750 Watt/115 Volt Block Heater	76	**Subtotal From Additional Sheet(s):**	
Front Tow Hooks	60	**Subtotal B:**	288211

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
ALCOA 88167X 22.5X8.25 ALUMINUM FR&RR WHEELS	883		
		Subtotal From Additional Sheet(s):	0
		Subtotal C:	883

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	**For this transaction the percentage is:**	0%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	383797	=	Subtotal D:	383797

E. H-GAC Order Processing Charge (Amount Per Current Policy)	Subtotal E:	1500

F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Freightliner Standard Destination Charge	**3375**	**TARIFF IMPACT FEE M2 106/112, 108/114 SD**	1500
MY26 ESCALATOR	**3750**	**GHG24 SURCHARGE - CUMMINS**	791
		Subtotal F:	9416

Delivery Date:		**G. Total Purchase Price (D+E+F):**	394713

HGACBuy THE SMART PURCHASING SOLUTION

Texas Underground, Inc. - 1617 Garden Road Pearland TX 77581 - Phone 1.800.373.1318

Cost Final - VacHunter Combo 3635 PH6C 3300 CFM 40 @3000

Quote Date: September 24, 2026
Customer: Tomball
Job #
Salesman: David Mills

Due Date:
Dealer: TUI
Stock #
P.O. Number:

Part Number	Description	Quantity	Price	Total
DEBRIS TANK				
	3-Yard (600 Gallon Capacity) 72" SS Barrel	1	STD	STD
	Hydraulic Rear Door	1	STD	STD
	Hydraulic Dump Tank Lift	1	STD	STD
	High-Pressure Body Washout System	1	STD	STD
	6" ANSI Flange Drain with Butterfly Valve Lower door stand Pipe	1	STD	STD
	Ladder On Debris Tank & Ladder To Deck	1	STD	STD
	Debris Tank Float Ball Level Indicator	1	STD	STD
	Stainless Steel Debris Tank & Door	1	STD	STD
	3" Gravity Drainage Front Bumper	1	$ 1,700.00	$ 1,700.00
	Purge Valve Gravity Drain 1" Ball Valve	1	$ 345.00	$ 345.00
FRONT REEL MOUNT 3/8" STEEL DESIGN HYDRAULIC DRIVE HOSE REEL DUAL CHAIN DRIVE				
	800' Capacity x 3/4"	1	STD	STD
	Articulating Reel Hydraulic	1	STD	STD
	Reel Speed Control	1	STD	STD
	Double Roller Levelwind	1	$ 500.00	$ 500.00
	Manual Footage Counter	1	$ 712.00	$ 712.00
	Auto Lube Swivel	1	$ 200.00	$ 200.00
SEWER HOSE & CLEANING TOOLS 3000 PSI				
	Tiger Tail(1)Std 3"	1	STD	STD
	Nozzle Rack	1	STD	STD
	15 Degree Nozzle	1	STD	STD
	30 Degree Nozzle	1	STD	STD
	Nozzle Skid Assy 6"	1	STD	STD
	3/4" Leader hose	10	$ 13.00	$ 130.00
	3/4" Jet Hose	600	$ 4.15	$ 2,490.00
3007-49	RED DAWG Chizel Point Nozzle 2.3"	1	$ 423.50	$ 423.50
	Rotator Nozzle	1	$ 850.00	$ 850.00
3007-119	RED DAWG Texan Mini	1	$ 1,017.50	$ 1,017.50
	Manhole - Upper Roller Aluminum	1	$ 350.00	$ 350.00
	Manhole - Hook	1	$ 100.00	$ 100.00
	Nozzles Package	1	$ 6,000.00	$ 6,000.00
WATER SYSTEM				
	600 Gallon Water Tank - Stainless Steel	1	STD	STD
	25' Fill Hose w Storage Rack	1	STD	STD
	Hydrant Fill Strainer	1	$ 375.00	$ 375.00
	Hydrant Wrench	1	$ 100.00	$ 100.00
WATER PUMP PTO DIRECT DRIVE MOUNTED UNDER FRAME				
	3000 PSI @ 40 GPM Giant Water Pump	1	Std	Std
	3,000 PSI @ 50 GPM Giant Water Pump 7 Series	1	$ 7,000.00	$ 7,000.00
	Air Purge	1	$ 185.00	$ 185.00
	Winter Recirulation	1	$ 595.00	$ 595.00
	Multi Flow	1	$ 295.00	$ 295.00
	Petcocks Pump Drain	1	$ 200.00	$ 200.00
	Hydro excavation Package-Gun, 0 Degree tip, and Rip saw for digging (2) 5ft Barrel SS Extension 50ft Retractable Hand Gun Reel w 50' x 1/2" hose Storage Tube For Tools (1) Extra Blue Gun Low Pressure Curb Side Controls	1	$ 5,500.00	$ 5,500.00
CONTROL PANEL				
	Water Pump On/Off	1	STD	STD
	Vacuum On/Off	1	STD	STD
	Hydraulics On/Off	1	STD	STD
	Emergency Kill	1	STD	STD
	Fuel Tank Chassis	1	STD	STD
	Electric Throttle	1	STD	STD
	Tachometer	1	STD	STD
	Water Pressure	1	STD	STD
	Water On/Off Walve	1	STD	STD
	Reel Speed Control	1	STD	STD
	Reel IN/OUT	1	STD	STD
BLOWER PTO BELT DRIVE				
	3,300 CFM Blower	1	STD	STD
	Cyclone Separator Dual	1	STD	STD
	Vacuum Breaker	1	STD	STD
6" Vacuum System				
	48" x 6" Vacuum Tube w/ Poly Crown	1	STD	STD
	48" x 6" Vacuum Tube w/ Hat Flange	2	STD	STD
	60" x 6" Vacuum Tube w/ Hat Flange	3	STD	STD
	Vertical Pipe Storage Area 6"	1	STD	STD
	Clamps For Tubes 6"	1	STD	STD
TOOL STORAGE				
	TOOL Tray Above frame each side of water/debris tank	1	STD	STD
	TOOL BOX 24 X24 X 30 TM Locking Below Frame	1	$780.00	$ 780.00
3004-5049-L	Driver Side Mounted Tool Box 24x24x36 Flat Aluminum	1	$1,500.00	$ 1,500.00
3004-5049-R	Passenger Side Mounted Tool Box 24x24x36 Flat Aluminum	1	$1,500.00	$ 1,500.00
	Rubber Dry Decking	5	$150.00	$ 750.00
FRONT BOOM WITH OPTIONS				

	6 FT Telescoping Boom	1	STD	STD
	Powered Boom Rotation Std W Boom	1	STD	STD
	Wireless Boom Pendant Control- Up/Down, Telescope, Boom Swing, Vacuum Breaker, Throttle,	1	$ 4,500.00	$ 4,500.00
	Boom assembly Remote Lube	1	$ 3,000.00	$ 3,000.00
	Auto Lube Boom Swing	1	$ 200.00	$ 200.00
LIGHTING				
ELECTRICAL OPTIONS				
	Qty (4) Light - Strobes Flat one each corner of truck (White)	1	$ 1,250.00	$ 1,250.00
9000-0022	Light - Strobe Light w/Limb Guard	1	$ 285.00	$ 285.00
9000-0023	Light - Panel Light	1	$ 80.00	$ 80.00
9000-0024	Light - Work Light-(Control panel) LED	1	$ 200.00	$ 200.00
9000-0024	Light - Work Light (Engine-Pump area)	1	$ 200.00	$ 200.00
	PH LED Super Light (Boom Mounted)	1	$ 1,250.00	$ 1,250.00
	Light Bar Side Debris Tank - 1 ea. Side	2	$ 400.00	$ 800.00
	Light Bar Arrowstick	1	$ 400.00	$ 400.00
	Light Bar Boom	1	$ 400.00	$ 400.00
	Back Up Camera With Front Rear Camera	1	$ 2,500.00	$ 2,500.00
	Back Up Alarm	1	$ 200.00	$ 200.00
MANUALS				
	PipeHunter Operator's Manual CD	1	STD	STD
	Service Contract 2 Years - Truck Comes to our shop for 2 PM's per year	1	$ 6,000.00	$ 6,000.00
FRAME & AXLE				
	Industrial Frame	1	STD	STD
	DOT LIGHTING PACKAGE	1	STD	STD
	Traffic Cone Rack	1	$ 125.00	$ 125.00
	Triangle Kit	1	$ 100.00	$ 100.00
	Fire extinguisher	1	$ 125.00	$ 125.00
LINER OPTION				
	PipeHunter Debris Tank & Reel White Paint		STD	STD

Liner Color: Debris Tank & Reel White Paint - Black Liner - Black Boom

		Total Options:	$ 55,213.00
		Base Price:	$ 227,500.00
Quoted By:	Davd Mills 9 24 2026	Sub Total:	$ 282,713.00
		Discount:	
CHASSIS		Sub Total:	$ 282,713.00
	2026 Freighliner sd108 Chassis		
		Freight:	
Ship Method:			
Notes:		Total:	$ 282,713.00

Signing this quote confirms that you have verified the specifications and agree with the final costs. Any specification changes made after verification may alter costs. It is the dealer/customer's responsibility to ensure that the equipment ordered meets specifications and/or quotations.

113" CA CHASSIS & PTO Programming Specs
List
Auto Neutral Safety- When air parking brake applied, the transmission goes to neutral.
Rear Toggle for chassis throttle at rear of unit, Chassis provider will provide a kit to include pre wired harness for connecting toggle to engine harness
Max RPM of 2100 Bump Ramp rate to match typical cruise control rate
On hold down of toggle, to idle ***FRONT MOUNT***
REEL GVW 17500 Rear 11 Front Auto Trans 3000 Series 10 Bolt PTO 240 HP PTO TO BE OPEN BOTH PORTS

Signature: **Date:**

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 05, 2026

Topic:

Melissa McDonough, a congressional candidate for Texas's 38th District, will introduce herself to the City Council as a prospective representative for the Tomball area.

Background:

Origination: Mayor

Recommendation:

Party(ies) responsible for placing this item on agenda: Shannon Bennett, Assistant City Secretary

FUNDING (IF APPLICABLE)

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

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

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

Signed _____ Approved by _____

Staff Member Date City Manager Date

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Upcoming events:

- October 6, 2026 – National Night Out from 5-8 p.m. in various Tomball neighborhoods
- October 8, 2026 – Kaffeeklatsch (Barbara Powell-Tomball Depot) from 8:30-10:00 a.m. at Tomball Community Center
- October 10, 2026 – Spooktacular from 4:00-9:00 p.m. at Tomball Depot Plaza.
- October 14, 2026 – Blood drive from 10:00 a.m.-2:00 p.m. at Fire Station #1

Background:

Origination: Marketing Department

Recommendation:

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

FUNDING (IF APPLICABLE)

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

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

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

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

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Capital Improvement Projects and Grants Quarterly update.

Background:

Origination: Project Management

Recommendation:

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

FUNDING (IF APPLICABLE)
Are funds specifically designated in the current budget for the full amount required for this purpose?
Yes: _____ No: _____ If yes, specify Account Number: _____
If no, funds will be transferred from account # _____ To account # _____

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

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:
Adopt, on Second Reading, Ordinance No. 2026-17, an Ordinance of the City of Tomball, Texas, amending the Tomball Code of Ordinances by rezoning an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311 from Agricultural (AG) to Commercial (C). The property is located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property; providing for a penalty of an amount not to exceed $2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

Background:

Origination: Joe E. Evans, Abigail L. Bailey, and Janae E. Evans

Recommendation:

Party(ies) responsible for placing this item on agenda: Caleb Mittanck (City Planner)

FUNDING (IF APPLICABLE)

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

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

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

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

ORDINANCE NO. 2026-17

AN ORDINANCE OF THE CITY OF TOMBALL, TEXAS, AMENDING THE TOMBALL CODE OF ORDINANCES BY CHANGING THE ZONING DISTRICT CLASSIFICATION OF APPROXIMATELY 0.86 ACRES OF LAND LEGALLY DESCRIBED AS BEING A PORTION OF ONE TRACT OF LAND, SITUATED IN THE C GOODRICH SURVEY, ABSTRACT 311 FROM THE AGRICULTURAL (AG) ZONING DISTRICT TO THE COMMERCIAL (C) ZONING DISTRICT. THE PROPERTY IS LOCATED AT 15226 FM 2920, WITHIN THE CITY OF TOMBALL, HARRIS COUNTY, TEXAS; PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF, MAKING FINDINGS OF FACT; AND PROVIDING FOR OTHER RELATED MATTERS.

Whereas, Joe E. Evans, Abigail L. Bailey, and Janae E. Evans, have requested to amend the Tomball Code of Ordinances, by rezoning an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311 from the Agricultural (AG) zoning district to the Commercial (C) zoning district; and

Whereas, at least fifteen (15) days after publication in the official newspaper of the City of the time and place of a public hearing and at least ten (10) days after written notice of that hearing was mailed to the owners of land within three hundred feet of the Property in the manner required by law, the Planning & Zoning Commission held a public hearing on the requested rezoning; and

Whereas, the public hearing was held before the Planning & Zoning Commission at least forty (40) calendar days after the City's receipt of the requested rezoning; and

Whereas, the City Council deems it appropriate to grant a rezoning to the Commercial (C) District.

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The rezoning classification of the Property is hereby changed and is subject to the regulations, restrictions, and conditions hereafter set forth.

Section 3. The Official Zoning Map of the City of Tomball, Texas shall be revised and amended to show the designation of the Property as hereby stated, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the change.

Section 4. This Ordinance shall in no manner amend, change, supplement or revise any provision of any ordinance of the City of Tomball, save and except the change in zoning classification for the Property as described above.

Section 5. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or p of this Ordinance or the application of the same to any person or circumstance shall for any reason be

adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined an amount not to exceed $2,000. Each day of violation shall constitute a separate offense.

FIRST READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE _____ DAY OF _____ 2026.

COUNCILMAN MICHNA	_____
COUNCILMAN GARCIA	_____
COUNCILMAN DUNAGIN	_____
COUNCILMAN COVINGTON	_____
COUNCILMAN PARR	_____

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE _____ DAY OF _____ 2026.

COUNCILMAN MICHNA	_____
COUNCILMAN GARCIA	_____
COUNCILMAN DUNAGIN	_____
COUNCILMAN COVINGTON	_____
COUNCILMAN PARR	_____

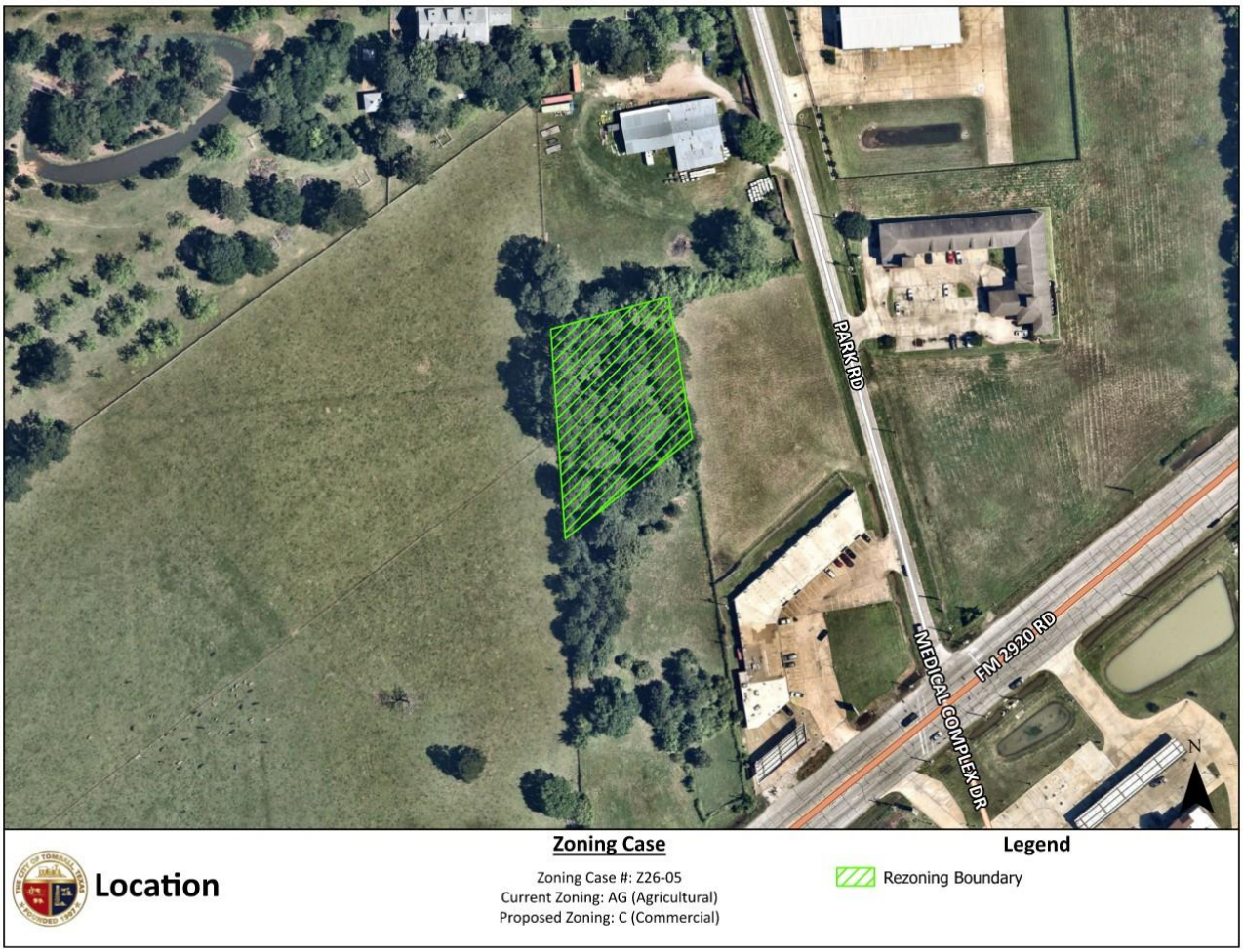
_____
LORI KLEIN QUINN, Mayor

ATTEST:

_____
Thomas Harris III
City Secretary

Exhibit “A”

Location: 15226 FM 2920, within the City of Tomball, Harris County, Texas.



NOTICE OF PUBLIC HEARING
CITY OF TOMBALL
PLANNING & ZONING COMMISSION (P&Z)
SEPTEMBER 14, 2026
&
CITY COUNCIL
SEPTEMBER 21, 2026

Notice is Hereby Given that a Public Hearing will be held by the P&Z of the City of Tomball on **Monday, September 14, 2026, at 6:00 P.M.** and by the City Council of the City of Tomball on **Monday, September 21, 2026, at 6:00 P.M.** at City Hall, 401 Market Street, Tomball Texas. On such dates, the P&Z and City Council will consider the following:

Zoning Case Z26-05: Request by Joe E. Evans, Abigail L. Bailey, and Janae E. Evans to consider a zone change from Agricultural (AG) to Commercial (C) on an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311, located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property.

Zoning Case Z26-08: Request by Wendy Kaiser to consider a zone change from Single-Family Residential (SF-20) to Old Town (OT) on Lot 22S of the Baker Unrecorded Plat, one lot containing approximately 0.29 acres of land, situated in the J House Survey, Abstract 34, located at the northwest intersection of Hicks Street and Baker Drive (304 Baker Drive). The applicant is requesting to utilize the property for residential or office use.

Zoning Case Z26-09: Request by Jacqueline Marshall to consider a zone change from Agricultural (AG) to Multifamily Residential (MF-2) on Tract 163 & 167 of Tomball Outlots; one tract containing approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility.

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

I hereby certify that the above notice of the 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 8th day of September 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

Caleb Mittanck
Caleb Mittanck
City Planner

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1019 or FAX (281) 351-6256 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT www.tomballtx.gov.

City of Tomball
Community Development Department

NOTICE OF PUBLIC HEARING

RE: Zone Change Case Number Z26-05 **8/24/2026**

The Planning & Zoning Commission will hold a public hearing on **September 14, 2026 at 6:00 PM,** in the City Council Chambers at City Hall, 401 Market Street, Tomball, Texas to recommend approval or denial to City Council on a request by Joe E. Evans, Abigail L. Bailey, and Janae E. Evans to consider a zone change from Agricultural (AG) to Commercial (C) on an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311, located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property.

This hearing is open to any interested person. Opinions, objections, and/or comments relative to this matter may be expressed in writing or in person at the hearing. At the bottom of this letter is a form that you may cut off, fill out, and mail. Comments are also accepted by email as listed below. All responses must be signed.

The attached map shows the area of this request. Only the area which is highlighted in green on the map is being considered for **re-zoning.** The blue area is the notification area. All owners of property within 300 feet of the subject property, as indicated by the most recently approved city tax roll, are required to be notified. Whether recommended for approval or denial by the Planning & Zoning Commission, this case will be heard by the City Council for First Reading with public hearing on **September 21, 2026 at 6:00 PM** in the City Council Chambers at City Hall, 401 Market Street, Tomball, Texas.

If you have any questions please contact the Planning Division, by telephone (281-290-1491) or by email address planning@tomballtx.gov.

For the PLANNING & ZONING COMMISSION
Please call (281) 290-1491 if you have any questions about this notice.

CASE #: Z26-05
You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also email your position to the email address listed below. All correspondence must include your name and address.

Name:
Parcel I.D.:
Address:

Mailing To: Community Development Department
501 James St., Tomball TX 77375

Email: planning@tomballtx.gov

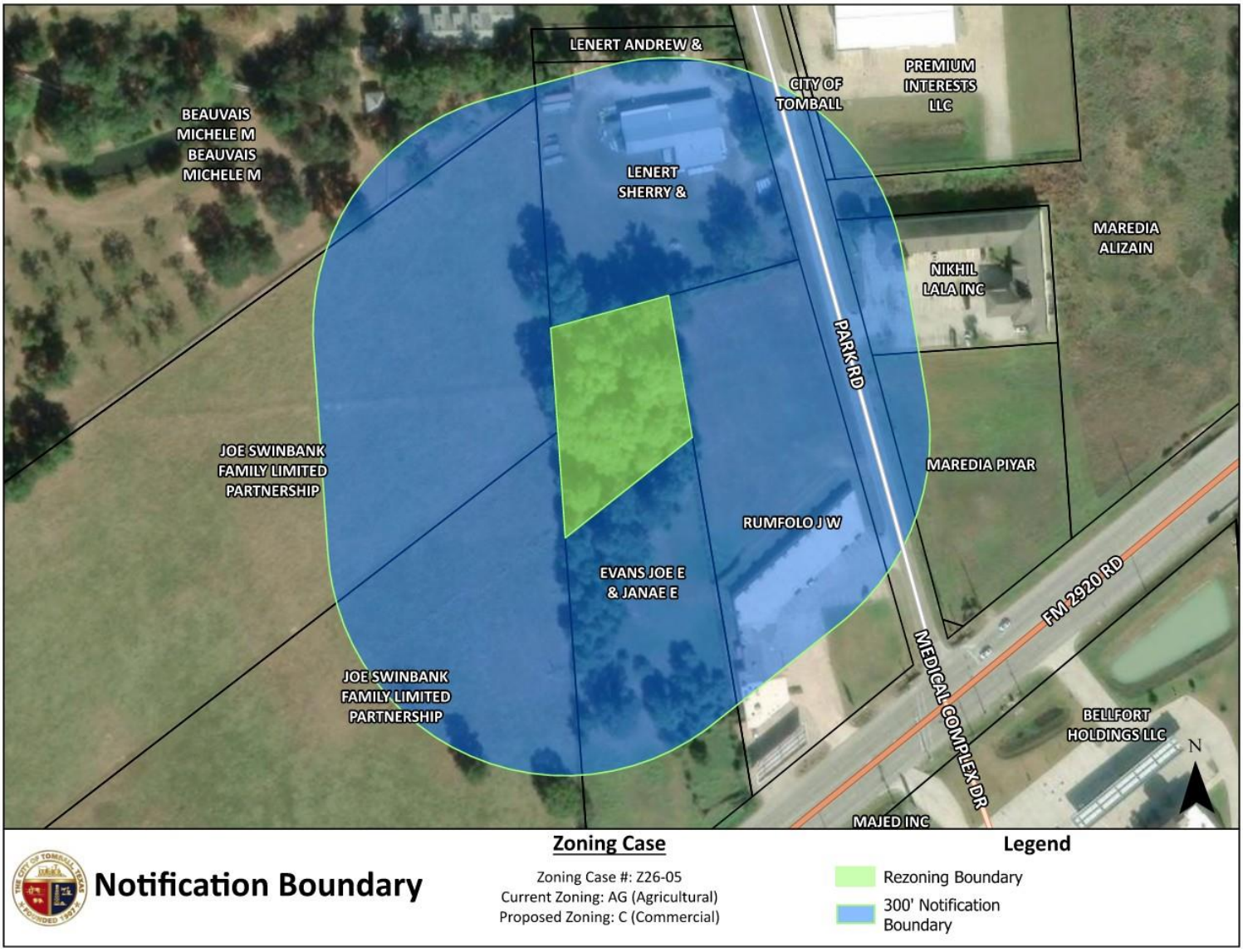
I am in favor ☐ I am opposed ☐

Additional Comments:

Signature: _____

City of Tomball
Community Development Department

Z26-05



Rezoning Staff Report

Planning & Zoning Commission Public Hearing Date: September 14, 2026
City Council Public Hearing Date: September 21, 2026

Rezoning Case: Z26-05

Property Owner(s): Joe E. Evans, Abigail L. Bailey, and Janae E. Evans

Applicant(s): Hyperion Partners of Texas, Inc.

Legal Description: Request by Joe E. Evans, Abigail L. Bailey, and Janae E. Evans to consider a zone change from Agricultural (AG) to Commercial (C) on an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311

Location: West of the northwest intersection of FM 2920 and Park Road (15226 FM 2920) (Exhibit "A")

Area: 0.86 acres

Comp Plan Designation: Corridor Commercial (Exhibit "B")

Present Zoning: Agricultural (AG) (Exhibit "C")

Request: Rezone into the Commercial (C) District

Adjacent Zoning & Land Uses:

	Zoning	Land Use
North	ETJ Property	Industrial business
South	Commercial (C)	Undeveloped land
East	Commercial (C)	Gas station and retail center
West	Commercial (C)	Undeveloped land

BACKGROUND

The subject property is presently undeveloped and within the City of Tomball's Extra Territorial Jurisdiction (ETJ). The applicant is requesting complete annexation into the City of Tomball and the simultaneous rezoning of the property to allow for the development of a multifamily building.

ANALYSIS

Comprehensive Plan Analysis: The property is designated as "Corridor Commercial" by the Comprehensive Plan's Future Land Use Map. The Corridor Commercial designation is intended for nonresidential uses along high-traffic thoroughfares. Appropriate land uses include but are not limited to retail, hotels, restaurants, personal services, and offices. Development within the Corridor Commercial designation should have primary access to an arterial street and provide mobility enhancements for pedestrians.

Staff Review Comments: This request for the Commercial zoning designation is intended to bring the entire property under the same zoning. This request is in line with the Corridor Commercial Future Land Use Plan. Additionally, the subject property will have access onto FM 2920 which is an existing major arterial roadway and is designed to accommodate traffic associated with developments of this nature.

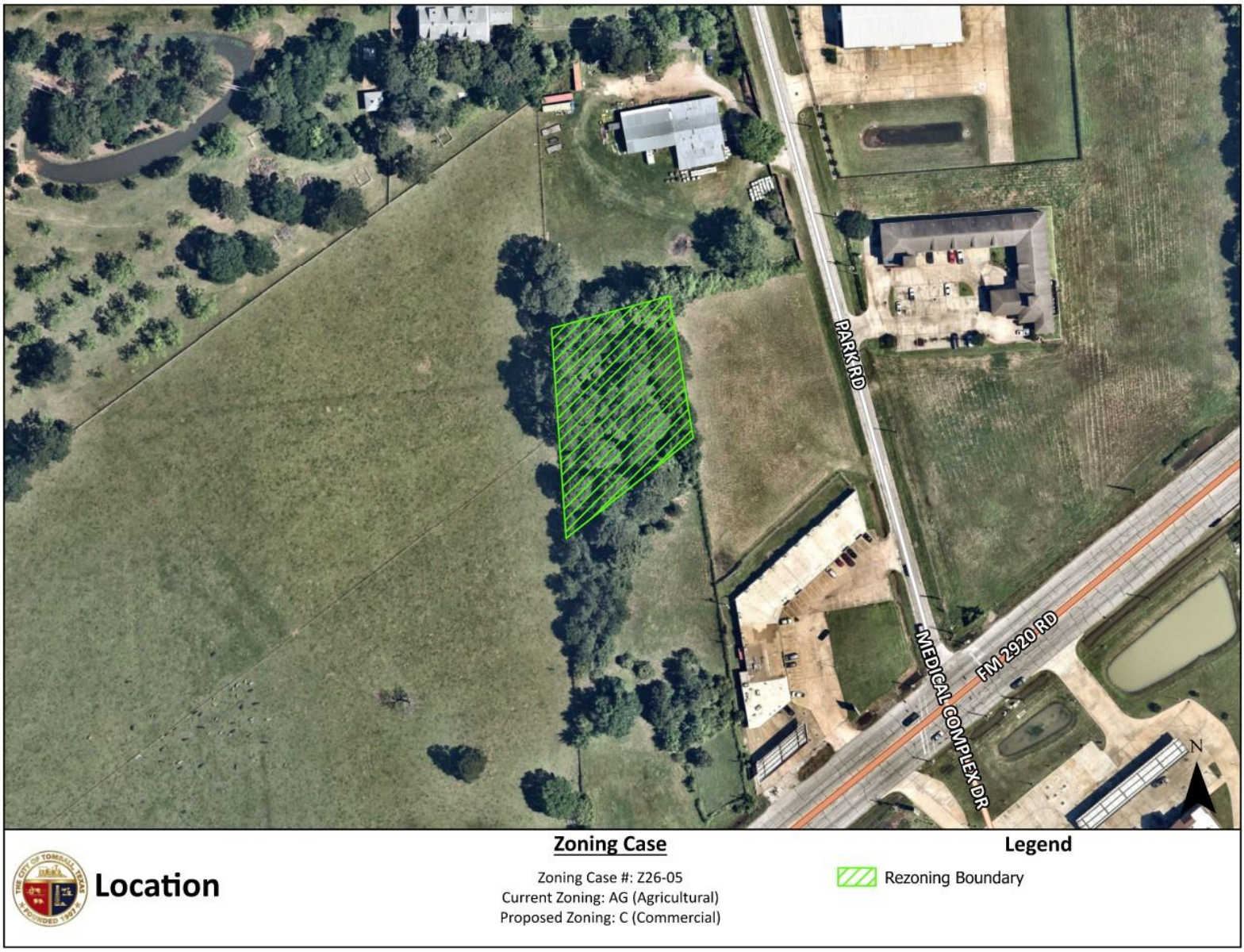
PUBLIC COMMENT

A Notice of Public Hearing was published in the paper and property owners within 300 feet of the project site were mailed notification of this proposal on August 24, 2026. Any public comment forms will be provided in the Planning & Zoning Commission and City Council packets or during the public hearing.

EXHIBITS

A. Aerial Location Map
B. Future Land Use Plan
C. Zoning Map
D. Site Photos
E. Rezoning Application
F. Development Standards and Concept Plan

Exhibit "A"
Aerial Location Map



Location

Zoning Case

Zoning Case #: Z26-05
Current Zoning: AG (Agricultural)
Proposed Zoning: C (Commercial)

Legend

Rezoning Boundary

Exhibit "B"
Future Land Use Plan

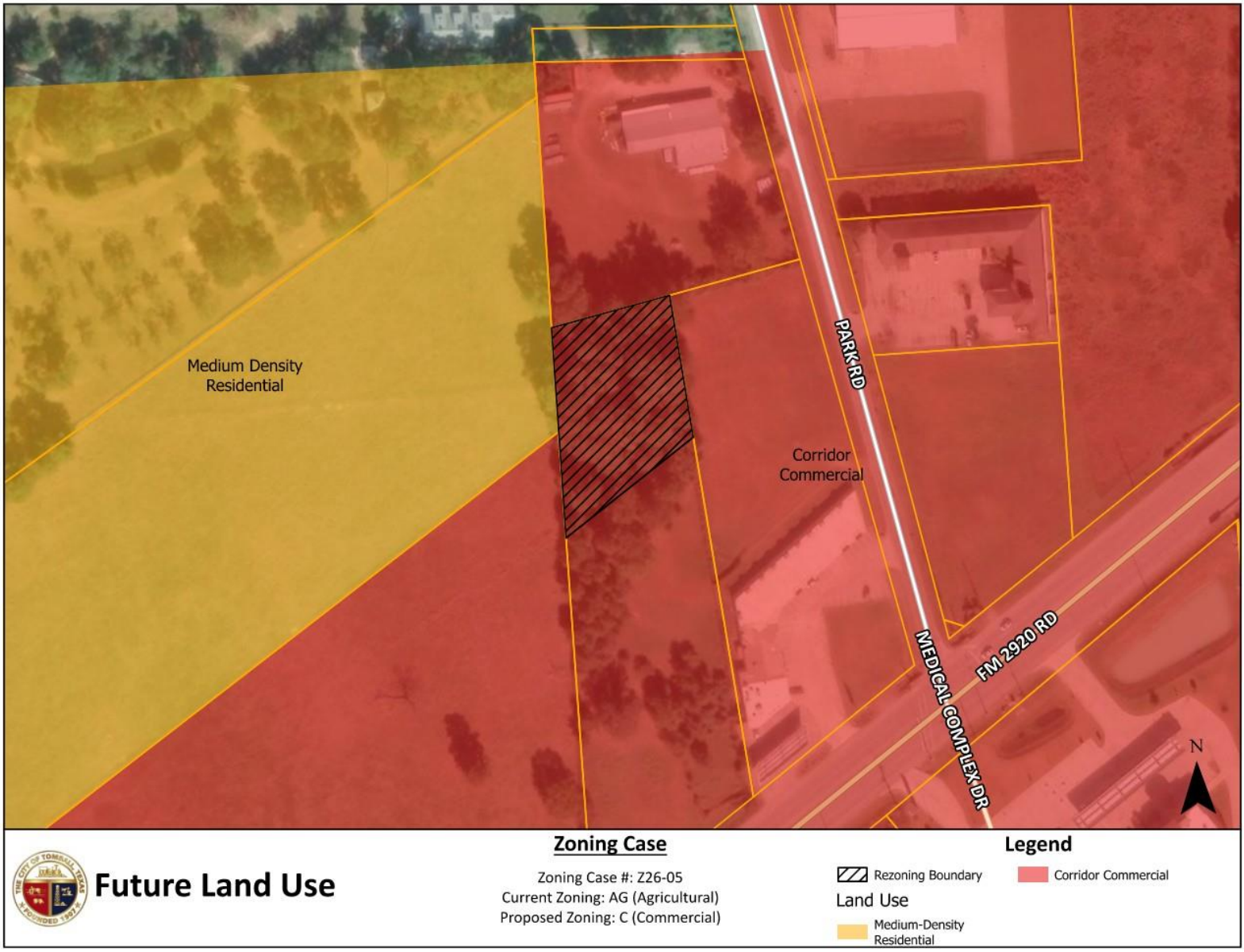


Exhibit "C"
Zoning Map

Exhibit "D"
Site Photo(s)

Subject Property (North)

Neighbor (South)

Neighbor (East)

Neighbor (West)

Exhibit "E"
Rezoning Application

Produced By: Hyperion Partners of Texas, Inc.

PLANNED DEVELOPMENT REZONING REQUEST SUMMARY / JUSTIFICATION STATEMENT

15226 FM 2920 • Tomball, Texas

INTRODUCTION

The applicant respectfully requests approval of a Planned Development ("PD") rezoning for approximately 3.015 acres located at 15226 FM 2920, Tomball, Texas (the "Property"). The purpose of the request is to allow development of a boutique-style, garden-style, three-story walk-up multifamily residential community containing a maximum of forty-eight (48) dwelling units, together with associated parking, internal drives, open space, drainage, utility infrastructure, and resident amenities.

This request is being submitted in conjunction with annexation of the Property into the City of Tomball and is intended to establish a site-specific zoning framework tailored to the tract's size, location, utility conditions, and frontage along the FM 2920 corridor.

The applicant has prepared a Planned Development Standards Narrative addressing land use, density, setbacks, parking, architecture, landscaping, buffering, lighting, pedestrian circulation, amenities, and related development standards for the tract.

1. PURPOSE OF THE PLANNED DEVELOPMENT REQUEST

The requested Planned Development zoning is appropriate because the Property presents site-specific conditions that make a conventional one-size-fits-all zoning classification less suitable than a tailored Planned Development approach.

The proposed Planned Development allows the City to review and approve a clearly defined residential development concept with objective standards governing the character, intensity, appearance, and design of the proposed project.

The proposed PD will:
• establish a defined maximum unit count and development envelope for the Property;
• define setbacks, parking standards, architecture, landscaping, and site design expectations;
• provide enhanced architectural and landscape commitments along FM 2920;
• establish a predictable framework for site planning, engineering, and utility coordination; and
• allow the City to evaluate the project as a cohesive and controlled development concept rather than through generalized zoning standards alone.

2. PROPOSED DEVELOPMENT PROGRAM

The proposed development consists of a boutique-style multifamily residential community with the following principal characteristics:

- Tract Size: Approximately 3.015 acres
- Maximum Units: 50 dwelling units
- Building Form: Three-story walk-up garden-style multifamily
- Parking: Minimum two (2) parking spaces per dwelling unit
- Amenities: Dog park, grilling areas, landscaped gathering spaces, pedestrian walkways, and resident open space
- Architectural Character: Enhanced corridor-oriented architecture with upgraded façade articulation, varied materials, enhanced landscaping, and pedestrian-oriented design features

The applicant believes this development program provides an efficient and appropriate residential use of the Property while also incorporating commitments that improve the visual quality of the FM 2920 corridor and support compatibility with surrounding development.

3. JUSTIFICATION FOR THE REQUESTED DEVELOPMENT STANDARDS

The proposed Planned Development reflects the applicant's intention to develop the site as a lower-intensity, professionally designed residential community emphasizing architectural quality, corridor compatibility, landscaping, buffering, and long-term development character rather than maximizing density.

The proposed development intentionally reduces overall density from prior conceptual iterations in order to:

- improve parking functionality;
- enhance open space opportunities;
- improve internal circulation;
- strengthen architectural presentation along FM 2920;
- provide enhanced landscaping and buffering; and
- create a more compatible and upscale residential development environment.

The applicant believes the proposed Planned Development standards create a more thoughtful and controlled development framework than a conventional zoning request because they commit the Property to a clearly defined residential character and development pattern.

4. COMPATIBILITY WITH THE FM 2920 CORRIDOR

The Property fronts FM 2920, a major corridor that continues to evolve with a mix of commercial, service, and residential development patterns.

The applicant believes a high-quality multifamily residential project can be an appropriate use along the corridor when supported by enhanced architecture, landscaping, buffering, and controlled site planning standards.

The proposed Planned Development is intended to promote compatibility by:
• establishing a coordinated architectural character;
• incorporating enhanced landscaping and frontage improvements;
• emphasizing pedestrian-oriented site planning and building articulation;
• organizing parking and circulation in a cohesive manner;
• screening service functions from public view; and
• limiting the Property to multifamily residential and related accessory uses only.

Rather than creating an undefined development entitlement, the requested PD provides the City with a clear framework to evaluate how the project will function and appear along the corridor.

5. UTILITIES, ENGINEERING, AND SITE CONSTRAINTS

The applicant recognizes that final development of the Property will require continued coordination regarding annexation, utility service, drainage design, site access, and engineering matters.

The Planned Development format is appropriate because it allows the City to evaluate the intended development concept while preserving flexibility necessary for final engineering, utility design, drainage design, fire access review, and permitting requirements.

The PD standards establish the overall development parameters while allowing reasonable refinement of utility alignments, drainage facilities, internal circulation, detention design, parking configuration, and amenity placement during final engineering and permitting review.

6. PUBLIC BENEFIT AND DEVELOPMENT QUALITY

The proposed rezoning is expected to provide multiple corridor-level and community benefits, including:

• introduction of a professionally planned residential use on an undeveloped tract;
• enhancement of the FM 2920 corridor through architecture, landscaping, buffering, and frontage improvements;
• provision of additional housing opportunities in proximity to major transportation routes and services;
• extension of municipal oversight and development standards through annexation and zoning; and
• establishment of an enforceable development framework through the Planned

Development standards.

The applicant believes the proposed Planned Development represents a more thoughtful and controlled approach than a generic zoning request because it commits the project to a defined architectural character, controlled density, enhanced landscaping, and corridor-compatible development pattern.

Docusign Envelope ID: EDFD58B3-D5E2-40D5-A5C8-7106B822B0C1

Revised: 08/25/2023

APPLICATION FOR RE-ZONING

Community Development Department
Planning Division

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

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

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

DIGITAL APPLICATION SUBMITTALS:

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY WITHIN SMARTGOV

WEBSITE: ci-tomball-tx.smartgovcommunity.com

Applicant

Name: Hyperion Partners of Texas, Inc. (Jason Nicholson) Title: President

Mailing Address: 12815 S Palomino Lake Cir City: Cypress State: TX

Zip: 77429 Contact: Jason Nicholson

Phone: (315) 240-6413 Email: jason@hyperionoftexas.com

Owner

Name: Joe E. Evans Abigail L. Bailey Janae E. Evans Title: Owner

Mailing Address: 11777 Katy Fwy STE 320 South City: ~~Katy~~ Houston State: TX

Zip: 77079 Contact: Joe Evans

Phone: (713) 822-2633 Email: joe@evtex.com

Engineer/Surveyor (if applicable)

Name: Jason R. Atkinson Title: President

Mailing Address: 800 Town and Country Blvd City: Houston State: TX

Zip: 77024 Contact: Jason R. Atkinson

Phone: (281) 543-1138 Fax: ( ) Email: jatkinson@greywolfengineers.com

Description of Proposed Project: Rezone current property for MF-2 use.

Physical Location of Property: 15226 FM 2920, Tomball, TX 77377

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

Legal Description of Property: R114783Tract 5D, Abstract 311, C. Goodrich Survey

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

Current Zoning District: (C): Commercial

Docusign Envelope ID: EDFD58B3-D5E2-40D5-A5C8-7106B822B0C1

Current Use of Property: Commercial

Proposed Zoning District: (PD): Planned Development

Proposed Use of Property: 50 unit MF complex

HCAD Identification Number: R114783 Acreage: 3

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

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

X Jason Nicholson Digitally signed by Jason Nicholson Date: 2026.02.14 16:03:03 -06'00' 2/14/26

Signature of Applicant **Date**

X Signed by: 3/10/2026

Signature of Owner **Date**

DocuSigned by: 3/10/2026

DocuSigned by: 3/10/2026

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:
Adopt, on Second Reading, Ordinance No. 2026-41, an Ordinance of the City of Tomball, Texas, amending the Tomball Code of Ordinances by rezoning approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The property is located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility; providing for a penalty of an amount not to exceed $2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

Background:

Origination: Jacqueline Marshall

Recommendation:

Party(ies) responsible for placing this item on agenda: Caleb Mittanck (City Planner)

FUNDING (IF APPLICABLE)

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

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

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

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

ORDINANCE NO. 2026-41

AN ORDINANCE OF THE CITY OF TOMBALL, TEXAS, AMENDING THE TOMBALL CODE OF ORDINANCES BY CHANGING THE ZONING DISTRICT CLASSIFICATION OF APPROXIMATELY 5.21 ACRES OF LAND LEGALLY DESCRIBED AS BEING TRACT 163 & 167 OF TOMBALL OUTLOTS; ONE TRACT CONTAINING APPROXIMATELY 5.21 ACRES OF LAND FROM THE AGRICULTURAL (AG) ZONING DISTRICT TO THE MULTIFAMILY (MF-2) ZONING DISTRICT. THE PROPERTY IS LOCATED WEST OF THE NORTHWEST INTERSECTION OF SOUTH CHERRY STREET AND MEDICAL COMPLEX DRIVE, WITHIN THE CITY OF TOMBALL, HARRIS COUNTY, TEXAS; PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF, MAKING FINDINGS OF FACT; AND PROVIDING FOR OTHER RELATED MATTERS.

Whereas, Jacqueline Marshall, has requested to amend the Tomball Code of Ordinances, by rezoning approximately 5.21 acres of land legally described as being Tract 163 & 167 of Tomball Outlots; one tract containing approximately 5.21 acres of land from the Agricultural (AG) zoning district to the Multifamily (MF-2) zoning district; and

Whereas, at least fifteen (15) days after publication in the official newspaper of the City of the time and place of a public hearing and at least ten (10) days after written notice of that hearing was mailed to the owners of land within three hundred feet of the Property in the manner required by law, the Planning & Zoning Commission held a public hearing on the requested rezoning; and

Whereas, the public hearing was held before the Planning & Zoning Commission at least forty (40) calendar days after the City's receipt of the requested rezoning; and

Whereas, the City Council deems it appropriate to grant a rezoning to the Multifamily (MF-2) District.

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The rezoning classification of the Property is hereby changed and is subject to the regulations, restrictions, and conditions hereafter set forth.

Section 3. The Official Zoning Map of the City of Tomball, Texas shall be revised and amended to show the designation of the Property as hereby stated, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the change.

Section 4. This Ordinance shall in no manner amend, change, supplement or revise any provision of any ordinance of the City of Tomball, save and except the change in zoning classification for the Property as described above.

Section 5. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined an amount not to exceed $2,000. Each day of violation shall constitute a separate offense.

FIRST READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE _____ DAY OF _____ 2026.

COUNCILMAN MICHNA	_____
COUNCILMAN GARCIA	_____
COUNCILMAN DUNAGIN	_____
COUNCILMAN COVINGTON	_____
COUNCILMAN PARR	_____

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE _____ DAY OF _____ 2026.

COUNCILMAN MICHNA	_____
COUNCILMAN GARCIA	_____
COUNCILMAN DUNAGIN	_____
COUNCILMAN COVINGTON	_____
COUNCILMAN PARR	_____

_____
LORI KLEIN QUINN, Mayor

ATTEST:

_____
Thomas Harris III
City Secretary

Exhibit “A”

Location: West of the northwest intersection of South Cherry Street and Medical Complex Drive, within the City of Tomball, Harris County, Texas.

NOTICE OF PUBLIC HEARING
CITY OF TOMBALL
PLANNING & ZONING COMMISSION (P&Z)
SEPTEMBER 14, 2026
&
CITY COUNCIL
SEPTEMBER 21, 2026

Notice is Hereby Given that a Public Hearing will be held by the P&Z of the City of Tomball on **Monday, September 14, 2026, at 6:00 P.M.** and by the City Council of the City of Tomball on **Monday, September 21, 2026, at 6:00 P.M.** at City Hall, 401 Market Street, Tomball Texas. On such dates, the P&Z and City Council will consider the following:

Zoning Case Z26-05: Request by Joe E. Evans, Abigail L. Bailey, and Janae E. Evans to consider a zone change from Agricultural (AG) to Commercial (C) on an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311, located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property.

Zoning Case Z26-08: Request by Wendy Kaiser to consider a zone change from Single-Family Residential (SF-20) to Old Town (OT) on Lot 22S of the Baker Unrecorded Plat, one lot containing approximately 0.29 acres of land, situated in the J House Survey, Abstract 34, located at the northwest intersection of Hicks Street and Baker Drive (304 Baker Drive). The applicant is requesting to utilize the property for residential or office use.

Zoning Case Z26-09: Request by Jacqueline Marshall to consider a zone change from Agricultural (AG) to Multifamily Residential (MF-2) on Tract 163 & 167 of Tomball Outlots; one tract containing approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility.

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

I hereby certify that the above notice of the 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 8th day of September 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

Caleb Mittanck
Caleb Mittanck
City Planner

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1019 or FAX (281) 351-6256 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT www.tomballtx.gov.

City of Tomball
Community Development Department

NOTICE OF PUBLIC HEARING

RE: Zone Change Case Number Z26-09 **8/24/2026**

The Planning & Zoning Commission will hold a public hearing on **September 14, 2026 at 6:00 PM,** in the City Council Chambers at City Hall, 401 Market Street, Tomball, Texas to recommend approval or denial to City Council on a request by Jacqueline Marshall to consider a zone change from Agricultural (AG) to Multifamily Residential (MF-2) on Tract 163 & 167 of Tomball Outlots; one tract containing approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility.

This hearing is open to any interested person. Opinions, objections, and/or comments relative to this matter may be expressed in writing or in person at the hearing. At the bottom of this letter is a form that you may cut off, fill out, and mail. Comments are also accepted by email as listed below. All responses must be signed.

The attached map shows the area of this request. Only the area which is highlighted in green on the map is being considered for **re-zoning.** The blue area is the notification area. All owners of property within 300 feet of the subject property, as indicated by the most recently approved city tax roll, are required to be notified. Whether recommended for approval or denial by the Planning & Zoning Commission, this case will be heard by the City Council for First Reading with public hearing on **September 21, 2026 at 6:00 PM** in the City Council Chambers at City Hall, 401 Market Street, Tomball, Texas.

If you have any questions please contact the Planning Division, by telephone (281-290-1491) or by email address planning@tomballtx.gov.

For the PLANNING & ZONING COMMISSION
Please call (281) 290-1491 if you have any questions about this notice.

CASE #: Z26-09
You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also email your position to the email address listed below. All correspondence must include your name and address.

Name:
Parcel I.D.:
Address:

Mailing To: Community Development Department
501 James St., Tomball TX 77375

Email: planning@tomballtx.gov

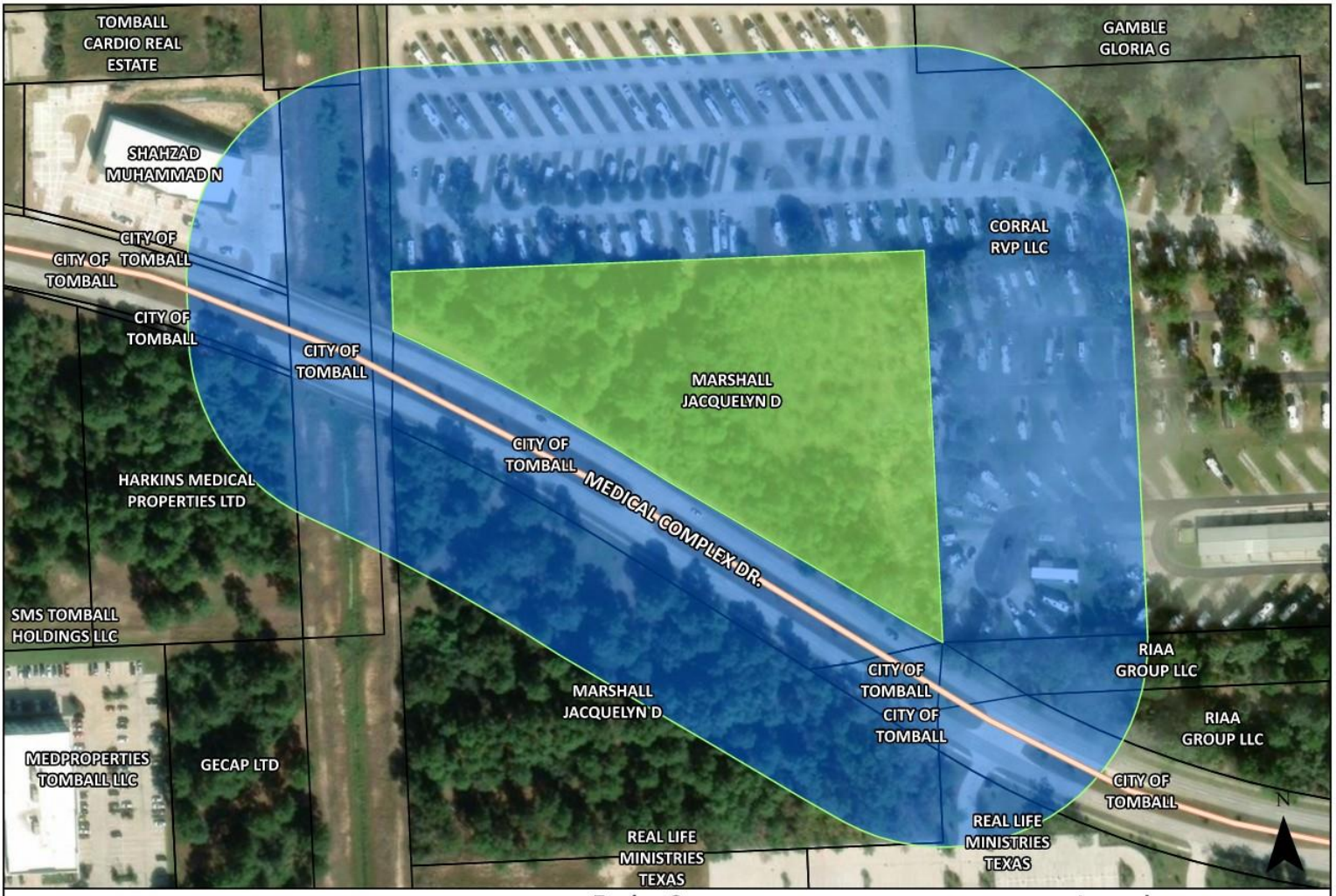
I am in favor ☐ I am opposed ☐

Additional Comments:

Signature: _____

City of Tomball
Community Development Department

Z26-09



Kimberly Chandler

Subject: FW: Zone change response

From: Tommy Roberson <troberson@reallifetexas.org>
Sent: Monday, August 31, 2026 3:43 PM
To: Planning <planning@tomballtx.gov>
Subject: Zone change response

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

City of Tomball
Community Development Department

REAL LIFE MINISTRIES TEXAS
1400 GRAHAM DR STE B 259
TOMBALL, TX 77375-4603

NOTICE OF PUBLIC HEARING

RE: Zone Change Case Number Z26-09

The Planning & Zoning Commission will hold a public hearing on **September 14, 202** City Council Chambers at City Hall, 401 Market Street, Tomball, Texas to recommend City Council on a request by Jacqueline Marshall to consider a zone change from Multifamily Residential (MF-2) on Tract 163 & 167 of Tomball Outlots; one tract conta 5.21 acres of land located west of the northwest intersection of South Cherry Street ar Drive. The applicant is requesting to develop the property with an assisted living facility.

This hearing is open to any interested person. Opinions, objections, and/or comments may be expressed in writing or in person at the hearing. At the bottom of this letter is a f off, fill out, and mail. Comments are also accepted by email as listed below. All respons

The attached map shows the area of this request. Only the area which is highlighted in being considered for **re-zoning**. The blue area is the notification area. All owners of pro of the subject property, as indicated by the most recently approved city tax roll, are re Whether recommended for approval or denial by the Planning & Zoning Commission, t by the City Council for First Reading with public hearing on **September 21, 2026 at 6:00** Chambers at City Hall, 401 Market Street, Tomball, Texas.

If you have any questions please contact the Planning Division, by telephone (281-2 address planning@tomballtx.gov.

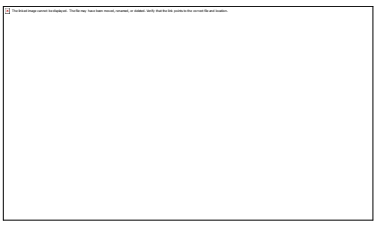
For the PLANNING & ZONING COMMISSION
Please call (281) 290-1491 if you have any questions about this notice.

ASE #: Z26-09
ou may indicate your position on the above request by detaching this sheet at the dotted line a elow. You may attach additional sheets if needed. You may also email your position to the ll correspondence must include your name and address.

Name: REAL LIFE MINISTRIES
Parcel I.D. 0352860000172
Address: 1400 GRAHAM

Mailing To: Community Development Department
501 James St., Tomball TX 77375

Email: planning@tomballtx.gov



Tommy Roberson, MBA
Executive Pastor

979-864-7805
troberson@reallifetexas.org
www.reallifetexas.org

Please call (281) 290-1491 if you have any questions about this notice.

CASE #: Z26-09

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also email your position to the email address listed below. All correspondence must include your name and address.

Name: MARSHALL JACQUELYN D
Parcel I.D.: 0352860002416
Address: 16007 STABLEPOINT LN

Mailing To: Community Development Department
501 James St., Tomball TX 77375

Email: planning@tomballtx.gov

I am in favor ☒ I am opposed ☐

Additional Comments:

Signature:

For the PLANNING & ZONING COMMISSION

Please call (281) 290-1491 if you have any questions about this notice.

CASE #: Z26-09

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also email your position to the email address listed below. All correspondence must include your name and address.

Name: MARSHALL JACQUELYN D
Parcel I.D.: 0352860002416
Address: 16007 STABLEPOINT LN

Mailing To: Community Development Department
501 James St., Tomball TX 77375

Email: planning@tomballtx.gov

I am in favor ☒ I am opposed ☐

Additional Comments:

Signature:

For the PLANNING & ZONING COMMISSION

Notification Boundary

Zoning Case

Zoning Case #: Z26-09
Current Zoning: AG (Agricultural)
Proposed Zoning: MF (Multi-Family Residential)

Legend

- Rezoning Boundary
- 300' Notification Boundary

Rezoning Staff Report

Planning & Zoning Commission Public Hearing Date: September 14, 2026
City Council Public Hearing Date: September 21, 2026

Rezoning Case:	Z26-09
Property Owner(s):	Jacqueline Marshall
Applicant(s):	Andrea Ameen
Legal Description:	Request by Jacqueline Marshall to consider a zone change from Agricultural (AG) to Multifamily Residential (MF-2) on Tract 163 & 167 of Tomball Outlots; one tract containing approximately 5.21 acres of land
Location:	West of the northwest intersection of South Cherry Street and Medical Complex Drive (Exhibit "A")
Area:	5.21 acres
Comp Plan Designation:	Neighborhood Commercial (Exhibit "B")
Present Zoning:	Agricultural (AG) District (Exhibit "C")
Request:	Rezone from the Agricultural (AG) District to the Multifamily Residential (MF-2) District

Adjacent Zoning & Land Uses:

	Zoning	Land Use
North	Manufactured Home Park (MHP)	Manufactured Home Park
South	Multifamily Residential (MF-2)	Assisted Living
East	Manufactured Home Park (MHP)	Manufactured Home Park
West	Agricultural (AG)	Drainage Channel

BACKGROUND

The subject property has been within the City of Tomball's AG zoning district since the adoption of zoning in February 2008. The applicant is proposing to develop this property in a similar manner and land use classification as their property across Medical Complex Dr.

ANALYSIS

Comprehensive Plan Analysis: The property is designated as "Neighborhood Commercial" by the Comprehensive Plan's Future Land Use Map. The Neighborhood Commercial future land use category is intended for commercial uses that are developed with the appropriate context, scale and design to complement residential development. These areas are intended to be accessible by both vehicles and pedestrians. This land use category should serve as a transition between lower intensity residential development and higher intensity commercial and industrial development.

Staff Review Comments: The Multifamily Residential (MF-2) District is intended for use along streets that can accommodate large amounts of traffic. Medical Complex Dr. is a designated Major Arterial street in the Tomball Major Thoroughfare Plan. The applicant is intending to develop this property with an assisted living facility. The applicant has received approval from PZ and Council for their property across the street on Medical Complex to be an assisted living facility.

PUBLIC COMMENT

A Notice of Public Hearing was published in the paper and property owners within 300 feet of the project site were mailed notification of this proposal on August 24, 2026. Any public comment forms will be provided in the Planning & Zoning Commission and City Council packets or during the public hearing.

EXHIBITS

A. Aerial Location Map
B. Future Land Use Plan
C. Zoning Map
D. Site Photos
E. Rezoning Application

Exhibit "A"
Aerial Location Map

Location

Zoning Case

Zoning Case #: Z26-09
Current Zoning: AG (Agricultural)
Proposed Zoning: MF (Multi-Family Residential)

Legend

Rezoning Boundary

Exhibit "B"
Future Land Use Plan

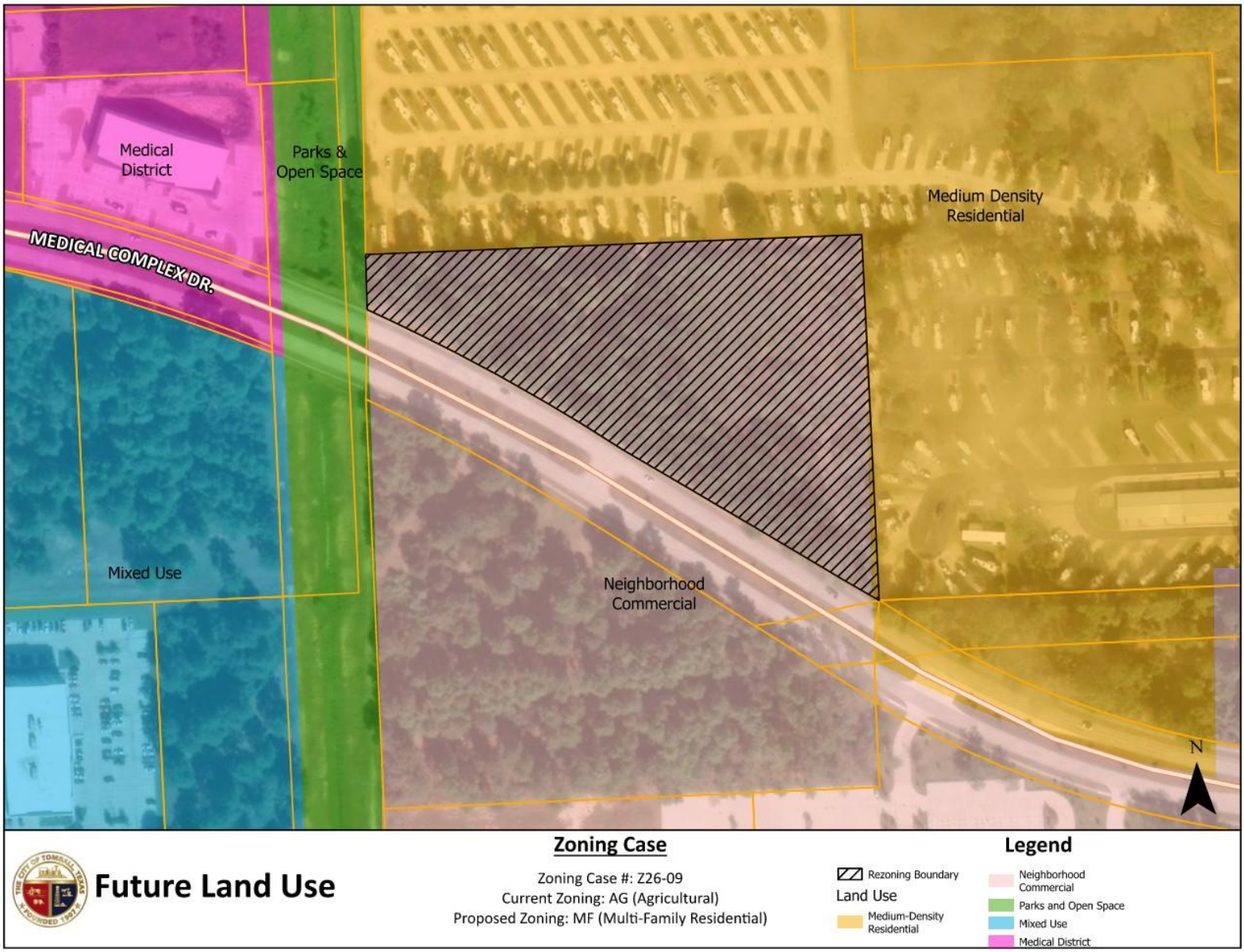


Exhibit "C"
Zoning Map

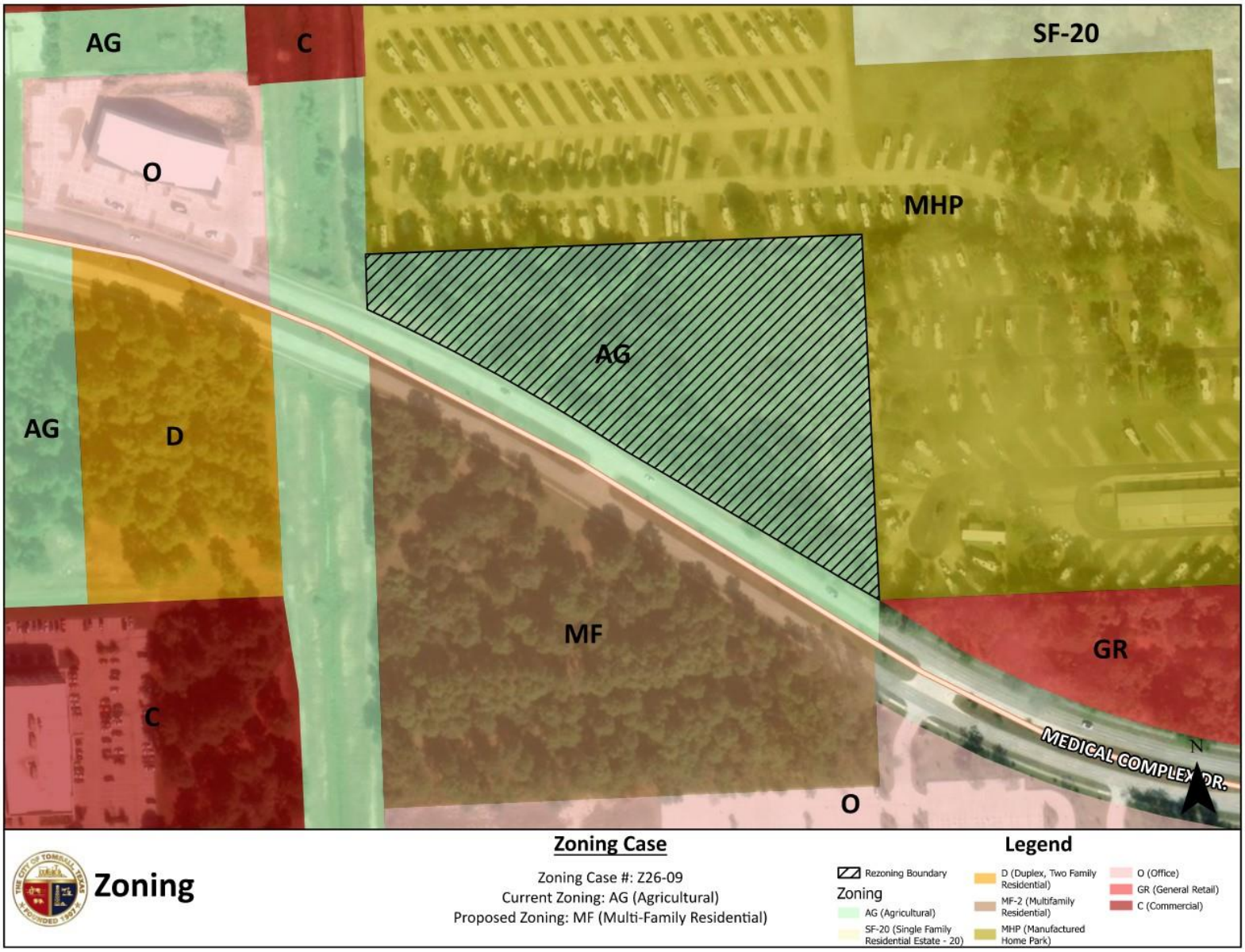


Exhibit "D"
Site Photo(s)

Subject Property (North)

Neighbor (South)

Neighbor (East)

Neighbor (West)

Exhibit "E"
Rezoning Application

To whom it concerns,

We are formally requesting a rezoning of the parcel at 0 Medical Complex Dr, Tomball, TX 77375 (parcel number 0352860000163) from Agriculture (AG) to Multifamily, to enable construction and operation of an Assisted Living Community for seniors. We believe this rezoning request aligns with the city's comprehensive plan and will significantly benefit the community. The MF zoning type allows us to operate and keep the surrounding area aligned with the neighbors' vision for the area.

Community Benefit: The project will serve the community's senior population and their families, providing the highest quality care and customer service for those who need Assisted Living or Memory Care. Our mission is to develop a community that supports seniors and keeps them connected to the broader Tomball community. This second phase of our existing project (32 Memory Care residences across the street) will expand our operation and allow us to accommodate seniors who do not have dementia and want larger/more varied floorplans. We want to create spaces where people can maintain their independence as long as possible with the right support. Our family-operated business would add to the appeal and desirability of the nearby medical district.

Neighborhood Cohesiveness: Our design will fit in with the surrounding area, and we want to create a retention pond with walking paths and green spaces for social interaction throughout the development. We plan to build one larger structure that would resemble an upscale apartment building. This will be surrounded with landscaping and we will use the most sustainable construction methods possible. Over time we may want to add a separate community center building or staff training building.

Sustainable Plans: We plan to use sustainable building methods as much as possible, and retain as much green space on the property as possible. Our site plans take drainage into account with a large retention pond.

Economic Impact: This business will serve to increase employment opportunities and have a positive economic impact on the community at large. Through the programming we plan to offer, we may also help seniors live in their own homes longer and remain part of the community longer. Our aim is to buy and hire local. We will partner with community businesses as much as possible. We plan to provide very desirable employment benefits to our care teams. We plan to provide excellent training and continued education for team members to allow them to grow in the Assisted Living industry.

We are happy to answer any questions about the project and our proposed plans. It is our intention to work in cooperation with the surrounding community to develop a project that truly serves it.

Sincerely,
Andrea Ameen & Aaron Ameen

Docusign Envelope ID: 69E755B9-A9B6-843B-831A-6CDDFB12D256

Revised: 6/22/2026

APPLICATION FOR RE-ZONING

Community Development Department
Planning Division

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

There is a $1,500.00 application fee that must be paid at time of submission, or the application will not be processed.

DIGITAL PLAN SUBMITTALS:
PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW:

WEBSITE: **SmartGov Portal**

Applicant
Name: Andrea Ameen Title: _____
Mailing Address: 9407 Briscoe Bend Ln City: Cypress State: TX
Zip: 77433 Contact: _____
Phone: (847) 310-2290 Email: andreakenzerameen@gmail.com

Owner
Name: Jacqueline Marshall Title: _____
Mailing Address: 16007 Stablepoint Ln City: Cypress State: TX
Zip: 77429 Contact: _____
Phone: (281) 610-6824 Email: critrdoc@gmail.com

Engineer/Surveyor (if applicable)
Name: _____ Title: _____
Mailing Address: _____ City: _____ State: _____
Zip: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____ Email: _____

Description of Proposed Project: Assisted Living, Senior Living Community, phased development

Physical Location of Property: approx. .2 miles northwest of Cherry/Medical Complex Dr.
[General Location – approximate distance to nearest existing street corner]

Legal Description of Property: 5.2126 acres of land in Jesse Pruitt Survey, abstract No. 629
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Current Zoning District: Agriculture

Revised: 6/22/2026

Current Use of Property: vacant raw land

Proposed Zoning District: Multifamily

Proposed Use of Property: Assisted Living, Senior Living Community

HCAD Identification Number: 0352860000163 Acreage: 5.2

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

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

X 8/1/2026

Signature of Applicant **Date**

DocuSigned by:

X 7/24/2026

E665072DD920477

Signature of Owner **Date**

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve Minutes of September 21, 2026, Workshop/Regular City Council meeting.

Background:

Origination: City Secretary Office

Recommendation:

Approve Minutes

Party(ies) responsible for placing this item on agenda: Shannon Bennett, Assistant City Secretary

FUNDING (IF APPLICABLE)

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

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

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

Signed _____ Approved by _____

Staff Member Date City Manager Date

MINUTES OF WORKSHOP/REGULAR
CITY OF TOMBALL, TEXAS

Monday, September 21, 2026
5:00 P.M.

The City Council of the City of Tomball, Texas, conducted the meeting scheduled for September 21, 2026, 5:00 P.M., at 401 Market Street, Tomball, Texas 77375.

A. Mayor L. Klein Quinn called the meeting to order at 5:00 P.M.

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

CITY STAFF PRESENT:
City Manager - David Esquivel
City Attorney – Loren A. Smith
City Secretary - Thomas Harris
Assistant City Secretary - Shannon Bennett
Building Official – Jeremy Griffin
Interim Police Chief – Shon Davis
Finance Director - Bragg Farmer
Public Works Director - Drew Huffman
Director of Human Resources – Kristie Lewis
Director of Marketing & Tourism - Chrislord Templonuevo
Systems Administrator – Zack Labbe
Special Project Director - Luisa Taylor
City Planner – Caleb Mittanck
Police Officer – Juan Rodriguez

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

C. General Discussion

1. Presentation and Discussion with Harris County Precinct 3 regarding future improvements and partnership.

   Harris County Precinct 3 Commissioner Tom Ramsey opened the discussion, and Eric Heppen, Project Manager, provided a presentation regarding future improvements and potential partnerships for a Harris County Community Center. (Exhibit A)

2. Tomball Economic Development Corporation activity update. Tomball Economic Development Corporation Director Kelly Violette provided an update during the Reports and Announcements section of the agenda.

3. Legacy Square Project Update and Continued Discussion by Tomball Economic Development Corporation (TEDC) Staff. Tomball Economic Development Corporation Director Kelly Violette provided an update during the Reports and Announcements section of the agenda.

4. Discussion of Proposed Change to the City Policy related to Insurance Coverage for Retirees. Director of Human Resources led the discussion during the New Business Item L.4.

5. No Workshop Discussion Only was held - Approve Audit Engagement Letter with ABIP for city external auditor services for Fiscal Year 2026-27. There was no discussion held by City Council.

D. Future Workshop Items

1. No Workshop Discussion Only was held – Approve a contract with B & C Constructors, LP for general contractor services through a 1GPA Contract (Contract No. 24-06DP-01) for a not-to-exceed amount of $250,000, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the fiscal year 2026-2027 adopted budget.

2. No Workshop Discussion Only was held – Approve services agreement with Accurate Utility Supply, LLC for water, wastewater, and drainage supplies through a BuyBoard Contract (Contract No. 717-23) for a not-to-exceed amount of $250,000, approve the expenditure of funds, therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2026-2027 budget.

3. No Workshop Discussion Only was held - Approve the recommendation of award to BlackRock Construction, the lowest responsible bidder, for the construction of Phase II of the FM 2920 Lift Station Consolidation Project (Project No. 2019-10008), Bid No. 2026-13.

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

Mayor Klein Quinn recessed the meeting at 5:44 p.m. and reconvened at 6:00 p.m.

F. Invocation led by Pastor Jason Schleicher, Salem Lutheran Church

G. Pledges to U.S. and Texas Flags led by Tomball Economic Development Corporation member Danny Hudson

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

- Amy Mason - Tomball, Texas, invited Mayor and Council to the 17th German Heritage Dinner, October 12, 2026, at Tomball Methodist Church at 6:30 p.m.

I. Presentations

1. Presentation of Proclamation - Fetal Alcohol Spectrum Disorders Awareness Month.

   Mayor Klein Quinn presented a proclamation to Rebbeca ??? proclaiming September as Fetal Alcohol Spectrum Disorders Awareness Month.

2. Presentation of the MADD Award Recipients from Tomball Police Department. Officer Abigal Villafane received the MADD Enforcement Hero Award. Officer Ethan Rebhun received the Outstanding Leadership Award. And Officers Michael Bertasz, Tyler Konrad, and Chloe Tamez received the Outstanding Service Award.

   Interim Police Chief Shon Davis introduced the officers receiving the awards, and Mayor Klein Quinn recognized and acknowledged the recipients.

J. Reports and Announcements

1. Announcements

I. Upcoming events:

- September 26, 2026 – GroovFest from 11:00 a.m.-5:00 p.m. at Tomball Depot Plaza
- September 30, 2026 – Tomball HS Homecoming Parade from 6-8 p.m. in Downtown Tomball and Tomball Depot Plaza.
- October 6, 2026 – National Night Out from 5-8 p.m. in various Tomball neighborhoods
- October 8, 2026 – Kaffeeklatsch (Barbara Powell-Tomball Depot) from 8:30-10:00 a.m. at Tomball Community Center
- October 10, 2026 – Spooktacular from 4:00-9:00 p.m. at Tomball Depot Plaza.
- October 14, 2026 – Blood drive from 10:00 a.m.-2:00 p.m. at Fire Station #1

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

Tomball Economic Development Director Kelly Violette provided an update on the TEDC activities and on Legacy Square.

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

1. Approve Minutes of September 8, 2026, Workshop/Regular City Council meeting.

2. Approve the expenditure of greater than $100,000 with Insight Public Sector for software support renewals, not-to-exceed amount of $116,500, approve the expenditure of funds thereof, and authorize the City Manager to execute any and all documents related to the purchase. These expenditures are included in the FY 2025-2026 budget.

3. Approve request from Tomball Sister City for City Support and In-Kind Services for the Tomball German Christmas Market on Market St. and around Tomball, on Friday, December 11-13, 2026, as well as the Tomball German Heritage Festival on April 2-4, 2027.

4. Approve an agreement with Shane Griffin Power & Electrical Services, LLC for electrical contractor services for Fiscal Year 2027, for a not-to-exceed amount of $125,000 (RFP 2026-12), approve the expenditure of funds, therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2026-2027 budget.

   Motion made by Council 4 Covington, Seconded by Council 3 Dunagin to approve New Business Consent Agenda except Item 3.

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

   Motion carried unanimously.

3. Approve request from Tomball Sister City for City Support and In-Kind Services for the Tomball German Christmas Market on Market St. and around Tomball, on Friday, December 11-13, 2026, as well as the Tomball German Heritage Festival on April 2-4, 2027.

   Motion made by Council 4 Covington, Seconded by Council 3 Dunagin to approve New Business Consent Agenda Item 3.

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

   Motion carried unanimously.

L. New Business

1. Approve a Joint Participation Interlocal Agreement with Harris County for the donation and conveyance of land located at 1414 E. Hufsmith (Broussard Community Park) by a Lease Agreement for a term of 30 years for the purpose of constructing a future community center.

   Motion made by Council 3 Dunagin, Seconded by Council 5 Parr to approve Joint Participation Interlocal Agreement with Harris County for the donation and conveyance of land located at 1414 E. Hufsmith (Broussard Community Park) by a Lease Agreement for a term of 30 years for the purpose of constructing a future

community center with a Memorandum of Understanding drafted by Olson and Olson.

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

Motion carried unanimously.

2. Adopt on First and Final Reading, Ordinance No. 2026-42, An Ordinance Authorizing the Issuance of the City of Tomball, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2026; Levying a tax in payment thereof; Setting certain parameters for the sale of the Certificates; and enacting other provisions relating thereto.

   Motion made by Council 4 Covington, Seconded by Council 2 Garcia to adopt Ordinance No. 2026-42.

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

   Motion carried unanimously.

3. Approve the recommendation of award to BlackRock Construction, the lowest responsible bidder, for the construction of Phase II of the FM 2920 Lift Station Consolidation Project (Project No. 2019-10008), Bid No. 2026-13.

   Motion made by Council 4 Covington, Seconded by Council 1 Michna to approve the recommendation of award to BlackRock Construction, the lowest responsible bidder, for the construction of Phase II of the FM 2920 Lift Station Consolidation Project (Project No. 2019-10008), Bid No. 2026-13.

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

   Motion carried unanimously.

4. Approve Proposed Change to the City Policy related to Insurance Coverage for Retirees.

   Director of Human Resources Kristie Lewis led the discussion related to the insurance coverage for retirees. (Exhibit B)

   Motion made by Council 5 Parr, Seconded by Council 1 Michna to approve the proposed change to the City Policy related to Insurance Coverage for Retirees.

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

Motion carried unanimously.

5. Conduct a public hearing and consideration to approve **Zoning Case Z26-05:** Request by Joe E. Evans, Abigail L. Bailey, and Janae E. Evans to consider a zone change from Agricultural (AG) to Commercial (C) on an approximately 0.86 acre portion of Tract 5D, one tract containing approximately 2.96 acres of land, situated in the C Goodrich Survey, Abstract 311, located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property.

   Mayor Klein Quinn opened the Public Hearing at 7:10 p.m.

   Mayor Klein Quinn closed the Public Hearing at 7:11 p.m.

   Adopt, on First Reading, Ordinance No. 2026-17, an Ordinance of the City of Tomball, Texas, amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by rezoning approximately 2.96 acres of land legally described as being one tract of land, situated in the C Goodrich Survey, Abstract 311 from Agricultural (AG) to Commercial (C). The property is located west of the northwest intersection of FM 2920 and Park Road (15226 FM 2920). The applicant is requesting to match the zoning of the rest of their property; providing for a penalty of an amount not to exceed $2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

   Motion made by Council 3 Dane, Seconded by Council 2 Garcia to adopt Ordinance No. 2026-17.

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

   Motion carried unanimously.

6. Conduct a public hearing and consideration to approve **Zoning Case Z26-09**: Request by Jacqueline Marshall to consider a zone change from Agricultural (AG) to Multifamily Residential (MF-2) on Tract 163 & 167 of Tomball Outlots; one tract containing approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility.

   Mayor Klein Quinn opened the Public Hearing at 7:21 p.m.

Applicant Arron Amin, Cypress, Texas, spoke in favor of the zoning request.

Ben Sedberry, Tomball, Texas reminded Council of the added traffic in the area.

Mayor Klein Quinn closed the Public Hearing at 7:25 p.m.

Adopt, on First Reading, Ordinance No. 2026-41, an Ordinance of the City of Tomball, Texas, amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by rezoning approximately 5.21 acres of land located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The property is located west of the northwest intersection of South Cherry Street and Medical Complex Drive. The applicant is requesting to develop the property with an assisted living facility; providing for a penalty of an amount not to exceed $2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

Motion made by Council 5 Parr, Seconded by Council 4 Covington to adopt Ordinance No. 2026-41.

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

Motion carried unanimously.

7. Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose(s):

- Sec. 551.071 – Consultation with the City Attorney regarding a matter which the Attorney's duty requires to be discussed in closed session.
- Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee- City Manager and Presiding Judge.
- Executive Session Started: 7:37 P.M.
- Executive Session Ended: 8:55 P.M.

8. Discussion and Approval of the Employment Contract for City Manager, David Esquivel, P.E.

Motion made by Council 4 Covington, Seconded by Council 1 Michna approve the Employment Contract for City Manager, David Esquivel, P.E.

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

Motion carried unanimously.

9. Consideration of and action on the appointment of Municipal Court Judge Brett Peabody to a two - year term September 1, 2026 through August 31, 2028.

Motion made by Council 2 Garcia, Seconded by Council 5 Parr to appoint Municipal Court Judge Brett Peabody to a two-year term September 1, 2026 through August 31, 2028.

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

Motion carried unanimously.

M. Adjournment

Mayor Klein Quinn adjourned the meeting at 8:58 p.m.

PASSED AND APPROVED on this 5th day of October 2026.

Thomas Harris III, TRMC
City Secretary,

Lori Klein Quinn
Mayor

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

City Council acceptance of the Fiscal Year 2025-26 ABIP Audit Engagement Letter.

Background:

During FY 2025-26 Council approved ABIP as the City external auditor for the next 5 years. This is year 2 of that agreement. The total cost of the audit will not exceed $79,000, federal single audit $10,225, state single audit $9,265, and expenses of $2,600.

Origination: Finance

Recommendation:

Acceptance of the ABIP Audit Engagement Letter for the FY 2025-26 Audit Services.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

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

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

Signed: Bragg Farmer 09.23.2026 **Approved by:** _____
Staff Member Date City Manager Date

September 9, 2026

The Honorable Mayor, Members of City Council
and Bragg Farmer, Director of Finance
City of Tomball, Texas
401 Market Street
Tomball, Texas 77375

We are pleased to confirm our understanding of the services we are to provide for the City of Tomball, Texas (the City) for the year ended September 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended September 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAPand will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund and Major Special Revenue Funds
3. Notes to Required Supplementary Information
4. Schedule of Changes in the Net Pension Liability and Related Ratios – Texas Municipal Retirement System
5. Schedule of Required Contributions – Pension – Texas Municipal Retirement System
6. Schedule of Changes in the Total OPEB Liability and Related Ratios – Supplemental Death Benefits Fund
7. Schedule of Changes in the OPEB Liability – Retiree Health Insurance

We have also been engaged to report on supplementary information other than RSI that accompanies the City's Annual Comprehensive Financial Report. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of Expenditures of Federal and State Awards
2. Combining and Individual Nonmajor Fund Financial Statements and Budgetary Schedules

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Introductory Section
2. Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

According to generally accepted auditing standards (GAAS), significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks. We have not identified any other significant risk of misstatement as of the date of this letter. If we identify any significant risks of material misstatement, we will notify you at that time.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers), and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known).

You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole. You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to ABIP, PC will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date of the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Tomball, Texas in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

As an attest client, ABIP, PC cannot store your documents, data, or records on your behalf because doing so will impair ABIP, PC's independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the *AICPA Code of Professional Conduct*. The City is solely responsible for maintaining its own data and records. ABIP does not host any of the City's information. Suralink is used solely to transmit data and is not intended to store the City's information. The City is solely responsible for downloading any deliverables and other records from Suralink that the City wishes to retain for its own records at the completion of the engagement. If this engagement occurs over multiple years, the City should download such information at least annually.

The data and deliverables and other records will either be removed from Suralink or otherwise become unavailable to the City within 60 days subsequent to the audit report date If the engagement is multi-year, the completion of the engagement occurs each year when the deliverables for that year are delivered to the City.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of ABIP, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the City's federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ABIP, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by any oversight agencies or other grantor agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeremy Barbatto is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in September 2026 and to issue our reports no later than the first March 2027 City Council meeting.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) Our gross fee for the governmental financial audit will not exceed $79,000, one federal single audit program will not exceed $10,225, one state single audit program will not exceed $9,265 and out of pocket expenses will not exceed $2,600. Any additional single audit programs necessary to comply with the Uniform Guidance or State Single Audit Circular will be discussed with you along with the possibility of additional fees due to the change in scope of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of- pocket costs through the date of termination.

The above fee estimate is for the service of conducting a financial and compliance audit of the City of Tomball, Texas (see **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit** of the engagement letter) for the year ended September 30, 2026. The audit service does not include time and effort necessary to adjust or correct the City's financial accounting records in order to present and report in accordance with generally accepted accounting principles. This would include implementing GASBs that are required to be implemented and adjusting the financial statements. The fee also does not consider elevated risks in process and controls that will require additional audit attention. If the City requires us to assist with account reconciliations or the implementation of any GASBs, or if we have to address elevated risks in process controls we will notify the City and bill the additional time and effort for those situations at our standard hourly rates, which are as follows for 2026:

Partner	$515/hour
Manager	$385/hour
Senior	$240/hour
Staff	$190/hour

ABIP may utilize artificial intelligence (AI) and other advanced computing technologies to enhance audit effectiveness and efficiency through the automated analysis of large-volume general ledger and financial data populations. Confidential client information is not processed through publicly available or consumer-grade AI platforms. All technology-enabled procedures are conducted in accordance with the AICPA Code of Professional Conduct, ET Section 1.700, *Confidential Client Information*, and are performed exclusively within enterprise-grade environments that employ rigorous data isolation, access controls, and information security safeguards.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and City Council of the City of Tomball, Texas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Tomball, Texas, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,
ABIP, PC

ABIP, PC

San Antonio, Texas

RESPONSE: This letter correctly sets forth the understanding of the City of Tomball, Texas.

_____
Signature

_____
Title

Signature

_____
Title

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve the purchase of vehicles from Lake Country Chevrolet through TIPS Cooperative Purchasing Network (Contract #240901) for a not-to-exceed amount of $117,529.10, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. These items were included in the FY 2026-2027 budget and approved.

Background:

The Police Department had requested the following in the FY 2026-2027 budget. Shop #159 which is a 2021 Chevy Tahoe that is due for replacement and will be replaced by a Chevy Tahoe PPV. Shop #64 is a 2014 Ford Ecocline Van that is due to replacement and will be replaced by a Chevy Silverado 1500 with cargo shell on the bed. Both vehicles were approved in the FY 2026-2027 Budget.

Item	Amount	Account#
Lake Country Chevy Silverado 1500 with cargo	$59,999.10	650-651-6405
Lake Country Chevy Tahoe PPV	$57,530.00	650-651-6405
Net Expenditure	$117,529.10	

Staff is requesting approval of the expenditure request of a not-to-exceed amount of $117,529.10 for this vehicle.

Origination: Police Department

Recommendation:

Staff recommends approving the purchase of a vehicle from Silsbee Ford through TIPS Contract #240901 for a not-to-exceed amount of $117,529.10.

Party(ies) responsible for placing this item on agenda: Brandon Patin, Captain

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: #650-651-6405

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

Signed: Brandon Patin **Approved by:** _____

Staff Member Date City Manager Date

PRODUCT PRICING SUMMARY

TIPS 240901 Transportation Vehicles

VENDOR- 5426 LAKE COUNTRY CHEVROLET, 2152 N. WHEELER STREET JASPER, TX 75951

End User: CITY OF TOMBALL CSI
Prepared by: SETH GAMBLIN
Contact:
Phone: 512.436.1313
Email:
Email: SGAMBLIN.SILSBEEFLEET@GMAIL.COM
Product Description: CHEVROLET SILVERADO 1500
Date: August 20, 2026

A. **Bid Item:** **A. Base Price:** $ 41,500.00

B. **Factory Options**

Code	Description	Bid Price	Code	Description	Bid Price
CC10543	2026 SILVERADO CREW CAB WT				
L3B	Engine, TurboMax				
	SHORT BOX 2WD				
PEB	WT FLEET CONVEIENCE PACKAGE	$ -			
	KEYLESS, CRUISE, POWER LOCK				
Z82	TRAILERING PACKAGE	$ -			
G80	AUTOLOCKING REAR	$ -		EXTERIOR- WHITE	
				INTERIOR - HG2 JET BLACK VINYL	
				Total of B. Published Options:	$ -
				Published Option Discount (5%)	

C. **Unpublished Options** **$=** 44.3 **%**

Description	Bid Price	Options	Bid Price
TINT ALL MAX LEGAL	$ 250.00		
SPRAY IN BED LINER	$ 595.00	SILSBEE FLEET INSTALL	$ 17,137.10
1 ADDITIONAL KEY 3 TOTAL	$ 395.00		
		3GCPAAEK2TG335076	
		Total of C. Unpublished Options:	$ 18,377.10

D. **Floor Plan Interest (for in-stock and/or equipped vehicles):** $ -

E. **Lot Insurance (for in-stock and/or equipped vehicles):**

F. **Contract Price Adjustment:** BP DISCOUNT $ (76.00)

G. **Additional Delivery Charge:** 99 **miles** $ 198.00

H. **Subtotal:** $ 59,999.10

I. **Quantity Ordered** 1 **x H =** $ 59,999.10

J. **Trade in:** $ -

K.

L. **Total Purchase Price** $ 59,999.10

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve the purchase of vehicles from Silsbee Ford through TIPS Cooperative Purchasing Network (Contract #240901) for a not-to-exceed amount of $163,068.75, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. These items were included in the FY 2026-2027 budget and approved.

Background:

The Police Department had requested the following in the FY 2026-2027 budget. Shop #158 which is a 2022 Ford Interceptor that is due for replacement. Shop #115 is a 2019 Chevy Traverse that is due for replacement. Both vehicles were approved in the FY 2026-2027 Budget. The Police Department was also approved for an addition to the fleet of a Ford PIU in the FY 2026-2027 Budget. All vehicles are being replaced by Ford Interceptors

Item	Amount	Account#
Silsbee Ford PIU Admin	$54,086.25	100-121-6405
Silsbee Ford Fleet Ford Interceptor PIU x2 Patrol	$54,491.25	650-651-6405
Net Expenditure	$163,068.75	

Staff is requesting approval of the expenditure request of a not-to-exceed amount of $163,068.75 for this vehicle.

Origination: Police Department

Recommendation:

Staff recommends approving the purchase of a vehicle from Silsbee Ford through TIPS Contract #240901 for a not-to-exceed amount of $163,068.75.

Party(ies) responsible for placing this item on agenda: Brandon Patin, Captain

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: #650-651-6405/ 100-121-6405

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

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

PRODUCT PRICING SUMMARY

TIPS 240901 Transportation Vehicles

VENDOR--Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656

End User: CITY OF TOMBALL PD
Prepared by: SETH GAMBLIN
Contact:
Phone: 512.436.1313
Email:
Email: SGAMBLIN.SILSBEEFLEET@GMA
Product Description: FORD PIU AWD
Date: August 4, 2026

A. Bid Item: _____ **A. Base Price:** $ 51,795.00

B. Factory Options

Code	Options	Bid Price	Code	Options	Bid Price
K8A	2027 FORD POLICE SUV	$ 1,195.00			
99C	3.0L V6 ECO BOOST	$ 950.00	66B	Tail Lamp Lighting Solution	$ 430.00
86T	TAIL LAMP/POLICE HOUSING	inc	96T	REAR SPOLIER	$ 1,500.00
17A	AUX AIR	inc	65U	Police Upgrade Package	$ 660.00
55F	KEY FOB	inc		18" Painted Aluminum Wheels	
60A	GRILLE LED LIGHTS, SIREN/SPEAKER WIR	inc		Front Headlamp Lighting Solution	
	NO SPOT			Center Floor Console Less Shifter	
61B	OBD-II SPLITTER	inc		1st and 2nd Row Carpet Floor Covering	
				Total of B. Published Options:	**$ 4,735.00**
				Published Option Discount (5%)	**$ (117.00)**

C. Additional Options **$=** 0.0 **%**

Options	Bid Price	Options	Bid Price
		EXTERIOR COLOR- BLACK	$ -
		INTERIOR COLOR- 96 CHARCOAL	
		500A ORDER CODE	
		Total of C. Unpublished Options:	**$ -**

D. Floor Plan Interest (for in-stock and/or equipped vehicles):

E. Lot Insurance (for in-stock and/or equipped vehicles): **$ -**

F. Contract Price Adjustment: BP DISCOUNT **$ (2,500.00)**

G. Additional Delivery Charge: 99 **miles** **$ 173.25**

H. Subtotal: **$ 54,086.25**

I. Quantity Ordered 1 **x K =** **$ 54,086.25**

J. Trade in: _____ **$ -**

K.

L. Total Purchase Price **$ 54,086.25**

PRODUCT PRICING SUMMARY

TIPS 240901 Transportation Vehicles

VENDOR--Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656

End User: CITY OF TOMBALL PD
Prepared by: SETH GAMBLIN
Contact:
Phone: 512.436.1313
Email:
Email: SGAMBLIN.SILSBEEFLEET@GMA
Product Description: FORD PIU AWD
Date: August 4, 2026

A. **Bid Item:** _____ **A. Base Price:** **$ 51,795.00**

B. **Factory Options**

Code	Options	Bid Price	Code	Options	Bid Price
K8A	2026 OR 27 FORD POLICE SUV	$ 1,195.00			
99C	3.0L V6 ECO BOOST	$ 950.00			
86T	TAIL LAMP/POLICE HOUSING	inc			
17A	AUX AIR	inc			
55F	KEY FOB	inc			
60A	GRILLE LED LIGHTS, SIREN/SPEAKER WIR	inc			
51R	DRIVER ONLY LED SPOT LIGHT	$ 495.00			
61B	OBD-II SPLITTER	inc			
				Total of B. Published Options:	**$ 2,640.00**
				Published Option Discount (5%)	**$ (117.00)**

C. **Additional Options** **$=** 0.0 **%**

Options	Bid Price	Options	Bid Price
		EXTERIOR COLOR- BLACK	$ -
		INTERIOR COLOR- 96 CHARCOAL	
		500A ORDER CODE	
		Total of C. Unpublished Options:	**$ -**

D.	**Floor Plan Interest (for in-stock and/or equipped vehicles):**	
E.	**Lot Insurance (for in-stock and/or equipped vehicles):**	**$ -**
F.	**Contract Price Adjustment:** _____	
G.	**Additional Delivery Charge:** 99 **miles**	**$ 173.25**
H.	**Subtotal:**	**$ 54,491.25**
I.	**Quantity Ordered** 2 **x K =**	**$ 108,982.50**
J.	**Trade in:** _____	**$ -**
K.		
L.	**Total Purchase Price**	**$ 108,982.50**

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO 2026 FORD PIU (1) TOMBALL PD Warehouse: HOUS	0.0000	0.00
1	1	N	INFO EQUIPMENT AND INSTALL - PATROL #27-257 Warehouse: HOUS	0.0000	0.00
1	1	N	INFO FRONT Warehouse: HOUS	0.0000	0.00
1	1	Y	MISC BC1348ITU20 SMC CUSTOM PUSH BUMPER Warehouse: HOUS	1,063.3000	1,063.30
2	2	Y	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: HOUS MOUNT TWO TO THE PUSH BUMPER	197.0200	394.04
2	2	Y	ELUC3H010J SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/BLUE Warehouse: HOUS MOUNT ONE INSIDE EACH HEADLIGHT	78.4200	156.84

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	1

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENNLB0188U-49B SOI, NFNXT LBAR, 48", RW/BW, RW/RA/BA/BW, HK44, TINT Warehouse: HOUS 48"/122cm 9-32 VOLT NFORCE NXT LED LIGHTBAR W/ 15' LIN DSC TECHNOLOGY /D24/|D12||D12||D12||D12||D12||D12|\D24\ /R_W/ |R_W||R_W||R_W||B_W||B_W||B_W| \B_W\ |D06|--GRT-||--GRT---||--GRT---|O-GRT--|D06| |R_W|--TNT-||--TNT---||--TNT---|O-TNT--|B_W| \D24\ |D12||D12||D12||D12||D12||D12| /D24/ \R_W\\|R_A||R_A||R_A||B_A||B_A||B_A|/B_W/ Domes - Polycarb [D|12|12|P] Accessories - PNFLBSPLT1, AUTO-DIM Mount - Standard Fixed Height Mount (PNFLBK08) & Extension Plate (PNFLBKXT) Hook - PNFLBF44 Vehicle - 2023 Ford Police Interceptor Utility w/o Roof Rack	2,296.4600	2,296.46
1	1	N	INFO SIDE Warehouse: HOUS	0.0000	0.00
2	2	Y	ENT3B3RBW SOI INTERSECTOR 18-LED SFC MNT,BLK HSG RED/BLUE/WHITE Warehouse: HOUS MOUNT ONE UNDER BOTH MIRRORS	191.3300	382.66

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	2

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	PMP2BKUMB8-D SOI UNDER MIRROR MOUNT BRACKET KIT, DRIVER, 2025 Warehouse: HOUS Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Driver Side	26.1300	26.13
1	1	Y	PMP2BKUMB8-P SOI UNDER MIRROR MOUNT BRACKET KIT, PASS., 2025 PIU Warehouse: HOUS Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Passenger Side	26.1300	26.13
2	2	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS MOUNT ONE IN EACH SIDE CARGO WINDOW	184.7100	369.42
2	2	Y	PMPSAWSSSB SOI 4X2 MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: HOUS	15.8600	31.72
1	1	N	INFO REAR Warehouse: HOUS	0.0000	0.00

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	3

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
3	3	Y	EMPS10011-K SOI, MPWR FASCIA, 3", STM, BLK HSG, RED/AMB Warehouse: HOUS MOUNT THREE ON THE DRIVER SIDE PILLAR KIT	103.7100	311.13
3	3	Y	EMPS10011-M SOI, MPWR FASCIA, 3", STM, BLK HSG, BLU/AMB Warehouse: HOUS MOUNT THREE ON THE PASSENGER SIDE PILLAR KIT	103.7100	311.13
1	1	Y	PMP1BK007 SOI PIU D PILLAR KIT, BOTH SIDES Warehouse: HOUS LIGHTS NOT INCLUDED	163.3300	163.33
2	2	Y	EMPS2QMS5RBA SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/AMB Warehouse: HOUS MOUNT TWO FOR THE LICENSE PLATE	128.1400	256.28
2	2	Y	ELUC3H010J SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/BLUE Warehouse: HOUS MOUNT ONE INSIDE EACH TAILLIGHT	78.4200	156.84
2	2	Y	EMPS2QMS4J SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU Warehouse: HOUS MOUNT TWO WITHIN THE HATCH, VISIBLE WHEN OPEN	115.2800	230.56

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	4

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO INTERIOR/MISC Warehouse: HOUS	0.0000	0.00
1	1	Y	ENGSA5201 SOI 500 SERIES SIREN W/ BUILT IN LINK MODULE Warehouse: HOUS bluePRINT® 500 Series Remote Amplifier with Link, 10-16v, 200 Watt dual-tone	780.3400	780.34
1	1	Y	ENGCP18003 SOI PUSH BUTTON CONTROL PANEL W/MICROPHONE Warehouse: HOUS Push Button Control Panel with Microphone, compatible with bluePRINT® Control Systems (Remote)	195.6500	195.65
1	1	Y	ENGLNVH018 SOI BLUEPRINT 500 LINK, 2024+ PIU/EXPLORER Warehouse: HOUS Vehicle Harness for bluePRINT® 500 with Link with 25' data cable for Ford F-150 2024-2025, Ford Police Interceptor / Explorer 2025	196.0000	196.00
2	2	Y	ENGND04102 SOI 10 OUTPUT REMOTE NODE W/ MAGNETIC I.D. Warehouse: HOUS	199.6200	399.24
2	2	Y	ENGHNK05 SOI 18" REMOTE NODE HARNESS Warehouse: HOUS 18 inch Harness Kit for Remote Node	47.1300	94.26

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	5

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: HOUS	168.4500	168.45
2	2	Y	EBSDL0002-D SOI, OBSERVE, SMALL FORM DOME LIGHT, 3", R/W Warehouse: HOUS MOUNT TWO ON THE HATCH FOR THE CARGO AREA	62.5300	125.06
1	1	Y	PK1126ITU20TM SMC #10XL C Horizontal Sliding Window Warehouse: HOUS Coated Polycarbonate With Vinyl Coated Expanded Metal Window Security Screen XL Panel Partition TM (Tall Man)	825.3000	825.30
1	1	Y	QK2120ITU25 SMC FULL REPLACEMENT TRANSPORT SEAT, TPO PLASTI(Warehouse: HOUS Full REPLACEMENT Transport Seat TPO Plastic With SETINA SMARTBELT SYSTEM *INCLUDES REQUIRED: -#12VS Stationary Window Vinyl Coated Expanded Metal Cargo Area Rear Partition *Seat Belt Retractors Pre-Installed to Save 30 Minutes of Install Time	1,798.3000	1,798.30

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	6

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	GK10342UHK SMC DUAL VERT. RACK 2 UNIV. LOCKS W/ HC KEY Warehouse: HOUS "Dual T-Rail Mount2 Universal XL Handcuff Key Override"	454.3000	454.30
1	1	Y	DK0100ITU20 SMC TPO POLYMER OVER MOLDED DOOR SKIN Warehouse: HOUS DK0100ITU20	244.3000	244.30
1	1	Y	WK0514ITU20 SMC VERTICALSTEEL WINDOW BARS FOR 2020+ PIUT Warehouse: HOUS	237.3000	237.30
1	1	Y	QK0491ITU20 SMC FLOOR PAN TPO PLASTIC 2020+ FORD PIUT Warehouse: HOUS	209.3000	209.30
1	1	Y	PP-2025-FINT-SUV-SFF PLASTIX SHORTY CENTER CONSOLE W/ARM REST, 2025 PI Warehouse: HOUS 2025 Ford Interceptor SUV SHORTY center console with Flip Forward arm rest. Relocates rear a/c and parking brake switch to console.	680.0000	680.00
1	1	Y	PP-CUTOUT PP CUTOUT ONLY FOR CUSTOMER SUPPLIED RADIO Warehouse: HOUS	0.0000	0.00

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	7

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	425-6682 JOTTO FP 4' SOUND OFF SIGNAL 500 SERIES REM Warehouse: HOUS	35.0000	35.00
1	1	Y	425-6625 JD 3" FLACEPLATE - KENWOOD NX-5000 KCH-19 CONTROL HEAD Warehouse: HOUS	35.0000	35.00
2	2	Y	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: HOUS	40.0000	80.00
1	1	Y	TPDRCB-INT PLASTIX TPDRCB-INT Rear Cargo Box for Ford Interceptor Warehouse: HOUS TPDRCB-INT	1,600.0000	1,600.00
1	1	Y	CP-UV20-CARGO TRO CARGO PLATFORM W/GAS SHOCKS Warehouse: HOUS CP-UV20-CARGO	671.3300	671.33
1	1	Y	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: HOUS	50.0000	50.00
1	1	Y	5026B BlueSea 12 Circuit Fuse Block w/ Ground Bus and Cover Warehouse: HOUS	60.0000	60.00

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	8

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	7187B BLUESEA CIRCUIT BREAKER BUSS 285 SFCMT 100A (FLM-5 Warehouse: HOUS Circuit Breaker Buss 285 SfcMt 100A (FLM- 5)	50.0000	50.00
1	1	Y	7615B BLUE SEA, SOLENOID TIMER 120A 12VDC ATD Warehouse: HOUS	100.0000	100.00
1	1	Y	GRAPHICS GRAPHICS FOR VEHICLE Warehouse: HOUS	1,050.0000	1,050.00
1	1	N	INFO CUSTOMER SUPPLIED EQUIPMENT Warehouse: HOUS Stalker radar with full mount kit, radio with antenna kit, axon full camera kit, new windshield mount, computer kit.	0.0000	0.00
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: HOUS LOOM, WIRE, HARDWARE, CONNECTORS, ETC **********	550.0000	550.00
1	1	Y	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: HOUS	4,375.0000	4,375.00

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	9

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643659-D
Customer No.	TOMBALLPD

Bill To

TOMBALL POLICE DEPARTMENT
400 Fannin St
ATTN: BRANDON PATIN
TOMBALL, TX 77375

Contact:
Telephone: 281-351-5451
E-mail: apayable@tomballtx.gov

Ship To

(For Pickup)
DANA SAFETY SUPPLY
7800 BREEN ROAD
BLDG B
HOUSTON, TX 77064

Contact: GERARDO VERDIN
Telephone: 682-970-4788
E-mail: GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO BALLISTIC VEHICLE EQUIPMENT Warehouse: HOUS	0.0000	0.00
1	1	Y	1477 025 000 AGPC WINDSHIELD W/SENSOR/CAMERA WINDOWS, 20+ EXPLORER Warehouse: HOUS	3,700.0000	3,700.00
1	1	Y	01-00339 ANGEL ARMOR 2020+ FORD PIU DRIVER DOOR IIIA Warehouse: HOUS	935.0000	935.00
1	1	Y	INSTALL GLASS KIT INSTALL GLASS KIT Warehouse: HOUS	125.0000	125.00
1	1	Y	INSTALL GLASS Install Glass Warehouse: HOUS	550.0000	550.00

Approved By: _____

☐ **Approve All Items & Quantities**

Quote Good for 30 Days

Print Date	08/31/26
Print Time	11:18:24 AM
Page No.	10

Subtotal	26,550.10
Freight	800.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO 2026 CHEVY TAHOE (1) TOMBALL PD Warehouse: HOUS	0.0000	0.00
1	1	N	INFO EQUIPMENT AND INSTALL - PATROL #27-261 Warehouse: HOUS	0.0000	0.00
1	1	N	INFO FRONT Warehouse: HOUS	0.0000	0.00
1	1	Y	MISC BC1348TAH25 SMC CUSTOM PUSH BUMPER Warehouse: HOUS	1,063.3000	1,063.30
2	2	Y	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: HOUS MOUNT TWO TO THE PUSH BUMPER	197.0200	394.04
1	1	Y	MISC ENNLB018BV-635 SOI, NFNXT LBAR, 54", RW/BW, RW/RA/B Warehouse: HOUS	2,505.5300	2,505.53
1	1	N	INFO SIDE Warehouse: HOUS	0.0000	0.00

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	1

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	ENT3B3RBW SOI INTERSECTOR 18-LED SFC MNT,BLK HSG RED/BLUE/WHITE Warehouse: HOUS MOUNT ONE UNDER BOTH MIRRORS	191.3300	382.66
1	1	Y	PMP2BKUMB5-D SOI 21+ TAHOE UNDER MIRROR BRACKET DRIVER SIDE Warehouse: HOUS	28.4600	28.46
1	1	Y	PMP2BKUMB5-P SOI 21+ TAHOE UNDER MIRROR BRACKET PASSENGER Warehouse: HOUS	28.4600	28.46
2	2	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS MOUNT ONE IN EACH SIDE CARGO WINDOW	184.7100	369.42
2	2	Y	PMPSAWSSSB SOI 4X2 MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: HOUS	15.8600	31.72
1	1	N	INFO REAR Warehouse: HOUS	0.0000	0.00

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	2

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

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TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
3	3	Y	EMPS1000X-K SOI, MPWR FASCIA, 3", QM, BLK HSG, RED/AMB Warehouse: HOUS 3" mpower Fascia with Quick Mount 8 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Clear Lens RED/AMB	103.7100	311.13
3	3	Y	EMPS1000X-M SOI, MPWR FASCIA, 3", QM, BLK HSG, BLU/AMB Warehouse: HOUS 3" mpower Fascia with Quick Mount, 8 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Clear Lens: BLU/AMB	103.7100	311.13
1	1	Y	PMP1BK003 SOI MPOWER REAR WEDGE KIT FOR PILLAR Warehouse: HOUS	61.6000	61.60
2	2	Y	EMPS2QMS5RBA SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/AMB Warehouse: HOUS MOUNT TWO FOR THE LICENSE PLATE	128.1400	256.28
2	2	Y	EMPS2QMS4J SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU Warehouse: HOUS MOUNT TWO WITHIN THE HATCH, VISIBLE WHEN OPEN	115.2800	230.56
1	1	N	INFO INTERIOR/MISC Warehouse: HOUS	0.0000	0.00

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	3

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENGSA5201 SOI 500 SERIES SIREN W/ BUILT IN LINK MODULE Warehouse: HOUS bluePRINT® 500 Series Remote Amplifier with Link, 10-16v, 200 Watt dual-tone	780.3400	780.34
1	1	Y	ENGCP18003 SOI PUSH BUTTON CONTROL PANEL W/MICROPHONE Warehouse: HOUS Push Button Control Panel with Microphone, compatible with bluePRINT® Control Systems (Remote)	195.6500	195.65
1	1	Y	ENGLNVH014 SOI BLUEPRINT 500 HARNESS, 2024+ TAHOE/SILVERADO Warehouse: HOUS Vehicle Harness for bluePRINT® 500 with Link with 25' data cable for Chevrolet Tahoe 2024-2025, Chevrolet Silverado 2024-2025	196.0000	196.00
2	2	Y	ENGND04102 SOI 10 OUTPUT REMOTE NODE W/ MAGNETIC I.D. Warehouse: HOUS	199.6200	399.24
2	2	Y	ENGHNK05 SOI 18" REMOTE NODE HARNESS Warehouse: HOUS 18 inch Harness Kit for Remote Node	47.1300	94.26
1	1	Y	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: HOUS	168.4500	168.45

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	4

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	EBSDL0002-D SOI, OBSERVE, SMALL FORM DOME LIGHT, 3", R/W Warehouse: HOUS MOUNT TWO ON THE HATCH FOR THE CARGO AREA	62.5300	125.06
1	1	Y	PK1152TAH21 SMC 10XL RP CTD POLY W/EXP MTL WIND COVER Warehouse: HOUS	825.3000	825.30
1	1	Y	QK0343TAH21 SMC #12 Expanded Metal Rear partition with replacement Warehouse: HOUS #12 Expanded Metal Rear partition with replacement seat and SmartBelt System	1,882.3000	1,882.30
1	1	Y	DK0100TAH21 SMC 2021 TAHOE BLK TPO DOOR PANELS COVERS OEM PANELS Warehouse: HOUS DK0100TAH21	244.3000	244.30
1	1	Y	WK0514TAH21 WINDOW BARRIER VS STEEL VERTICAL Warehouse: HOUS WK0514TAH21	237.3000	237.30

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	5

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	PP-2025-TAH-SFF PP TAHOE CENTER CONSOLE SHORTY W/FLIP ARM REST, 2 TAH Warehouse: HOUS	799.0000	799.00
1	1	Y	PP-CUTOUT PP CUTOUT ONLY FOR CUSTOMER SUPPLIED RADIO Warehouse: HOUS	0.0000	0.00
1	1	Y	425-6682 JOTTO FP 4' SOUND OFF SIGNAL 500 SERIES REM Warehouse: HOUS	35.0000	35.00
1	1	Y	425-6625 JD 3" FLACEPLATE - KENWOOD NX-5000 KCH-19 CONTROL HEAD Warehouse: HOUS	35.0000	35.00
2	2	Y	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: HOUS	40.0000	80.00
1	1	Y	TPDRCB-INT PLASTIX TPDRCB-INT Rear Cargo Box for Ford Interceptor Warehouse: HOUS TPDRCB-INT	1,600.0000	1,600.00

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	6

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	PP-TAH-2021-FLR PP FLOOR RISER BEAMS & HARDWARE Warehouse: HOUS Floor with riser beams and hardware, to create flat mounting surface in cargo area of 2021 Tahoe. Approximately 47.5" wide X 44.5" long.	660.9300	660.93
1	1	Y	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: HOUS	50.0000	50.00
1	1	Y	5026B BlueSea 12 Circuit Fuse Block w/ Ground Bus and Cover Warehouse: HOUS	60.0000	60.00
1	1	Y	7187B BLUESEA CIRCUIT BREAKER BUSS 285 SFCMT 100A (FLM-5 Warehouse: HOUS Circuit Breaker Buss 285 SfcMt 100A (FLM- 5)	50.0000	50.00
1	1	Y	7615B BLUE SEA, SOLENOID TIMER 120A 12VDC ATD Warehouse: HOUS	100.0000	100.00
1	1	Y	GRAPHICS GRAPHICS FOR VEHICLE Warehouse: HOUS	1,050.0000	1,050.00

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	7

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO CUSTOMER SUPPLIED EQUIPMENT Warehouse: HOUS Stalker radar with full mount kit, radio with antenna kit, axon full camera kit, new windshield mount, Setina dual gun rack, computer kit	0.0000	0.00
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: HOUS LOOM, WIRE, HARDWARE, CONNECTORS, ETC **********	550.0000	550.00
1	1	Y	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: HOUS	4,125.0000	4,125.00
1	1	N	INFO BALLISTIC VEHICLE EQUIPMENT Warehouse: HOUS	0.0000	0.00
1	1	Y	1514 113 000 AGP BALLISTIC WINDSHIELD W/CAMERA, 21+ TAHOE Warehouse: HOUS	3,700.0000	3,700.00
1	1	Y	01-00354 ANGELARMOR 2021 TAHOE Newer- DRIVER Warehouse: HOUS 01-00354 Chevy, Tahoe PPV, Level IIIA Front Door, Driver Side (2021 - Newer)	935.0000	935.00

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	8

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643679-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	INSTALL GLASS KIT INSTALL GLASS KIT Warehouse: HOUS	125.0000	125.00
1	1	Y	INSTALL GLASS Install Glass Warehouse: HOUS	550.0000	550.00

Approved By: _____

☐ **Approve All Items & Quantities**

Quote Good for 30 Days

Print Date	08/31/26
Print Time	11:20:13 AM
Page No.	9

Subtotal	25,627.42
Freight	800.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645260
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL PUBLIC WORKS 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	TOMBALL PUBLIC WORKS 400 Fannin St ATTN: VINCENT MENDEZ TOMBALL, TX 77375
Contact: VINCENT MENDEZ **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** VINCENT MENDEZ **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/09/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	Gerardo Verdin Install Houston	VINCENT MENDEZ	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO PARTS ONLY - CHEVY SILVERADO 2500 Warehouse: DROP	0.0000	0.00
4	4	Y	EMPS2001N-M SOI, MPWR FASCIA, 4", STM, BLK HSG, BLU/AMB Warehouse: DROP Replaces EMPS2STS4M 4" mpower Fascia with Stud Mount 12 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Clear Lens BLU/AMB	125.5300	502.12
4	4	Y	PMP2BKDGAJ SOI 4" mPOWER 90 DEGREE MOUNTING BRACKET, BLACK Warehouse: DROP	8.8600	35.44
1	1	Y	MISC ENSLB01X7D-5PJ SOI 54" NFUSE LBAR AMB/BLUE Warehouse: DROP	1,856.7500	1,856.75
1	1	Y	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: DROP	50.0000	50.00

Approved By: _____

☐ **Approve All Items & Quantities**

Quote Good for 30 Days

Print Date	09/09/26
Print Time	06:57:24 PM
Page No.	1

Subtotal	2,444.31
Freight	75.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645260
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL PUBLIC WORKS 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	TOMBALL PUBLIC WORKS 400 Fannin St ATTN: VINCENT MENDEZ TOMBALL, TX 77375
Contact: VINCENT MENDEZ **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** VINCENT MENDEZ **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/09/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	Gerardo Verdin Install Houston	VINCENT MENDEZ	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price

Print Date	09/09/26
Print Time	06:57:24 PM
Page No.	1

Subtotal	2,444.31
Freight	75.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645259-A
Customer No.	TOMBALLPD

Bill To

TOMBALL PUBLIC WORKS
400 Fannin St
ATTN: BRANDON PATIN
TOMBALL, TX 77375

Contact: VINCENT MENDEZ
Telephone: 281-351-5451
E-mail: apayable@tomballtx.gov

Ship To

TOMBALL PUBLIC WORKS
400 Fannin St
ATTN: VINCENT MENDEZ
TOMBALL, TX 77375

Contact: VINCENT MENDEZ
Telephone: 281-351-5451
E-mail: apayable@tomballtx.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/09/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	Gerardo Verdin Install Houston	VINCENT MENDEZ	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO PARTS ONLY - CHEVY COLORADO Warehouse: DROP	0.0000	0.00
4	4	Y	EMPS2001N-M SOI, MPWR FASCIA, 4", STM, BLK HSG, BLU/AMB Warehouse: DROP Replaces EMPS2STS4M 4" mpower Fascia with Stud Mount 12 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Clear Lens BLU/AMB	125.5300	502.12
4	4	Y	PMP2BKDGAJ SOI 4" mPOWER 90 DEGREE MOUNTING BRACKET, BLACK Warehouse: DROP	8.8600	35.44
1	1	Y	MISC ENSLB021PS-6AJ SOI 48" NFUSE LBAR AMB/BLUE Warehouse: DROP	1,672.1200	1,672.12
1	1	Y	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: DROP	50.0000	50.00

Approved By: _____

☐ **Approve All Items & Quantities**

Quote Good for 30 Days

Print Date	09/09/26
Print Time	06:58:53 PM
Page No.	1

Subtotal	2,259.68
Freight	75.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645259-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL PUBLIC WORKS 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	TOMBALL PUBLIC WORKS 400 Fannin St ATTN: VINCENT MENDEZ TOMBALL, TX 77375
Contact: VINCENT MENDEZ **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** VINCENT MENDEZ **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/09/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	Gerardo Verdin Install Houston	VINCENT MENDEZ	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price

Print Date	09/09/26
Print Time	06:58:53 PM
Page No.	1

Subtotal	2,259.68
Freight	75.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO 2026 FORD PIU (1) TOMBALL PD Warehouse: HOUS	0.0000	0.00
1	1	N	INFO EQUIPMENT AND INSTALL - CAPTAIN UNIT #27-260 Warehouse: HOUS	0.0000	0.00
1	1	N	INFO FRONT Warehouse: HOUS	0.0000	0.00
4	4	Y	EMPS21GQ4-8 SOI, MPWR FASCIA, 4", STM, BLK HSG, RED/BLU/WHT, STL Warehouse: HOUS FOUR FOR THE GRILLE	141.8500	567.40
1	1	Y	PMPSABK003 SOI GRILLE MOUNT BRACKET 4 MOD KIT Warehouse: HOUS Grille Mount Bracket 4 Mod Kit for installation on Ford Explorer & Police Interceptor Utility 2020-2022 for use with 3” and 4" Stud Mount, allows the lights to be attached to the front grille, no need to drill holes	88.2000	88.20
4	4	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS MOUNT TWO IN EACH FOG LIGHT AREA	184.7100	738.84

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	1

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: HOUS 100J series composite speaker w/ universal bail brkt-100 watt	197.0200	394.04
2	2	Y	ETSSVBK01 SOI, ETSS SPEAKER BRACKET, 2020-25 PIU Warehouse: HOUS 100N/100J/100U Series Speaker Bracket (no drill) for Ford PI Utility 2020 - 2025. The vehicle can hold up to two kits (sold individually), Bumper Mount Center	32.2000	64.40
2	2	Y	EMPS21GPV-8 SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/WHT, STLT Warehouse: HOUS 4" mpower Fascia with Quick Mount 18 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Stealth Lens RED/BLU/WHT	141.8500	283.70
2	2	Y	PMP2WDG05B SOI MPOWER 4" 5 DEGREE WEDGE BLACK Warehouse: HOUS	7.4600	14.92

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	2

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	DFILB6PIU25DE SOI, NFLIB, FRNT, 6MOD, 2025 PIU, RW/BW Warehouse: HOUS Ford Explorer/PI Utility (2025) Split Front (DRV) |D12||D12||D12||D12||D12||D12| (PAS) |R_W||R_W||R_W||B_W||B_W||B_W| Accessories: PNFLBSPLT1DSC w/ LIN Breakout Box (Included)	813.2500	813.25
1	1	N	INFO SIDE Warehouse: HOUS	0.0000	0.00
2	2	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS 4"x2" mpower Fascia with Stud Mount, 36 LED 9-32 Volt SAE with 1.5' Pigtail, Black Housing with Clear Lens: RED/BLU/WHT	184.7100	369.42
1	1	Y	PMP2BKUMB8-D SOI UNDER MIRROR MOUNT BRACKET KIT, DRIVER, 2025 Warehouse: HOUS Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Driver Side	26.1300	26.13

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	3

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	PMP2BKUMB8-P SOI UNDER MIRROR MOUNT BRACKET KIT, PASS., 2025 PIU Warehouse: HOUS Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Passenger Side	26.1300	26.13
2	2	Y	ESLRL61158 SOI, SL RUNNING, 61", 5MOD, R/B/W, 3CLR/TRIO Warehouse: HOUS SL Running Light, 61" - 5 Module, Tricolor Red/Blue/White NEW BLUEPRINT SL RUNNING LIGHT	338.8000	677.60
2	2	Y	PSLVBK01 SOI MOUNT KIT FOR SL LIGHTS 2020+ PIU Warehouse: HOUS	28.4600	56.92
2	2	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS 4"x2" mpower Fascia with Stud Mount, 36 LED 9-32 Volt SAE with 1.5' Pigtail, Black Housing with Clear Lens: RED/BLU/WHT	184.7100	369.42
2	2	Y	PMPSAWSSSB SOI 4X2 MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: HOUS	15.8600	31.72

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	4

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

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TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO REAR Warehouse: HOUS	0.0000	0.00
4	4	Y	EMPS21GPV-6 SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/AMB, STLT Warehouse: HOUS 4" mpower Fascia with Quick Mount 18 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Stealth Lens RED/BLU/AMB	141.8500	567.40
2	2	Y	EMPS21GQ4-6 SOI, MPWR FASCIA, 4", STM, BLK HSG, RED/BLU/AMB Warehouse: HOUS TWO FOR THE REAR REFLECTORS	141.8500	283.70
1	1	N	INFO INTERIOR/MISC Warehouse: HOUS	0.0000	0.00
1	1	Y	ENGSA5201 SOI 500 SERIES SIREN W/ BUILT IN LINK MODULE Warehouse: HOUS bluePRINT® 500 Series Remote Amplifier with Link, 10-16v, 200 Watt dual-tone	780.3400	780.34

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	5

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENGLNVH018 SOI BLUEPRINT 500 LINK, 2024+ PIU/EXPLORER Warehouse: HOUS Vehicle Harness for bluePRINT® 500 with Link with 25' data cable for Ford F-150 2024-2025, Ford Police Interceptor / Explorer 2025	196.0000	196.00
2	2	Y	ENGND04102 SOI 10 OUTPUT REMOTE NODE W/ MAGNETIC I.D. Warehouse: HOUS	199.6200	399.24
2	2	Y	ENGHNK05 SOI 18" REMOTE NODE HARNESS Warehouse: HOUS 18 inch Harness Kit for Remote Node	47.1300	94.26
1	1	Y	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: HOUS	168.4500	168.45
1	1	Y	CC-UV20-OH TROY OVERHEAD CONSOLE Warehouse: HOUS	277.3000	277.30
1	1	Y	FP-SOBP22001 TRO 4" SOI 22001 SIREN REMOTE HEAD Warehouse: HOUS	0.0000	0.00
1	1	Y	CP-UV20-CARGO-LP Troy 20-23 Ford PI Utility tilt-up cargo mount w/gas s Warehouse: HOUS	706.6600	706.66

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	6

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: HOUS	40.0000	80.00
1	1	Y	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: HOUS	50.0000	50.00
1	1	Y	5026B BlueSea 12 Circuit Fuse Block w/ Ground Bus and Cover Warehouse: HOUS	60.0000	60.00
1	1	Y	7187B BLUESEA CIRCUIT BREAKER BUSS 285 SFCMT 100A (FLM-5 Warehouse: HOUS Circuit Breaker Buss 285 SfcMt 100A (FLM- 5)	50.0000	50.00
1	1	Y	7615B BLUE SEA, SOLENOID TIMER 120A 12VDC ATD Warehouse: HOUS	100.0000	100.00
1	1	N	INFO CUSTOMER SUPPLIED EQUIPMENT Warehouse: HOUS 2-fog light brackets with 4 4x2 RBW, 2-rear brackets reflectors with 2-mpower RB, radio charger, power amp 1 Plastic Plus Vault, 1 radio kit with 2-remote heads front and rear, antenna kit	0.0000	0.00

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	7

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643704-F
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: HOUS LOOM, WIRE, HARDWARE, CONNECTORS, ETC **********	375.0000	375.00
1	1	Y	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: HOUS	3,875.0000	3,875.00

Approved By: _____

☐ **Approve All Items & Quantities**

Quote Good for 30 Days

Print Date	09/01/26
Print Time	02:50:45 PM
Page No.	8

Subtotal	12,585.44
Freight	300.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO 2026 FORD PIU (1) TOMBALL PD Warehouse: HOUS	0.0000	0.00
1	1	N	INFO EQUIPMENT AND INSTALL - ADMIN #27-258 Warehouse: HOUS	0.0000	0.00
1	1	N	INFO FRONT Warehouse: HOUS	0.0000	0.00
4	4	Y	EMPS2STS5RBW SOI, MPWR FASCIA, 4", STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS MOUNT FOUR IN THE GRILLE	128.1400	512.56
1	1	Y	PMPSABK003 SOI GRILLE MOUNT BRACKET 4 MOD KIT Warehouse: HOUS Grille Mount Bracket 4 Mod Kit for installation on Ford Explorer & Police Interceptor Utility 2020-2022 for use with 3” and 4" Stud Mount, allows the lights to be attached to the front grille, no need to drill holes	56.9300	56.93
2	2	Y	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: HOUS 100J series composite speaker w/ universal bail brkt-100 watt	197.0000	394.00

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	1

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	ETSSVBK01 SOI, ETSS SPEAKER BRACKET, 2020-25 PIU Warehouse: HOUS 100N/100J/100U Series Speaker Bracket (no drill) for Ford PI Utility 2020 - 2025. The vehicle can hold up to two kits (sold individually), Bumper Mount Center	32.2000	64.40
2	2	Y	ELUC3H010J SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/BLUE Warehouse: HOUS MOUNT ON IN EACH HEADLIGHT	78.4200	156.84
1	1	Y	DFILB6PIU25DE SOI, NFLIB, FRNT, 6MOD, 2025 PIU, RW/BW Warehouse: HOUS Ford Explorer/PI Utility (2025) Split Front (DRV) |D12||D12||D12||D12||D12||D12| (PAS) |R_W||R_W||R_W||B_W||B_W||B_W| Accessories: PNFLBSPLT1DSC w/ LIN Breakout Box (Included)	813.2500	813.25
1	1	N	INFO SIDE Warehouse: HOUS	0.0000	0.00
2	2	Y	ENT3B3RBW SOI INTERSECTOR 18-LED SFC MNT,BLK HSG RED/BLUE/WHITE Warehouse: HOUS MOUNT ONE UNDER EACH MIRROR	191.3300	382.66

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	2

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	PMP2BKUMB8-D SOI UNDER MIRROR MOUNT BRACKET KIT, DRIVER, 2025 Warehouse: HOUS Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Driver Side	26.1300	26.13
1	1	Y	PMP2BKUMB8-P SOI UNDER MIRROR MOUNT BRACKET KIT, PASS., 2025 PIU Warehouse: HOUS Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Passenger Side	26.1300	26.13
2	2	Y	ESLRL61158 SOI, SL RUNNING, 61", 5MOD, R/B/W, 3CLR/TRIO Warehouse: HOUS MOUNT ONE ON EACH ROCKER PANEL	338.8000	677.60
2	2	Y	PSLVBK01 SOI MOUNT KIT FOR SL LIGHTS 2020+ PIU Warehouse: HOUS	28.4600	56.92
2	2	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: HOUS MOUNT ON IN EACH SIDE CARGO WINDOW	184.7100	369.42

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	3

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

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Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	PMPSAWSSSB SOI 4X2 MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: HOUS	15.8600	31.72
1	1	N	INFO REAR Warehouse: HOUS	0.0000	0.00
1	1	Y	MISC EMPAK01HK2 SOI 8 MOD ARROW KIT RA/BA Warehouse: HOUS	1,528.8000	1,528.80
2	2	Y	EMPS2QMS5RBA SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/AMB Warehouse: HOUS MOUNT TWO FOR THE LICENSE PLATE	128.1400	256.28
2	2	Y	EMPS2QMS4J SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU Warehouse: HOUS MOUNT TWO FOR THE HATCH, VISIBLE WHEN OPEN	115.2800	230.56
1	1	N	INFO INTERIOR/MISC Warehouse: HOUS	0.0000	0.00

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	4

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENGSA5201 SOI 500 SERIES SIREN W/ BUILT IN LINK MODULE Warehouse: HOUS bluePRINT® 500 Series Remote Amplifier with Link, 10-16v, 200 Watt dual-tone	780.3400	780.34
1	1	Y	ENGCP18003 SOI PUSH BUTTON CONTROL PANEL W/MICROPHONE Warehouse: HOUS Push Button Control Panel with Microphone, compatible with bluePRINT® Control Systems (Remote)	195.6500	195.65
1	1	Y	ENGLNVH018 SOI BLUEPRINT 500 LINK, 2024+ PIU/EXPLORER Warehouse: HOUS Vehicle Harness for bluePRINT® 500 with Link with 25' data cable for Ford F-150 2024-2025, Ford Police Interceptor / Explorer 2025	196.0000	196.00
2	2	Y	ENGND04102 SOI 10 OUTPUT REMOTE NODE W/ MAGNETIC I.D. Warehouse: HOUS	199.6200	399.24
2	2	Y	ENGHNK05 SOI 18" REMOTE NODE HARNESS Warehouse: HOUS 18 inch Harness Kit for Remote Node	47.1300	94.26
1	1	Y	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: HOUS	168.4500	168.45

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	5

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

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TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	EBSDL0002-D SOI, OBSERVE, SMALL FORM DOME LIGHT, 3", R/W Warehouse: HOUS MOUNT TWO WITHIN THE HATCH FOR THE CARGO AREA	62.5300	125.06
1	1	Y	425-6682 JOTTO FP 4' SOUND OFF SIGNAL 500 SERIES REM Warehouse: HOUS	35.0000	35.00
1	1	Y	425-6625 JD 3" FLACEPLATE - KENWOOD NX-5000 KCH-19 CONTROL HEAD Warehouse: HOUS	35.0000	35.00
3	3	Y	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: HOUS	40.0000	120.00
1	1	Y	CP-UV20-CARGO-LP Troy 20-23 Ford PI Utility tilt-up cargo mount w/gas s Warehouse: HOUS	671.3300	671.33
1	1	Y	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: HOUS	50.0000	50.00
1	1	Y	5026B BlueSea 12 Circuit Fuse Block w/ Ground Bus and Cover Warehouse: HOUS	60.0000	60.00

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	6

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
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GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

Bill To	Ship To
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	7187B BLUESEA CIRCUIT BREAKER BUSS 285 SFCMT 100A (FLM-5 Warehouse: HOUS Circuit Breaker Buss 285 SfcMt 100A (FLM- 5)	50.0000	50.00
1	1	Y	7615B BLUE SEA, SOLENOID TIMER 120A 12VDC ATD Warehouse: HOUS	100.0000	100.00
1	1	N	INFO CUSTOMER SUPPLIED EQUIPMENT Warehouse: HOUS 2-fog light brackets with 4 4x2 RBW, 2-rear brackets reflectors with 2-mpower RB, 2 hideaways RB, radio charger 1- Plastic plus console, 1 Plastic Plus Vault, 1 radio kit with 2-remote heads front and rear, antenna kit	0.0000	0.00
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: HOUS LOOM, WIRE, HARDWARE, CONNECTORS, ETC **********	550.0000	550.00
1	1	Y	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: HOUS	3,750.0000	3,750.00

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	7

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any high floods, earthquakes, tornados, hail or similar weather events.

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	643682-A
Customer No.	TOMBALLPD

Bill To	**Ship To**
TOMBALL POLICE DEPARTMENT 400 Fannin St ATTN: BRANDON PATIN TOMBALL, TX 77375	(For Pickup) DANA SAFETY SUPPLY 7800 BREEN ROAD BLDG B HOUSTON, TX 77064
Contact: **Telephone:** 281-351-5451 **E-mail:** apayable@tomballtx.gov	**Contact:** GERARDO VERDIN **Telephone:** 682-970-4788 **E-mail:** GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
08/27/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Gerardo Verdin	GERARDO VERDIN HOUSTON	BRANDON PATIN	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
			Approved By: _____ ☐ **Approve All Items & Quantities** **Quote Good for 30 Days**		

Print Date	08/31/26
Print Time	11:19:02 AM
Page No.	1

Subtotal	12,964.53
Freight	400.00
Order Total	

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve the purchase of vehicle upfitting and other repairs and maintenance from Dana Safety Supply, Inc. through a BuyBoard Cooperative Purchasing Network (Contract #698-23) for a not-to-exceed amount of $165,000, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. The purchases are included in the FY 2026-2027 Budget.

Background:

The city utilizes Dana Safety Supply, Inc. for vehicle upfitting, repairs, and maintenance services for both Police and Public Works vehicles. Purchases with Dana Safety Supply are made through the BuyBoard cooperative purchasing contract and are funded through appropriations included in the adopted Fiscal Year 2026–2027 Budget.

The table below outlines the estimated expenditures for outfitting the new fleet four vehicles for the Police Department and three vehicles for Public Works as well as anticipated costs for repairs, maintenance, and other related expenses throughout the fiscal year.

Vehicle	Amount
Police Department Upfit (4 vehicles)	$80,100
Public Works Upfit Estimate (3 vehicles)	$4,900
Additional Repairs, Maintenance & Expenses Estimate (as needed)	$80,000
Total Expenditure (estimate): $165,000	

Staff is requesting approval of the expenditure request of a not-to-exceed amount of $165,000 for upfit and repairs for lighting for all City-owned vehicles for fiscal year 2026-2027 pursuant to the City's adopted Procurement Policy (vendor exceeding $100,000).

Origination: Project Management

Recommendation:

Staff recommends approving the purchase of vehicle upfitting and other repairs and maintenance from Dana Safety Supply, Inc. through BuyBoard Cooperative Purchasing Network (Contract #698-23) for a not-to-exceed of $165,000.

Party(ies) responsible for placing this item on agenda: Brandon Patin, Captain

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: #650-651-6405
#650-652-6405

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

Signed _____ Approved by _____

Staff Member Date City Manager Date

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:
Approve a purchase with Axon Enterprise, Inc., as a sole source vendor, for the purchase of tasers and associated equipment not to exceed $225,860.29 over five years

Background:

Axon Enterprises, Inc. has supplied tasers to the Police Department for the last 20 years. Our current tasers series seven have had multiple issues reported resulting in them being removed from the market requiring replacement for the safety of the officers. As of 2024, the current tasers series seven are no longer eligible for repairs or maintenance. Taser series ten is the current model being issued all over the United States.

The proposed purchase will include replacement for all 46 tasers currently in use with required training, cartridges, holsters, and battery packs for a total not-to-exceed amount of $225,860.29 over a five-year term.

The total cost of the contract has been financed for a 60-month term with the first-year payment reduced to $35,000. The first-year payment will be made utilizing excess grant funds from the SRT Grant received in 2021 for the purchase of body cameras. In order to utilize the remaining grant funds the termination date was extended to December 2025 and staff was able to confirm tasers to be an eligible expense for reimbursement.

Based on the City's adopted Procurement Policy, staff is requesting approval of the purchase financed over a five-year term, beginning May 1, 2025, and expiring April 30, 2029. The table below identifies the annual contract amount to be included in the Police Department annual operating budget.

Annual Contract Amounts				
Contract Year One May 1, 2025	Contract Year Two May 2026	Contract Year Three May 2027	Contract Year Four May 2028	Contract Year Five May 2029
$35,000	$47,714.29	$47,715.00	$47,715.00	$47,716.00

The purchase with Axon Enterprises, Inc. will be for a total not-to-exceed contract amount of $225,860.29 over the five-year contract term.

Origination: Police Department

Recommendation:

Staff recommends approving the purchase of tasers with Axon Enterprises, Inc. for a total contract amount of $225,860.29, for an annual not-to-exceed payment amount of $47,715.00

Party(ies) responsible for placing this item on agenda: Brandon Patin, Captain

FUNDING (IF APPLICABLE)

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

Yes: _____ No: X If yes, specify Account Number: #100-121-6320

If no, funds will be transferred from account: Grant Funds Received To Account: #

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

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-649783-45695.078DC

Issued: 02/06/2025
Quote Expiration: 03/14/2025
Estimated Contract Start Date: 06/15/2025

Account Number: 106442
Payment Terms: N30
Delivery Method:

SHIP TO	BILL TO
Tomball Police Dept. - TX 400 Fannin St Tomball, TX 77375-4618 USA	Tomball Police Dept. - TX 401 Market St Tomball TX 77375-4645 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
John Sholl Phone: Email: jsholl@axon.com Fax:	Brandon Patin Phone: (832) 745-2891 Email: bpatin@tomballtx.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$225,860.29
ESTIMATED TOTAL W/ TAX	$225,860.29

Discount Summary

Average Savings Per Year	$13,442.18
TOTAL SAVINGS	$67,210.91

Payment Summary

Date	Subtotal	Tax	Total
May 2025	$35,000.00	$0.00	$35,000.00
May 2026	$47,714.29	$0.00	$47,714.29
May 2027	$47,715.00	$0.00	$47,715.00
May 2028	$47,715.00	$0.00	$47,715.00
May 2029	$47,716.00	$0.00	$47,716.00
Total	**$225,860.29**	**$0.00**	**$225,860.29**

Quote Unbundled Price:	**$293,071.20**
Quote List Price:	**$246,399.60**
Quote Subtotal:	**$225,860.29**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			$1.00	($2,388.98)	($2,388.98)	$0.00	($2,388.98)
100552	TRANSFER CREDIT - GOODS	1			$1.00	$5,804.87	$5,804.87	$0.00	$5,804.87
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	60	$103.57	$86.66	$80.44	$222,014.40	$0.00	$222,014.40
A la Carte Hardware									
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5			$86.00	$86.00	$430.00	$0.00	$430.00
A la Carte Services									
85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1			$6,786.00	$0.00	$0.00	$0.00	$0.00
Total							**$225,860.29**	**$0.00**	**$225,860.29**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100126	AXON VR - TACTICAL BAG	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	1	2	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	46	2	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	46	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100396	AXON TASER 10 - MAGAZINE - INERT RED	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100399	AXON TASER 10 - CARTRIDGE - LIVE	690	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	330	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100401	AXON TASER 10 - CARTRIDGE - INERT	20	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100591	AXON TASER - CLEANING KIT	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	41	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	5	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100748	AXON VR - CONTROLLER - TASER 10	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	46	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	10	1	05/15/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	20378	AXON VR - HEADSET - HTC FOCUS 3	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	05/15/2025
A la Carte	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	11/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	11/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	46	06/15/2025	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	46	06/15/2025	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	46	06/15/2025	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	1	06/15/2025	06/14/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	46
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	1
A la Carte	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	46	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	46	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	10	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	05/15/2026	06/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	400 Fannin St	Tomball	TX	77375-4618	USA
2	400 Fannin St	Tomball	TX	77375-4618	USA

Payment Details

May 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100552	TRANSFER CREDIT - GOODS	1	$899.54	$0.00	$899.54
Year 1	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($370.20)	$0.00	($370.20)
Year 1	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$66.63	$0.00	$66.63
Year 1	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 1	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$34,404.03	$0.00	$34,404.03
Total				**$35,000.00**	**$0.00**	**$35,000.00**

May 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100552	TRANSFER CREDIT - GOODS	1	$1,226.31	$0.00	$1,226.31
Year 2	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.69)	$0.00	($504.69)
Year 2	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 2	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 2	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,901.83	$0.00	$46,901.83
Total				**$47,714.29**	**$0.00**	**$47,714.29**

May 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100552	TRANSFER CREDIT - GOODS	1	$1,226.33	$0.00	$1,226.33
Year 3	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.69)	$0.00	($504.69)
Year 3	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 3	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 3	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,902.52	$0.00	$46,902.52
Total				**$47,715.00**	**$0.00**	**$47,715.00**

May 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100552	TRANSFER CREDIT - GOODS	1	$1,226.33	$0.00	$1,226.33
Year 4	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.69)	$0.00	($504.69)
Year 4	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 4	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 4	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,902.52	$0.00	$46,902.52
Total				**$47,715.00**	**$0.00**	**$47,715.00**

May 2029						
Invoice Plan	**Item**	**Description**	**Qty**	**Subtotal**	**Tax**	**Total**
Year 5	100552	TRANSFER CREDIT - GOODS	1	$1,226.36	$0.00	$1,226.36
Year 5	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.70)	$0.00	($504.70)
Year 5	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 5	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 5	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,903.50	$0.00	$46,903.50
Total				**$47,716.00**	**$0.00**	**$47,716.00**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-317044, Q-342820, Q-358096, Q-503615

Agency is terminating those contracts effective 6/15/2025 Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Debit of $3,415.89

Any credits contained in this quote are contingent upon payment in full of the following amounts:

INUS284992 - $2,762.78 - 10/1/2024

Signature

03/04/25

Date Signed

2/6/2025

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-649783-45726.758HG

Issued: 03/10/2025

Quote Expiration: 03/14/2025

Estimated Contract Start Date: 06/15/2025

Account Number: 106442

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Tomball Police Dept. - TX 400 Fannin St Tomball, TX 77375-4618 USA	Tomball Police Dept. - TX 401 Market St Tomball TX 77375-4645 USA Email:	John Sholl Phone: Email: jsholl@axon.com Fax:	Brandon Patin Phone: (832) 745-2891 Email: bpatin@tomballtx.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$225,860.29
ESTIMATED TOTAL W/ TAX	$225,860.29

Discount Summary

Average Savings Per Year	$13,442.18
TOTAL SAVINGS	$67,210.91

Payment Summary

Date	Subtotal	Tax	Total
May 2025	$35,000.00	$0.00	$35,000.00
May 2026	$47,714.29	$0.00	$47,714.29
May 2027	$47,715.00	$0.00	$47,715.00
May 2028	$47,715.00	$0.00	$47,715.00
May 2029	$47,716.00	$0.00	$47,716.00
Total	**$225,860.29**	**$0.00**	**$225,860.29**

Quote Unbundled Price:	**$293,071.20**
Quote List Price:	**$246,399.60**
Quote Subtotal:	**$225,860.29**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			$1.00	($2,388.98)	($2,388.98)	$0.00	($2,388.98)
100552	TRANSFER CREDIT - GOODS	1			$1.00	$5,804.87	$5,804.87	$0.00	$5,804.87
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	60	$103.57	$86.66	$80.44	$222,014.40	$0.00	$222,014.40
A la Carte Hardware									
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5			$86.00	$86.00	$430.00	$0.00	$430.00
A la Carte Services									
85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1			$6,786.00	$0.00	$0.00	$0.00	$0.00
Total							**$225,860.29**	**$0.00**	**$225,860.29**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100126	AXON VR - TACTICAL BAG	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	1	2	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	46	2	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100393	TASER 10 LIVE DUTY MAGAZINE BLACK	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100393	TASER 10 LIVE DUTY MAGAZINE BLACK	46	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100394	TASER 10 HALT TRN MAGAZINE BLUE (HOOK-AND-LOOP-TRAINING)	4	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100395	TASER 10 LIVE TRAINING MAGAZINE PURPLE	3	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100396	TASER 10 INERT MAGAZINE RED	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100399	AXON TASER 10 - CARTRIDGE - LIVE	690	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	330	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100401	AXON TASER 10 - CARTRIDGE - INERT	20	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100591	AXON TASER - CLEANING KIT	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	41	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	5	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100748	AXON VR - CONTROLLER - TASER 10	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	TASER BATTERY PACK, TACTICAL	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	TASER BATTERY PACK, TACTICAL	46	1	05/15/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	TASER BATTERY PACK, TACTICAL	10	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20378	AXON VR - HEADSET - HTC FOCUS 3	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	74200	TASER 6-BAY DOCK AND CORE	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80087	TASER TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	05/15/2025
A la Carte	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	1	05/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	11/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	11/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	230	1	05/15/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	46	06/15/2025	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	46	06/15/2025	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	46	06/15/2025	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	1	06/15/2025	06/14/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	46
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	1
A la Carte	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	46	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	46	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	10	05/15/2026	06/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	05/15/2026	06/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	400 Fannin St	Tomball	TX	77375-4618	USA
2	400 Fannin St	Tomball	TX	77375-4618	USA

Payment Details

May 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100552	TRANSFER CREDIT - GOODS	1	$899.54	$0.00	$899.54
Year 1	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($370.20)	$0.00	($370.20)
Year 1	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$66.63	$0.00	$66.63
Year 1	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 1	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$34,404.03	$0.00	$34,404.03
Total				**$35,000.00**	**$0.00**	**$35,000.00**

May 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100552	TRANSFER CREDIT - GOODS	1	$1,226.31	$0.00	$1,226.31
Year 2	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.69)	$0.00	($504.69)
Year 2	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 2	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 2	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,901.83	$0.00	$46,901.83
Total				**$47,714.29**	**$0.00**	**$47,714.29**

May 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100552	TRANSFER CREDIT - GOODS	1	$1,226.33	$0.00	$1,226.33
Year 3	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.69)	$0.00	($504.69)
Year 3	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 3	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 3	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,902.52	$0.00	$46,902.52
Total				**$47,715.00**	**$0.00**	**$47,715.00**

May 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100552	TRANSFER CREDIT - GOODS	1	$1,226.33	$0.00	$1,226.33
Year 4	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.69)	$0.00	($504.69)
Year 4	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 4	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 4	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,902.52	$0.00	$46,902.52
Total				**$47,715.00**	**$0.00**	**$47,715.00**

May 2029						
Invoice Plan	**Item**	**Description**	**Qty**	**Subtotal**	**Tax**	**Total**
Year 5	100552	TRANSFER CREDIT - GOODS	1	$1,226.36	$0.00	$1,226.36
Year 5	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	($504.70)	$0.00	($504.70)
Year 5	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	5	$90.84	$0.00	$90.84
Year 5	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Year 5	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	46	$46,903.50	$0.00	$46,903.50
Total				**$47,716.00**	**$0.00**	**$47,716.00**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-317044, Q-342820, Q-358096, Q-503615

Agency is terminating those contracts effective 6/15/2025 Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Debit of $3,415.89

Any credits contained in this quote are contingent upon payment in full of the following amounts:

INUS284992 - $2,762.78 - 10/1/2024

Signature

Heather Guin
Digitally signed by Heather Guin
Date: 2025.03.10 13:49:09 -05'00'

3/10/2025

Date Signed

Justin Calemine
Digitally signed by Justin Calemine
Date: 2025.03.11 06:28:57 -07'00'

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:
Approve a purchase with Axon Enterprise, Inc., as a sole source vendor, for the purchase of Camera renewal for the Police Department for a total contract amount of $851,769.54 for a total of five years beginning October 2026, and expiring October 2031, for an annual not-to-exceed payment amount of $174,135.87 after year one, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount was included in the FY 2026-2027 budget to be paid from 100-124-6320. City Staff ask to approve the amount of $155,226.06 to AXON for FY 2026-2027 budget for Cameras and Licenses.

Background:

Axon Enterprises, Inc. has supplied Cameras and Licenses to the Police Department for the last 5 years. The Tomball Police Department currently operates 20 AXON in-car dash camera systems, with 59 licenses and 59 body-worn cameras assigned to department personnel. Under the current contract, the Police Department receives unlimited digital evidence storage, which supports the retention and management of video evidence generated by both the dash camera and body-worn camera systems. The proposed purchase will renew the department's existing AXON dash camera and body-worn camera contract and will include the necessary software and license upgrades to maintain the department's camera and digital evidence program. The renewal will also include eight multi-bay docking stations for body-worn cameras and 65 cables and mounts. These equipment upgrades will ensure officers have the necessary equipment and supporting technology to maintain reliable camera operations throughout the contract period. The total contract will be financed over a 60-month term, beginning in October 2026 and ending in October 2030. The first-year payment has been reduced to $155,226.06 and will be paid using budgeted funds from the FY 2026–2027 Police Department operating budget. Following the first year, the annual payment will be $174,135.87 for each remaining year of the agreement. Based on these annual payments, the total five-year financial commitment is $851,769.54.

Annual Contract Amounts				
Contract Year One October 2026	Contract Year Two October 2027	Contract Year Three October 2028	Contract Year Four October 2029	Contract Year Five October 2030
$155,226.06	$147,135.87	$147,135.87	$147,135.87	$147,135.87

The purchase with Axon Enterprises, Inc. will be for a total not-to-exceed contract amount of $851,769.54 over the five-year contract term.

Origination: Police Department

Recommendation:

Staff recommends approving the purchase of tasers with Axon Enterprises, Inc. for a total contract amount of $851,769.54, for year one $155,226.06 and an annual not-to-exceed payment amount of $174,135.87 after year one.

Party(ies) responsible for placing this item on agenda: Brandon Patin, Captain

FUNDING (IF APPLICABLE)

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

Yes: ____ No: X If yes, specify Account Number: #100-121-6320

If no, funds will be transferred from account: Grant Funds Received To Account: #

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

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-815639-46204KH

Issued: 07/01/2026

Quote Expiration: 09/15/2026

Estimated Contract Start Date: 11/01/2026

Account Number: 106442

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: $0.00

SHIP TO	BILL TO
Tomball Police Dept. - TX 400 Fannin St Tomball, TX 77375-4618 USA	Tomball Police Dept. - TX 401 Market St Tomball TX 77375-4645 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Kyle Hunt Phone: Email: huntk@axon.com Fax: (480) 930-4484	Brandon Patin Phone: (832) 745-2891 Email: bpatin@tomballtx.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$851,769.54
ESTIMATED TOTAL W/ TAX	$851,769.54

Discount Summary

Average Savings Per Year	$59,550.16
TOTAL SAVINGS	$297,750.80

Payment Summary

Date	Subtotal	Tax	Total
Oct 2026	$155,226.06	$0.00	$155,226.06
Oct 2027	$174,135.87	$0.00	$174,135.87
Oct 2028	$174,135.87	$0.00	$174,135.87
Oct 2029	$174,135.87	$0.00	$174,135.87
Oct 2030	$174,135.87	$0.00	$174,135.87
Total	**$851,769.54**	**$0.00**	**$851,769.54**

Quote Unbundled Price:	**$1,100,341.20**
Quote List Price:	**$896,552.40**
Quote Subtotal:	**$851,769.54**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100552	TRANSFER BALANCE - GOODS	1	1		$1.00	($25,766.55)	($25,766.55)	$0.00	($25,766.55)
100553	TRANSFER BALANCE - SOFTWARE AND SERVICES	1	1		$1.00	$5,261.89	$5,261.89	$0.00	$5,261.89
BWCUwTAP	BWC Unlimited with TAP	59	60	$142.83	$102.91	$102.91	$364,301.40	$0.00	$364,301.40
HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	59	60			$0.00	$0.00	$0.00	$0.00
Fleet3A	Fleet 3 Advanced	19	60	$313.70	$258.90	$258.90	$295,146.00	$0.00	$295,146.00
A la Carte Hardware									
H00002	AB4 Multi Bay Dock Bundle	8			$3,233.90	$199.38	$1,595.00	$0.00	$1,595.00
A la Carte Software									
73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	60		$10.85	$10.85	$38,409.00	$0.00	$38,409.00
73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	60		$16.27	$16.27	$57,595.80	$0.00	$57,595.80
102011	AXON AI ASSISTANT	59	60		$32.55	$32.55	$115,227.00	$0.00	$115,227.00
A la Carte Warranties									
73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	6		$0.00	$0.00	$0.00	$0.00	$0.00
73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	6		$0.00	$0.00	$0.00	$0.00	$0.00
Total							**$851,769.54**	**$0.00**	**$851,769.54**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 CONNECTED HARDWARE BUNDLE	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	59	1	10/01/2026
AB4 CONNECTED HARDWARE BUNDLE	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	65	1	10/01/2026
AB4 CONNECTED HARDWARE BUNDLE	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	65	1	10/01/2026
AB4 CONNECTED HARDWARE BUNDLE	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	65	1	10/01/2026
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	7	1	10/01/2026
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	1	1	10/01/2026
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	8	1	10/01/2026
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	8	1	10/01/2026
Fleet 3 Advanced	101675	AXON FLEET - ERICSSON CRADLEPOINT R980-5GD-A+5YR NETCLOUD	19	1	10/01/2026
Fleet 3 Advanced	101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2WIFI 1GNSS INT	19	1	10/01/2026
Fleet 3 Advanced	70112	AXON SIGNAL - VEHICLE	19	1	10/01/2026
Fleet 3 Advanced	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	19	1	10/01/2026

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BWC Unlimited with TAP	73309	AXON BODY - TAP REFRESH 1 - CAMERA	59	1	04/01/2029
BWC Unlimited with TAP	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	8	1	04/01/2029
BWC Unlimited with TAP	73310	AXON BODY - TAP REFRESH 2 - CAMERA	59	1	10/01/2031
BWC Unlimited with TAP	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	8	1	10/01/2031
Fleet 3 Advanced	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	19	1	10/01/2031

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BWC Unlimited with TAP	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	59	11/01/2026	10/31/2031
BWC Unlimited with TAP	73746	AXON EVIDENCE - ECOM LICENSE - PRO	59	11/01/2026	10/31/2031
Fleet 3 Advanced	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	19	11/01/2026	10/31/2031
Fleet 3 Advanced	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA	19	11/01/2026	10/31/2031
Fleet 3 Advanced	80402	AXON FLEET - LICENSE - REAL-TIME LOCATION, ALERTS, & LIVESTREAM	19	11/01/2026	10/31/2031
Fleet 3 Advanced	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	38	11/01/2026	10/31/2031
A la Carte	102011	AXON AI ASSISTANT	59	11/01/2026	10/31/2031
A la Carte	73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	11/01/2026	10/31/2031
A la Carte	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	11/01/2026	10/31/2031

Services

Bundle	Item	Description	QTY
Fleet 3 Advanced	100738	AXON FLEET 3 - SIM INSERTION - VZW 4FF	19
Fleet 3 Advanced	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	19

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	11/01/2026	04/30/2027
A la Carte	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	11/01/2026	04/30/2027
BWC Unlimited with TAP	80464	AXON BODY - TAP WARRANTY - CAMERA	59	10/01/2027	10/31/2031
BWC Unlimited with TAP	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	8	10/01/2027	10/31/2031
Fleet 3 Advanced	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	19	10/01/2027	10/31/2031
Fleet 3 Advanced	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	19	10/01/2027	10/31/2031

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	400 Fannin St	Tomball	TX	77375-4618	USA

Payment Details

Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Transfer Value	100552	TRANSFER BALANCE - GOODS	1	($25,766.55)	$0.00	($25,766.55)
Transfer Value	100553	TRANSFER BALANCE - SOFTWARE AND SERVICES	1	$5,261.89	$0.00	$5,261.89
Year 1	102011	AXON AI ASSISTANT	59	$23,045.40	$0.00	$23,045.40
Year 1	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	$0.00	$0.00	$0.00
Year 1	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Year 1	73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	$11,519.16	$0.00	$11,519.16
Year 1	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	$7,681.80	$0.00	$7,681.80
Year 1	BWCUwTAP	BWC Unlimited with TAP	59	($0.13)	$0.00	($0.13)
Year 1	BWCUwTAP	BWC Unlimited with TAP	59	$72,860.29	$0.00	$72,860.29
Year 1	Fleet3A	Fleet 3 Advanced	19	$59,029.20	$0.00	$59,029.20
Year 1	H00002	AB4 Multi Bay Dock Bundle	8	$1,595.00	$0.00	$1,595.00
Year 1	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	59	$0.00	$0.00	$0.00
Total				**$155,226.06**	**$0.00**	**$155,226.06**

Oct 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	102011	AXON AI ASSISTANT	59	$23,045.40	$0.00	$23,045.40
Year 2	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Year 2	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	$0.00	$0.00	$0.00
Year 2	73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	$11,519.16	$0.00	$11,519.16
Year 2	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	$7,681.80	$0.00	$7,681.80
Year 2	BWCUwTAP	BWC Unlimited with TAP	59	$72,860.31	$0.00	$72,860.31
Year 2	Fleet3A	Fleet 3 Advanced	19	$59,029.20	$0.00	$59,029.20
Total				**$174,135.87**	**$0.00**	**$174,135.87**

Oct 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	102011	AXON AI ASSISTANT	59	$23,045.40	$0.00	$23,045.40
Year 3	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Year 3	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	$0.00	$0.00	$0.00
Year 3	73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	$11,519.16	$0.00	$11,519.16
Year 3	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	$7,681.80	$0.00	$7,681.80
Year 3	BWCUwTAP	BWC Unlimited with TAP	59	$72,860.31	$0.00	$72,860.31
Year 3	Fleet3A	Fleet 3 Advanced	19	$59,029.20	$0.00	$59,029.20
Total				**$174,135.87**	**$0.00**	**$174,135.87**

Oct 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	102011	AXON AI ASSISTANT	59	$23,045.40	$0.00	$23,045.40

Oct 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Year 4	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	$0.00	$0.00	$0.00
Year 4	73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	$11,519.16	$0.00	$11,519.16
Year 4	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	$7,681.80	$0.00	$7,681.80
Year 4	BWCUwTAP	BWC Unlimited with TAP	59	$72,860.31	$0.00	$72,860.31
Year 4	Fleet3A	Fleet 3 Advanced	19	$59,029.20	$0.00	$59,029.20
Total				**$174,135.87**	**$0.00**	**$174,135.87**

Oct 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	102011	AXON AI ASSISTANT	59	$23,045.40	$0.00	$23,045.40
Year 5	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	3	$0.00	$0.00	$0.00
Year 5	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Year 5	73447	AXON BODY - LICENSE - FUSUS LIVESTREAM	59	$11,519.16	$0.00	$11,519.16
Year 5	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	59	$7,681.80	$0.00	$7,681.80
Year 5	BWCUwTAP	BWC Unlimited with TAP	59	$72,860.31	$0.00	$72,860.31
Year 5	Fleet3A	Fleet 3 Advanced	19	$59,029.20	$0.00	$59,029.20
Total				**$174,135.87**	**$0.00**	**$174,135.87**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract BuyBoard Contract 743-24 is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):
Q-331466, Q-378714, Q-380067, Q-382453, Q-410409, Q-430943, Q-434825, Q-442665, Q-448963, Q-526544, Q-585415, Q-585589, Q-648248, Q-661729, Q-673638, Q-679642, Q-679642

Agency is terminating those contracts effective 11/1/2026. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Transfer Balance of -$20,504.66

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Any credits contained in this quote are contingent upon payment in full of the following amounts:
Pending Billing - Q-378714 - 4/1/2026 - $6,058.37
Pending Billing - Q-410409 - 4/1/2026 - $9,224.00
Pending Billing - Q-430943 - 4/1/2026 - $2,599.94
Pending Billing - Q-442665 - 4/1/2026 - $2,184.00
Pending Billing - Q-526544 - 4/1/2026 - $7,671.42
Outstanding Invoice - INUS331403 - 3/15/2025 - $1,083.15

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

David Eguine

Signature

08/18/24

Date Signed

7/1/2026

HARRIS COUNTY, TEXAS

CENTRAL TECHNOLOGY

STEVEN W. JENNINGS
Executive Director

March 28, 2005

Ms. Doris Speer, City Secretary
City of Tomball
401 Market Street
Tomball, Texas 77375

REF: Agreement between Harris County and the City of Tomball for use of Harris County's 800 Megahertz Radio System

Dear Ms. Speer:

Attached please find a fully executed copy of the agreement related to the above referenced matter. Harris County has retained a copy for our records.

Should you have any questions or require any additional information, do not hesitate to contact Craig Bernard at 713-755-5998 or Rosie Flores at 713-755-1028.

Respectfully submitted,

Steven W. Jennings
Chief Information Officer

Attachments

rlf

cc: Richard Grassi, City of Tomball
Craig Bernard, Division Chief, Regional Radio System
Annette Briggs, Division Chief, Financial & Administrative Services
City of Tomball – ILA File
Chron File

406 Caroline Street, 4th Floor • Houston, Texas 77002-2027 • Phone 713-755-6621
Fax 713-755-8930 • ctc@co.harris.tx.us • www.ctc.co.harris.tx.us

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on the _____day of MAR 22 2005, 2005 with the following members present, to-wit:

Robert Eckels	County Judge
El Franco Lee	Commissioner, Precinct No. 1
Sylvia R. García	Commissioner, Precinct No. 2
Steve Radack	Commissioner, Precinct No. 3
Jerry Eversole	Commissioner, Precinct No. 4

and the following members absent, to-wit: none, constituting a quorum, when among other business, the following was transacted:

ORDER AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT FOR USE OF PUBLIC SAFETY RADIO SYSTEM BETWEEN HARRIS COUNTY AND THE CITY OF TOMBALL

Commissioner Lee introduced an order and made a motion that the same be adopted. Commissioner Eversole seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Eckels	☑	☐	☐
Comm. Lee	☑	☐	☐
Comm. García	☑	☐	☐
Comm. Radack	☑	☐	☐
Comm. Eversole	☑	☐	☐

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order thus adopted follows:

Presented to Commissioner's Court

MAR 22 2005

APPROVE _____

Recorded Vol_____Page _____

RECITALS:

The County owns a public safety wireless data system and a trunked radio system that are licensed by the Federal Communications Commission, which permits radio communications and transmissions via radio units and mobile digital terminals; and

The City of Tomball desires to obtain access to the County's communications systems in order to communicate among various public safety units; and

The Commissioners Court of Harris County desires to approve the County's entering into an Interlocal Agreement with the City of Tomball to provide access to the County's Public Safety Radio System.

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF HARRIS COUNTY, TEXAS THAT:

Section 1. The recitals set forth in this order are true and correct.

Section 2. The County Judge or his designee is authorized to execute an agreement between Harris County and the City of Tomball for the use of Harris County's communications systems. This agreement is incorporated by reference and made a part of this Order for all intents and purposes as though fully set forth word for word.

INTERLOCAL AGREEMENT
FOR USE OF PUBLIC SAFETY RADIO SYSTEM

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

This Agreement is made pursuant to chapter 791 of the Texas Government Code and entered into by and between **Harris County, Texas** (the "County") acting by and through its governing body, the Harris County Commissioners Court, and **the City of Tomball** (the "User) acting by and through its governing body, the City of Tomball's City Council. .

RECITALS:

The County owns a public safety wireless data system and a trunked radio system that are licensed by the Federal Communications Commission (the "FCC"), which permits radio communications and transmissions via radio units and mobile digital terminals; and

The User desires to obtain access to the County's communications systems in order to communicate among various public safety units.

NOW, THEREFORE, the parties, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

TERMS:

I.

For purposes of this Agreement, the following definitions apply:

A. Mobile Digital Terminal:
Mobile stationary or portable digital communications units communicating among themselves at certain airwave frequencies;

B. Primary Dispatch System:
A communications system upon which the User, its agents, employees or assigns rely primarily when it desires or attempts the engagement of radio communications or radio transmissions of energy among its Radio Units/Mobile Digital Terminals;

C. Priority Access:
An assigned level of system access that determines the choice of access to the Radio System between two or more Radio Units/Mobile Digital Terminals seeking use simultaneously;

D. SmartZone Regional Radio System:
Combination of multiple Trunked Radio System(s) in and about Harris County operating under a single centralized controller as a regional radio system and managed by Harris County Information Technology Center;

E. Private Wireless Data System:
A Public Safety Wireless Data System that is owned by Harris County, Texas, and licensed by the FCC and that enables the engagement of radio communications or radio transmissions of energy via Mobile Digital Terminals in accordance with technical specifications;

F. Commercial Wireless Data System:
A Wireless Data System that is owned by a wireless company and provides certain two-way wireless data communications services;

G. Wireless Data System:
A combination of the Private Wireless Data System and one or more Commercial Wireless Data Systems, and provides wireless data services to Mobile Digital Terminals;

H. Radio System:
The combination of the SmartZone Regional Radio System and the Wireless Data System;

I. Radio Unit:
Mobile, stationary, or portable voice radio communications units communicating among themselves at certain air wave frequencies; and

J. System Code Identification Number:
An identification number that allows Radio Units/Mobile Digital Terminals to gain access to the Radio System to enable the Radio Units/Mobile Digital Terminals to communicate among themselves at certain airwave frequencies, providing a Primary Dispatch System for a User's Radio Units/Mobile Digital Terminals.

II.

The County agrees that during the term of this Agreement, it will:

A. Allow the User to have access to its Radio System to engage in radio communications among its Radio Units/Mobile Digital Terminals as a Primary Dispatch System;

B. Provide the User with a Systems Code Identification Number for a maximum of six hundred (600) Radio Units/Mobile Digital Terminals combined;

C. Upon being notified that one or more of the User's Radio Units/ Mobile Digital Terminals have been lost or stolen, attempt to disable the lost or stolen Radio Units/Mobile Digital Terminals; and

D. Provide the same level of Priority Access to the Radio System for the User as that afforded the County.

III.

During the term of this Agreement, the User agrees to:

A. Affirm that the County assumes no cost or responsibility for providing the Radio Units/Mobile Digital Terminals that will have access to the County's Radio System except as provided in Section IV;

B. Give the County at least ten (10) days prior written notice of its intent to increase, decrease, or otherwise change the number of Radio Units/Mobile Digital Terminals that have access to the County's Radio System. However, notwithstanding the previous sentence, in no event may the User increase the number of Radio Units/Mobile Digital Terminals above the maximum number of units set forth in Paragraph II (B);

C. Notify the County that one or more of its Radio Units Mobile Digital Terminals have been lost or stolen within twenty–four (24) hours of determining that the Radio Units/Mobile Digital Terminals have been lost or stolen;

D. Use the System Code Identification Number described in this Agreement to access the County's radio system as a Primary Dispatch System; and

E. Observe and abide by all applicable statutes, laws, rules and regulations, including, but not limited to, those of the FCC. In addition, the User agrees to observe and abide by any applicable administrative rules promulgated by the County from and after the date such rules become effective and have been delivered to User. Further, the User acknowledges that, should any of these statutes, rules, regulations or administrative rules change during the term of this Agreement and if the change necessitates a modification of the Agreement, the modification may be effectuated by the County without incurring any liability for this modification. Should the County notify the User of any such change, the User shall have thirty (30) days to review and agree to any proposed changes made to this Agreement. If assent to the change is not given, this Agreement terminates.

IV.

To the extent the County owns Radio Units/Mobile Digital Terminals that are not needed by the County for its own use or the use of parties contracting with the County, the User may elect to use County Radio Units/Mobile Digital Terminals and in such event, the County agrees to provide the User with the equipment and/or services related to the equipment at the unit rate indicated in the Fee Schedule, which is attached as Exhibit "A" and incorporated herein.

If the User leases the Radio Units/Mobile Digital Terminals from the County, the County will not charge the User the monthly access fee.

In the case of a malfunctioning radio, the User agrees to present the malfunctioning unit for maintenance at the County's Information Technology Center. During the period it takes to perform the maintenance, the County agrees to provide the User with a functioning radio to replace the one being maintained. Should it be revealed that the malfunctioning of the radio was caused by abuse or other actions that are outside the scope of normal, reasonable use of the radio, the User is responsible to the County for any and all costs, including repairs and/or replacement that is required.

Upon termination of this Agreement, the User agrees to return promptly all the leased equipment to the County.

V.

In the event the User does not use County Radio Units/Mobile Digital Terminals and uses Radio Units/Mobile Digital Terminals obtained from any other source to access the County's Radio system, the User expressly understands and agrees to pay the County for access to the Radio System at a rate specified in the Fee Schedule attached hereto and incorporated herein. The User expressly agrees to prepay said yearly charges in full at the beginning of each term of this Agreement, based upon the number of the Radio Units/Mobile Digital Terminals then in service. Should the User change the number of Radio Units/Mobile Digital Terminals in service during the term of this Agreement, the following provisions apply:

A. In the event the number of Radio Units/Mobile Digital Terminals in service increases during a term of this Agreement, the charge for each additional Radio Unit is based upon the remaining fractional part of the current one-year term of this Agreement. The User agrees to prepay the County the entire amount owed for additional Radio Units/Mobile Digital Terminals for the time remaining in the then current term at least ten (10) days before the User obtains access to the Radio System with the additional Radio Units/Mobile Digital Terminals.

B. In the event the number of Radio Units/Mobile Digital Terminals in service decreases during the term of this Agreement, the County agrees to either allow a credit or make a refund to the User of a fractional part of the one-year term remaining under this Agreement. The County agrees to effectuate said credit/refund within thirty (30) days of the date the User gives the County written notice of its decrease in the number of Radio Units/Mobile Digital Terminals it has in service.

VI.

When the User does not use County Radio Units/Mobile Digital Terminals supplied pursuant to this Agreement and, instead uses Radio Units/Mobile Digital Terminals obtained from any other source to access the County's Radio System as provided in this Agreement, the User expressly understands and agrees to pay the County for the programming of the User's radios for use on the Radio System at a rate specified in the Fee Schedule, attached hereto and incorporated herein, upon initial access to the Radio System. Should the User's Radio Units/Mobile Digital Terminals require maintenance that destroys the original programming referred to above, after such maintenance each radio will be reprogrammed to the standard configuration at the rate specified in the attached Fee Schedule. In any instance in which the County performs Radio Unit programming services, the User agrees to pay the County the entire amount owed for the programming of Radio Units/Mobile Digital Terminals within thirty (30) days of the invoice date of such services.

VII.

If the User desires to gain access to the County's Radio System for use of Mobile Digital Terminals, then the User expressly understands and agrees to pay the County a one-time agency setup fee as specified in the Fee Schedule attached hereto and incorporated herein. In addition, if the User desires data network connection back to a specified location, the User agrees to pay all associated fees for setting up and maintaining this connection as specified in Fee Schedule attached hereto and incorporated herein.

VIII.

To the extent resources are available and solely at its discretion, County may provide radio equipment installation and radio services upon request of the User. If these services are provided, the User agrees to pay the County on a Time and Material basis at the rate specified in the Fee Schedule attached hereto and incorporated herein. The County agrees to invoice the User after the services are rendered, and the User agrees to pay invoices within thirty (30) days of the invoice date. Solely at the discretion of the County, the User may purchase certain additional parts and accessories from the County at a price set by the County. The County agrees to invoice the User after the parts and/or accessories are supplied to the User. The User agrees to pay the invoice within thirty (30) days of the invoice's date.

It is expressly understood that the County neither warrants nor assumes any responsibility for installation or use of equipment or for the reliability or adequacy of services provided hereunder. Further, by requesting that the County provide these services, the User assumes the total risk of any loss associated with the installation of the radio equipment; any loss resulting from the use of the radio equipment so installed; and any loss resulting from the use of radio equipment to which other radio services have been provided by the County.

IX.

To the extent resources are available and solely at its discretion, the County may provide radio equipment maintenance upon request of the User at a rate specified in the attached Fee Schedule. The County agrees to cover radio equipment under maintenance until such time that the County determines the radio equipment is beyond repair, or until repair parts can no longer be obtained. Maintenance of radios may be canceled by either party upon 30 days written notice to the other party. The User agrees to contact the County's Regional Radio Center before ordering services to obtain a current list of items covered and excluded by the maintenance fee. The User understands that the County may change this list without notice.

X.

It is expressly understood and agreed that the County may increase the fees provided in this Agreement by giving the User written notice of its intention to increase fees at least ninety days (90) before the effective date of the proposed increase. Should such increase become effective during a term of this Agreement, the increase will be prorated based upon the number of months remaining in the then current term of this Agreement. In the event of such mid-term fee increase, the User agrees to pay the total, prorated fee increase on or before thirty (30) days after the effective date of the fee increase. The User agrees to pay the County the entire amount owed from the fee increase within thirty (30) days of receiving notice. Notice may be in the form of an invoice.

XI.

The term of this Agreement is one (1) year and shall commence on the date this Agreement is executed by the User. Thereafter, this Agreement will automatically renew for successive one-year terms unless it is terminated by either party by giving the other party prior written notice of its intention to terminate not less than sixty (60) days prior to the expiration of the term of this Agreement. Notwithstanding the preceding, this Agreement terminates:

A. Immediately if all or substantially all of the authorization held by the County or the User is revoked by the FCC or its successor agency; or

B. Upon either party giving the other party thirty (30) days prior written notice of its intent to terminate. Should the User terminate this Agreement as provided in this paragraph, the User agrees that payment in full of all obligations owed to the County by the User is a condition precedent to termination. Should either party terminate the Agreement, the User is entitled to a refund of the pro rata share of any prepayment.

XII.

If the User fails to make any payment of any sum due under this Agreement and such failure continues for forty-five (45) days after the County has given the User written notice of such failure, then the User is in default under this Agreement. In the event of the User's default, the County has the right to terminate the Agreement, deny the User any service provided by the County under this Agreement, and retain all moneys paid to the County pursuant to the terms and conditions of this Agreement as liquidated damages. Each and every right and remedy of the County and User are cumulative to and not in lieu of each and every other such right and remedy afforded by law and equity.

XIII.

Should the County fail to perform as provided under the terms of this Agreement, the User's sole remedy is termination of this Agreement, and the County agrees to make a refund to the User of the portion of the pre-paid fee based upon that fractional part of the one-year term remaining under this Agreement.

XIV.

It is expressly understood and agreed that one hundred percent (100%) coverage of any area at all times is improbable. There may be adverse transmission condition such as short-term unpredictable meteorological effects and sky-wave interference from distant stations that can interrupt the Radio System. Likewise, there are other causes beyond reasonable control of the County, including, but not limited to, motor ignition and other electrical noise that may be minimized by corrective devices at the User's expense. Any surveys, studies, research, or other measures taken to ensure the adequacy of coverage provided to the User under this Agreement are the sole responsibility and expense of the User.

XV.

All notices and communications permitted or required under this Agreement are to be mailed by United States Postal Service, certified mail, return-receipt requested, to the following addresses:

FOR THE COUNTY: <u>All notices and communications must be mailed as follows</u>:

Original to: 1. Harris County Information Technology Center
406 Caroline, 4th Floor
Houston, TX 77002-2027

and

Copy to: 2. Commissioners Court of Harris County
Harris County Administration Building
1001 Preston, 9th Floor
Houston TX 77002-1891
Attention: Clerk of Commissioners Court

FOR THE USER:

Original to: 400 Fannin
Tomball, Texas 77375

These addresses may be changed upon giving prior written notice to the other party. All mailed notices and communications are deemed given and complete upon depositing them in the United States Mail.

XVI.

Neither party hereto shall sell, assign, or transfer any of its rights or obligations under this Agreement in whole or in part, without the prior written consent of the other party. This Agreement shall bind and benefit the County and the User and shall not bestow any rights upon any third party.

XVII.

This Agreement is governed by and construed according to the laws of the State of Texas. Exclusive venue of any action or claim arising out of this Agreement is Harris County, Texas. Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon the default or failure by an appropriate remedy, shall not be considered a waiver of strict compliance with any other obligation hereunder, and shall not be considered a waiver of the exercise of any rights or remedies occurring as a result of any future development or failure of performance.

XVIII.

The User will pay its obligations hereunder from available current revenues.

XIX.

This instrument contains the entire Agreement between the parties relating to the rights granted and the obligation assumed. Any modifications concerning this Agreement are of no force and effect unless in writing and executed by both parties except for those modifications effectuated pursuant to the provisions of Paragraph III (E).

This Agreement may be executed in multiple counterparts, each having equal force and effect of an original. This Agreement shall become binding and effective only after it has been authorized and approved by the governing bodies of each governmental entity, as evidenced by the signature of the appropriate authority.

APPROVED AS TO FORM:

MIKE STAFFORD
County Attorney

By: _____
RICHARD F. VACHRIS
Assistant County Attorney

HARRIS COUNTY, TEXAS

By: _____
ROBERT ECKELS
County Judge

Date Signed: MAR 22 2005

ATTEST:

By: _____
Mary Coker
Assistant City Manager

CITY OF TOMBALL

By: _____
H.G. "Hap" Harrington
Mayor

Print Name: H. G. Harrington

Date Signed: March 9, 2005

APPROVED AS TO FORM:

By: _____
MICHAEL BLAKE
Police Chief

Harris County Information Technology Center
Regional Radio Center

Exhibit "A"

Fee Schedule

Lease Fees, Monthly, Per Unit - ILA Section IV		
Radio Unit (Voice)		
Portable	Low Tier	$ 43.00
	High Tier	$ 61.47
Mobile	Low Tier	$ 45.75
	High Tier	$ 47.63
Maintenance		$ 8.25
Mobile Digital Terminal		
RF Modem		$ 63.89
Workstation		$ 155.56
Maintenance		$ 16.50
System Access Fees, Monthly, Per Unit - ILA Section V		
Radio Unit (Voice)		$ 7.50
Mobile Digital Terminal		$ 7.50
Programming Fees, Per Unit - ILA Section VI		
Radio Unit (Voice)		
Portable		$ 8.75
Mobile		$ 8.75
Mobile Digital Terminal		
Radio Modem		$ 8.75
Load Mobile Client Software		$ 8.75
Load NetMotion Mobility Client Software		$ 8.75
NetMotion Mobility Client software applies to Commercial Wireless Data Systems only		
Wireless Data System Fees - ILA Section VII		
One Time Setup Fee		$ 175.00
DS3 Port Charge (one-time, per line)		$ 180.00
Router Port Charge (one-time, per line)		$ 850.00
T-1 Line Cost, Monthly, Per Line		$ 190.00
T-1 Line cost set by SBC line cost, subject to change		
Service Fees - ILA Section VIII		
Hourly Labor Rate		$ 35.00
Maintenance Fees, Monthly, Per Unit - ILA Section IX		
Radio Unit (Voice)		$ 8.25
RF Modem		$ 16.50
Workstation		$ 16.50

91 7162 1683 4080 0551 6122

The Office of Vince Ryan
County Attorney

January 14, 2011

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

CITY OF TOMBALL - Police Dept
Richard Hauck, Police Chief
400 Fannin
Tomball, Texas 77375-3327

Re: ***Notice to Increase Harris County Radio Fees***

Dear Chief Hauck:

Pursuant to the Order of the Commissioners Court of Harris County, Texas, adopted on November 23, 2010, notice is hereby given, for and on behalf of Harris County that the radio fees have been increased as summarized below:

	Fee Basis	Current Fee	New Fee
Service Fees - Hourly Labor Rate	Actual billable hours	$35.00	$72.00
System Access (where fees are applicable):			
Radio Unit (Voice)	Monthly per unit	$7.50	$12.75
Mobile Digital Terminal	Monthly per unit	$7.50	$12.75

In addition to updating existing fees, the following new fees are added:

a) Template programming. This is an hourly fee ($72/hr) for creating or updating radio programming templates.
b) A 5% administrative fee for pass-through costs that are handled by county staff (excluding equipment purchases).
c) A 15% administrative fee for parts, materials and equipment purchased through Harris County.

The new hourly labor rate, programming fees and five percent (5%) and fifteen percent (15%) administrative fees will be implemented ninety (90) days after the date of this letter. The system access fee increases will be applied on the date of your agency's contract renewal, beginning with renewals on June 1, 2011. Fee increases are applicable except where specifically excluded within an agency's contract. Should you have any questions please contact David Dodson at 713.755.4842 or Rosie Flores at 713.755.1028.

Respectfully submitted,

VINCE RYAN
County Attorney

By Michelle M. Fraga
MICHELLE M. FRAGA
Assistant County Attorney

td:MMF

HARRIS COUNTY, TEXAS

Central Technology Services

Information Technology Center • Public Safety Technology Services • Fleet Services

Bruce High
Executive Director & CIO

November 12, 2015

Billy Tidwell, Chief of Police
City of Tomball
400 Fannin
Tomball, Texas 77375

REF: Notice of Rate Increase for the Use of Harris County's Public Safety Radio System

Dear Billy Tidwell,

Pursuant to the Order of Commissioners Court of Harris County, Texas, adopted on February 24, 2015, notice is hereby given, for and on behalf of Harris County and Harris County Central Technology Services ("CTS") that the County and CTS will increase Radio Shop monthly radio subscriber/system access fees from $12.75 to $39.

This letter serves as notice of Harris County's intent to increase monthly radio subscriber/system access fees effective March 1, 2016 as specified in Article VIII of our interlocal agreement. Fee increases are applicable except where specifically excluded within an agency's contract.

VIII.

It is expressly understood and agreed that the County may increase the fees provided in this Agreement by giving the User written notice of its intention to increase fees at least ninety days (90) before the effective date of the proposed increase. Should such increase become effective during a term of this Agreement, the increase will be prorated based upon the number of months remaining in the then current term of this Agreement. In the event of such mid-term fee increase, the User agrees to pay the total, prorated fee increase on or before thirty (30) days after the effective date of the fee increase. The User agrees to pay the County the entire amount owed from the fee increase within thirty (30) days of receiving notice. Notice may be in the form of an invoice.

Should you have any questions or require any additional information, please do not hesitate to contact me at 713-274-8804 or Rosie Flores at 713-274-8840.

Respectfully submitted,

Robert Howard, Senior Manager
Radio Services

RH/rlf

cc: Shing Lin, Director, Enterprise Public Safety Technology Services
Craig Bernard, Senior Manager, Radio Services
Ron Foster, Auditor's Office
City of Tomball – ILA File
Chron File

DocuSign Envelope ID: 9E402143-CC60-4FB9-B40D-B9878B7C2769

Radio System Maintenance Fee Schedule "Exhibit A"

	Fees Basis	Fee
Service Fees – Hourly Labor Rate	Actual billable hours	$72.00
Professional Services – Hourly Labor Rate	Actual billable hours	$100.00
Flat rate service agreement quoted upon request.		
System Access		
Primary user (Voice)	Monthly per unit	$39.00
Non-Primary user (Voice)	Monthly per unit	$15.00
Mobile Digital Terminal	Monthly per unit	$12.75
Wave	Monthly per unit	$15.00
Operational Patch	Monthly per minute	$8.00
Radio Management	Yearly per unit	$15.00
Applications		
Response	Monthly per user	$8.00
Moxtra	Monthly per user	$8.00
Activate	Monthly per user	$5.00
Bundle Application Package (Response, Moxtra & Activate)	Monthly per user	$15.00
Programming		
Radio Unit (Voice)		
Portable	One time based on 0.5 hours	$36.00
Mobile	One-time based on 0.5 hours	$36.00
Template Creation		
Template Update	Update Existing Template	$72.00
Template 03 (Three Zone Max)	One To Three Zones Plus Interop & QC	$216.00
Template 10 (Four to Ten Zones)	Four To Ten Zones Plus Interop & QC	$360.00
Template 11+ (Eleven or More Zones)	Eleven or More Zones Plus Interop & QC	$576.00
Vender Support Maintenance Fees		
Genesis		
Genesis CMAF	Yearly per connection	$6,164.67
Dispatch Wireline Console		
Technical Support	Annual per Dispatch Center	$800.32
Infrastructure Repair via Harris County Depot	Annual per Operator Position	$272.47
Infrastructure Repair via Harris County Depot	Annual per Dispatch	$741.99
Infrastructure Repair via Harris County Depot	Annual per AIS	$272.47
Pre-Tested SUS	Annual per Dispatch Center	$2,753.80
Port Connect Fee (Master Site)	Annual per Dispatch Center	$2,618.31
Zone, Subscriber, Backhaul Technical Resource and System Administration (Does not include on-site 3rd party cost.)	Annual per Dispatch Center	$2,565.00
RF Infrastructure		
Technical Support	Annual per Prime Site	$8248.23
Technical Support	Annual per Site	$400.98
Infrastructure Repair via Harris County Depot	Annual per Repeater	$245.25
Infrastructure Repair via Harris County Depot	Annual per Prime Site	$2,240.38
Infrastructure Repair via Harris County Depot	Annual per Site	$741.99
Port Connect Fee (Master Site)	Annual per Site	$2,618.31
Zone, Subscriber, Backhaul Technical Resource and System Administration (Does not include on-site 3rd party cost.)	Annual per Site	$2,565.00

1/31/2023

1001 Preston St., Suite 934
Houston, Texas 77002

Harris County, Texas

Commissioners Court

Request for Court Action

File #: 21-6455 **Agenda Date:** 11/30/2021 **Agenda #:** 206.

Department: Purchasing
Department Head/Elected Official: DeWight Dopslauf

	YES	NO	ABSTAIN
Judge Lina Hidalgo	☑	☐	☐
Comm. Rodney Ellis	☑	☐	☐
Comm. Adrian Garcia	☑	☐	☐
Comm. Tom S. Ramsey	☑	☐	☐
Comm. R. Jack Cagle	☑	☐	☐

Regular or Supplemental RCA: Regular RCA
Type of Request: Contract - Amendment

Project ID (if applicable)**:**
Vendor/Entity Legal Name (if applicable)**:**
MWDBE Participation (if applicable)**:** N/A

Request Summary (Agenda Caption):
Request that the County Judge execute an amendment to an interlocal agreement with the City of Tomball with a revenue increase in the amount of $12,000 for housing and quarantine of animals found within the City of Tomball limits by Public Health Services.

Background and Discussion:

Harris County Veterinary Public Health has been providing animal control services to The City of Tomball for a monthly fee. This fee has not been increased since 2006, even as the cost of operations and personnel expenditures have increased over time. This amendment will increase the amount of money the City will pay County for services from $2,000 per month to $3,000 per month.

Expected Impact:
The approval of this item will allow Harris County Veterinary Public Health continue to provide these services to the City of Tomball and help promote responsible pet ownership, reduce the number of stray cats and dogs, reunite lost pets with their owners and increase revenue.

Alternative Options:

Harris County Veterinary Public Health is already providing these services to The City of Tomball.

Alignment with Goal(s):

_ Justice and Safety
_ Economic Opportunity
_ Housing
_ Public Health
_ Transportation
_ Flooding

Presented to Commissioners Court

November 30, 2021

Approve: G/R

_ Environment
X_ Governance and Customer Service

Prior Court Action (if any)**:**

Date	Agenda Item #	Action Taken

Location:
Address (if applicable):
Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name			
	FY 21-22	**FY 22**	**Next 3 FYs**
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	$	$	$
Non-Labor Expenditures	$	$	$
Total Incremental Expenditures	**$**	**$**	**$**
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Grant	$	$	$
Choose an item.	$	$	$
Choose an item.	$	$	$
Total Current Budget	$	$	$
Additional Budget Requested			
Choose an item.	$	$	$
Choose an item.	$	$	$
Choose an item.	$	$	$
Total Additional Budget Requested	$	$	$
Total Funding Sources	**$**	**$**	**$**
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	**-**	**-**	**-**

Anticipated Implementation Date: 11/30/21

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Gwen J. Sims, Deputy Director, Public Health Services

Attachments (if applicable)**:**

DeWight Dopslauf, C.P.M., CPPO
Harris County Purchasing Agent

November 15, 2021

Commissioners Court
Harris County, Texas

RE: Interlocal Agreement

Members of Commissioners Court:

Please approve the Order authorizing County Judge to execute the attached First Amendment to the Agreement for the following:

Description:	Housing and Quarantine of Animals Found within the City of Tomball Limits by Harris County Public Health Services
Agency:	City of Tomball
Amount:	$24,000 (revenue) 12,000 amount of revenue increase $36,000
Reviewed by:	X Harris County Purchasing X Public Health Services

The First Amendment increases the revenue received per month from the City of Tomball.

Sincerely,

DeWight Dopslauf
Purchasing Agent

MAM
Attachments
cc: Agency

FOR INCLUSION ON COMMISSIONERS COURT AGENDA NOVEMBER 30, 2021

FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND THE CITY OF TOMBALL

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

This First Amendment is made and entered into by and between **Harris County, Texas**, a body corporate and politic under the laws of the State of Texas ("County") acting by and through Harris County Public Health, and **the City of Tomball** ("City") pursuant to the Interlocal Cooperation Act, Tex. Gov't Code Ann. §§791.001 – 791.030. The County and City are referred to herein collectively as the "Parties" and individually as a "Party".

Recitals

The County, on or around November 7, 2006, entered into an Agreement with City ("Master Agreement") to provide housing and quarantine services for animals found within the city limits of City pursuant to The Rabies Control Act, Chapter 826 of the Texas Health and Safety Code, as amended ("Services").

The Parties now desire to amend the Master Agreement for the first time to increase the amount of money City will pay County for Services ("First Amendment").

Terms

I.

The County Executes this First Amendment by and through the County Judge. This First Amendment shall be governed by the Master Agreement which is incorporated herein by reference as if set forth word for word.

II.

Section VI. of the Master Agreement is hereby amended to read as follows:

For the services agreed to be performed, the City agrees to pay the County Three Thousand and No/100 Dollars ($3,000.00) per month. The County agrees to send a monthly invoice to the City. Payment for each calendar month during the term of this Agreement must be made by the City to the County by delivering payment to Harris County Veterinary Public Health/Rabies Animal Control, 613 Canino Road, Houston, Texas 77076, on or before the 10th day of each calendar month. Failure to make timely payments results in the immediate termination of this Agreement.

III.

All other terms of the Master Agreement shall remain in full force and effect as originally written and subsequently amended.

IV.

It is expressly understood and agreed that the Master Agreement is incorporated herein by reference. In the event of any conflict between the terms and provisions of this First Amendment, or any portion thereof, and the terms and provisions of any other part or portion of the Master Agreement, this First Amendment shall control.

V.

EXECUTION

Multiple Counterparts: This First Amendment may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this First Amendment.

CITY OF TOMBALL

By: _____
David Esquivel
City Manager
Date: 10/14/21

HARRIS COUNTY

By: _____
Lina Hidalgo
County Judge
Date: November 30, 2021

Approved:

By: _____
Barbie L. Robinson, MPP, JD, CHC
Executive Director
Harris County Public Health
Date: 10/18/2021

Approved As To Form:
Christian D. Menefee
County Attorney

By: _____
Sam Kirchhoff
Assistant County Attorney
C.A. File 21GEN2547

ORDER OF COMMISSIONERS COURT
Authorizing execution of an amendment

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on November 30, 2021 with all members present except none.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT BETWEEN HARRIS COUNTY AND THE CITY OF TOMBALL

Commissioner Garcia introduced an order and moved that Commissioners Court adopt the order. Commissioner Ramsey seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

Vote of the Court	Yes	No	Abstain
Judge Hidalgo	☑	☐	☐
Comm. Ellis	☑	☐	☐
Comm. Garcia	☑	☐	☐
Comm. Ramsey, P.E.	☑	☐	☐
Comm. Cagle	☑	☐	☐

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge is hereby authorized to execute for and on behalf of Harris County an Amendment to the Agreement between Harris County and the City of Tomball, for the purpose of increasing the monthly amount that City will pay County. The Amendment is incorporated herein as though fully set forth word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.

Presented to Commissioners Court

November 30, 2021

Approve: G/R

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve an expenditure of greater than $100,000 with Harris County for radio airtime, programming, and part services including animal control services. The Harris County Animal Control Contract totals $36,000 annually. The total contract amount with Harris County is for a not-to-exceed amount of $152,000.00, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchases. The purchase is included in the FY 2026-2027 Budget.

Background:

The City of Tomball uses Harris County Radio Services for the City of Tomball radio systems. This includes the purchase of airtime, programming services, and part services for the Tomball Police Department, Tomball Fire Rescue, and the Public Works department. The city has used Harris County Radio Services since going digital 20 years ago. Harris County Animal Control has been contracting the city for over 20 years. The estimated annual expenditure for each department is broken down on the table below for Harris County Services and is based on the FY 2025 spend by department.

Item	**Amount**
Police Department	$59,000.00
Fire Department	$30,000.00
Public Works	$27,000.00
Animal Control (Police Department)	$36,000.00
Total	**$152,000.00**

Per the City's adopted Procurement Policy and Manual, cumulative annual expenditures with a single vendor more than $100,000 must be approved by City Council.

Origination: Police Department, Fire Department, Public Works

Recommendation:

Staff recommend approving the expenditure of greater than $100,000 with Harris County Radio Services for radio airtime, programming, and part services, for a not-to-exceed amount of $152,000.00 as appropriated in the Fiscal Year 2026-2027 Budget.

Party(ies) responsible for placing this item on agenda: Brandon Patin Captain of Police

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: # Various

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

Signed	Brandon Patin		Approved by		
	Staff Member	Date		City Manager	Date

City Council Meeting
Agenda Item,
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve services agreement with Accurate Utility Supply, LLC for water, wastewater, and drainage supplies through a BuyBoard Contract (Contract No. 717-23) for a not-to-exceed amount of $250,000, approve the expenditure of funds, therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2026-2027 budget.

Background:

Accurate Utility Supply, LLC is a utility supply distributor that has consistently provided the City of Tomball with a wide range of water, wastewater, and drainage products and services including pipe, hydrants, fittings, clamps, water meter testing, calibration and repair, backflow certification and repair, compliance support flow testing, leak detection, and meter and backflow vaults.

Based on the City's adopted Procurement Policy, staff is requesting approval of a services agreement for the purchase of supplies through an existing BuyBoard Contract for the purchases for this fiscal year in excess of $100,000.0 The chart below identifies projected spending through September 30, 2027 for daily maintenance and project completion.

FY 2027 Estimated Purchases	
Water Purchases (pipe, fittings, and testing)	$175,000
Wastewater Purchases	$65,000
Drainage Purchases	$10,000
FY 2027 Total Estimated Purchases: $250,000	

This item authorizes fiscal year purchases with Accurate Utility Supply, LLC to supply necessary water, wastewater, and drainage supplies and services, as needed.

Origination: Project Management

Recommendation:

Staff recommends approving a services agreement with Accurate Utility Supply, LLC to supply necessary water, wastewater, and drainage supples and services, as needed for an amount not-to-exceed $250,000.

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

FUNDING (IF APPLICABLE)

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

Yes: X No: If yes, specify Account Number: #100-154-6106
#600-613-6106
#600-613-6207
#600-614-6106

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

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

CITY OF TOMBALL
SERVICES AGREEMENT

THE STATE OF TEXAS §

COUNTY OF HARRIS §

Description of Services: Water, Wastewater, and Drainage Supplies

This Renewal is made and entered into by the **City of Tomball** (referred to as the "City"), with an office at 501 James Street, Tomball, TX and, **Accurate Utility Supply, LLC** (the "Company"), with an office at **5445 Stockdick School Road, Katy, Texas 77449** City hereby engages the services of Company as an independent contract for water, wastewater and drainage supply services, upon the following terms and conditions.

1. SCOPE OF AGREEMENT
   1.1. The City hereby agrees to employ Company and Company agrees to perform the necessary services.
   1.2. In the event of a conflict among the terms of this Agreement and the Exhibit A, the term most favorable to the City, in the City's sole discretion, shall control.

2. TERM OF AGREEMENT; TERMINATION
   2.1. This Agreement Renewal shall be effective upon proper execution by the City. It shall be effective from **October 1, 2026 through September 30, 2027,** with Five (5) additional one-year renewal options remaining**.** The City reserves the right to withdraw from the Agreement immediately if its governing body fails to appropriate funds necessary for the satisfaction of its contractual obligations. ***Either party may terminate this Agreement for any reason with ninety days (90) written notice to the other party.***
   2.2. The City's obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.
   2.3. The City reserves the right to enforce the performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of any provision of this Agreement, including immediate termination of this Agreement.

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

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

5. COMPENSATION
For and in consideration of the services rendered by the Company pursuant to this Agreement, the City shall pay the Company only for the actual work performed under the Scope of Work, on the basis set forth in Attachment B, up to an amount not-to-exceed $250,000.

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

7. IDEMNITY
7.1. DEFINITIONS
For the purpose of this section the following definitions apply:

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

7.2. Indemnity

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY CLAIMS FOR DAMAGES ARISING OUT OF THE COMPANY'S WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT.

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

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

NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS OF COMPANY OR COMPANY'S EMPLOYEES.

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

THE CITY AND COMPANY MUST PROVIDE THE OTHER PROMPT AND TIMELY NOTICE OF ANY COVERED EVENT WHICH IN ANY WAY AFFECTS OR MIGHT AFFECT THE COMPANY OR CITY. THE CITY HAS THE RIGHT TO COMPROMISE AND DEFEND THE SAME TO THE EXTENT OF ITS OWN INTERESTS.
THE INDEMNITY OBLIGATIONS HEREIN SHALL SURVIVE THE TERMINATION OF THE AGREEMENT FOR ANY REASON AND SHALL SURVIVE THE COMPLETION OF THE WORK.

8. INSURANCE

8.1. AMOUNTS OF INSURANCE

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

TYPE	AMOUNT
(a) Workers Compensation	(where required – Statutory by State Law)
Employer's Liability	$100,000 per occurrence

(b) Commercial (Public) Liability, including but not limited to:

a. Premises/ Operations — Combined Single Limit
b. Independent Contractors
c. Personal Injury
d. Products/Completed Operations
e. Contractual Liability (insuring above indemnity provisions)

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

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

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

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

8.2. OTHER INSURANCE REQUIREMENTS

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

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be

subject to examination and approval by the City Attorney's Office for their adequacy as to form, content, form of protection, and providing company.

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

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

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

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

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

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

11. COMPANY CERTIFICATIONS

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

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

12. NO WAIVER OF IMMUNITY
The City does not waive any statutory or common law right to sovereign immunity by virtue of the execution of this Agreement.

13. NOTICES
Any written notice provided under this Agreement or required by law shall be deemed to have been given and received on the next day after such notice has been deposited by Registered or Certified

Mail with sufficient postage affixed thereto and addressed to the other party to the Agreement; provided, that this shall not prevent the giving of actual notice in any manner.

Notice to Company may be sent to the following address:

5445 Stockdick School Road, Katy, Texas 77449

14. CONTRACT ADMINISTRATOR

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

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

AGREED to and ACCPETED this 3 day of September, 2026.

Accurate Utility Supply
Company

Signature

Kyle Parcus
Print Name

Account Manager
Title

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

City of Tomball

_____
David Esquivel, PE
City Manager

Attest:

_____
Thomas Harris III
City Secretary

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve a contract with B & C Constructors, LP for general contractor services through a 1GPA Contract (Contract No. 24-06DP-01) for a not-to-exceed amount of $250,000, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the fiscal year 2026-2027 adopted budget.

Background:

B&C Constructors, LP is a general contractor company located in Magnolia, Texas. B & C Constructors operates a construction company specializing in a wide range of skills including new construction and renovation of government buildings, schools, universities, retail shops and other construction type components.

The City has utilized B & C for general contractor services over the past several years. During this time, the company has demonstrated reliability and quality workmanship. Their proven track record and established relationship with the City provide continuity and efficiency in addressing ongoing and future construction and maintenance needs.

B & C has been identified to perform several projects included in the FY 2026–2027 budget. These projects include HVAC replacements at the Police Department, improvements to the Fire Training building, Depot deck repairs, and various other miscellaneous projects outlined in the City's adopted budget. A full breakdown of the anticipated work is provided in the table below.

Project	Estimated Amount
HVAC – PD Jail Rooftop Unit #2	$23,995
HVAC – PD Detectives	$21,877
HVAC – Jail Booking Area	$15,275
Fire Training Building	$38,000
Depot Deck Repairs	$5,000
Miscellaneous Projects – Facilities	$25,000
Miscellaneous Projects – Parks	$25,000
Miscellaneous Projects – Streets	$25,000
Miscellaneous Projects – Water	$25,000

Miscellaneous Projects – Wastewater	$25,000
Anticipated Expenditures for FY 25-26	**$385,970**
Contingency	$20,853
Total Estimated Expenditures for FY 25-26	**$250,000**

This item authorizes a contract with B & C Constructors, LP through a 1GPA Contract (Contract No. 24-06DP-01) for general contractor services for the City of Tomball.

Origination: Public Works Department

Recommendation:

Staff recommends approving a contract with B & C Constructors, LP for general contract services for a not-to-exceed amount $250,000 for fiscal year 2026-2027.

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

FUNDING (IF APPLICABLE)

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

Yes: No: If yes, specify Account Number: #100-153-6207, #100-154-6207, #100-157-6206, #100-157-6403, #100-157-6406, #600-613-6207, #600-614-6207,

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

Signed Meagan Mageo Approved by

Staff Member Date City Manager Date

CITY OF TOMBALL
SERVICES AGREEMENT

THE STATE OF TEXAS §

COUNTY OF HARRIS §

Description of Services: General Contractor Services

This Agreement is made and entered into by the **City of Tomball** (referred to as the "City"), with an office at 501 James Street, Tomball, TX and, **B & C Constructors, LP** (the "Company"), with an office at **24415 Grand Pine Rd, Magnolia, Texas 77355,** City hereby engages the services of Company as an independent contract for General Contractor Services, upon the following terms and conditions.

1. SCOPE OF AGREEMENT
   1.1. The City hereby agrees to employ Company and Company agrees to perform the necessary services as requested by the City based on Exhibit A – Proposed Scope of Work.
   1.2. In the event of a conflict among the terms of this Agreement, the term most favorable to the City, in the City's sole discretion, shall control.
   1.3. The Contractor shall not commence any work under this Agreement without receiving a written Work Authorization from the City. Each Work Authorization must include a detailed scope of work, timeline, and budget, which must be approved in writing by the City prior to the start of any work. Any work performed outside of an approved Work Authorization, or without explicit written approval, shall not be compensated and shall be considered unauthorized.

2. TERM OF AGREEMENT; TERMINATION
   2.1. This Agreement shall be effective upon proper execution by the City. It shall be effective from **October 1, 2026 through September 30, 2027,** with (5) five additional one-year renewal options . The City reserves the right to withdraw from the Agreement immediately if its governing body fails to appropriate funds necessary for the satisfaction of its contractual obligations. ***Either party may terminate this Agreement for any reason with ninety days (90) written notice to the other party.***
   2.2. The City's obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.
   2.3. The City reserves the right to enforce the performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of any provision of this Agreement, including immediate termination of this Agreement.

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

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

5. COMPENSATION
   For and in consideration of the services rendered by the Company pursuant to this Agreement, the City shall pay the Company only for the actual work performed in Exhibit A – Proposed Scope of Work, on the basis set forth in Attachment B, up to an amount not-to-exceed **$250,000**.

6. IDEMNITY
   6.1. DEFINITIONS
   For the purpose of this section the following definitions apply:

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

6.2. Indemnity

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY CLAIMS FOR DAMAGES ARISING OUT OF THE COMPANY'S WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT.

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

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

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

THE CITY AND COMPANY MUST PROVIDE THE OTHER PROMPT AND TIMELY NOTICE OF ANY COVERED EVENT WHICH IN ANY WAY AFFECTS OR MIGHT AFFECT THE COMPANY OR CITY. THE CITY HAS THE RIGHT TO COMPROMISE AND DEFEND THE SAME TO THE EXTENT OF ITS OWN INTERESTS.
THE INDEMNITY OBLIGATIONS HEREIN SHALL SURVIVE THE TERMINATION OF THE AGREEMENT FOR ANY REASON AND SHALL SURVIVE THE COMPLETION OF THE WORK.

7. INSURANCE

7.1. AMOUNTS OF INSURANCE

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

TYPE	AMOUNT
(a) Workers Compensation	(where required – Statutory by State Law)
Employer's Liability	$100,000 per occurrence

(b) Commercial (Public) Liability, including but not limited to:

a. Premises/ Operations — Combined Single Limit
b. Independent Contractors
c. Personal Injury
d. Products/Completed Operations
e. Contractual Liability (insuring above indemnity provisions)

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

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

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

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

7.2. OTHER INSURANCE REQUIREMENTS

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

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

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

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

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

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

8. PAYMENT AND PERFORMANCE

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

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

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

10. COMPANY CERTIFICATIONS

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

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

11. NO WAIVER OF IMMUNITY

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

12. NOTICES

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

Notice to Company may be sent to the following address:

24415 Grand Pines Rd
Magnolia, TX 77355

13. CONTRACT ADMINISTRATOR

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

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

AGREED to and ACCPETED this 31st day of August, 2026.

B&C Constructors L.P.
Company

Signature

Jared Cochran
Print Name

General Partner
Title

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

City of Tomball

David Esquivel, PE
City Manager

Attest:

Thomas Harris III
City Secretary

EXHIBIT A
PROPOSED SCOPE OF WORK & ESTIMATED PRICING

The Contractor shall not commence any work under this Agreement without receiving a written Work Authorization from the City. Each Work Authorization must include a detailed scope of work, timeline, and budget, which must be approved in writing by the City prior to the start of any work. Any work performed outside of an approved Work Authorization, or without explicit written approval, shall not be compensated and shall be considered unauthorized.

1. HVAC – PD Jail Rooftop Unit #2 - **$23,995**
    a. Install new 5 ton RTU
    b. Remove and dispose of existing RTU
    c. Install new motorized fresh air damper for controlled introduction of outside ventilation air, install hail guards.
    d. Set and secure unit on existing curb, Reconnect to existing ductwork, gas lines, electrical service and condensate drain.
2. HVAC – PD Detective - **$21,877**
    a. Install new 3 ton RTU
    b. Remove and dispose of existing RTU, provide and install new system.
    c. Install electric heat kit, provide crane service for hoisting equipment.
    d. Reconnect to existing ductwork, gas line, electrical service and condensate drain.
3. HVAC – Jail Booking Area - **$15,275**
    a. Installation on a new 1.5 ton single stage A/C system including electrical requirements.
4. Fire Training Building - ***$38,000***
    a. Demo existing wood fascia board at exterior roof, and replace with new pine 1x8 with 2x2 at roof flashing.
    b. Demo existing soffit board at exterior underside then replace with new 4x8x3/8" T1-11 boards.
    c. Demo existing wood entry doors and replace with new to match existing doors, (1) single 3-0x6-8 and (1) 3-0x6-8 with wood sidelights and new hardware.
    d. Paint exterior fascia and soffit and paint new and existing doors and frames.
5. Depot Deck Repairs - **$5,000**
    a. Framing repairs under existing deck at the depot.

6. Miscellaneous Facilities Projects - ***$25,000*** (estimate)
    a. Identified repairs and/or new projects for facilities – not-to-exceed amount of ***$25,000***
7. Miscellaneous Parks Projects - ***$25,000*** (estimate)
    a. Identified repairs and/or new projects for parks – not-to-exceed amount of ***$25,000***
8. Miscellaneous Streets Projects - ***$25,000*** (estimate)
    a. Identified repairs and/or new projects for streets and drainage as identified during the fiscal year – not-to-exceed amount of ***$25,000***
9. Miscellaneous Water Projects - ***$25,000*** (estimate)
    a. Identified repairs and/or new projects for the water department as identified during the fiscal year – not-to-exceed amount of ***$25,000***
10. Miscellaneous Wastewater Projects - ***$25,000*** (estimate)
    a. Identified repairs and/or new projects for wastewater department as identified during the fiscal year – not-to-exceed amount of ***$25,000***
11. Contingency - ***$22,000*** (estimate)
    a. Contingency for overages for projects that will be identified during the fiscal year – not-to-exceed amount of ***$22,000***

Project	Estimated Amount
HVAC – City Buildings	$60,000
Fire Training Building Remodel	$38,000
Depot Deck Repairs	$5,000
Miscellaneous Projects – Facilities	$25,000
Miscellaneous Projects – Parks	$25,000
Miscellaneous Projects – Streets	$25,000
Miscellaneous Projects – Water	$25,000
Miscellaneous Projects – Wastewater	$25,000
Anticipated Expenditures for FY 26-27	**$228,000**
Contingency	$22,000
Total Estimated Expenditures for FY 26-27	**$250,000**

Budget Proposal

Magnolia, Texas 77354
713.932.9400 - o
713.932.9443 - f

DATE: March 26, 2026

PROJECT: Depot Deck
Tomball TX 77375

City of Tomball
501 James St.
Tomball, TX 77375

ATT: Brandon Snell

DESCRIPTION	AMOUNT
Misc. framing repairs under existing deck at Depot	$ 4,500.00
TOTAL AMOUNT	$ 4,500.00

Jared Cochran, Project Manager

THANK YOU FOR YOUR BUSINESS!

Budget Proposal

B&C CONSTRUCTORS, L.P.

Magnolia, Texas 77354
713.932.9400 - o
713.932.9443 - f

DATE: March 26, 2026

PROJECT: Fire Training Building
Tomball TX 77375

City of Tomball
501 James St.
Tomball, TX 77375

ATT: Brandon Snell

DESCRIPTION	AMOUNT
Demo existing wood fascia board at exterior roof, Replace with new pine 1x8 with 2x2 at roof flashing, Demo existing wood soffit board at exterior underside, Replace with new 4x8x3/8" T1-11 boards, Demo existing wood entry doors and replace with new to match existing, (1) single 3-0x6-8 and (1) 3-0x6-8 with wood sidelights and new hardware, Paint exterior fascia and soffit, paint new and existing doors and frames	$ 32,215.00
TOTAL AMOUNT	$ 32,215.00

Jared Cochran, Project Manager

THANK YOU FOR YOUR BUSINESS!

Budget Proposal

B&C CONSTRUCTORS, L.P.
Magnolia, Texas 77354
713.932.9400 - o
713.932.9443 - f

DATE: March 26, 2026

PROJECT: Jail Booking Area
400 Fannin Street
Tomball TX 77375

City of Tomball
501 James St.
Tomball, TX 77375

ATT: Brandon Snell

DESCRIPTION	AMOUNT
Installation of new 1.5 ton single stage A/C system including electrical requirements	$ 15,275.00
TOTAL AMOUNT	$ 15,275.00

Jared Cochran, Project Manager

THANK YOU FOR YOUR BUSINESS!

1999
R-22

Budget Proposal

B&C CONSTRUCTORS, L.P.
Magnolia, Texas 77354
713.932.9400 - o
713.932.9443 - f

DATE: March 26, 2026

PROJECT: Detective A/C
400 Fannin Street
Tomball TX 77375

City of Tomball
501 James St.
Tomball, TX 77375

ATT: Brandon Snell

DESCRIPTION	AMOUNT
Installation of new 3 ton RTU	$ 21,877.00
Remove and dispose of existing RTU, Provide and install new system, Install electric heat kit, provide crane service for hoisting equipment, Reconnect to existing ductwork, gas lines, electrical service and condensate drain.	
Electrical to be verified for proper voltage and breaker sizing. Any electrical upgrades outside of disconnect / re-connect and roof modifications are excluded at this time	
Jared Cochran, Project Manager **TOTAL AMOUNT**	$ 21,877.00

THANK YOU FOR YOUR BUSINESS!

2011

Budget Proposal

Magnolia, Texas 77354
713.932.9400 - o
713.932.9443 - f

DATE: March 26, 2026

PROJECT: Jail RTU #2
400 Fannin Street
Tomball TX 77375

City of Tomball
501 James St.
Tomball, TX 77375

ATT: Brandon Snell

DESCRIPTION	AMOUNT
Installation of new 5 ton RTU Remove and dispose of existing RTU, Provide and install new system, Install new motorized fresh air damper for controlled introduction of outside ventilation air, Install hail guards, set and secure unit on existing curb, Reconnect to existing ductwork, gas lines, electrical service and condensate drain.	$ 23,995.00
TOTAL AMOUNT	$ 23,995.00

Jared Cochran, Project Manager

THANK YOU FOR YOUR BUSINESS!

2014

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Tomball Art League.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the Tomball Art League.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $10,250.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____

Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027.**

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: The Tomball Art League

Street Address: P.O. BOX 123

City: Tomball State: TX Zip Code: 77377

Contact Name: Dana Daigle

Role with Organization/Business: President

Phone Number: 281.543.5447 [redacted]

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Tomball Art League (TAL) is organized exclusively for charitable and educational purposes within the meaning of Section 501 {c)(3) of the Internal Revenue Code. TAL's mission is to promote the visual arts, provide an outlet for local artists to meet and learn from one another, and enrich the Tomball community through exhibitions, events, and education.

Section II: Event/Program Information

Event/Program Name: TAL Fall Art Show, Brushstrokes and More, TAL Spring Art Show

Date(s) of Event/Program: Oct 9-10, 2026, Dec 4-5, 2026, April 9-10, 2027

Location of Event/Program (Provide the address or a general location):

LONE STAR COLLEGE- TOMBALL COMMUNITY LIBRARY 30555 TOMBALL PARKWAY, TOMBALL TX 77375

Website for Event/Program: www.tomballartleague.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

TAL has been hosting at least two art shows every year since 2018, with a gap year due to COVID.

Provide a detailed description of the event/program.

Artists from Tomball and throughout Texas submit original works in a wide variety of mediums to compete in a professionally judged exhibition among their peers. These multi-day art shows celebrate artistic excellence while providing opportunities for artists to gain recognition, receive valuable feedback from accomplished jurors, and connect with collectors and the public. The exhibitions attract a diverse audience that includes artists, collectors, art enthusiasts, families, students, educators, and community members.
In addition to viewing hundreds of original works of art, visitors enjoy live artist demonstrations, educational presentations, and opportunities to engage directly with working artists. Our most recent two-day art show welcomed more than 800 visitors to the Tomball area, generating increased traffic for local restaurants, hotels, retail businesses, and other attractions while reinforcing Tomball's reputation as a vibrant destination for arts and culture.

Estimated Local Attendees at Event/Program: 300

Estimated Out of Town Attendees at Event/Program: 500

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $ 10,250.00

Total operating budget for event/program. $ 25,950.00

Percent of event/program to be funded by grant. 39 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $ 3900.00

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

Funding will support expanded marketing and event enhancements for the Tomball Art League Art shows, including: Social media advertising and digital promotions to increase public awareness and attendance. Design, printing, and distribution of event signage, promotional flyers, postcards, and direct mail pieces. Purchase of professional art display panels to replace old panels and expand exhibition capacity. Acquisition of battery-operated gallery lighting to improve artwork presentation in venues with limited electrical access. Purchase of ornamental display easels to showcase Best of Show, First Place, and other award-winning artwork during live judges' critiques and special exhibitions. These enhancements create a more professional exhibition environment, improve visitor engagement, increase attendance, and provide greater recognition for participating artists while supporting the league's mission to promote visual arts education and appreciation throughout Texas.

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

- ■ Paid Advertising
- ☐ Radio
- ■ Television
- ■ Brochures
- ■ Social Media
- ■ Newspaper
- ■ Online/Digital Ads
- ■ Press Release
- ■ Other (please specify) Chamber of Commerce calender of event

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

Our marketing strategy will extend well beyond the immediate Tomball area to attract visitors from across Southeast Texas. Promotional efforts will include targeted social media campaigns, Google Ads, press releases, community calendars, and outreach to local and regional media outlets to maximize public awareness and attendance. To encourage overnight stays and increase the economic impact on the local community, we partner with the Lone Star Art Guild to attract & promote the event through all 13 member leagues around the state of Texas, in conjunction with the Tomball Chamber of Commerce to distribute visitor guides, brochures, and promotional materials highlighting Tomball's restaurants, shops, hotels, attractions, and entertainment venues. Event attendees will be encouraged to make the Tomball Art League Art Show part of a weekend destination experience, benefiting local businesses while expanding exposure to the arts. These coordinated marketing efforts are designed to increase attendance, attract new audiences, promote cultural tourism, and strengthen the economic impact of the event throughout the Greater Tomball area.

How will you measure the impact of your event on local overnight accommodations?

Many of our volunteers came fro out of town; approx 25% (20-30 people) stayed overnight for at least one night. In addition to these, we will use SurveyMonkey or a similar online survey platform to gather feedback from participating artists, volunteers, presenters, vendors, sponsors, and attendees. The survey will evaluate overall event satisfaction, marketing effectiveness, programming, venue experience, accessibility, and organizational logistics. Specific questions regarding accommodations, accessibility, and participant needs will be included to help ensure future events are welcoming and inclusive for all attendees. Survey results will be analyzed by the planning committee and used to identify opportunities for improvement, participant experience, and guide planning for future Tomball Art League art shows & related events.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

■ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
■ Administrative cost for facilitating convention registration.
■ Advertising, solicitations, and promotions that attract tourists or convention delegates.
■ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
■ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: Teresa Macorke

Applicant Printed Name: Teresa Macorke (obo Dana Daigle)

Date of Application: 06/24/2026

Department of the Treasury
Internal Revenue Service
1 Independence Drive
Jacksonville, FL, 32202

[redacted]

THE TOMBALL ART LEAGUE
% THERESA CLARK
16515 COURTLAND CIR
SPRING, TX 77379-7201-151

[redacted]

Dear Taxpayer:

Thank you for your inquiry of 2/19/2026.

Your Employer Identification Number [redacted]
Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, you can call 1-800-829-0115. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

Ms. Clarke Henry
1004296196
CSR

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697

Jane Nelson
Secretary of State

Office of the Secretary of State

CERTIFICATE OF FILING

OF [redacted]

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

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

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

Dated: 03/03/2026

Effective: 03/03/2026

Jane Nelson
Secretary of State

Come visit us on the internet at https://www.sos.texas.gov/
Phone: (512) 463-5555 Fax: (512) 463-5709 Dial: 7-1-1 for Relay Services
Prepared by: Bernadette DeJoya TID: 10306 Document: 1563583110002

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

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

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

The Tomball Art League

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☑ Other (see instructions) 501(c)3

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

16515 Courtland Circle

Requester's name and address (optional)

6 City, state, and ZIP code

Spring, TX 77379

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

Social security number

☐☐☐ - ☐☐ - ☐☐☐☐

or [redacted]

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here **Signature of U.S. person** Teresa Macoeke **Date** 6/25/2026

General Instructions

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

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

What's New

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is r[redacted] an information return with the IRS is giving you this form because they

TAL Board of Directors & Executive Committee

Role	First name	Last name	[redacted]	Phone
BOD-President	Dana	Daigle		(281) 543-5447
BOD-Secretary	Gina	Garnett		(832) 388-1699
BOD-Treasurer	Denise	Gilbert		(713) 398-2363
BOD-Vice President	Linda	Jarnagin		(713) 299-0701
Fundraising	Teresa	Macorke		(281) 642-2907
Communications	Vonna	Carter		(713) 825-9726
Community Displays	Rosemary	Massey		(281) 798-5597
Greeter/Hostess	Janice	Miller		(630) 479-3431
Hospitality	Anne	Shirley		(832) 527-3830
	Julie	Sustala		(281) 414-3550
Librarian	Alma	Valverde		(281) 793-1763
LSAG Laison	Lorel	Hohl		(832) 368-3836
Sho ordinator	Carol	Foster		(405) 301-0887
Sho ta Manager	Teri	Clark		(832) 630-2185
Soc edia/Promotions	Elizabeth	Bartlett		(832) 585-2494
WebMaster	Les	Lee		(713) 502-7182

Operating Budget

	2025 Art Year [8/1/2024 -7/31/2025]	AnnualShow [6/2026]	2026 ArtYear [8/1/2026-7/31/2027]	HOT GrantApp Items
Operating Expenses				
Administrative				
Subtotal	**$2,776.86**	**$2,327.07**	$3,000.00	
Marketing & Promotion				
Graphic Design	$0.00	$0.00	$0.00	
Printing Flyers/Brochures	$171.18	$100.00	$500.00	$ 250.00
Office Supplies, Posters & Signage	$108.00	$685.70	$1,500.00	$ 750.00
Social Media Advertising	$250.00	$250.00	$500.00	$ 250.00
Google Ads	$0.00	$0.00	$0.00	$ -
Press Releases	$0.00	$0.00	$0.00	$ -
Banners	$100.00	$250.00	$350.00	$ 150.00
Photography	$0.00	$0.00	$750.00	$ -
Video Production	$0.00	$0.00	$300.00	$ -
Subtotal	**$629.18**	**$1,285.70**	$3,900.00	**$ 1,400.00**
Exhibit Supplies				
Display Panels	$0.00	$0.00	$12,000.00	$ 8,000.00
Easels/Pedestals	$156.00	$0.00	$300.00	$ 300.00
Battery Lighting	$497.98	$0.00	$500.00	$ 500.00
Extension Cords	$50.00	$0.00	$50.00	$ 50.00
Table Covers	$100.00	$0.00	$150.00	
Labels & Artwork Tags	$280.00	$125.00	$500.00	
Registration Supplies	$75.00	$0.00	$100.00	
Office Supplies	$75.00	$0.00	$250.00	
Subtotal	**$1,233.98**	**$0.00**	$13,850.00	**$ 8,850.00**
			.	
Demonstrations & Education				
Subtotal	**$550.00**	**$0.00**	$550.00	
Awards & Competition				
Subtotal	**$940.87**	**$2,014.35**	$3,000.00	
Venue Expenses				
Subtotal	**$457.00**	**$3,060.00**	$3,900.00	
Hospitality				
Subtotal	**$242.00**	**$636.94**	$750.00	
Total Budget				
Total Income	*$9,336.98*	*$8,943.00*	*$0.00*	
Total Expenses	*$6,829.89*	*$9,324.06*	***$28,950.00***	
Net Operating Margin	*$2,507.09*	*-$381.06*	*$28,950.00*	
HOT Grant Application				$ 10,250.00

THE TOMBALL ART LEAGUE

TAL BUDGET REPORT

Covering TAL Fiscal Art Year [Aug 1, 2024 -July 31, 2025]

INCOME - PRIMARY

MEMBERSHIP Dues	2,122.03
ART SHOW Entry Fees	3,819.60

INCOME-OTHER

INCOME : Workshops	1,380.97
INCOME: 50.50 RAFFLE DRAWING	105.00
INCOME DONATED : MISC	123.00
INCOME : 15% DONATED 2 SHOWS **	273.38

TRAILER INCOME (DONATIONS)

Special Member Donations: Trailer	145.00
INCOME: Sold 2008 Trailer	1300.00
	9268.98

PRIMARY EXPENSES

Bank of America /Bank Fees	112.00
Insurance - Liability	457.00
Post Office Box Rental	221.00
Membership Dues: LSAG	55.00
Website /Domian Expense	51.64
Demo Artist /Monthly	550.00
LEGAL FEES (501C NON PROFIT)	250.00
	1,696.64

GRAND TOTAL (EXPENSES)

PRIMARY EXPENSES	1696.64
ART SHOWS EXPENSE	1190.37
VARIABLE EXPENSE	1176.48
EXPENSE / MISC	98.86
EXPENSE-TRAILERS	3596.99
EXPENSE - CREDIT CARD FEES	68.46
	7827.80

FOR REFENCE 15% DONATION

** ART SALES 15% INCOME DETAILS < + >	
Fall Show - Artwork Sold	720.00
Sold Artwork X 15% - (Donate to TAL)	108.00
Spring Show - Artwork Sold	1152.50
Sold Artwork X 15% -(Donate to TAL)	165.38
TOTAL (15%) INCOME :	$273.38

EXPENSE - 2 ART SHOWS

ART SHOW - (2)Judges	400.00
ART SHOW- Award Checks	263.75
ART SHOW - Ribbons	277.12
ART SHOW -Supplies: Misc Expenses	32.26
ART SHOW - Hostess Foods	217.24
	1190.37

VARIABLE EXPENSE

2 Workshops Host Payments	475.00
Donation - Friends of Library	175.00
POSTAGE - Stamps, Packages	6.27
GIFT - Flowers	182.89
Printing for League / Laminates	171.18
Promotional - Products	108.00
Directory	58.14
	1176.48

EXPENSES / MISC

Credit Card Hardware - SQ	63.86
Expense Friends and Family Nite	35.00
	98.86

EXPENSE - TRAILER(S)

2008 Trailer Expense	9.89
2008 Trailer Tags	86.60
Trailer 2022 Purchased	3,000.00
Trailer Tags (2022 Trailer)	500.50
	3596.99

EXPENSE - CREDIT CARD FEES

Square Fee Expense Fall Show	10.80
Sq Fee Expense - Spring Show	57.66
	68.46

TAL ART YEAR 2024 - 2025

INCOME / REVENUE TOTAL:	**9,268.98**
EXPENSES :	**7,827.80**

$ 3790.04 < BEGINNING TOTAL AUG 1ST 2024

$3729.14 < ENDING BALANCE JULY 31, 2025

THE TOMBALL ART LEAGUE
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	2,222.00
Total Checking/Savings	2,222.00
Total Current Assets	2,222.00
Fixed Assets	
Art Panels	4,000.00
Show Lights	500.00
Trailer	4,400.00
Accumulated Depreciation	-1,860.00
Total Fixed Assets	7,040.00
TOTAL ASSETS	**9,262.00**
LIABILITIES & EQUITY	
Equity	
Additional Paid in Capital	7,900.00
Capital	1,000.00
Net Income	362.00
Total Equity	9,262.00
TOTAL LIABILITIES & EQUITY	**9,262.00**

THE TOMBALL ART LEAGUE
Profit & Loss
January through June 2026

	Jan - Jun 26
Ordinary Income/Expense	
Income	
Sales	20,364.00
Total Income	20,364.00
Gross Profit	20,364.00
Expense	
Art Sales disbusements	8,931.00
Bank Service Charges	69.00
Business promotions expense	1,141.00
Depreciation Expense	1,860.00
Donation expense	1,197.00
Dues and Subscriptions	1,539.00
Insurance Expense	346.00
Judge fees	200.00
Office Supplies	3,295.00
Prizes and awards expense	200.00
Workshop expense	1,224.00
Total Expense	20,002.00
Net Ordinary Income	362.00
Net Income	**362.00**

THE TOMBALL ART LEAGUE
Statement of Cash Flows
January through June 2026

	Jan - Jun 26
OPERATING ACTIVITIES	
Net Income	362.00
Net cash provided by Operating Activities	362.00
INVESTING ACTIVITIES	
Art Panels	-4,000.00
Show Lights	-500.00
Trailer	-4,400.00
Accumulated Depreciation	1,860.00
Net cash provided by Investing Activities	-7,040.00
FINANCING ACTIVITIES	
Additional Paid in Capital	7,900.00
Capital	1,000.00
Net cash provided by Financing Activities	8,900.00
Net cash increase for period	2,222.00
Cash at end of period	**2,222.00**

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Spring Creek Historical Museum.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the Spring Creek Historical Museum to illustrate the history, culture and daily life of the Tomball area and north Harris County.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $48,443.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: # 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Spring Creek County Historical Association

Street Address: 510 N. Pine St

City: Tomball State: Texas Zip Code: 77375

Contact Name: Dwana L. McShan

Role with Organization/Business: President

Phone Number: 832.475.0321 Email: ddesigns76@yahoo.com

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Spring Creek County Historical Association, "Tomball Museum," is rich in history. It represents not only the oil boom of the 1930's, but over time buildings from other counties that had direct ties to the Tomball community were brought in. Soon the museum grew to represent its only little community sitting on 9 acres. It is important to preserve its history for the future. Children, even adults, learn more than they can imagine.

Section II: Event/Program Information

Event/Program Name: Tomball Museum

Date(s) of Event/Program: Continuously throughout the year

Location of Event/Program (Provide the address or a general location):

510 N. Pine ST

Website for Event/Program: Tomball Museum Center

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

1965

Provide a detailed description of the event/program.

The purpose of seeking HOT Funds to maintain the buildings, whether its repairs, painting, plumbing, etc., and/or maintaining and beautifying the museum grounds. Additionally, technology needs to be brought up to date and meet the needs of operating more efficiently in the year 2026 and move away from pen and paper typical of 1965.

Additionally, the museum is blessed to have beautiful Oak trees. he large oak trees between the buildings and the sacred Veteran Memorial trees. These oak trees require special handling and care, therefore, the museum board elected to use an arborist. The trees are one of the biggest draws to the museum and cannot be replaced.

Museum conducts Programs throughout the year:

1. Candlelight Tours is our most popular Christmas time event. This is free and open to the public.
2. Halloween event is one of our children's favorite. Enjoyed by parents, too.
3. Valentine Weddings is another poplar event held on February 14th.
4. Tractor show is another event, along with our new edition Pioneer Days
5. Veterans Memorial

Estimated Local Attendees at Event/Program: In excess of 5,000

Estimated Out of Town Attendees at Event/Program: about half

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $ 85,703.00

Total operating budget for event/program. $ 129,643.00

Percent of event/program to be funded by grant. 66 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $ 1500.00

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

HOT funds will be used to repair, maintain, buildings and to maintain, improve grounds. Approximately 9 buildings on 9 acres. Repairs may consist of foundation repairs, roof replacements, sidings painting inside/outside, sprinkler repairs and installation lighting, plumbing, grounds, etc.

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

- ☐ Paid Advertising
- ☐ Radio
- ☐ Television
- ■ Brochures
- ■ Social Media
- ☐ Newspaper
- ☐ Online/Digital Ads
- ☐ Press Release
- ■ Other (please specify) Newsletter

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

Past programs utilized brochures to advertise the museum. These brochures would then be placed into hotels. We have discovered no one seems to pick up brochures; therefor it seems to be a waste of funds. With bed and breakfast becoming more popular, we need to utilize technology in more creative ways to attract visitors. Contact hotels, B and B, business, etc., to try and tie into their websites dedicated to attractions is just one idea, utilize social media, etc. Mass email of museum newsletter, etc.

How will you measure the impact of your event on local overnight accommodations?

Register visitors that attend the museum asking for address and emails. Every visitor will be added to our email mailing list for future updates. Work closely with Tomball Chamber of Commerce, Visitor Center, and local businesses.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☒ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☒ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☒ Encouragement, promotion, improvement, and application of the arts.
☒ Historical restoration or preservation programs.
☒ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: _____

Applicant Printed Name: DWANA M. LANGSTON MCSHAN

Date of Application: JUNE 22, 2026

About the Spring Creek County Historical Association

In 1961 a group of local leaders realized that in time, without deliberate effort to do something about preserving pieces of the past, examples of the lives of our founding fathers would be lost forever. From that very moment work began on establishing Tomball's first and only historical association and the development of a plan to secure representative structures as permanent land marks for generations of local citizens and their families, school children, and visitors to our city from far and wide to enjoy.

The operation of a museum is no small feat, especially for a small town like Tomball. We are proud of our growth and the quality of our museum offerings. We honor those past volunteers who made that original dream a reality and salute the present ones who strive to preserve this precious gift for future generations.

Doctor's Office

Tour Times and Pricing:

tomballmuseumcenter.com

Group Tours available by reservation

~

The Church and Fellowship Hall are available to rent for your event

~

Christmas Open House & Candlelight Tour

The second Friday and following Saturday each December
6:00 ~ 9:00pm

Barn Interior

Tomball Museum Center

510 N. Pine Street
Tomball, TX 77375
281-255-2148
tomballmuseumcenter@gmail.com
tomballmuseumcenter.com
(3 blocks north of Main St. on Pine)

Griffin House

Ensuring a brighter future by Caring for Tomball's past

THE SPRING CREEK COUNTY HISTORICAL ASSOCIATION
TOMBALL MUSEUM CENTER
THE PRESENT BEGINS WITH THE PAST

Trinity Evangelical Lutheran Church

Theis House

Church Interior

Log Cabin

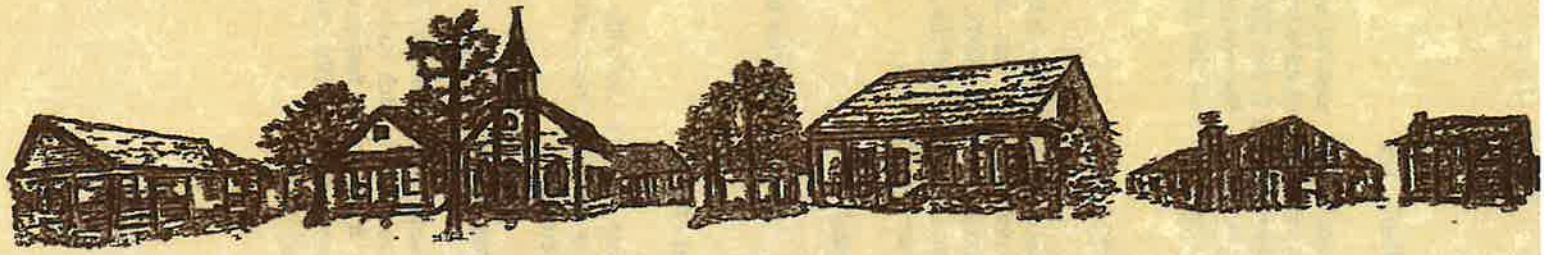
One Room Schoolhouse

Oil Camp House

Additional Attractions

Blacksmith Shop
Cotton Gin
WWII Memorial
Fellowship Hall
Gazebo
Jail Cell

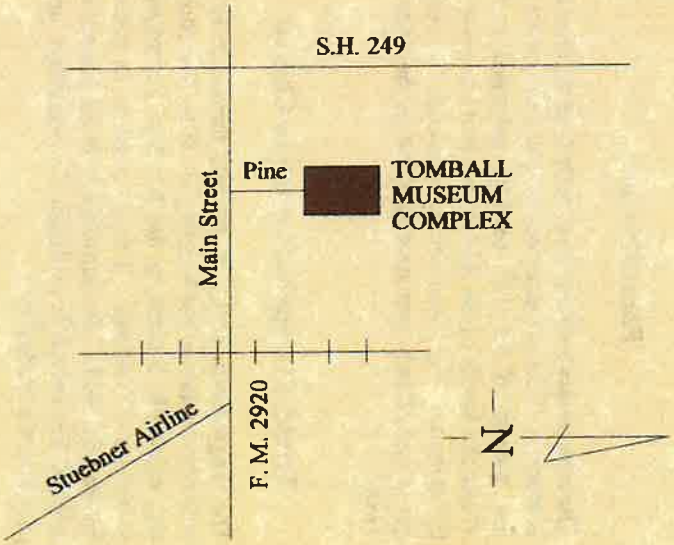
The Barn



TOMBALL MUSEUM CENTER

Administered by
Spring Creek County Historical Association

510 North Pine Street
(281)255-2148



MEMBERSHIP APPLICATION

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Please enroll me as a member of the Spring Creek County Historical Association in the designated category:

Individual ..... $ 35.00 Family .....$ 50.00

Corporate ..... $ 500.00

Spring Creek County Historical Association is a non-profit organization in the State of Texas.
Your contributions are tax deductable.

POST OFFICE BOX 457 * TOMBALL, TEXAS 77377-0457
(281) 255-2148

About the Museum

The Spring Creek County Historical Association , a non-profit organization, administers the Tomball Museum Center. Meetings and special events are held throughout the year.

Membership in the Spring Creek County Historical Association brings the privilege of preserving local history, and other advantages as well. Members will receive our newsletter, have voting privileges in organizational proceedings, and access to our research materials. Membership meetings include programs featuring guest speakers or presentations of a historical nature.

The Tomball Museum Center is open Sunday from 2:00 - 4:00 p.m. and Wednesday from 10:00 a.m. - 2:00 p.m. CLOSED HOLIDAYS. Group tours may be arranged by calling (281) 255-2148. Tours, $3.00 per person.

Every year on the second weekend in December there are candlelight tours of the museum center. All buildings are decorated for an old fashioned Christmas. Wassail and cookies are served in the fellowship hall. Choirs sing in the church. The tour hours are Friday and Saturday from 6:00 - 9:00 p.m. This special event is open to the public. Donations are welcome.

Griffin Memorial House

Eugene Pillot, a prominent early Texas lumberman and builder of classic beauty, built this home in 1860. The home originally stood near the Atascocito Trail on present day Boudreaux Road. The house was moved to its present location largely through the efforts of Judge Charlton and his daughter, Magdalene, of Tomball. It was designated the Griffin House at the request of the donor, in memory of her father, Edmond B. Griffin, and was dedicated as a museum in 1969. Its furnishings date from the 1800's. Most of the furniture came from the collection of Miss Magdalene Charlton.

Country Doctor's Office

This is the former office of Doctor William Ehrhardt, originally located at FM 1960 and Kuykendahl. The Doctor's office includes an assortment of early medications, equipment and surgical instruments.

Farm Museum

The barn houses a collection of early farming tools and equipment. The two-story cotton gin, dating from the last quarter of the 19th century, belonged to the Wuensche family of the Spring area and was powered by mules or horses. According to research, this cotton gin is one of only two such gins left in the State of Texas.

Trinity Evangelical Lutheran Church

The congregation of this church was formed in 1876, with construction of the building in 1905. The church was originally located in the Neudorf Community, southwest of Tomball. It was moved to its present location in 1973. The furnishings in the church are original. The church is available for weddings upon payment of a modest fee.

Fellowship Hall

This building was part of the first church that was built in 1855 on Fenske Road, in Cypress. The members of this church, St. John Lutheran, gave it to the Spring Creek County Historical Association in 1983 to be restored and used a as a fellowship hall. An exhibit of pictures taken in Tomball in 1945 is on display in this building.

Log Buildings

The log house and corncrib were acquired by the Spring Creek County Historical Association in January 1989. These buildings were erected in the Wendish settlement of Serbin around 1857. The pioneers in wooded areas of Texas commonly used this type of construction.

Henry Theis House

In the summer of 1989, descendants of the Theis family presented the museum complex with this family farmhouse, which dates back to the mid-1800's. The restoration of this farmhouse gives a view of life lived by the German settlers in the Tomball area.

Gazebo

The Tomball Study Club donated the gazebo to the museum complex in 1986.

School House

The one room schoolhouse from the Bellville area typifies the school buildings common to rural Texas in the early years of the 20th century.

Oil Camp House

The Oil Camp House was acquired in 1998 through the diligence and generosity of the Oil Patch Kids with help from an Exxon grant. It is the prime feature of an exhibit preserving the vibrant years, 1930's through the mid-1950's, of the area's oil industry.

Tomball Museum Center

CALL FOR VOLUNTEERS!

The museum is looking for new volunteers interested in the following fields: docents, small repairs, archives/research, graphic design, community outreach, social media, and more!

SIGN UP ONLINE

OR STOP BY

THE MUSUEM TODAY

Register now at tomballmuseumcenter.com

510 N. Pine Street, Tomball, TX 77375

Spring Creek County Historical Association

BOARD OF DIRECTORS 2026-2027

INDIVIDUAL	ADDRESS	CITY	ZIP	PHONE
Kip Coe	26602 Decker Prairie-Rosehill Rd.	Decker Prairie	77355	(281) 923-1077
JoAnn Ehrhardt	6607 Klein Cemetary Rd.	Klein	77379	(713) 376-0188
Rose Hubbard	54 Cassena Grove Pl.	Tomball	77375	(281) 757-0994
Kaitlyn Ireland	22707 Wixford Ln.	Tomball	77375	(818) 317-3801
Lisa Ireland	22707 Wixofrd Ln.	Tomball	77375	(818) 317-2418
Pamela Kaiser	815 Baker Dr.	Tomball	77375	(281) 636-1824
Dwana "Dee" McShan	16396 Clearwater Cr.	Montgomery	77356	(832) 475-0321
John McShan	16396 Clearwater Cr.	Montgomery	77356	(281) 757-7746
Jennifer McStravick	14107 Decker Dr.	Magnolia	77355	(281) 703-7287
Bobby Russell	PO Box 1862	Tomball	77377	(281) 610-6685
Travis Verdin	25817 Bridle Creek Dr. N	Magnolia	77355	(832) 986-2846

[redacted]

Tomball Museum
Grant / Projects Budget 2026 - 2027 (Sep 1 - Aug 31)

		2026 BUDGET
Grant		**$85,703.00**
"Grant will pay for "Needed to Balance Net Operating Income" and Whatever Projects we can do"		
Needed to Balance Net Operating Income		**$37,260.00**
Griffin House		
Leveling Griffin House		$5,000.00
Structure underneath Griffin House Porch		$5,000.00
Painting (FH, Doc Office, School House)		$15,000.00
Fellowship Hall		
Leveling Fellowship Hall		$4,000.00
Preserve and reframe Ester Bubbly pics		$5,000.00
School House		
Repair ceiling		$3,000.00
Sand School House Floor		$2,000.00
Log Cabin		
Log Cabin Porch Repair		$1,000.00
Theiss House		
Theiss Porch Repair		$1,000.00
Oil Camp House		
Flower Beds - OCH		$4,000.00
Gazebo		
Flower Beds - Gazebo		$5,000.00
Rock Sidewalk Gazebo ($3,500)		$3,500.00
Build Brick Walkway ($8,000 - in COGS)		$0.00
Church		
Flower Beds - Church		$3,500.00
Display Case Church		$1,500.00
Doctor Office		
Flower Beds - Doctor House		$1,500.00
Technology		$10,000.00
SavATree		$4,000.00
ALL - Sprinkler Systems museum grounds		$15,000.00
Total	**$0.00**	**$126,260.00**
Fence Grant		**$100,000.00**

Projects:	
All Repairs & Maintenance:	
Repairs & Maintenance	$8,995.00
Church	$15,518.00
Gazebo	$247.00
Griffin House	$6,251.00
Oil Camp House	$8,195.00
School House	$2,730.00
Theiss House	$6,507.00
Total for All Repairs & Ma	**$48,443.00**

$12,000.00
$500.00
$500.00
$10,000.00
$500.00
$5,000.00
$1,500.00
$30,000.00

Tomball Museum
Operating Budget 2026 - 2027 (Sep 1 - Aug 31)

	2024 ACTUAL	2025 ACTUAL	2026 BUDGET
Income:			
Donations:			
Donations OCH		$1,000.00	$1,500.00
Admissions		$4,654.00	$4,800.00
Building Use		$1,966.00	$2,000.00
Candlelight Donations		$672.00	$700.00
General Donations		$1,704.00	$1,800.00
Membership		$560.00	$2,000.00
Memorial		$1,000.00	$1,500.00
Wedding		$4,300.00	$4,500.00
Total Donations		**$15,856.00**	**$18,800.00**
Investment Income:			
Interest Income (2 CDs)		$10,800.00	$7,000.00
Oil Royalities		$3,400.00	$3,400.00
Total Investment Income		**$14,200.00**	**$10,400.00**
Relationship Cash		**$60.00**	**$100.00**
Fund Raiser - Sales of Product:			
Books ($20 - about 5 left)		$20.00	$40.00
Fans ($5)		$50.00	$50.00
Ornaments ($20 public / $10 board)		$193.00	$250.00
Feb 14 Weddings (Church & Gazebo) ($100 ea couple)			$3,500.00
Brick Sales (? as a donation ?)			$20,000.00
Total for Fund Raiser - Sales of Product		**$263.00**	**$23,840.00**
Total for Income		**$30,379.00**	**$53,140.00**
Cost of Goods Sold:			
Cost of Fundraising:			
Antique Car Show Expenses		$716.00	$0.00
Books		$0.00	$0.00
Fans		$0.00	$0.00
Ornaments ($10)		$940.00	$1,000.00
Merchant Fees		$132.00	$200.00
Preparation for Bricks			$8,000.00
Brick Sales			$0.00
Total for Cost of Fundraising		**$1,788.00**	**$9,200.00**
Total for Cost of Goods Sold		**$1,788.00**	**$9,200.00**
GROSS PROFIT		**$28,591.00**	**$43,940.00**

Expenses:		
Candlelight Tour Expense	**$250.00**	**$300.00**
Fees, Services, Subscriptions:		
Charges & Fees	$100.00	$200.00
Cleaning Services	$2,000.00	$3,000.00
Dues & Subscriptions	$25.00	$300.00
Total Fees, Services, Subscriptions	**$2,125.00**	**$3,500.00**
Insurance:		
Commercial Liability	$12,468.00	$12,500.00
D&O Policy	$1,870.00	$1,900.00
Property Insurance	$1,016.00	$1,100.00
Total for Insurance	**$15,354.00**	**$15,500.00**
Lawn, Maintenance, Supplies, etc:		
Lawn Maintenance	$6,300.00	$7,000.00
Legal & Professional Services	$1,189.00	$2,000.00
Library Supplies	$508.00	$600.00
Membership Dues	$350.00	$400.00
Office Supplies & Software	$800.00	$1,500.00
Total for Lawn, Maintenance, Supplies, etc	**$9,147.00**	**$11,500.00**
oll:		
Payroll Taxes	$1,044.00	$1,200.00
Salaries & Wages	$20,405.00	$26,800.00
Total Payroll	**$21,449.00**	**$28,000.00**
Pest Control	**$2,170.00**	**$2,500.00**
Security	**$590.00**	**$600.00**
All Taxes & Licenses:		
Taxes & Licenses	$50.00	$100.00
Property Taxes	$53.00	$100.00
Total for All Taxes & Licenses	**$103.00**	**$200.00**
All Utilities:		
Utilities	$4,061.00	$4,400.00 ?
Electricity	$7,518.00	$8,000.00
Telephone & Internet	$2,553.00	$2,700.00
Water & Sewer	$3,631.00	$4,000.00
Total All Utilities	**$17,763.00**	**$19,100.00**
l for Expenses	**$68,951.00**	**$81,200.00**
Net Operating Income	**-$40,360.00**	**-$37,260.00**

Spring Creek County Historical Association

Balance Sheet

As of Apr 30, 2026

	TOTAL
Assets	
Current Assets	
Bank Accounts	
CD	
CD First State Bank of TX 11.24.26	202,016.44
CD Spirit of TX xx19	0.00
Total for CD	**$202,016.44**
Money Market	
First State Bank 7166	40,993.83
Total for Money Market	**$40,993.83**
Operating	
First State Bank 7156	32,814.20
Simmons Account 1546	5,778.51
Simmons Checking 9785	0.00
Total for Operating	**$38,592.71**
Total for Bank Accounts	**$281,602.98**
Other Current Assets	
Prepaid Expenses	0.00
Total for Other Current Assets	**$0.00**
Total for Current Assets	**$281,602.98**
Fixed Assets	
Fixed Assets	
Accumulated Depreciation	-261,908.00
Alarm System	1,900.00
Buildings	170,423.98
Furniture & Equipment	55,377.15
Gazebo	2,552.10
Jail	3,105.50
Land	70,055.79
Lighting Grounds	21,837.20
Patio	23,500.00
Sawmill	4,380.00
Sidewalk	10,388.50
Sprinkler System	5,398.01
Windmill	5,500.00
Total for Fixed Assets	**$112,510.23**
Total for Fixed Assets	**$112,510.23**
Total for Assets	**$394,113.21**

Spring Creek County Historical Association

Balance Sheet

As of Apr 30, 2026

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Patio Under Oaks Payable	0.00
Payroll Tax Liabilities	0.00
Total for Other Current Liabilities	**$0.00**
Total for Current Liabilities	**$0.00**
Total for Liabilities	**$0.00**
Equity	
Retained Earnings	371,502.32
Net Income	22,610.89
Total for Equity	**$394,113.21**
Total for Liabilities and Equity	**$394,113.21**

Spring Creek County Historical Association

Profit and Loss

January 1-April 30, 2026

	TOTAL
Income	
Donations	
Admission	1,485.00
Building Use	450.00
General Donations	310.00
Membership	35.00
Memorial	475.00
Wedding	1,800.00
Total for Donations	**$4,555.00**
Grant	39,350.00
Investment Income	
Interest Income	2,186.23
Oil Royalties	1,059.78
Total for Investment Income	**$3,246.01**
Sales of Product	
Fans	25.00
Ornaments	60.00
Total for Sales of Product	**$85.00**
Total for Income	**$47,236.01**
Cost of Goods Sold	
Cost of Fundraising	
Candlelight Tour Expense	1,500.00
Merchant Fees	46.15
Total for Cost of Fundraising	**$1,546.15**
Total for Cost of Goods Sold	**$1,546.15**
Gross Profit	**$45,689.86**
Expenses	
Bank Charges & Fees	55.00
Cleaning Services	500.00
Insurance	
Commercial Liability	2,285.93
Total for Insurance	**$2,285.93**
Lawn Maintenance	4,800.00
Legal & Professional Services	0.00
Membership Dues	165.00
Payroll	
Payroll Taxes	261.66
Salaries & Wages	3,420.00
Total for Payroll	**$3,681.66**
Pest Control	875.00

Spring Creek County Historical Association

Profit and Loss

January 1-April 30, 2026

	TOTAL
Repairs & Maintenance	$4,251.00
Church	1,000.00
Oil Camp House	800.00
Total for Repairs & Maintenance	**$6,051.00**
Royalty Taxes	38.78
Security	147.73
Utilities	
Electricity	2,069.96
Telephone & Internet	880.77
Water & Sewer	1,528.14
Total for Utilities	**$4,478.87**
Total for Expenses	**$23,078.97**
Net Operating Income	**$22,610.89**
Net Income	**$22,610.89**

Spring Creek County Historical Association

Balance Sheet

As of Dec 31, 2025

	TOTAL
Assets	
Current Assets	
Bank Accounts	
CD	
CD First State Bank of TX 11.24.26	200,000.00
CD Spirit of TX xx19	0.00
Total for CD	**$200,000.00**
Money Market	
First State Bank 7166	23,324.04
Total for Money Market	**$23,324.04**
Operating	
First State Bank 7156	8,079.36
Simmons Account 1546	6,537.92
Simmons Checking 9785	20,000.00
Total for Operating	**$34,617.28**
Total for Bank Accounts	**$257,941.32**
Other Current Assets	
Prepaid Expenses	38,850.00
Total for Other Current Assets	**$38,850.00**
Total for Current Assets	**$296,791.32**
Fixed Assets	
Fixed Assets	
Accumulated Depreciation	-261,908.00
Alarm System	1,900.00
Buildings	156,923.98
Furniture & Equipment	55,377.15
Gazebo	2,552.10
Jail	3,105.50
Land	70,055.79
Lighting Grounds	21,837.20
Patio	0.00
Sawmill	4,380.00
Sidewalk	10,388.50
Sprinkler System	5,398.01
Windmill	5,500.00
Total for Fixed Assets	**$75,510.23**
Total for Fixed Assets	**$75,510.23**
Total for Assets	**$372,301.55**

Spring Creek County Historical Association

Balance Sheet

As of Dec 31, 2025

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Patio Under Oaks Payable	0.00
Payroll Tax Liabilities	799.23
Total for Other Current Liabilities	**$799.23**
Total for Current Liabilities	**$799.23**
Total for Liabilities	**$799.23**
Equity	
Retained Earnings	400,866.68
Net Income	-29,364.36
Total for Equity	**$371,502.32**
Total for Liabilities and Equity	**$372,301.55**

Spring Creek County Historical Association

Profit and Loss

January-December, 2025

	TOTAL
Income	
Donations	$1,000.00
Admission	4,653.42
Building Use	1,966.00
Candlelight Donations	672.00
General Donations	1,704.00
Membership	560.00
Memorial	1,000.00
Wedding	4,300.00
Total for Donations	**$15,855.42**
Grant	58,488.41
Investment Income	
Interest Income	10,799.83
Oil Royalties	3,419.97
Total for Investment Income	**$14,219.80**
Relationship Cash Rewards	60.00
Sales of Product	
Books	20.00
Fans	50.00
Ornaments	192.54
Total for Sales of Product	**$262.54**
Total for Income	**$88,886.17**
Cost of Goods Sold	
Cost of Fundraising	
Antique Car Show Expenses	716.79
Candlelight Tour Expense	250.00
Merchant Fees	131.49
Ornaments for Sale	940.00
Total for Cost of Fundraising	**$2,038.28**
Total for Cost of Goods Sold	**$2,038.28**
Gross Profit	**$86,847.89**
Expenses	
Bank Charges & Fees	100.73
Cleaning Services	2,000.00
Dues & Subscriptions	25.00
Insurance	
Commercial Liability	12,468.40
D&O Policy	1,870.00
Property Insurance	1,016.37
Total for Insurance	**$15,354.77**
Lawn Maintenance	6,300.00
Legal & Professional Services	1,189.76
Library Supplies	508.13
Membership Dues	350.00

Spring Creek County Historical Association

Profit and Loss

January-December, 2025

	TOTAL
Office Supplies & Software	799.71
Payroll	
Payroll Taxes	1,044.95
Salaries & Wages	20,405.53
Total for Payroll	**$21,450.48**
Pest Control	2,170.00
Repairs & Maintenance	$8,955.37
Church	15,518.50
Gazebo	247.48
Griffin House	6,251.80
Oil Camp House	8,195.00
School House	2,730.00
Theiss House	6,507.64
Total for Repairs & Maintenance	**$48,405.79**
Security	590.92
Taxes & Licenses	$50.00
Property Taxes	52.92
Total for Taxes & Licenses	**$102.92**
Utilities	$4,061.77
Electricity	7,518.25
Telephone & Internet	2,553.00
Water & Sewer	3,631.89
Total for Utilities	**$17,764.91**
Total for Expenses	**$117,113.12**
Net Operating Income	**-$30,265.23**
Other Expenses	
Reconciliation Discrepancies	-900.87
Total for Other Expenses	**-$900.87**
Net Other Income	**$900.87**
Net Income	**-$29,364.36**

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Prevailing Winds Community Band.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the Prevailing Winds Community Band to perform 6 free concerts to the Tomball community.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $10,000.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: The Prevailing Winds

Street Address: 10953 Vista Lake Court

City: Navasota State: TX Zip Code: 77375

Contact Name: Todd Burrer

Role with Organization/Business: Director

Phone Number: 936-285-1817 Email: info@theprevailingwinds.org

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Prevailing Winds (TPW) is a community band that rehearses and performs at Lone Star College - Tomball in the Performing Arts Center. Concerts are offered 4-6 times per year and are free to all audience members. We exist to deliver quality performances, to share our passion for music, and to inspire others. We provide a venue for musicians to perform and connect; our passion is to keep music alive. We serve our members, our community, and future music lovers.

Section II: Event/Program Information

Event/Program Name: The Prevailing Winds concerts

Date(s) of Event/Program: 9/13/26, 11/7/26, 12/5/26, 2/20/27, 5/29/27, 6/30/27

Location of Event/Program (Provide the address or a general location):

Lone Star College - Tomball: Performing Arts Center

Website for Event/Program: theprevailingwinds.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

TPW formed as a 501c3 in January of 2024.

Provide a detailed description of the event/program.

The Prevailing Winds (TPW) is a nonprofit community wind ensemble dedicated to enriching Tomball's cultural landscape through dynamic, accessible musical performances. Our year-round free concert series showcases the power of live instrumental music to build community, attract visitors, and elevate the city as a vibrant destination for the arts. These concerts are designed not only to entertain but also to promote tourism and support the local hotel and hospitality industry by drawing audiences and musicians from across the region. TPW's performance calendar includes between four to six concerts annually, each tailored to highlight different musical styles and seasonal themes. This year, TPW anticipates the following concerts: (1) Overture, Camera, Lights, (2) Once Upon a Time, (3) When Christmas Comes to Town, (4) yet to be titled February concert, (5) Memorial Day concert, and (6) July 4th concert. Last year these performances drew 200-450 ticket holders and attendees per concert. And, for a second year in a row, TPW collaborated with the Lone Star College music department in their production of "Anything Goes" to provide a live band for their six performances. TPW also continues to collaborate in the community, inviting local announcers like Bruce Hillegeist and Jim Nutt.
TPW concerts are free and open to the public, reducing barriers to arts participation and encouraging regional visitors to stay, dine, and shop locally. Many of our volunteer musicians are Tomball residents with out of town family and friends to attend concerts. TPW also distributes print fliers and utilizes social media to advertise concerts.

Estimated Local Attendees at Event/Program: 250/concert

Estimated Out of Town Attendees at Event/Program: 100/concert

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program.	$ 10,000
Total operating budget for event/program.	$ $22,720
Percent of event/program to be funded by grant.	44 %
Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures.	$ 2,000

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

This request supports three essentials of presenting exceptional live performances: attracting audiences through effective marketing and performing music as it was intended to be heard. Just as audiences expect to hear the famous bells in the "1812 Overture", many celebrated concert works also rely on the distinctive voice of the English horn like such as Dvořák's "New World Symphony." These specialized instruments are rarely owned by individual musicians, making them the responsibility of the performing organization. Acquiring them will expand The Prevailing Winds' repertoire and enhance the cultural experience for audiences and visitors to Tomball.
-----> SEE ATTACHMENTS

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

■ Paid Advertising	☐ Radio	☐ Television	☐ Brochures
■ Social Media	☐ Newspaper	■ Online/Digital Ads	☐ Press Release
■ Other (please specify)	Chamber of Commerce calendar; local community calendars		

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

TPW advertises and promotes through social media, paid digital ads, and print media. There are currently 376 followers, with 9/10 being outside Tomball. As TPW does not live-stream concerts, family and friends travel from across the region to attend concerts.

How will you measure the impact of your event on local overnight accommodations?

TPW will count total attendees at each performance--with over 321 at our most recent Patriotic concert. Audience members reserve a free ticket and include their mailing address.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☐ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☒ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature:

Applicant Printed Name: Todd Burrer, Director, TPW

Date of Application: 06/25/2026

The Prevailing Winds
August 2026 – July 2027 Budget

Salaries and Benefits	**$0**
Contractual	**$7,220**
Performance space	$2,000
Music for concerts	$2,000
Contract musicians	$2,000
Advertising	$500
Liability insurance	$720
Supplies	**$2,000**
Supplies and postage	$500
Marketing materials	$1,500
Equipment	**$13,500**
Concert Chimes	$5,000
English Horn	$8,500
TOTAL BUDGET	**$22,720**

Itemized budget request of grant funds:

Marketing and Advertising	$1,000
Concert Chimes	$4,000
English Horn	$5,000
	$10,000

Marketing and advertising are essential to ensuring that residents and visitors are aware of The Prevailing Winds' concert performances in Tomball. Grant funding will support targeted digital and print promotions that expand our audience, increase attendance, and encourage visitors to experience Tomball's arts and cultural offerings. Strong audience outreach directly supports the Hotel Occupancy Tax program's goal of promoting tourism through high-quality performing arts events.

Concert chimes and **English horn** are specialized instruments that dramatically expand the artistic capabilities of a wind ensemble. Because these instruments are not commonly owned by community musicians, their absence limits the ensemble's ability to perform many of the most respected works in the wind band repertoire. Acquiring these instruments will allow The Prevailing Winds to present masterworks by composers including Percy Grainger, Gustav Holst, Frank Ticheli, David Maslanka, John Mackey, Alfred Reed, and James Barnes exactly as they were composed, providing Tomball audiences with performances of significantly higher artistic quality while broadening the range of literature that can be programmed for future seasons.

Concert Chimes Unlike orchestral bell plates or marching percussion, concert chimes are a specialized instrument that most community bands do not own. They provide a rich, resonant sound that cannot be authentically replicated with synthesizers or substitute percussion.	**English Horn** The English horn is even rarer. While many high school and community bands have oboists, very few own an English horn. The instrument's warm, expressive tone cannot simply be played on an oboe without fundamentally changing the composer's intent.

Major works requiring or prominently featuring chimes:
 	
• **Percy Grainger – Lincolnshire Posy**
• **Percy Grainger – Children's March**
• **Percy Grainger – Irish Tune from County Derry**
• **Gustav Holst – First Suite in E-flat**
• **Gustav Holst – Second Suite in F**
• **Alfred Reed – Russian Christmas Music**
• **Alfred Reed – Armenian Dances, Part I**
• **Ottorino Respighi/arr. Duker – Pines of Rome**
• **Peter Tchaikovsky – 1812 Overture** (band transcription)
• **Frank Ticheli – Angels in the Architecture**
• **John Mackey – Aurora Awakes**
• **James Barnes – Third Symphony**
• **Robert W. Smith – The Divine Comedy**
• **Robert Sheldon – A Longford Legend**
• **Numerous Christmas arrangements**
  ○ *Carol of the Bells*
  ○ *A Christmas Festival* (Leroy Anderson)
  ○ *Russian Christmas Music*
  ○ *Christmas Symphony*
	Major concert band works featuring English horn:
	
	• **David Maslanka – Symphony No. 4**
	• **David Maslanka – Symphony No. 7**
	• **David Maslanka – Give Us This Day**
	• **David Maslanka – Traveler**
	• **Frank Ticheli – Angels in the Architecture**
	• **Frank Ticheli – Blue Shades**
	• **Julie Giroux – Symphony No. 4**
	• **Julie Giroux – One Life Beautiful**
	• **John Mackey – Wine-Dark Sea**
	• **John Mackey – Hymn to a Blue Hour**
	• **John Mackey – Frozen Cathedral**
	• **James Barnes – Third Symphony**
	• **James Barnes – Fifth Symphony**
	• **Johan de Meij – Lord of the Rings Symphony**
	• **Vincent Persichetti – Symphony No. 6 for Band**
	• **Joseph Schwantner – …and the mountains rising nowhere**
	• **Ron Nelson – Rocky Point Holiday**
	• **Ron Nelson – Passacaglia**
	• **Eric Whitacre – October**
	• **Eric Whitacre –Equus** (selected passages)
	
	Many contemporary composers use the English horn as a featured solo voice because of its unique color and emotional depth.

Set of Jenco 1.5" Concert Chimes Tubular Bells w/Jarvis Chime Mover Field Cart

$4,995.00

Almost Gone!

Quantity

1

ADD TO CART

Share:

Set of Jenco 1.5" Concert Chimes Tubular Bells w/Jarvis Chime Mover Field Cart. Chimes are in very good condition and sound amazing! We refurbished the chime set to near new condition! The cart frame has been repainted black and looks

Used Loree English Horn #HXxx

$8,035.00

I'm Interested

Click "I'm Interested" to inquire about setting up a trial for this used item.

Credit Card Price: $8,035 (includes 3% service charge)

Check Price: $7,800

At a Glance:

- Grenadilla Loree EH, full conservatory
- No cracks!
- Includes 4 bocals & Altieri case cover

Dating from the late 80s (approx. 1988), we have yet another incredible Loree English Horn. Prior to listing, this English Horn went through the shop for a presale servicing: full disassemble & cleaning, bore oiled, replaced necessary key silencers and pads, and full play test and regulation. This is truly a remarkable instrument with a beautiful, resonant sound and excellent response. No cracks! This instrument is perfect for any player looking for a wonderful English Horn. Comes in original Loree double case (OB/EH), gently used Altieri case cover, and double instrument stand. Includes 4 bocals - 2 Silver Loree bocals (#1 & #2), a Symer bocal (similar to #1 length), and unmarked but suspected Dallas #7 bocal. 1-year maintenance warranty also included with purchase.

Contact the oboe department at 800-926-5587 for trial information and availability.

Instrument Trial Policy

Submit an inquiry through our website to be connected with an instrument specialist who will then reach out to you to collect more information about your needs. All trials require contact information, a reference check, copy of a valid driver's license, and matching billing address & credit card information prior to shipment.

All trials are 7 days from the date of delivery.

Financing Available

Learn more about MMI's financing options on our Financing Page.

Financing Page

The Prevailing Winds
Statement of Activity
August 1, 2025-June 25, 2026

	Total
Revenue	
Contributed income	
Corporate & foundation grants	3,100.00
Donations directed by individuals	9,962.42
Total for Contributed income	**$13,062.42**
Total for Revenue	**$13,062.42**
Gross Profit	**$13,062.42**
Expenditures	
Advertising & marketing	1,213.63
Concert Expense	212.76
Board Retreat	226.00
Insurance	
Liability insurance	720.00
Total for Insurance	**$720.00**
Band Social	338.68
Music	1,083.89
Occupancy	
Concert Venue	1,325.75
Rent	2,167.35
Total for Occupancy	**$3,493.10**
Contractual - other	
Membership: professional organizations	645.00
Total for Contractual	**$645.00**
Photography	525.00
Total for Expenditures	**$8,458.06**
Net Operating Revenue	**$4,604.36**
Net Revenue	**$4,604.36**

Cash Basis Friday, June 26, 2026 01:35 AM GMTZ

The Prevailing Winds

Statement of Financial Position

As of Jun 25, 2026

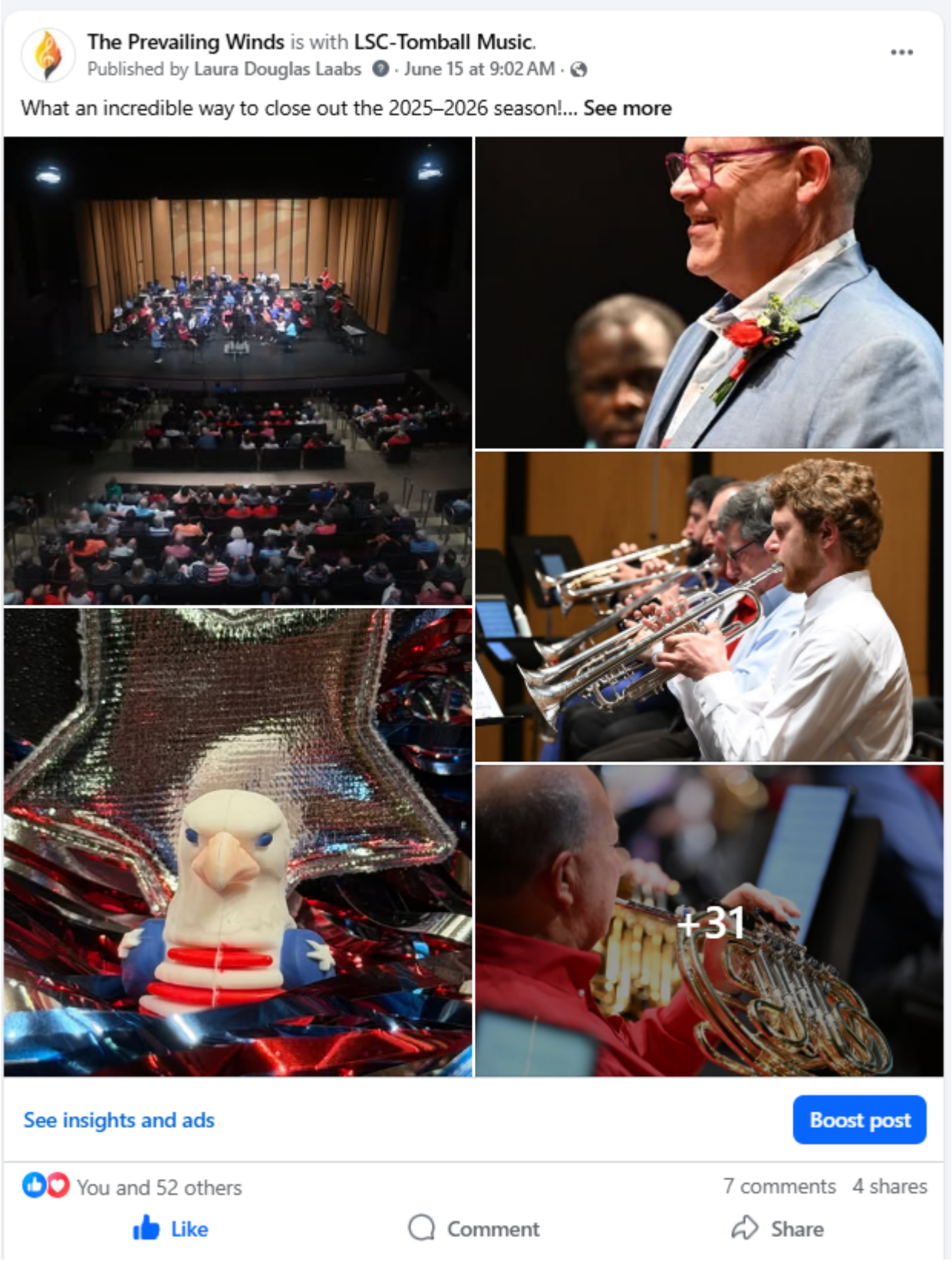
	TOTAL
Assets	
Current Assets	
Bank Accounts	
Frost Business Checking (3779)	8,667.33
Total for Bank Accounts	**$8,667.33**
Total for Current Assets	**$8,667.33**
Total for Assets	**$8,667.33**
Liabilities and Equity	
Liabilities	
Total for Liabilities	
Equity	
Retained Earnings	4,062.97
Net Revenue	4,604.36
Total for Equity	**$8,667.33**
Total for Liabilities and Equity	**$8,667.33**

The Prevailing Winds
Leadership

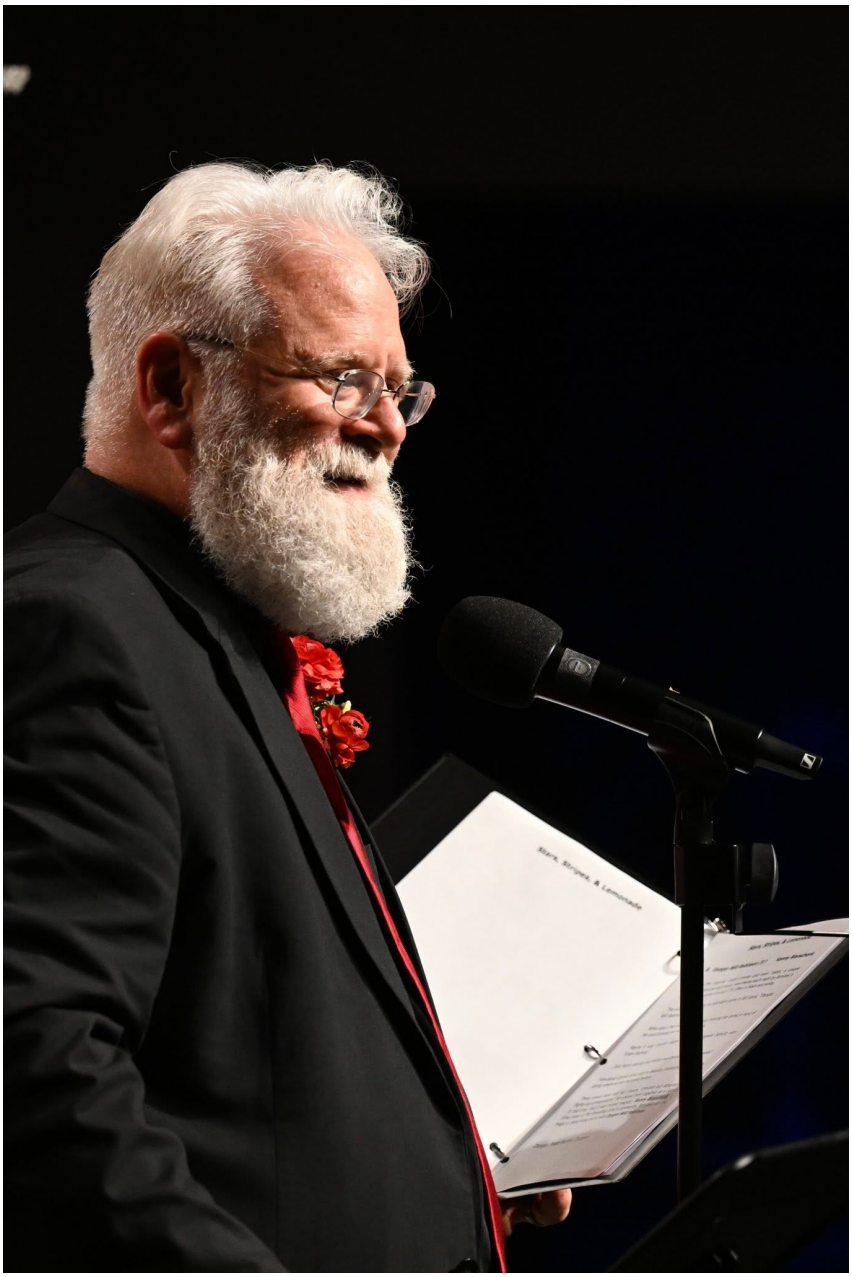
info@theprevailingwinds.org

Todd Burrer	Director	936-285-1817
Laura Laabs	President	307-399-1767
Kyle Manuel	Vice-President	
Steve Schmid	Secretary	
Travis Fisk	Treasurer	
Rick Ilari	Member at Large	
Joanna Vickery	Member at Large	
Katy Mayo	Immediate Past President	

Recent social media:



Director Todd Burrer recognizing those in the crowd who are serving or have served in the Armed Forces as Assistant Director Kyle Manual conducts during the “Stars, Stripes, & Lemonade” concert.



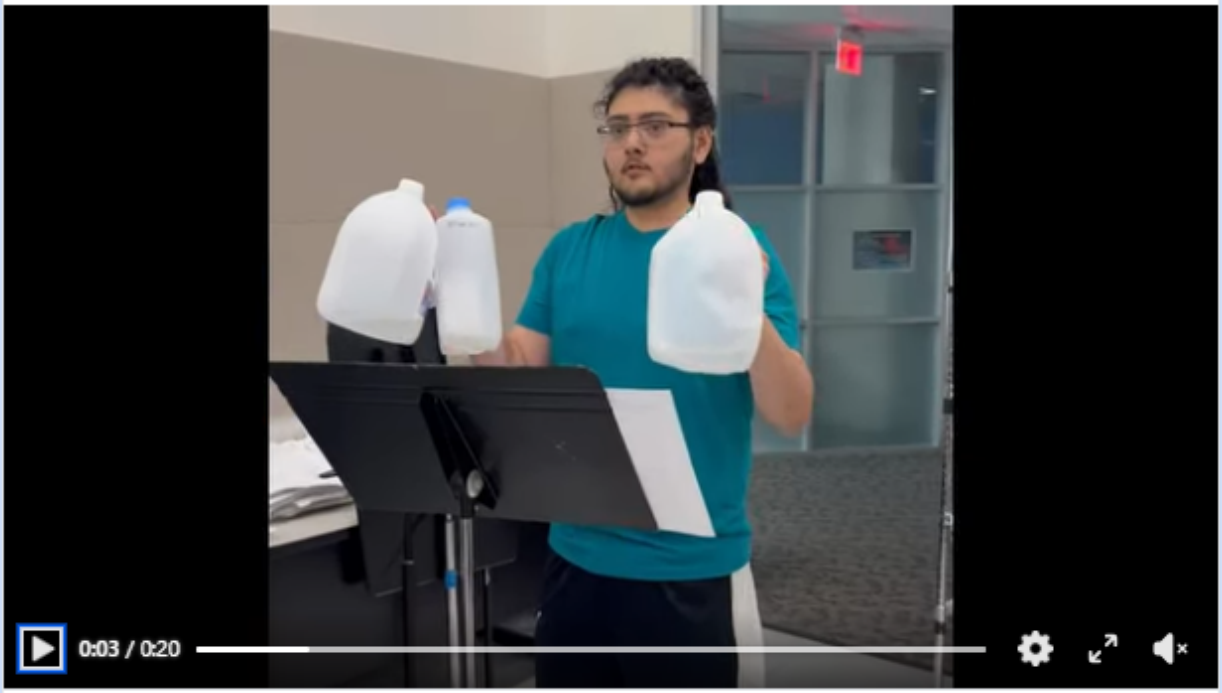
MC Jim Nutt at The Prevailing Winds “Stars, Stripes, & Lemonade” concert

The Prevailing Winds is at **Performing Arts Center At Lone Star College**.
Published by Laura Douglas Laabs · April 20 · Tomball ·

We tried to haul a paddle wheel into the concert hall.
Facilities said no.
The liability insurance company also said no. (Something about the floors... and the river...)

So our percussion section got a little creative instead — and honestly? You won't believe what they came up with. Your seats will stay dry, we promise.

Come prepared to be amazed at American Horizons this weekend!
https://givebutter.com/2026ah **See less**



See insights and ads **Boost reel**

27 1 comment 5 shares 1.6K views

Like Comment Share

Amy Burrer
Brilliant

9w Like Reply Hide

Comment as The Prevailing Winds

The Prevailing Winds
Published by Laura Douglas Laabs · April 6 ·

Baton lit.
Headset on.
Captain's hat: non-negotiable.

🎶 Our pit director means BUSINESS and Anything Goes opens Thursday night!

Do you have your ticket?!

🎟️ http://events.ticketleap.com/.../lsctp.../anything-goes-2026 See less

See insights and ads Boost post

37 4 comments 8 shares

Like Comment Share

The Prevailing Winds
Published by Laura Douglas Laabs · January 11 ·

Something is a bit different in our setup today...

See insights and ads | Boost post

You and 33 others | 8 comments 3 shares

Love | Comment | Share

The Prevailing Winds
Published by Laura Douglas Laabs · December 21, 2025 ·

Last night's concert—pure joy. Heartfelt thanks for your support. We look forward to sharing music with you again on February 28.

See insights and ads **Boost post**

You, The White Oak Wind Orchestra and 48 others 8 comments 2 shares

Love Comment Share

View more comments

Maggie Mercer
Loved the concert!
26w Like Reply Hide

Comment as The Prevailing Winds

The Prevailing Winds
Published by Laura Douglas Laabs · November 2, 2025 ·

We had an AMAZING Once Upon a Time concert last night at Lone Star College Tomball Performing Arts Center! Thank you to all our audience members for coming! And, thank you to @obedesquivelphoto for your stellar photos! See less

The Prevailing Winds
Musician/band

Send message

See insights and ads

Boost post

31 1 comment 12 shares

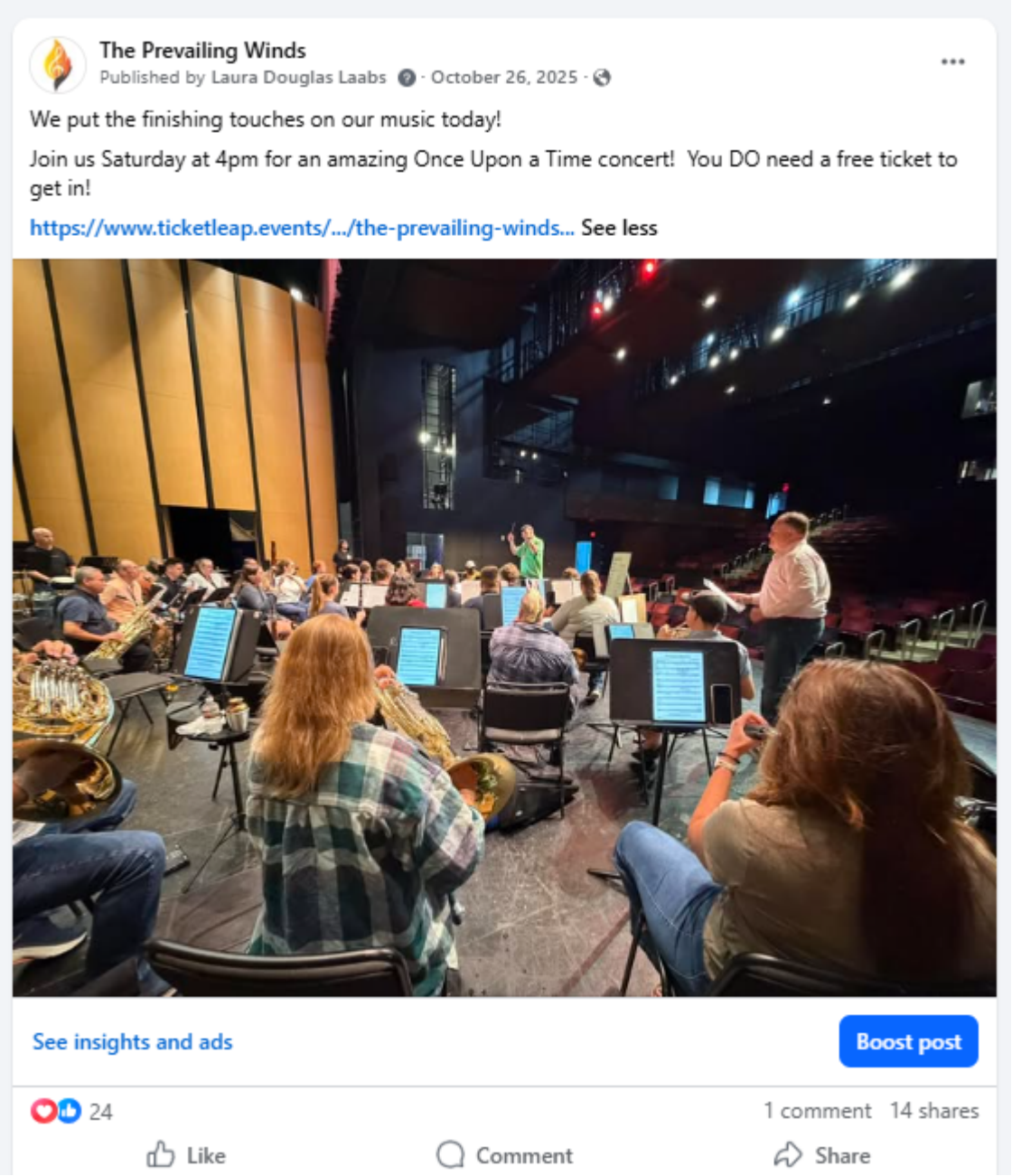
Like Comment Share

Ron Bonnie
The photos are a good reflection of the concert, which was equally stellar. Be proud, TPW (members), it was a great and very enjoyable concert. As always, I must add 👏

33w Love Reply Hide 1

Comment as The Prevailing Winds

Bruce Hillegeist at The Prevailing Winds “Once Upon a Time” concert performed November 1st, 2026. TPW collaborated with local librarians—each of whom introduced a piece related to literature. Bruce narrated *Peter and the Wolf*.


The Prevailing Winds
Published by Laura Douglas Laabs · October 26, 2025 ·
We put the finishing touches on our music today!
Join us Saturday at 4pm for an amazing Once Upon a Time concert! You DO need a free ticket to get in!
https://www.ticketleap.events/.../the-prevailing-winds... See less
See insights and ads
Boost post
24
1 comment 14 shares
Like
Comment
Share

[end]

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Visitor Center.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Visitor Center.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $10,000.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Greater Tomball Area Chamber of Commerce

Street Address: 29201 Quinn Road, Suite B

City: Tomball State: TX Zip Code: 77375

Contact Name: Brandy Beyer

Role with Organization/Business: Vice President

Phone Number: 281.351.7222 Email: bbeyer@tomballchamber.org

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Section II: Event/Program Information

Event/Program Name: Visitor Center

Date(s) of Event/Program: Monday - Thursday, 8:30am - 5pm; Friday, 8:30am - 1pm

Location of Event/Program (Provide the address or a general location):

29201 Quinn Road, Suite B

Website for Event/Program: www.tomballchamber.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

Open for 61 years

Provide a detailed description of the event/program.

daily handling of walk-ins, calls and emails from people looking to visit Tomball for events as well as making trips to look at homes for relocating

Estimated Local Attendees at Event/Program: 200

Estimated Out of Town Attendees at Event/Program: 500

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $10,000

Total operating budget for event/program. $69,174

Percent of event/program to be funded by grant. 6.9 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

reimbursement for visitor center costs of maintaining the office, supplies for mailing visitor packets, staff to handle visitors

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

☐ Paid Advertising ☐ Radio ☐ Television ☒ Brochures
☒ Social Media ☐ Newspaper ☒ Online/Digital Ads ☐ Press Release
☐ Other (please specify) _____

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

As a visitor center, chambers of commerce have a long standing history of being the first place visitors stop when they come to a new town. The GTACC is publicized through the website, in the World Chamber of Commerce Directory, as a member of the US Chamber of Commerce, the Texas Association of Business, Texas Chamber of Commerce Executives, and the American Chamber of Commerce Executives.

How will you measure the impact of your event on local overnight accommodations?

by tracking calls and email requests for local hotel information

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☒ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☐ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☐ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: Brandy Beyer Digitally signed by Brandy Beyer Date: 2026.06.09 14:55:15 -05'00'

Applicant Printed Name: Brandy Beyer

Date of Application: 06/09/2026

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Greater Tomball Area Chamber of Commerce

Street Address: 29201 Quinn Road, Suite B

City: Tomball State: TX Zip Code: 77375

Contact Name: Brandy Beyer

Role with Organization/Business: Vice President

Phone Number: 281.351.7222 Email: bbeyer@tomballchamber.org

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Section II: Event/Program Information

Event/Program Name: Visitor Center

Date(s) of Event/Program: Monday - Thursday, 8:30am - 5pm; Friday, 8:30am - 1pm

Location of Event/Program (Provide the address or a general location):

29201 Quinn Road, Suite B

Website for Event/Program: www.tomballchamber.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

Open for 61 years

Provide a detailed description of the event/program.

daily handling of walk-ins, calls and emails from people looking to visit Tomball for events as well as making trips to look at homes for relocating

Estimated Local Attendees at Event/Program: 200

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Applicant Printed Name: Brandy Beyer

Date of Application: 06/09/2026

Greater Tomball Area Chamber of Commerce

Independent Accountants' Review Report and Financial Statements
for the Year Ended December 31, 2025 (Reviewed)
(with comparative totals for 2024 - Audited)

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Independent Accountants' Review Report 1
Statement of Financial Position 2
Statement of Activities 3
Statement of Functional Expenses 4
Statement of Cash Flows 5
Notes to Financial Statements ..... 6 - 11

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Tipton & Company LLC
134 Vintage Park Blvd. Ste. A #106
Houston, TX 77070
www.nonprofitacctg.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Greater Tomball Area Chamber of Commerce
Tomball, Texas

We have reviewed the accompanying financial statements of Greater Tomball Area Chamber of Commerce (a nonprofit organization), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Greater Tomball Area Chamber of Commerce and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion
Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
We have previously audited Greater Tomball Area Chamber of Commerce's 2024 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated March 12, 2025. The summarized comparative information presented herein as of and for the year ended December 31, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company LLC
Certified Public Accountants
Houston, Texas

March 10, 2026

Greater Tomball Area Chamber of Commerce

Statement of Financial Position

As of December 31, *(with comparative totals for 2024)*	**Reviewed 2025**	Audited 2024
Assets		
Cash and cash equivalents	**$ 120,813**	$ 132,986
Certificate of deposit	**332,310**	320,289
Accounts receivable, net	**63,750**	64,847
Prepaid expenses	**11,271**	10,677
Property and equipment, net	**801,090**	796,220
Total Assets	**$ 1,329,234**	$ 1,325,019
Liabilities and Net Assets		
Liabilities		
Accrued expenses	**$ 38,961**	$ 30,248
Deferred revenues	**209,844**	192,315
Note payable	**193,191**	240,362
Deposits	**4,150**	4,150
Total Liabilities	**446,146**	467,075
Net Assets		
Without donor restrictions	**883,088**	857,944
Total Net Assets	**883,088**	857,944
Total Liabilities and Net Assets	**$ 1,329,234**	$ 1,325,019

Greater Tomball Area Chamber of Commerce

Statement of Activities

Year ended December 31, (with comparative totals for 2024)	Reviewed 2025	Audited 2024
Without Donor Restrictions		
Revenue and Support		
Membership dues	**$ 530,670**	$ 513,014
Special events revenue	**201,614**	208,974
Direct benefit to donor	**(24,396)**	(26,578)
Capital improvement campaign	**36,000**	30,000
First Friday luncheon	**37,471**	33,225
Networking Breakfast	**5,135**	5,245
Women's Committee	**16,034**	15,712
City of Tomball hotel tax revenue	**45,000**	45,000
Rental income	**73,242**	66,285
Tenant reimbursements	**20,596**	15,086
Ads and ad commission	**27,584**	18,334
Contributed nonfinancial assets	**9,120**	9,470
Interest and investment income	**13,496**	12,494
Other income	**44,331**	49,187
Total Revenue and Support	**1,035,897**	995,448
Expenses		
Program Services		
Business resources	**364,091**	339,930
Advocacy	**364,189**	335,393
Total Program Services	**728,280**	675,323
Supporting Services		
General and administrative	**139,744**	123,028
Fundraising	**142,729**	139,814
Total Supporting Services	**282,473**	262,842
Total Expenses	**1,010,753**	938,165
Change in Net Assets	**25,144**	57,283
Net Assets, Beginning of Year	**857,944**	800,661
Net Assets, End of Year	**$ 883,088**	$ 857,944

See independent accountants' review report

Greater Tomball Area Chamber of Commerce

Statement of Functional Expenses

Year ended December 31, (with comparative totals for 2024)	Program Services			Supporting Services			**Reviewed 2025 Total**	Audited 2024 Total
	Business Resources	Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services		
Payroll and related expenses								
Salaries	$ 149,203	$ 149,203	$ 298,406	$ 37,301	$ 37,301	$ 74,602	**$ 373,008**	$ 347,078
Payroll taxes	12,717	12,717	25,434	3,179	3,179	6,358	**31,792**	28,682
Employee benefits	16,331	16,331	32,662	4,083	4,083	8,166	**40,828**	42,436
Total payroll and related expenses	178,251	178,251	356,502	44,563	44,563	89,126	**445,628**	418,196
Other expenses								
Advertising	1,276	1,276	2,552	1,276	8,929	10,205	**12,757**	11,937
Bad debt	19,880	19,880	39,760	19,880	19,880	39,760	**79,520**	76,171
Bank fees	1,750	1,750	3,500	7,000	7,000	14,000	**17,500**	14,572
Board expenses	-	-	-	10,481	-	10,481	**10,481**	8,824
Computer maintenance	3,230	3,230	6,460	807	807	1,614	**8,074**	6,594
Contract labor	30,340	30,340	60,680	7,585	7,585	15,170	**75,850**	56,490
Depreciation	12,582	12,582	25,164	3,146	3,146	6,292	**31,456**	28,785
Dues and subscriptions	1,724	1,724	3,448	430	430	860	**4,308**	3,636
Employee development	2,927	2,927	5,854	732	732	1,464	**7,318**	16,514
Equipment lease	4,021	4,021	8,042	1,005	1,005	2,010	**10,052**	11,200
First Friday	38,919	-	38,919	-	-	-	**38,919**	33,831
Health committee	11,865	-	11,865	-	-	-	**11,865**	13,281
Insurance	4,210	4,210	8,420	1,052	1,052	2,104	**10,524**	10,500
Interest	6,206	6,206	12,412	1,552	1,552	3,104	**15,516**	21,339
Miscellaneous	6,402	7,869	14,271	5,902	-	5,902	**20,173**	19,376
Networking breakfast	2,123	-	2,123	-	-	-	**2,123**	2,580
Office supplies	3,056	3,056	6,112	764	764	1,528	**7,640**	5,556
Payroll service	2,865	2,865	5,730	716	716	1,432	**7,162**	6,452
Postage and delivery	1,063	532	1,595	532	1,418	1,950	**3,545**	1,907
Professional fees	-	-	-	16,111	-	16,111	**16,111**	10,100
Rent	732	732	1,464	183	183	366	**1,830**	1,662
Repairs and maintenance	11,873	11,873	23,746	2,968	2,968	5,936	**29,682**	17,978
Software	2,498	2,498	4,996	624	624	1,248	**6,244**	5,726
Special events	-	41,613	41,613	-	59,697	59,697	**101,310**	106,760
Taxes - income	-	-	-	7,601	-	7,601	**7,601**	6,613
Taxes - property	7,888	7,888	15,776	1,972	1,972	3,944	**19,720**	17,469
Telephone	2,933	2,933	5,866	733	733	1,466	**7,332**	6,968
Travel and entertainment	-	-	-	760	-	760	**760**	760
Utilities	5,477	5,477	10,954	1,369	1,369	2,738	**13,692**	12,776
Womens Committee	-	10,456	10,456	-	-	-	**10,456**	10,190
Total other expenses	185,840	185,938	371,778	95,181	122,562	217,743	**589,521**	546,547
Subtotal	364,091	364,189	728,280	139,744	167,125	306,869	**1,035,149**	964,743
Less: Direct benefit to donor	-	-	-	-	(24,396)	(24,396)	**(24,396)**	(26,578)
Total Expenses	$ 364,091	$ 364,189	$ 728,280	$ 139,744	$ 142,729	$ 282,473	**$ 1,010,753**	$ 938,165

See independent accountants' review report

Greater Tomball Area Chamber of Commerce

Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2024)	Reviewed 2025	Audited 2024
Cash Flows From Operating Activities		
Change in net assets	**$ 25,144**	$ 57,283
Adjustments to reconcile change in net assets to net change in operating activities:		
Depreciation	**31,456**	28,785
Bad debt expense	**79,520**	76,171
Changes in assets and liabilities:		
Accounts receivable	**(78,423)**	(96,111)
Prepaid expenses	**(594)**	(386)
Accrued expenses	**8,713**	(783)
Deferred revenues	**17,529**	-
Other liabilities	**-**	(4,150)
Total Adjustments	**58,201**	3,526
Net Change in Operating Activities	**83,345**	60,809
Cash Flows From Investing Activities		
Additions of property and equipment	**(36,326)**	-
Interest retained in certificates of deposit	**(12,021)**	(10,468)
Net Change in Investing Activities	**(48,347)**	(10,468)
Cash Flows From Financing Activities		
Payments on note payable	**(47,171)**	(141,345)
Net Change in Financing Activities	**(47,171)**	(141,345)
Net Change in Cash and Cash Equivalents	**(12,173)**	(91,004)
Cash and Cash Equivalents, beginning of year	**132,986**	223,989
Cash and Cash Equivalents, end of year	**$ 120,813**	$ 132,986
Supplemental Disclosures:		
Interest paid	**$ 15,516**	$ 21,339
Federal income taxes paid	**$ 7,601**	$ 6,613

See independent accountants' review report

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Greater Tomball Area Chamber of Commerce (the "Chamber") is a not-for-profit organization of citizens who are investing their time and money in a community development program working together to improve the economic, civic, and cultural fortitude of the region, community, or area. The Chamber's mission is to provide resources and foster relationships that empower businesses to prosper in Tomball and its surrounding communities.

The Chamber is supported through membership dues, contributions, rental income and other miscellaneous revenue. The Chamber conducts the following programs:

- *Business resources* – The Business Resources Division is dedicated to providing and promoting value added, quality networking events to the Chamber's diverse membership, by ensuring inclusion through new member mentorship programs and by presenting opportunities for personal and business growth. This division invites members to become involved in the Chamber's programs that will allow relationships to be formed and sustained through a variety of networking events.

- *Advocacy* – The Advocacy Division is committed to being a strong voice for the Chamber's members and the greater Tomball area community. This will be accomplished by addressing public policy issues with participation from the public, members and elected officials, and holding open discussions about issues that affect the business community including: economic development, education, workforce development, energy and healthcare.

Basis of Accounting

The financial statements of the Chamber have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Chamber reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

- *Net assets without donor restrictions* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Chamber, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

- *Net assets with donor restrictions* are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where

the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents

The Chamber considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Certificates of Deposit

Certificates of deposit are valued at face value plus accrued interest.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. At December 31, 2025 and 2024, the allowance for bad debts was $7,021 in both years.

Property and Equipment

The Chamber capitalizes all expenditures for property, plant and equipment in excess of $500. Maintenance and repairs are charged to operations when incurred. Major improvements and renewals that extend the life of the asset are capitalized. Purchased property, plant and equipment are carried at cost and are depreciated using the straight-line method based on their estimated useful lives as follows:

Buildings and improvements	39 years
Computers and software	3-5 years
Office equipment	5-7 years
Furniture and fixtures	5-7 years

Contributed Nonfinancial Assets

Donated goods are recognized at fair value as contributions when an unconditional commitment is received from the donor. The related expense is recognized as the item is used or sold. All donated goods were utilized by the Organization’s programs and supporting services. There were no donor-imposed restrictions associated with the donated services and assets. Contributions of services are recognized when services received (a) create or enhance nonfinancial assets or (b) require specialize skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Deferred Revenue

Income from membership dues and subscription fees received in advance is deferred and recognized over the periods to which the dues and fees relate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Membership Dues

Membership dues are recognized as revenue ratably over the term of the membership period. Any unearned amounts are included in deferred revenue at the end of each accounting period.

Functional Allocation of Expenses

Expenses are categorized in the Statement of Activities as program services, management and general and fundraising. The Chamber's expenses are allocated on a functional basis among these benefited categories:

- Program service expenses: include direct and indirect (allocated) expenses for the various programs offered by the Chamber to fulfill member investment expectations. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated to program services based on time and effort.
- Management and general expenses: include those expenses, ranging from office management to financial services, that are not directly identifiable with any other specific function but provide for the overall support and direction of the Chamber. Those expenses include the basic necessities to be an accredited, well rounded, and effective organization.
- Fundraising expenses: represent costs incurred in connection with fundraising efforts to continue the Chamber's mission. The membership dues alone are not adequate enough to accomplish the Chamber's goals; therefore, fundraising events are held to fill the gap between membership dues and total expenses.

Income Taxes

The Chamber is operating as a not-for-profit corporation, under Section 501(c)(6) of the Internal Revenue Code, and is not subject to income taxes with the exception of unrelated business income. The Chamber conducted unrelated business activities during the current year. Therefore, the Chamber paid $7,601 and $6,613 for federal income taxes in the years ended December 31, 2025 and 2024, respectively.

The Chamber applies the provisions of FASB ASC Topic 740, Income Taxes, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition. As of December 31, 2025 and 2024, no uncertain tax positions were identified.

Leases

The Chamber accounts for leases in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. Leases are evaluated using the criteria in FASB ASC 842 to determine whether they will be classified as operating leases or finance leases. The Chamber determines if an

arrangement is a lease, or contains a lease, at inception of a contract and when terms of an existing contract are changed. The Chamber determines if an arrangement conveys the right to use an identified asset and whether the Chamber obtains substantially all of the economic benefits from and has the ability to direct the use of the asset. The Chamber recognizes a lease liability and right-of-use (ROU) asset at the commencement date of the lease. The Chamber has elected to not recognize ROU assets and lease liabilities for short-term leases that have an initial lease term of 12 months.

Lease liabilities - Lease liabilities are measured based on the present value of future lease payments using the risk-free rate.

Right of use (ROU) assets - ROU assets are recognized at the present value of the lease payments at inception of the lease adjusted, as appropriate, for certain other payments and allowances related to obtaining the lease and placing the asset in service. Lease expense is recognized on a straight-line basis as rent expense in the statement of functional expenses.

Advertising Cost

Advertising costs are expensed when incurred. Advertising costs for the years ended December 31, 2025 and 2024 amounted to $12,757 and $11,937, respectively.

NOTE 2 – LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2025, comprise the following:

Financial assets:	
Cash and cash equivalents	$120,813
Certificate of deposit	332,310
Accounts receivable, net	63,750
Financial assets available to meet cash needs for general expenditures within one year	$516,873

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Chamber considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Chamber sets a goal of having financial assets on hand to meet a minimum of 90 days of normal operating expenses, which are, on average, around $70,000. As part of its liquidity management, the Chamber has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

NOTE 3 – CONCENTRATION OF CREDIT RISKS

The Chamber maintains its cash and certificate of deposit balances in a local bank. These balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal. As of December 31, 2025 and 2024, the Chamber had approximately $203,000 of cash and certificate of deposit balances that were not insured by the FDIC. The Chamber has not experienced any losses in such accounts and believes the risk of future loss is mitigated by monitoring the balances and the financial institutions where the cash is deposited.

NOTE 4 – PROPERTY AND EQUIPMENT

As of December 31, 2025 and 2024, property, plant and equipment consisted of the following:

	Reviewed 2025	Audited 2024
Building and improvements	$1,135,520	$1,112,383
Computers and software	24,956	17,517
Office equipment	14,321	14,321
Furniture and fixtures	23,740	17,990
Land	145,000	145,000
Total property and equipment, gross	1,343,537	1,307,211
Less: accumulated depreciation	(542,447)	(510,991)
Total property and equipment, net	$801,090	$796,220

Depreciation expense for the years ended December 31, 2025 and 2024 was $ 31,456 and $28,785, respectively.

NOTE 5 – RENTAL INCOME

The Chamber leases portions of its office space to three organizations under operating lease agreements. Rental income is recognized on a straight-line basis over the lease term in accordance with the respective agreements.

For the years ended December 31, 2025 and 2024, rental income was $73,242 and $66,285, respectively.

Future minimum lease payments to be received under noncancelable operating leases as of December 31, 2025 are as follows:

For the years ending December 31,	
2026	$ 54,720
2027	54,720
2028	54,720
2029	45,600
Thereafter	-
Total	$209,760

NOTE 6 – OPERATING LEASES

The Chamber has entered into non-cancelable operating leases that expire in 2024 and 2026. For the years ended December 31, 2025 and 2024, the total rental expense under these leases was $11,882 and $12,862, respectively. Future minimum lease payments are as follows:

For the years ending December 31,	
2026	$ 7,334
2027	7,334
2028	3,509
2029	2,234
2030	2,234
Thereafter	-
Total	$ 22,645

NOTE 7 – NOTE PAYABLE

The Chamber has a note payable to a financial institution related to the Quinn Road office building, secured by the property. In December 2023, the loan was modified to bear interest at 7% and to be payable on demand. If demand is not earlier made, the note requires monthly payments of principal and interest of $5,224 beginning January 10, 2024 through December 10, 2026, at which time the remaining unpaid balance will be due.

As of December 31, 2025 and 2024, the balance was $193,191 and $240,362, respectively. Future scheduled maturities of the note payable are as follows:

For the years ending December 31,	
2026	$193,191
Thereafter	-
Total	$193,191

NOTE 8 – CONCENTRATIONS

For the years ended December 31, 2025 and 2024, approximately 50% of the Chamber's total revenue and support came from membership dues.

The Chamber conducts its operations solely in the greater Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in membership dues and revenue.

NOTE 9 – CONTRIBUTED NONFINANCIAL ASSETS

For the years ended December 31, 2025 and 2024, the Chamber's contributed non-financial assets consist of the following:

Nonfinancial Asset Received	Activity	Reviewed 2025	Audited 2024
Advertising	*Administrative*	$ 2,520	$ 2,520
Repairs and maintenance	*Administrative*	6,600	6,600
Supplies	*Fundraising*	6,960	4,500
Venues	*Program/Fundraising*	7,600	6,300
Miscellaneous	*All activities*	2,238	3,160
Total contributed nonfinancial assets		$ 25,918	$ 23,080

All contributed nonfinancial assets are valued at fair market value at the date of donation. Certain contributed nonfinancial assets are included within special events and program revenues on the statement of activities as they relate to those respective activities; therefore, the total presented in the table above does not equal the contributed nonfinancial assets line item.

NOTE 10 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 10, 2026, the date the financial statements were available to be issued. No events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Ordinary Income/Expense													
Income													
Income													
Rent Income	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	54,720.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	1,500.00	1,000.00		1,500.00	3,000.00	4,000.00		4,000.00	2,000.00	1,000.00			18,000.00
Hotel/Motel Tax									45,000.00				45,000.00
First Friday	3,500.00	3,500.00	3,500.00	3,000.00	3,000.00	3,000.00	2,000.00	3,000.00	3,500.00	3,000.00	3,000.00	3,000.00	37,000.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	450.00	450.00	500.00	500.00	5,100.00
Women's Committee	600.00	600.00	2,600.00	3,000.00	600.00			7,500.00	6,500.00	600.00	600.00	600.00	23,200.00
Interest Income	3,400.00	120.00	120.00	3,000.00	120.00	120.00	3,000.00	120.00	120.00	3,000.00	120.00	120.00	13,360.00
Membership Dues													
New	10,000.00	10,000.00	8,000.00	8,000.00	7,000.00	7,000.00	7,000.00	10,000.00	10,000.00	10,000.00	8,000.00	5,000.00	100,000.00
Allowance Non-Renewal	-6,793.50	-5,964.63	-3,552.75	-4,213.75	-2,498.38	-3,562.25	-3,416.50	-4,048.88	-5,023.50	-5,885.25	-5,885.25	-3,442.88	-54,287.51
Renewal	67935.01	59,646.26	35,527.51	42,137.51	24,983.76	35,622.51	34,165.01	40,488.76	50,235.01	58,852.51	58,852.51	34,428.76	542,875.12
Total Membership Dues	71,141.51	63,681.63	39,974.76	45,923.76	29,485.38	39,060.26	37,748.51	46,439.88	55,211.51	62,967.26	60,967.26	35,985.88	588,587.61
Miscellaneous Income	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00
Publications/Products													
Magazine/Map/Website		300.00		1,200.00	15,000.00		750.00			750.00			18,000.00
Total Publications	0.00	300.00	0.00	1,200.00	15,000.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	18,000.00
Special Events													
Banquet	10,000.00	15,000.00											25,000.00
Golf Classic		15,000.00	20,000.00			5,000.00							40,000.00
Tomball Night						14,000.00	17,000.00	5,000.00					36,000.00
Holiday Parade						15,000.00			3,000.00	15,000.00	14,000.00		47,000.00
Miss Tomball Pageant									2,000.00	15,000.00	23,000.00		40,000.00
Total Special Events	10,000.00	30,000.00	20,000.00	0.00	0.00	34,000.00	17,000.00	5,000.00	5,000.00	30,000.00	37,000.00	0.00	188,000.00
Total Income	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Total Income	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Gross Profit	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Expense													
Building Expense													
Cleaning	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	9,120.00
Electricity	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	12,660.00
Building Interest	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00
Reimbursed by tenants	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-13,200.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Total Building Expense	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	33,780.00

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Accounting Expense		7,000.00	4,000.00										11,000.00
Advertising							2,000.00	3,000.00		4,000.00	1,000.00		10,000.00
Bad Debt Expense	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00	5,000.00	20,000.00	80,000.00
Health & Wellness		1,500.00			1,500.00			5,000.00	1,000.00	1,000.00	2,000.00		12,000.00
First Friday	3,000.00	3,500.00	3,000.00	3,000.00	3,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,500.00	3,000.00	3,000.00	36,000.00
Networking Breakfast	200.00	200.00	200.00	100.00	150.00	200.00	100.00	100.00	200.00	200.00	150.00	200.00	2,000.00
Women's Committee	600.00	600.00	600.00	5,000.00	600.00			600.00	2,000.00	600.00	600.00	10,500.00	21,700.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	16,800.00
Board of Directors	500.00								3,000.00	5,000.00	500.00		9,000.00
Dues and Subscriptions	700.00			450.00	490.00			750.00				1,250.00	3,640.00
Employee Expense													
SUTA	1,700.00	600.00											2,300.00
Development	1,000.00		2,000.00	3,000.00		4,000.00	3,000.00	500.00	500.00	1,000.00			15,000.00
FUTA	150.00	100.00	100.00										350.00
Group Insurance	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	4,000.00	4,000.00	4,000.00	4,000.00	41,600.00
Cell Phone Allowance	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Payroll Services	560.00	600.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	6,760.00
Payroll Taxes	2,080.00	2,100.00	2,100.00	2,080.00	2,080.00	2,080.00	2,080.00	2,100.00	2,080.00	2,080.00	2,150.00	3,200.00	26,210.00
Salaries													
TACC	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	455,502.96
Contract Labor	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Bonus												13,881.00	13,881.00
Total Salaries	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	52,089.58	472,383.96
Total Employee Expense	47,178.58	45,088.58	46,448.58	47,328.58	44,328.58	48,328.58	47,328.58	44,848.58	45,628.58	46,128.58	45,198.58	60,129.58	567,963.96
Insurance													
Worker's Compensation	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	482.04
Officer & Director Liability	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	1,761.96
General Liab.	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	8,874.00
Total Insurance	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	11,118.00
Membership/Misc. Expense	2,000.00	6,000.00	2,000.00	1,200.00	700.00	1,500.00	1,000.00	2,000.00	2,000.00	1,000.00	800.00	6,000.00	26,200.00
Office Equipment Expense													
Database	6,750.00												6,750.00
Computer Maintenance	400.00	400.00	1,000.00	400.00	400.00	1,500.00	400.00	400.00	400.00	400.00	400.00	400.00	6,500.00
Copier Lease	600.00	800.00	600.00	600.00	500.00	500.00	1,000.00	1,000.00	800.00	1,400.00	1,000.00	600.00	9,400.00
Pitney Bowes			600.00			600.00			600.00			600.00	2,400.00
Total Office Equip Expense	7,750.00	1,200.00	2,200.00	1,000.00	900.00	2,600.00	1,400.00	1,400.00	1,800.00	1,800.00	1,400.00	1,600.00	25,050.00
Office Supplies	400.00	400.00	1,700.00	1,300.00	1,200.00	500.00	300.00	800.00	300.00	300.00	500.00	200.00	7,900.00
Postage & Delivery	500.00	500.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	0.00	3,500.00
Property Tax Expense	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	0

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Income Tax Expense	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	5,040.00
Rent	160.00	160.00	160.00	160.00	160.00	160.00	175.00	175.00	175.00	175.00	175.00	175.00	2,010.00
Special Events													
Banquet		10,000.00	1,000.00										11,000.00
Golf Classic			20,000.00										20,000.00
Tomball Night							1,000.00	11,000.00					12,000.00
Holiday Parade									1,000.00	1,000.00	21,000.00	2,000.00	25,000.00
Miss Tomball Pageant													
Scholarship Expense											14,500.00		14,500.00
Pageant - Other											6,000.00	7,000.00	13,000.00
Total Miss Tomball										0.00	20,500.00	7,000.00	27,500.00
Total Special Events	0.00	10,000.00	21,000.00	0.00	0.00	0.00	1,000.00	11,000.00	1,000.00	1,000.00	41,500.00	9,000.00	95,500.00
Telephone Expenses	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
Travel & Entertainment	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Total Expense	75,897.83	89,057.83	94,717.83	72,947.83	65,937.83	69,197.83	68,712.83	86,082.83	73,012.83	83,112.83	109,732.83	119,963.83	1,008,374.96
Net Ordinary Income	22,478.68	18,378.80	-20,288.07	-7,089.07	-6,497.45	19,217.43	20.68	-11,787.95	52,603.68	26,489.43	289.43	-71,922.95	21,892.65
Principal Building Payment	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	49,800.00
xDepreciation Expense	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	22,032.00
Net Income	**16,492.68**	**12,392.80**	**-26,274.07**	**-13,075.07**	**-12,483.45**	**13,231.43**	**-5,965.32**	**-17,773.95**	**46,617.68**	**20,503.43**	**-5,696.57**	**-77,908.95**	**-49,939.35**

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Tomball Night.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Tomball Night.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $15,000.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Greater Tomball Area Chamber of Commerce

Street Address: 29201 Quinn Road, Suite B

City: Tomball State: TX Zip Code: 77375

Contact Name: Brandy Beyer

Role with Organization/Business: Vice President

Phone Number: 281.351.7222 Email: bbeyer@tomballchamber.org

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Section II: Event/Program Information

Event/Program Name: Tomball Night

Date(s) of Event/Program: August 6, 2027

Location of Event/Program (Provide the address or a general location):

Main Street and Market Street

Website for Event/Program: www.tomballchamber.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

This will be the 55th annual Tomball Night.

Provide a detailed description of the event/program.

community festival with over 90 vendors downtown, Parade of Lights and fireworks

Estimated Local Attendees at Event/Program: 10,000

Estimated Out of Town Attendees at Event/Program: 3,000

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $15,000

Total operating budget for event/program. $47,450

Percent of event/program to be funded by grant. 32 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $5,000

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

advertising, portapotties, equipment rentals and fireworks

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

- ☒ Paid Advertising
- ☒ Radio
- ☐ Television
- ☐ Brochures
- ☒ Social Media
- ☒ Newspaper
- ☒ Online/Digital Ads
- ☒ Press Release
- ☐ Other (please specify) _____

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

This event draws crowds from all around - as part of our larger mission, we always encourage participants and attendees to stay in the area and discover Tomball. We request that local business owners promote the evening and themselves as to keep money local as well as encourage event patrons to shop all weekend with businesses having weekend sales.

How will you measure the impact of your event on local overnight accommodations?

Many vendors/entries for Tomball Night and Parade of Lights come from out of town and will choose to stay in Tomball following the long evening event, and for the weekend to enjoy their visit to Tomball. Attendees choose to make a long weekend that starts with Tomball Night, as a getaway prior to the start of the school year.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☒ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☐ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: Brandy Beyer Digitally signed by Brandy Beyer Date: 2026.06.09 14:55:15 -05'00'

Applicant Printed Name: Brandy Beyer

Date of Application: 06/09/2026

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

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Applicant Printed Name: Brandy Beyer

Date of Application: 06/09/2026

Greater Tomball Area Chamber of Commerce

Independent Accountants' Review Report and Financial Statements
for the Year Ended December 31, 2025 (Reviewed)
(with comparative totals for 2024 - Audited)

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Independent Accountants' Review Report 1
Statement of Financial Position 2
Statement of Activities 3
Statement of Functional Expenses 4
Statement of Cash Flows 5
Notes to Financial Statements ..... 6 - 11

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Tipton & Company LLC
134 Vintage Park Blvd. Ste. A #106
Houston, TX 77070
www.nonprofitacctg.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Greater Tomball Area Chamber of Commerce
Tomball, Texas

We have reviewed the accompanying financial statements of Greater Tomball Area Chamber of Commerce (a nonprofit organization), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Greater Tomball Area Chamber of Commerce and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion
Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
We have previously audited Greater Tomball Area Chamber of Commerce's 2024 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated March 12, 2025. The summarized comparative information presented herein as of and for the year ended December 31, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company LLC
Certified Public Accountants
Houston, Texas

March 10, 2026

Greater Tomball Area Chamber of Commerce

Statement of Financial Position

As of December 31, *(with comparative totals for 2024)*	**Reviewed 2025**	Audited 2024
Assets		
Cash and cash equivalents	**$ 120,813**	$ 132,986
Certificate of deposit	**332,310**	320,289
Accounts receivable, net	**63,750**	64,847
Prepaid expenses	**11,271**	10,677
Property and equipment, net	**801,090**	796,220
Total Assets	**$ 1,329,234**	$ 1,325,019
Liabilities and Net Assets		
Liabilities		
Accrued expenses	**$ 38,961**	$ 30,248
Deferred revenues	**209,844**	192,315
Note payable	**193,191**	240,362
Deposits	**4,150**	4,150
Total Liabilities	**446,146**	467,075
Net Assets		
Without donor restrictions	**883,088**	857,944
Total Net Assets	**883,088**	857,944
Total Liabilities and Net Assets	**$ 1,329,234**	$ 1,325,019

Greater Tomball Area Chamber of Commerce

Statement of Activities

Year ended December 31, (with comparative totals for 2024)	Reviewed 2025	Audited 2024
Without Donor Restrictions		
Revenue and Support		
Membership dues	**$ 530,670**	$ 513,014
Special events revenue	**201,614**	208,974
Direct benefit to donor	**(24,396)**	(26,578)
Capital improvement campaign	**36,000**	30,000
First Friday luncheon	**37,471**	33,225
Networking Breakfast	**5,135**	5,245
Women's Committee	**16,034**	15,712
City of Tomball hotel tax revenue	**45,000**	45,000
Rental income	**73,242**	66,285
Tenant reimbursements	**20,596**	15,086
Ads and ad commission	**27,584**	18,334
Contributed nonfinancial assets	**9,120**	9,470
Interest and investment income	**13,496**	12,494
Other income	**44,331**	49,187
Total Revenue and Support	**1,035,897**	995,448
Expenses		
Program Services		
Business resources	**364,091**	339,930
Advocacy	**364,189**	335,393
Total Program Services	**728,280**	675,323
Supporting Services		
General and administrative	**139,744**	123,028
Fundraising	**142,729**	139,814
Total Supporting Services	**282,473**	262,842
Total Expenses	**1,010,753**	938,165
Change in Net Assets	**25,144**	57,283
Net Assets, Beginning of Year	**857,944**	800,661
Net Assets, End of Year	**$ 883,088**	$ 857,944

Greater Tomball Area Chamber of Commerce

Statement of Functional Expenses

Year ended December 31, (with comparative totals for 2024)	Program Services			Supporting Services			**Reviewed 2025 Total**	Audited 2024 Total
	Business Resources	Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services		
Payroll and related expenses								
Salaries	$ 149,203	$ 149,203	$ 298,406	$ 37,301	$ 37,301	$ 74,602	**$ 373,008**	$ 347,078
Payroll taxes	12,717	12,717	25,434	3,179	3,179	6,358	**31,792**	28,682
Employee benefits	16,331	16,331	32,662	4,083	4,083	8,166	**40,828**	42,436
Total payroll and related expenses	178,251	178,251	356,502	44,563	44,563	89,126	**445,628**	418,196
Other expenses								
Advertising	1,276	1,276	2,552	1,276	8,929	10,205	**12,757**	11,937
Bad debt	19,880	19,880	39,760	19,880	19,880	39,760	**79,520**	76,171
Bank fees	1,750	1,750	3,500	7,000	7,000	14,000	**17,500**	14,572
Board expenses	-	-	-	10,481	-	10,481	**10,481**	8,824
Computer maintenance	3,230	3,230	6,460	807	807	1,614	**8,074**	6,594
Contract labor	30,340	30,340	60,680	7,585	7,585	15,170	**75,850**	56,490
Depreciation	12,582	12,582	25,164	3,146	3,146	6,292	**31,456**	28,785
Dues and subscriptions	1,724	1,724	3,448	430	430	860	**4,308**	3,636
Employee development	2,927	2,927	5,854	732	732	1,464	**7,318**	16,514
Equipment lease	4,021	4,021	8,042	1,005	1,005	2,010	**10,052**	11,200
First Friday	38,919	-	38,919	-	-	-	**38,919**	33,831
Health committee	11,865	-	11,865	-	-	-	**11,865**	13,281
Insurance	4,210	4,210	8,420	1,052	1,052	2,104	**10,524**	10,500
Interest	6,206	6,206	12,412	1,552	1,552	3,104	**15,516**	21,339
Miscellaneous	6,402	7,869	14,271	5,902	-	5,902	**20,173**	19,376
Networking breakfast	2,123	-	2,123	-	-	-	**2,123**	2,580
Office supplies	3,056	3,056	6,112	764	764	1,528	**7,640**	5,556
Payroll service	2,865	2,865	5,730	716	716	1,432	**7,162**	6,452
Postage and delivery	1,063	532	1,595	532	1,418	1,950	**3,545**	1,907
Professional fees	-	-	-	16,111	-	16,111	**16,111**	10,100
Rent	732	732	1,464	183	183	366	**1,830**	1,662
Repairs and maintenance	11,873	11,873	23,746	2,968	2,968	5,936	**29,682**	17,978
Software	2,498	2,498	4,996	624	624	1,248	**6,244**	5,726
Special events	-	41,613	41,613	-	59,697	59,697	**101,310**	106,760
Taxes - income	-	-	-	7,601	-	7,601	**7,601**	6,613
Taxes - property	7,888	7,888	15,776	1,972	1,972	3,944	**19,720**	17,469
Telephone	2,933	2,933	5,866	733	733	1,466	**7,332**	6,968
Travel and entertainment	-	-	-	760	-	760	**760**	760
Utilities	5,477	5,477	10,954	1,369	1,369	2,738	**13,692**	12,776
Womens Committee	-	10,456	10,456	-	-	-	**10,456**	10,190
Total other expenses	185,840	185,938	371,778	95,181	122,562	217,743	**589,521**	546,547
Subtotal	364,091	364,189	728,280	139,744	167,125	306,869	**1,035,149**	964,743
Less: Direct benefit to donor	-	-	-	-	(24,396)	(24,396)	**(24,396)**	(26,578)
Total Expenses	$ 364,091	$ 364,189	$ 728,280	$ 139,744	$ 142,729	$ 282,473	**$ 1,010,753**	$ 938,165

See independent accountants' review report

Greater Tomball Area Chamber of Commerce

Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2024)	Reviewed 2025	Audited 2024
Cash Flows From Operating Activities		
Change in net assets	**$ 25,144**	$ 57,283
Adjustments to reconcile change in net assets to net change in operating activities:		
Depreciation	**31,456**	28,785
Bad debt expense	**79,520**	76,171
Changes in assets and liabilities:		
Accounts receivable	**(78,423)**	(96,111)
Prepaid expenses	**(594)**	(386)
Accrued expenses	**8,713**	(783)
Deferred revenues	**17,529**	-
Other liabilities	**-**	(4,150)
Total Adjustments	**58,201**	3,526
Net Change in Operating Activities	**83,345**	60,809
Cash Flows From Investing Activities		
Additions of property and equipment	**(36,326)**	-
Interest retained in certificates of deposit	**(12,021)**	(10,468)
Net Change in Investing Activities	**(48,347)**	(10,468)
Cash Flows From Financing Activities		
Payments on note payable	**(47,171)**	(141,345)
Net Change in Financing Activities	**(47,171)**	(141,345)
Net Change in Cash and Cash Equivalents	**(12,173)**	(91,004)
Cash and Cash Equivalents, beginning of year	**132,986**	223,989
Cash and Cash Equivalents, end of year	**$ 120,813**	$ 132,986
Supplemental Disclosures:		
Interest paid	**$ 15,516**	$ 21,339
Federal income taxes paid	**$ 7,601**	$ 6,613

See independent accountants' review report

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Greater Tomball Area Chamber of Commerce (the "Chamber") is a not-for-profit organization of citizens who are investing their time and money in a community development program working together to improve the economic, civic, and cultural fortitude of the region, community, or area. The Chamber's mission is to provide resources and foster relationships that empower businesses to prosper in Tomball and its surrounding communities.

The Chamber is supported through membership dues, contributions, rental income and other miscellaneous revenue. The Chamber conducts the following programs:

- *Business resources* – The Business Resources Division is dedicated to providing and promoting value added, quality networking events to the Chamber's diverse membership, by ensuring inclusion through new member mentorship programs and by presenting opportunities for personal and business growth. This division invites members to become involved in the Chamber's programs that will allow relationships to be formed and sustained through a variety of networking events.

- *Advocacy* – The Advocacy Division is committed to being a strong voice for the Chamber's members and the greater Tomball area community. This will be accomplished by addressing public policy issues with participation from the public, members and elected officials, and holding open discussions about issues that affect the business community including: economic development, education, workforce development, energy and healthcare.

Basis of Accounting

The financial statements of the Chamber have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Chamber reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

- *Net assets without donor restrictions* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Chamber, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

- *Net assets with donor restrictions* are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where

the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents

The Chamber considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Certificates of Deposit

Certificates of deposit are valued at face value plus accrued interest.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. At December 31, 2025 and 2024, the allowance for bad debts was $7,021 in both years.

Property and Equipment

The Chamber capitalizes all expenditures for property, plant and equipment in excess of $500. Maintenance and repairs are charged to operations when incurred. Major improvements and renewals that extend the life of the asset are capitalized. Purchased property, plant and equipment are carried at cost and are depreciated using the straight-line method based on their estimated useful lives as follows:

Buildings and improvements	39 years
Computers and software	3-5 years
Office equipment	5-7 years
Furniture and fixtures	5-7 years

Contributed Nonfinancial Assets

Donated goods are recognized at fair value as contributions when an unconditional commitment is received from the donor. The related expense is recognized as the item is used or sold. All donated goods were utilized by the Organization’s programs and supporting services. There were no donor-imposed restrictions associated with the donated services and assets. Contributions of services are recognized when services received (a) create or enhance nonfinancial assets or (b) require specialize skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Deferred Revenue

Income from membership dues and subscription fees received in advance is deferred and recognized over the periods to which the dues and fees relate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Membership Dues

Membership dues are recognized as revenue ratably over the term of the membership period. Any unearned amounts are included in deferred revenue at the end of each accounting period.

Functional Allocation of Expenses

Expenses are categorized in the Statement of Activities as program services, management and general and fundraising. The Chamber's expenses are allocated on a functional basis among these benefited categories:

- Program service expenses: include direct and indirect (allocated) expenses for the various programs offered by the Chamber to fulfill member investment expectations. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated to program services based on time and effort.
- Management and general expenses: include those expenses, ranging from office management to financial services, that are not directly identifiable with any other specific function but provide for the overall support and direction of the Chamber. Those expenses include the basic necessities to be an accredited, well rounded, and effective organization.
- Fundraising expenses: represent costs incurred in connection with fundraising efforts to continue the Chamber's mission. The membership dues alone are not adequate enough to accomplish the Chamber's goals; therefore, fundraising events are held to fill the gap between membership dues and total expenses.

Income Taxes

The Chamber is operating as a not-for-profit corporation, under Section 501(c)(6) of the Internal Revenue Code, and is not subject to income taxes with the exception of unrelated business income. The Chamber conducted unrelated business activities during the current year. Therefore, the Chamber paid $7,601 and $6,613 for federal income taxes in the years ended December 31, 2025 and 2024, respectively.

The Chamber applies the provisions of FASB ASC Topic 740, Income Taxes, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition. As of December 31, 2025 and 2024, no uncertain tax positions were identified.

Leases

The Chamber accounts for leases in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. Leases are evaluated using the criteria in FASB ASC 842 to determine whether they will be classified as operating leases or finance leases. The Chamber determines if an

arrangement is a lease, or contains a lease, at inception of a contract and when terms of an existing contract are changed. The Chamber determines if an arrangement conveys the right to use an identified asset and whether the Chamber obtains substantially all of the economic benefits from and has the ability to direct the use of the asset. The Chamber recognizes a lease liability and right-of-use (ROU) asset at the commencement date of the lease. The Chamber has elected to not recognize ROU assets and lease liabilities for short-term leases that have an initial lease term of 12 months.

Lease liabilities - Lease liabilities are measured based on the present value of future lease payments using the risk-free rate.

Right of use (ROU) assets - ROU assets are recognized at the present value of the lease payments at inception of the lease adjusted, as appropriate, for certain other payments and allowances related to obtaining the lease and placing the asset in service. Lease expense is recognized on a straight-line basis as rent expense in the statement of functional expenses.

Advertising Cost

Advertising costs are expensed when incurred. Advertising costs for the years ended December 31, 2025 and 2024 amounted to $12,757 and $11,937, respectively.

NOTE 2 – LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2025, comprise the following:

Financial assets:	
Cash and cash equivalents	$120,813
Certificate of deposit	332,310
Accounts receivable, net	63,750
Financial assets available to meet cash needs for general expenditures within one year	$516,873

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Chamber considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Chamber sets a goal of having financial assets on hand to meet a minimum of 90 days of normal operating expenses, which are, on average, around $70,000. As part of its liquidity management, the Chamber has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

NOTE 3 – CONCENTRATION OF CREDIT RISKS

The Chamber maintains its cash and certificate of deposit balances in a local bank. These balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal. As of December 31, 2025 and 2024, the Chamber had approximately $203,000 of cash and certificate of deposit balances that were not insured by the FDIC. The Chamber has not experienced any losses in such accounts and believes the risk of future loss is mitigated by monitoring the balances and the financial institutions where the cash is deposited.

NOTE 4 – PROPERTY AND EQUIPMENT

As of December 31, 2025 and 2024, property, plant and equipment consisted of the following:

	Reviewed 2025	Audited 2024
Building and improvements	$1,135,520	$1,112,383
Computers and software	24,956	17,517
Office equipment	14,321	14,321
Furniture and fixtures	23,740	17,990
Land	145,000	145,000
Total property and equipment, gross	1,343,537	1,307,211
Less: accumulated depreciation	(542,447)	(510,991)
Total property and equipment, net	$801,090	$796,220

Depreciation expense for the years ended December 31, 2025 and 2024 was $ 31,456 and $28,785, respectively.

NOTE 5 – RENTAL INCOME

The Chamber leases portions of its office space to three organizations under operating lease agreements. Rental income is recognized on a straight-line basis over the lease term in accordance with the respective agreements.

For the years ended December 31, 2025 and 2024, rental income was $73,242 and $66,285, respectively.

Future minimum lease payments to be received under noncancelable operating leases as of December 31, 2025 are as follows:

For the years ending December 31,	
2026	$ 54,720
2027	54,720
2028	54,720
2029	45,600
Thereafter	-
Total	$209,760

NOTE 6 – OPERATING LEASES

The Chamber has entered into non-cancelable operating leases that expire in 2024 and 2026. For the years ended December 31, 2025 and 2024, the total rental expense under these leases was $11,882 and $12,862, respectively. Future minimum lease payments are as follows:

For the years ending December 31,	
2026	$ 7,334
2027	7,334
2028	3,509
2029	2,234
2030	2,234
Thereafter	-
Total	$ 22,645

NOTE 7 – NOTE PAYABLE

The Chamber has a note payable to a financial institution related to the Quinn Road office building, secured by the property. In December 2023, the loan was modified to bear interest at 7% and to be payable on demand. If demand is not earlier made, the note requires monthly payments of principal and interest of $5,224 beginning January 10, 2024 through December 10, 2026, at which time the remaining unpaid balance will be due.

As of December 31, 2025 and 2024, the balance was $193,191 and $240,362, respectively. Future scheduled maturities of the note payable are as follows:

For the years ending December 31,	
2026	$193,191
Thereafter	-
Total	$193,191

NOTE 8 – CONCENTRATIONS

For the years ended December 31, 2025 and 2024, approximately 50% of the Chamber's total revenue and support came from membership dues.

The Chamber conducts its operations solely in the greater Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in membership dues and revenue.

NOTE 9 – CONTRIBUTED NONFINANCIAL ASSETS

For the years ended December 31, 2025 and 2024, the Chamber's contributed non-financial assets consist of the following:

Nonfinancial Asset Received	Activity	Reviewed 2025	Audited 2024
Advertising	*Administrative*	$ 2,520	$ 2,520
Repairs and maintenance	*Administrative*	6,600	6,600
Supplies	*Fundraising*	6,960	4,500
Venues	*Program/Fundraising*	7,600	6,300
Miscellaneous	*All activities*	2,238	3,160
Total contributed nonfinancial assets		$ 25,918	$ 23,080

All contributed nonfinancial assets are valued at fair market value at the date of donation. Certain contributed nonfinancial assets are included within special events and program revenues on the statement of activities as they relate to those respective activities; therefore, the total presented in the table above does not equal the contributed nonfinancial assets line item.

NOTE 10 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 10, 2026, the date the financial statements were available to be issued. No events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Ordinary Income/Expense													
Income													
Income													
Rent Income	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	54,720.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	1,500.00	1,000.00		1,500.00	3,000.00	4,000.00		4,000.00	2,000.00	1,000.00			18,000.00
Hotel/Motel Tax									45,000.00				45,000.00
First Friday	3,500.00	3,500.00	3,500.00	3,000.00	3,000.00	3,000.00	2,000.00	3,000.00	3,500.00	3,000.00	3,000.00	3,000.00	37,000.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	450.00	450.00	500.00	500.00	5,100.00
Women's Committee	600.00	600.00	2,600.00	3,000.00	600.00			7,500.00	6,500.00	600.00	600.00	600.00	23,200.00
Interest Income	3,400.00	120.00	120.00	3,000.00	120.00	120.00	3,000.00	120.00	120.00	3,000.00	120.00	120.00	13,360.00
Membership Dues													
New	10,000.00	10,000.00	8,000.00	8,000.00	7,000.00	7,000.00	7,000.00	10,000.00	10,000.00	10,000.00	8,000.00	5,000.00	100,000.00
Allowance Non-Renewal	-6,793.50	-5,964.63	-3,552.75	-4,213.75	-2,498.38	-3,562.25	-3,416.50	-4,048.88	-5,023.50	-5,885.25	-5,885.25	-3,442.88	-54,287.51
Renewal	67935.01	59,646.26	35,527.51	42,137.51	24,983.76	35,622.51	34,165.01	40,488.76	50,235.01	58,852.51	58,852.51	34,428.76	542,875.12
Total Membership Dues	71,141.51	63,681.63	39,974.76	45,923.76	29,485.38	39,060.26	37,748.51	46,439.88	55,211.51	62,967.26	60,967.26	35,985.88	588,587.61
Miscellaneous Income	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00
Publications/Products													
Magazine/Map/Website		300.00		1,200.00	15,000.00		750.00			750.00			18,000.00
Total Publications	0.00	300.00	0.00	1,200.00	15,000.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	18,000.00
Special Events													
Banquet	10,000.00	15,000.00											25,000.00
Golf Classic		15,000.00	20,000.00			5,000.00							40,000.00
Tomball Night						14,000.00	17,000.00	5,000.00					36,000.00
Holiday Parade						15,000.00			3,000.00	15,000.00	14,000.00		47,000.00
Miss Tomball Pageant									2,000.00	15,000.00	23,000.00		40,000.00
Total Special Events	10,000.00	30,000.00	20,000.00	0.00	0.00	34,000.00	17,000.00	5,000.00	5,000.00	30,000.00	37,000.00	0.00	188,000.00
Total Income	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Total Income	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Gross Profit	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Expense													
Building Expense													
Cleaning	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	9,120.00
Electricity	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	12,660.00
Building Interest	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00
Reimbursed by tenants	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-13,200.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Total Building Expense	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	33,780.00

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Accounting Expense		7,000.00	4,000.00										11,000.00
Advertising							2,000.00	3,000.00		4,000.00	1,000.00		10,000.00
Bad Debt Expense	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00	5,000.00	20,000.00	80,000.00
Health & Wellness		1,500.00			1,500.00			5,000.00	1,000.00	1,000.00	2,000.00		12,000.00
First Friday	3,000.00	3,500.00	3,000.00	3,000.00	3,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,500.00	3,000.00	3,000.00	36,000.00
Networking Breakfast	200.00	200.00	200.00	100.00	150.00	200.00	100.00	100.00	200.00	200.00	150.00	200.00	2,000.00
Women's Committee	600.00	600.00	600.00	5,000.00	600.00			600.00	2,000.00	600.00	600.00	10,500.00	21,700.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	16,800.00
Board of Directors	500.00								3,000.00	5,000.00	500.00		9,000.00
Dues and Subscriptions	700.00			450.00	490.00			750.00				1,250.00	3,640.00
Employee Expense													
SUTA	1,700.00	600.00											2,300.00
Development	1,000.00		2,000.00	3,000.00		4,000.00	3,000.00	500.00	500.00	1,000.00			15,000.00
FUTA	150.00	100.00	100.00										350.00
Group Insurance	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	4,000.00	4,000.00	4,000.00	4,000.00	41,600.00
Cell Phone Allowance	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Payroll Services	560.00	600.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	6,760.00
Payroll Taxes	2,080.00	2,100.00	2,100.00	2,080.00	2,080.00	2,080.00	2,080.00	2,100.00	2,080.00	2,080.00	2,150.00	3,200.00	26,210.00
Salaries													
TACC	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	455,502.96
Contract Labor	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Bonus												13,881.00	13,881.00
Total Salaries	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	52,089.58	472,383.96
Total Employee Expense	47,178.58	45,088.58	46,448.58	47,328.58	44,328.58	48,328.58	47,328.58	44,848.58	45,628.58	46,128.58	45,198.58	60,129.58	567,963.96
Insurance													
Worker's Compensation	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	482.04
Officer & Director Liability	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	1,761.96
General Liab.	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	8,874.00
Total Insurance	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	11,118.00
Membership/Misc. Expense	2,000.00	6,000.00	2,000.00	1,200.00	700.00	1,500.00	1,000.00	2,000.00	2,000.00	1,000.00	800.00	6,000.00	26,200.00
Office Equipment Expense													
Database	6,750.00												6,750.00
Computer Maintenance	400.00	400.00	1,000.00	400.00	400.00	1,500.00	400.00	400.00	400.00	400.00	400.00	400.00	6,500.00
Copier Lease	600.00	800.00	600.00	600.00	500.00	500.00	1,000.00	1,000.00	800.00	1,400.00	1,000.00	600.00	9,400.00
Pitney Bowes			600.00			600.00			600.00			600.00	2,400.00
Total Office Equip Expense	7,750.00	1,200.00	2,200.00	1,000.00	900.00	2,600.00	1,400.00	1,400.00	1,800.00	1,800.00	1,400.00	1,600.00	25,050.00
Office Supplies	400.00	400.00	1,700.00	1,300.00	1,200.00	500.00	300.00	800.00	300.00	300.00	500.00	200.00	7,900.00
Postage & Delivery	500.00	500.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	0.00	3,500.00
Property Tax Expense	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	0

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Income Tax Expense	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	5,040.00
Rent	160.00	160.00	160.00	160.00	160.00	160.00	175.00	175.00	175.00	175.00	175.00	175.00	2,010.00
Special Events													
Banquet		10,000.00	1,000.00										11,000.00
Golf Classic			20,000.00										20,000.00
Tomball Night							1,000.00	11,000.00					12,000.00
Holiday Parade									1,000.00	1,000.00	21,000.00	2,000.00	25,000.00
Miss Tomball Pageant													
Scholarship Expense											14,500.00		14,500.00
Pageant - Other											6,000.00	7,000.00	13,000.00
Total Miss Tomball										0.00	20,500.00	7,000.00	27,500.00
Total Special Events	0.00	10,000.00	21,000.00	0.00	0.00	0.00	1,000.00	11,000.00	1,000.00	1,000.00	41,500.00	9,000.00	95,500.00
Telephone Expenses	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
Travel & Entertainment	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Total Expense	75,897.83	89,057.83	94,717.83	72,947.83	65,937.83	69,197.83	68,712.83	86,082.83	73,012.83	83,112.83	109,732.83	119,963.83	1,008,374.96
Net Ordinary Income	22,478.68	18,378.80	-20,288.07	-7,089.07	-6,497.45	19,217.43	20.68	-11,787.95	52,603.68	26,489.43	289.43	-71,922.95	21,892.65
Principal Building Payment	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	49,800.00
xDepreciation Expense	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	22,032.00
Net Income	**16,492.68**	**12,392.80**	**-26,274.07**	**-13,075.07**	**-12,483.45**	**13,231.43**	**-5,965.32**	**-17,773.95**	**46,617.68**	**20,503.43**	**-5,696.57**	**-77,908.95**	**-49,939.35**

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Annual Holiday Parade.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the Greater Tomball Area Chamber of Commerce for the Annual Holiday Parade.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $20,000.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Greater Tomball Area Chamber of Commerce

Street Address: 29201 Quinn Road, Suite B

City: Tomball State: TX Zip Code: 77375

Contact Name: Brandy Beyer

Role with Organization/Business: Vice President

Phone Number: 281.351.7222 Email: bbeyer@tomballchamber.org

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Section II: Event/Program Information

Event/Program Name: Tomball Holiday Parade

Date(s) of Event/Program: November 21, 2026

Location of Event/Program (Provide the address or a general location):

Main Street

Website for Event/Program: www.tomballchamber.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

This will be the 60st annual Tomball Holiday Parade.

Provide a detailed description of the event/program.

annual parade with over 150 entries including bands, classic cars, dignitaries and floats

Estimated Local Attendees at Event/Program: 30,000

Estimated Out of Town Attendees at Event/Program: 10,000

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $20,000

Total operating budget for event/program. $59,350

Percent of event/program to be funded by grant. 34 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $5,000

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

security, advertising, portapotties, dignitary breakfast and band participation

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

- ☒ Paid Advertising
- ☒ Radio
- ☐ Television
- ☐ Brochures
- ☒ Social Media
- ☒ Newspaper
- ☒ Online/Digital Ads
- ☒ Press Release
- ☐ Other (please specify) _____

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

This event draws crowds from all around - as part of our larger mission, we always encourage participants and attendees to stay in the area and discover Tomball. We request that local business owners promote the parade and themselves as to keep visitors in Tomball and to make a weekend adventure for them and their families.

How will you measure the impact of your event on local overnight accommodations?

Many entries come from out of town for the parade and will choose to stay in Tomball either the night prior to the early morning event, or after to enjoy their visit to Tomball. Our Miss Tomball contestants, who participate in the parade, have many out of town family members that will come to town to support them. They will stay evening prior and the following evening, as the pageant follows the parade.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☒ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☐ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: Brandy Beyer Digitally signed by Brandy Beyer Date: 2026.06.09 14:55:15 -05'00'

Applicant Printed Name: Brandy Beyer

Date of Application: 06/09/2026

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
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8. All required supplemental information is attached to this grant application.

Applicant Signature: Brandy Beyer Digitally signed by Brandy Beyer Date: 2026.06.09 14:55:15 -05'00'

Applicant Printed Name: Brandy Beyer

Date of Application: 06/09/2026

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Ordinary Income/Expense													
Income													
Income													
Rent Income	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00	54,720.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	1,500.00	1,000.00		1,500.00	3,000.00	4,000.00		4,000.00	2,000.00	1,000.00			18,000.00
Hotel/Motel Tax									45,000.00				45,000.00
First Friday	3,500.00	3,500.00	3,500.00	3,000.00	3,000.00	3,000.00	2,000.00	3,000.00	3,500.00	3,000.00	3,000.00	3,000.00	37,000.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	450.00	450.00	500.00	500.00	5,100.00
Women's Committee	600.00	600.00	2,600.00	3,000.00	600.00			7,500.00	6,500.00	600.00	600.00	600.00	23,200.00
Interest Income	3,400.00	120.00	120.00	3,000.00	120.00	120.00	3,000.00	120.00	120.00	3,000.00	120.00	120.00	13,360.00
Membership Dues													
New	10,000.00	10,000.00	8,000.00	8,000.00	7,000.00	7,000.00	7,000.00	10,000.00	10,000.00	10,000.00	8,000.00	5,000.00	100,000.00
Allowance Non-Renewal	-6,793.50	-5,964.63	-3,552.75	-4,213.75	-2,498.38	-3,562.25	-3,416.50	-4,048.88	-5,023.50	-5,885.25	-5,885.25	-3,442.88	-54,287.51
Renewal	67935.01	59,646.26	35,527.51	42,137.51	24,983.76	35,622.51	34,165.01	40,488.76	50,235.01	58,852.51	58,852.51	34,428.76	542,875.12
Total Membership Dues	71,141.51	63,681.63	39,974.76	45,923.76	29,485.38	39,060.26	37,748.51	46,439.88	55,211.51	62,967.26	60,967.26	35,985.88	588,587.61
Miscellaneous Income	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00
Publications/Products													
Magazine/Map/Website		300.00		1,200.00	15,000.00		750.00			750.00			18,000.00
Total Publications	0.00	300.00	0.00	1,200.00	15,000.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	18,000.00
Special Events													
Banquet	10,000.00	15,000.00											25,000.00
Golf Classic		15,000.00	20,000.00			5,000.00							40,000.00
Tomball Night						14,000.00	17,000.00	5,000.00					36,000.00
Holiday Parade						15,000.00			3,000.00	15,000.00	14,000.00		47,000.00
Miss Tomball Pageant									2,000.00	15,000.00	23,000.00		40,000.00
Total Special Events	10,000.00	30,000.00	20,000.00	0.00	0.00	34,000.00	17,000.00	5,000.00	5,000.00	30,000.00	37,000.00	0.00	188,000.00
Total Income	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Total Income	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Gross Profit	98,376.51	107,436.63	74,429.76	65,858.76	59,440.38	88,415.26	68,733.51	74,294.88	125,616.51	109,602.26	110,022.26	48,040.88	1,030,267.61
Expense													
Building Expense													
Cleaning	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	760.00	9,120.00
Electricity	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	1,055.00	12,660.00
Building Interest	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00
Reimbursed by tenants	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-1,100.00	-13,200.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Total Building Expense	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	2,815.00	33,780.00

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Accounting Expense		7,000.00	4,000.00										11,000.00
Advertising							2,000.00	3,000.00		4,000.00	1,000.00		10,000.00
Bad Debt Expense	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00	5,000.00	20,000.00	80,000.00
Health & Wellness		1,500.00			1,500.00			5,000.00	1,000.00	1,000.00	2,000.00		12,000.00
First Friday	3,000.00	3,500.00	3,000.00	3,000.00	3,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,500.00	3,000.00	3,000.00	36,000.00
Networking Breakfast	200.00	200.00	200.00	100.00	150.00	200.00	100.00	100.00	200.00	200.00	150.00	200.00	2,000.00
Women's Committee	600.00	600.00	600.00	5,000.00	600.00			600.00	2,000.00	600.00	600.00	10,500.00	21,700.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	16,800.00
Board of Directors	500.00								3,000.00	5,000.00	500.00		9,000.00
Dues and Subscriptions	700.00			450.00	490.00			750.00				1,250.00	3,640.00
Employee Expense													
SUTA	1,700.00	600.00											2,300.00
Development	1,000.00		2,000.00	3,000.00		4,000.00	3,000.00	500.00	500.00	1,000.00			15,000.00
FUTA	150.00	100.00	100.00										350.00
Group Insurance	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	4,000.00	4,000.00	4,000.00	4,000.00	41,600.00
Cell Phone Allowance	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Payroll Services	560.00	600.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	6,760.00
Payroll Taxes	2,080.00	2,100.00	2,100.00	2,080.00	2,080.00	2,080.00	2,080.00	2,100.00	2,080.00	2,080.00	2,150.00	3,200.00	26,210.00
Salaries													
TACC	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	37,958.58	455,502.96
Contract Labor	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Bonus												13,881.00	13,881.00
Total Salaries	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	38,208.58	52,089.58	472,383.96
Total Employee Expense	47,178.58	45,088.58	46,448.58	47,328.58	44,328.58	48,328.58	47,328.58	44,848.58	45,628.58	46,128.58	45,198.58	60,129.58	567,963.96
Insurance													
Worker's Compensation	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	482.04
Officer & Director Liability	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	146.83	1,761.96
General Liab.	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	739.50	8,874.00
Total Insurance	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	926.50	11,118.00
Membership/Misc. Expense	2,000.00	6,000.00	2,000.00	1,200.00	700.00	1,500.00	1,000.00	2,000.00	2,000.00	1,000.00	800.00	6,000.00	26,200.00
Office Equipment Expense													
Database	6,750.00												6,750.00
Computer Maintenance	400.00	400.00	1,000.00	400.00	400.00	1,500.00	400.00	400.00	400.00	400.00	400.00	400.00	6,500.00
Copier Lease	600.00	800.00	600.00	600.00	500.00	500.00	1,000.00	1,000.00	800.00	1,400.00	1,000.00	600.00	9,400.00
Pitney Bowes			600.00			600.00			600.00			600.00	2,400.00
Total Office Equip Expense	7,750.00	1,200.00	2,200.00	1,000.00	900.00	2,600.00	1,400.00	1,400.00	1,800.00	1,800.00	1,400.00	1,600.00	25,050.00
Office Supplies	400.00	400.00	1,700.00	1,300.00	1,200.00	500.00	300.00	800.00	300.00	300.00	500.00	200.00	7,900.00
Postage & Delivery	500.00	500.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	0.00	3,500.00
Property Tax Expense	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	1,567.75	0

Greater Tomball Area Chamber of Commerce
2026 Budget Overview
January through December 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26
Income Tax Expense	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	5,040.00
Rent	160.00	160.00	160.00	160.00	160.00	160.00	175.00	175.00	175.00	175.00	175.00	175.00	2,010.00
Special Events													
Banquet		10,000.00	1,000.00										11,000.00
Golf Classic			20,000.00										20,000.00
Tomball Night							1,000.00	11,000.00					12,000.00
Holiday Parade									1,000.00	1,000.00	21,000.00	2,000.00	25,000.00
Miss Tomball Pageant													
Scholarship Expense											14,500.00		14,500.00
Pageant - Other											6,000.00	7,000.00	13,000.00
Total Miss Tomball										0.00	20,500.00	7,000.00	27,500.00
Total Special Events	0.00	10,000.00	21,000.00	0.00	0.00	0.00	1,000.00	11,000.00	1,000.00	1,000.00	41,500.00	9,000.00	95,500.00
Telephone Expenses	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
Travel & Entertainment	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Total Expense	75,897.83	89,057.83	94,717.83	72,947.83	65,937.83	69,197.83	68,712.83	86,082.83	73,012.83	83,112.83	109,732.83	119,963.83	1,008,374.96
Net Ordinary Income	22,478.68	18,378.80	-20,288.07	-7,089.07	-6,497.45	19,217.43	20.68	-11,787.95	52,603.68	26,489.43	289.43	-71,922.95	21,892.65
Principal Building Payment	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	4,150.00	49,800.00
xDepreciation Expense	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	1,836.00	22,032.00
Net Income	**16,492.68**	**12,392.80**	**-26,274.07**	**-13,075.07**	**-12,483.45**	**13,231.43**	**-5,965.32**	**-17,773.95**	**46,617.68**	**20,503.43**	**-5,696.57**	**-77,908.95**	**-49,939.35**

Greater Tomball Area Chamber of Commerce

Independent Accountants' Review Report and Financial Statements
for the Year Ended December 31, 2025 (Reviewed)
(with comparative totals for 2024 - Audited)

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Independent Accountants' Review Report 1
Statement of Financial Position 2
Statement of Activities 3
Statement of Functional Expenses 4
Statement of Cash Flows 5
Notes to Financial Statements ..... 6 - 11

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Tipton & Company LLC
134 Vintage Park Blvd. Ste. A #106
Houston, TX 77070
www.nonprofitacctg.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Greater Tomball Area Chamber of Commerce
Tomball, Texas

We have reviewed the accompanying financial statements of Greater Tomball Area Chamber of Commerce (a nonprofit organization), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Greater Tomball Area Chamber of Commerce and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion
Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
We have previously audited Greater Tomball Area Chamber of Commerce's 2024 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated March 12, 2025. The summarized comparative information presented herein as of and for the year ended December 31, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company LLC
Certified Public Accountants
Houston, Texas

March 10, 2026

Greater Tomball Area Chamber of Commerce

Statement of Financial Position

As of December 31, *(with comparative totals for 2024)*	**Reviewed 2025**	Audited 2024
Assets		
Cash and cash equivalents	**$ 120,813**	$ 132,986
Certificate of deposit	**332,310**	320,289
Accounts receivable, net	**63,750**	64,847
Prepaid expenses	**11,271**	10,677
Property and equipment, net	**801,090**	796,220
Total Assets	**$ 1,329,234**	$ 1,325,019
Liabilities and Net Assets		
Liabilities		
Accrued expenses	**$ 38,961**	$ 30,248
Deferred revenues	**209,844**	192,315
Note payable	**193,191**	240,362
Deposits	**4,150**	4,150
Total Liabilities	**446,146**	467,075
Net Assets		
Without donor restrictions	**883,088**	857,944
Total Net Assets	**883,088**	857,944
Total Liabilities and Net Assets	**$ 1,329,234**	$ 1,325,019

Greater Tomball Area Chamber of Commerce

Statement of Activities

Year ended December 31, (with comparative totals for 2024)	Reviewed 2025	Audited 2024
Without Donor Restrictions		
Revenue and Support		
Membership dues	**$ 530,670**	$ 513,014
Special events revenue	**201,614**	208,974
Direct benefit to donor	**(24,396)**	(26,578)
Capital improvement campaign	**36,000**	30,000
First Friday luncheon	**37,471**	33,225
Networking Breakfast	**5,135**	5,245
Women's Committee	**16,034**	15,712
City of Tomball hotel tax revenue	**45,000**	45,000
Rental income	**73,242**	66,285
Tenant reimbursements	**20,596**	15,086
Ads and ad commission	**27,584**	18,334
Contributed nonfinancial assets	**9,120**	9,470
Interest and investment income	**13,496**	12,494
Other income	**44,331**	49,187
Total Revenue and Support	**1,035,897**	995,448
Expenses		
Program Services		
Business resources	**364,091**	339,930
Advocacy	**364,189**	335,393
Total Program Services	**728,280**	675,323
Supporting Services		
General and administrative	**139,744**	123,028
Fundraising	**142,729**	139,814
Total Supporting Services	**282,473**	262,842
Total Expenses	**1,010,753**	938,165
Change in Net Assets	**25,144**	57,283
Net Assets, Beginning of Year	**857,944**	800,661
Net Assets, End of Year	**$ 883,088**	$ 857,944

See independent accountants' review report

Greater Tomball Area Chamber of Commerce

Statement of Functional Expenses

Year ended December 31, (with comparative totals for 2024)	Program Services			Supporting Services			**Reviewed 2025 Total**	Audited 2024 Total
	Business Resources	Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services		
Payroll and related expenses								
Salaries	$ 149,203	$ 149,203	$ 298,406	$ 37,301	$ 37,301	$ 74,602	**$ 373,008**	$ 347,078
Payroll taxes	12,717	12,717	25,434	3,179	3,179	6,358	**31,792**	28,682
Employee benefits	16,331	16,331	32,662	4,083	4,083	8,166	**40,828**	42,436
Total payroll and related expenses	178,251	178,251	356,502	44,563	44,563	89,126	**445,628**	418,196
Other expenses								
Advertising	1,276	1,276	2,552	1,276	8,929	10,205	**12,757**	11,937
Bad debt	19,880	19,880	39,760	19,880	19,880	39,760	**79,520**	76,171
Bank fees	1,750	1,750	3,500	7,000	7,000	14,000	**17,500**	14,572
Board expenses	-	-	-	10,481	-	10,481	**10,481**	8,824
Computer maintenance	3,230	3,230	6,460	807	807	1,614	**8,074**	6,594
Contract labor	30,340	30,340	60,680	7,585	7,585	15,170	**75,850**	56,490
Depreciation	12,582	12,582	25,164	3,146	3,146	6,292	**31,456**	28,785
Dues and subscriptions	1,724	1,724	3,448	430	430	860	**4,308**	3,636
Employee development	2,927	2,927	5,854	732	732	1,464	**7,318**	16,514
Equipment lease	4,021	4,021	8,042	1,005	1,005	2,010	**10,052**	11,200
First Friday	38,919	-	38,919	-	-	-	**38,919**	33,831
Health committee	11,865	-	11,865	-	-	-	**11,865**	13,281
Insurance	4,210	4,210	8,420	1,052	1,052	2,104	**10,524**	10,500
Interest	6,206	6,206	12,412	1,552	1,552	3,104	**15,516**	21,339
Miscellaneous	6,402	7,869	14,271	5,902	-	5,902	**20,173**	19,376
Networking breakfast	2,123	-	2,123	-	-	-	**2,123**	2,580
Office supplies	3,056	3,056	6,112	764	764	1,528	**7,640**	5,556
Payroll service	2,865	2,865	5,730	716	716	1,432	**7,162**	6,452
Postage and delivery	1,063	532	1,595	532	1,418	1,950	**3,545**	1,907
Professional fees	-	-	-	16,111	-	16,111	**16,111**	10,100
Rent	732	732	1,464	183	183	366	**1,830**	1,662
Repairs and maintenance	11,873	11,873	23,746	2,968	2,968	5,936	**29,682**	17,978
Software	2,498	2,498	4,996	624	624	1,248	**6,244**	5,726
Special events	-	41,613	41,613	-	59,697	59,697	**101,310**	106,760
Taxes - income	-	-	-	7,601	-	7,601	**7,601**	6,613
Taxes - property	7,888	7,888	15,776	1,972	1,972	3,944	**19,720**	17,469
Telephone	2,933	2,933	5,866	733	733	1,466	**7,332**	6,968
Travel and entertainment	-	-	-	760	-	760	**760**	760
Utilities	5,477	5,477	10,954	1,369	1,369	2,738	**13,692**	12,776
Womens Committee	-	10,456	10,456	-	-	-	**10,456**	10,190
Total other expenses	185,840	185,938	371,778	95,181	122,562	217,743	**589,521**	546,547
Subtotal	364,091	364,189	728,280	139,744	167,125	306,869	**1,035,149**	964,743
Less: Direct benefit to donor	-	-	-	-	(24,396)	(24,396)	**(24,396)**	(26,578)
Total Expenses	$ 364,091	$ 364,189	$ 728,280	$ 139,744	$ 142,729	$ 282,473	**$ 1,010,753**	$ 938,165

See independent accountants' review report

Greater Tomball Area Chamber of Commerce

Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2024)	**Reviewed 2025**	Audited 2024
Cash Flows From Operating Activities		
Change in net assets	**$ 25,144**	$ 57,283
Adjustments to reconcile change in net assets to net change in operating activities:		
Depreciation	**31,456**	28,785
Bad debt expense	**79,520**	76,171
Changes in assets and liabilities:		
Accounts receivable	**(78,423)**	(96,111)
Prepaid expenses	**(594)**	(386)
Accrued expenses	**8,713**	(783)
Deferred revenues	**17,529**	-
Other liabilities	**-**	(4,150)
Total Adjustments	**58,201**	3,526
Net Change in Operating Activities	**83,345**	60,809
Cash Flows From Investing Activities		
Additions of property and equipment	**(36,326)**	-
Interest retained in certificates of deposit	**(12,021)**	(10,468)
Net Change in Investing Activities	**(48,347)**	(10,468)
Cash Flows From Financing Activities		
Payments on note payable	**(47,171)**	(141,345)
Net Change in Financing Activities	**(47,171)**	(141,345)
Net Change in Cash and Cash Equivalents	**(12,173)**	(91,004)
Cash and Cash Equivalents, beginning of year	**132,986**	223,989
Cash and Cash Equivalents, end of year	**$ 120,813**	$ 132,986
Supplemental Disclosures:		
Interest paid	**$ 15,516**	$ 21,339
Federal income taxes paid	**$ 7,601**	$ 6,613

See independent accountants' review report

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Greater Tomball Area Chamber of Commerce (the "Chamber") is a not-for-profit organization of citizens who are investing their time and money in a community development program working together to improve the economic, civic, and cultural fortitude of the region, community, or area. The Chamber's mission is to provide resources and foster relationships that empower businesses to prosper in Tomball and its surrounding communities.

The Chamber is supported through membership dues, contributions, rental income and other miscellaneous revenue. The Chamber conducts the following programs:

- *Business resources* – The Business Resources Division is dedicated to providing and promoting value added, quality networking events to the Chamber's diverse membership, by ensuring inclusion through new member mentorship programs and by presenting opportunities for personal and business growth. This division invites members to become involved in the Chamber's programs that will allow relationships to be formed and sustained through a variety of networking events.

- *Advocacy* – The Advocacy Division is committed to being a strong voice for the Chamber's members and the greater Tomball area community. This will be accomplished by addressing public policy issues with participation from the public, members and elected officials, and holding open discussions about issues that affect the business community including: economic development, education, workforce development, energy and healthcare.

Basis of Accounting

The financial statements of the Chamber have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Chamber reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

- *Net assets without donor restrictions* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Chamber, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

- *Net assets with donor restrictions* are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where

the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents

The Chamber considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Certificates of Deposit

Certificates of deposit are valued at face value plus accrued interest.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. At December 31, 2025 and 2024, the allowance for bad debts was $7,021 in both years.

Property and Equipment

The Chamber capitalizes all expenditures for property, plant and equipment in excess of $500. Maintenance and repairs are charged to operations when incurred. Major improvements and renewals that extend the life of the asset are capitalized. Purchased property, plant and equipment are carried at cost and are depreciated using the straight-line method based on their estimated useful lives as follows:

Buildings and improvements	39 years
Computers and software	3-5 years
Office equipment	5-7 years
Furniture and fixtures	5-7 years

Contributed Nonfinancial Assets

Donated goods are recognized at fair value as contributions when an unconditional commitment is received from the donor. The related expense is recognized as the item is used or sold. All donated goods were utilized by the Organization’s programs and supporting services. There were no donor-imposed restrictions associated with the donated services and assets. Contributions of services are recognized when services received (a) create or enhance nonfinancial assets or (b) require specialize skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Deferred Revenue

Income from membership dues and subscription fees received in advance is deferred and recognized over the periods to which the dues and fees relate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Membership Dues

Membership dues are recognized as revenue ratably over the term of the membership period. Any unearned amounts are included in deferred revenue at the end of each accounting period.

Functional Allocation of Expenses

Expenses are categorized in the Statement of Activities as program services, management and general and fundraising. The Chamber's expenses are allocated on a functional basis among these benefited categories:

- Program service expenses: include direct and indirect (allocated) expenses for the various programs offered by the Chamber to fulfill member investment expectations. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated to program services based on time and effort.
- Management and general expenses: include those expenses, ranging from office management to financial services, that are not directly identifiable with any other specific function but provide for the overall support and direction of the Chamber. Those expenses include the basic necessities to be an accredited, well rounded, and effective organization.
- Fundraising expenses: represent costs incurred in connection with fundraising efforts to continue the Chamber's mission. The membership dues alone are not adequate enough to accomplish the Chamber's goals; therefore, fundraising events are held to fill the gap between membership dues and total expenses.

Income Taxes

The Chamber is operating as a not-for-profit corporation, under Section 501(c)(6) of the Internal Revenue Code, and is not subject to income taxes with the exception of unrelated business income. The Chamber conducted unrelated business activities during the current year. Therefore, the Chamber paid $7,601 and $6,613 for federal income taxes in the years ended December 31, 2025 and 2024, respectively.

The Chamber applies the provisions of FASB ASC Topic 740, Income Taxes, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition. As of December 31, 2025 and 2024, no uncertain tax positions were identified.

Leases

The Chamber accounts for leases in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. Leases are evaluated using the criteria in FASB ASC 842 to determine whether they will be classified as operating leases or finance leases. The Chamber determines if an

arrangement is a lease, or contains a lease, at inception of a contract and when terms of an existing contract are changed. The Chamber determines if an arrangement conveys the right to use an identified asset and whether the Chamber obtains substantially all of the economic benefits from and has the ability to direct the use of the asset. The Chamber recognizes a lease liability and right-of-use (ROU) asset at the commencement date of the lease. The Chamber has elected to not recognize ROU assets and lease liabilities for short-term leases that have an initial lease term of 12 months.

Lease liabilities - Lease liabilities are measured based on the present value of future lease payments using the risk-free rate.

Right of use (ROU) assets - ROU assets are recognized at the present value of the lease payments at inception of the lease adjusted, as appropriate, for certain other payments and allowances related to obtaining the lease and placing the asset in service. Lease expense is recognized on a straight-line basis as rent expense in the statement of functional expenses.

Advertising Cost

Advertising costs are expensed when incurred. Advertising costs for the years ended December 31, 2025 and 2024 amounted to $12,757 and $11,937, respectively.

NOTE 2 – LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2025, comprise the following:

Financial assets:	
Cash and cash equivalents	$120,813
Certificate of deposit	332,310
Accounts receivable, net	63,750
Financial assets available to meet cash needs for general expenditures within one year	$516,873

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Chamber considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Chamber sets a goal of having financial assets on hand to meet a minimum of 90 days of normal operating expenses, which are, on average, around $70,000. As part of its liquidity management, the Chamber has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

NOTE 3 – CONCENTRATION OF CREDIT RISKS

The Chamber maintains its cash and certificate of deposit balances in a local bank. These balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal. As of December 31, 2025 and 2024, the Chamber had approximately $203,000 of cash and certificate of deposit balances that were not insured by the FDIC. The Chamber has not experienced any losses in such accounts and believes the risk of future loss is mitigated by monitoring the balances and the financial institutions where the cash is deposited.

NOTE 4 – PROPERTY AND EQUIPMENT

As of December 31, 2025 and 2024, property, plant and equipment consisted of the following:

	Reviewed 2025	Audited 2024
Building and improvements	$1,135,520	$1,112,383
Computers and software	24,956	17,517
Office equipment	14,321	14,321
Furniture and fixtures	23,740	17,990
Land	145,000	145,000
Total property and equipment, gross	1,343,537	1,307,211
Less: accumulated depreciation	(542,447)	(510,991)
Total property and equipment, net	$801,090	$796,220

Depreciation expense for the years ended December 31, 2025 and 2024 was $ 31,456 and $28,785, respectively.

NOTE 5 – RENTAL INCOME

The Chamber leases portions of its office space to three organizations under operating lease agreements. Rental income is recognized on a straight-line basis over the lease term in accordance with the respective agreements.

For the years ended December 31, 2025 and 2024, rental income was $73,242 and $66,285, respectively.

Future minimum lease payments to be received under noncancelable operating leases as of December 31, 2025 are as follows:

For the years ending December 31,	
2026	$ 54,720
2027	54,720
2028	54,720
2029	45,600
Thereafter	-
Total	$209,760

NOTE 6 – OPERATING LEASES

The Chamber has entered into non-cancelable operating leases that expire in 2024 and 2026. For the years ended December 31, 2025 and 2024, the total rental expense under these leases was $11,882 and $12,862, respectively. Future minimum lease payments are as follows:

For the years ending December 31,	
2026	$ 7,334
2027	7,334
2028	3,509
2029	2,234
2030	2,234
Thereafter	-
Total	$ 22,645

NOTE 7 – NOTE PAYABLE

The Chamber has a note payable to a financial institution related to the Quinn Road office building, secured by the property. In December 2023, the loan was modified to bear interest at 7% and to be payable on demand. If demand is not earlier made, the note requires monthly payments of principal and interest of $5,224 beginning January 10, 2024 through December 10, 2026, at which time the remaining unpaid balance will be due.

As of December 31, 2025 and 2024, the balance was $193,191 and $240,362, respectively. Future scheduled maturities of the note payable are as follows:

For the years ending December 31,	
2026	$193,191
Thereafter	-
Total	$193,191

NOTE 8 – CONCENTRATIONS

For the years ended December 31, 2025 and 2024, approximately 50% of the Chamber's total revenue and support came from membership dues.

The Chamber conducts its operations solely in the greater Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in membership dues and revenue.

NOTE 9 – CONTRIBUTED NONFINANCIAL ASSETS

For the years ended December 31, 2025 and 2024, the Chamber's contributed non-financial assets consist of the following:

Nonfinancial Asset Received	Activity	Reviewed 2025	Audited 2024
Advertising	*Administrative*	$ 2,520	$ 2,520
Repairs and maintenance	*Administrative*	6,600	6,600
Supplies	*Fundraising*	6,960	4,500
Venues	*Program/Fundraising*	7,600	6,300
Miscellaneous	*All activities*	2,238	3,160
Total contributed nonfinancial assets		$ 25,918	$ 23,080

All contributed nonfinancial assets are valued at fair market value at the date of donation. Certain contributed nonfinancial assets are included within special events and program revenues on the statement of activities as they relate to those respective activities; therefore, the total presented in the table above does not equal the contributed nonfinancial assets line item.

NOTE 10 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 10, 2026, the date the financial statements were available to be issued. No events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the German Heritage Festival.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the German Heritage Festival.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $80,000.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Tomball Sister City Org.

Street Address: PO BOX 1131

City: TOMBALL State: TX Zip Code: 77375

Contact Name: Craig Bogner

Role with Organization/Business: GM

Phone Number: 832-715-6291 Email: Craig Bogner

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

To keep the German culture and Heritage of Tomball.
Support a Exchange student program from our sister city program

Section II: Event/Program Information

Event/Program Name: Tomball German Heritage Festival

Date(s) of Event/Program: April 2,3,4 2027

Location of Event/Program (Provide the address or a general location):

100 ,200,300 400 Blocks of Market

Website for Event/Program: Tomballgermanfest.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

26 Years

Provide a detailed description of the event/program.

3 Day German Festival. 4 Music Stages, 150 + vendors, carnival, Kids area.
Free Admission, parking and shuttle for all.
To promote Tomball German Heritage and to bring visitors to Tomball

Estimated Local Attendees at Event/Program: 40 K

Estimated Out of Town Attendees at Event/Program: 20K

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program. $ 80K

Total operating budget for event/program. $ 269,000

Percent of event/program to be funded by grant. 29 %

Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures. $ 30k

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

30,000 Advertising 90,000 for Generators, light towers, Pot a cans & Buses

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

☐ Paid Advertising ☐ Radio ☐ Television ☒ Brochures
☐ Social Media ☒ Newspaper ☒ Online/Digital Ads ☒ Press Release
☐ Other (please specify) _____

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

All Hotels will have a link on website. Vendors hotel link during the application process. All entertainers stay in Hotel during Festival.

How will you measure the impact of your event on local overnight accommodations?

The city has Meeting with Hotels. The hotels that come most give a room count the days.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☒ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☐ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: _____

Applicant Printed Name: Craig Bogner

Date of Application: 6/7/2026

TOMBALL SISTER CITY ORGANIZATION, INC.
Tomball, Texas – Telgte, Germany
P.O. Box 1131
Tomball, Texas 77377

June 2026

Honorable Mayor and City Council

Re: Request for Support of the German Heritage Festival

The Tomball Sister City Organization, Inc. would like to continue the success of our Heritage Festival and bring thousands of visitors to Tomball this year. With this in mind, we respectfully request the following from our city:

(A) In-kind support for the 2026 TGCM, Dec.11,12,13, 2026 TGHF April 2,3,4

1. Personnel:

Public Works:
Ten (10) employees for Friday night, 6:00 pm - 11:00 pm
Twelve (12) employees for Saturday, 8:00 am - 11:00 pm
Twelve (12) employees for Sunday, 8:00 am - 9:00 pm
Employees will need the use of gators for trash pick-up

Police Department:
Ten (10) Officers for Friday, 5:00 pm - 11:00 pm
Ten (10) Officers for Saturday, 9:00 am - 11:00 pm
Ten (10) Officers for Sunday, 10:00 am - 6:00 pm
Three (3) Officers for Sunday night, 6:00 pm - 10:00 pm (for carnival area)

Fire Department:
Two (2) Firefighter/EMTs for Friday, 5:00 pm - 11:00 pm
Two (2) Firefighter/EMTs for Saturday, 9:00 am - 11:00 pm
Two (2) Firefighter/EMTs for Sunday, 10:00 am - 6:00 pm
1 Special Event Vehicle (Fire) for duration of event

2. Facilities

The use of the Community Center Friday, 10:00 am - 10:00 pm and Saturday, 8:00 am - 10:00 pm and Sunday, 8:00 am - 8:00 pm, and one (1) employee working these hours, also.

3. Supplies/Rentals:
   Four (4) 40-yard roll-off, One (1) 30-yard roll-off, and Four (4) 8-yard dumpsters.
   Seventy (70) trash barrels with 500 liners
   Thirty (30) barricades, sixteen (16) traffic cones
   Forty-Two (42) Jersey Barriers – Traffic safety & crowd protection
   Two (2) City owned Generators & Light Towers
   Fuel Top-off for Generators from City's Fuel supply

4. Street Closures:
   We respectfully request permission to close the following City Streets:
   12:00 noon, Thursday - 10:00 pm, Sunday.
   - 100 Block S. Elm Street & Oak Street
   - 100 - 200 – 300-400 Blocks of Market Street
   - Intersection of Market & 200 Block S. Walnut

   5:00 pm Friday until 10:00 pm Sunday: 100 Block Walnut (This is to give access to the Harris County Tax Office.)
   We have also requested of Harris County that S. Cherry Street be closed 9:00 am Friday – 8:00 pm, Sunday.

We request the use of the Following. 5 PM Thursday (1) Heritage Plaza Parking Lot across from City Hall. (2) East end of Heritage Park (3) South lot of the Police Parking Lot. 5 PM Friday (4) Westside of parking lot next to city hall.

(B) Cash Request: Reimbursement, not to exceed 80 K as Approved by TAC Board.

Carnival Hours: Friday, 3:00 pm – 11:00 pm; Saturday, 10:00 am – 11:00 pm; Sunday, 10:00 am – 10:00 pm.

Sincerely,
Craig Bogner

Tomball Sister City Organization

Company name: The Tomball Sister Cities Organization

Budget name: Budget of expenditures for grant funds.

Budget type: Profit and loss

Period: FY 2026

Consolidated

Accounts	Budget totals
Income	
Uncategorized Income	
Billable Expense Income	
Exchange Students - Income	
Donations	
Total Exchange Students - Income	**$0.00**
Interest	
Markup	
Rewards	
Sales of Product Income	
TGCM Income	
Festival	
Sponsors	
Vendors	
Total TGCM Income	**$0.00**
TGHF Income	
Festival	
Sponsors	
Vendors	
Total TGHF Income	**$0.00**
Total Income	**$0.00**
Cost of Goods Sold	
Cost of Goods Sold	
Total Cost of Goods Sold	
Expense	
Reconciliation Discrepancies	
Accounting	
Administration	
Auto	
Fuel	
Taxes/Registration	
Vehicle Insurance	
Total Auto	**$0.00**
Bank Charges	
Credit Card Fees	
Total Bank Charges	**$0.00**
Donations	
Dues and Subscriptions	
Insurance	
Internet	
Meals	
Postage	
Préventive Maintenance	
Sister City Visit	
Food	
Travel	
Total Sister City Visit	**$0.00**
Storage	
Telephone	
Tolls	
Travel	

Accounts	Budget totals
Website	
Total Administration	**$0.00**
Bookkeeping	
Deprecation	
Equipment	
Van	
Maintenance	
Total Van	**$0.00**
Total Equipment	**$0.00**
Exchange Students - Expenses	
Insurance	
Meals and Entertainment	
Travel	
Total Exchange Students - Expenses	**$0.00**
Heritage Dinner	
Hospitality Events	
Meals	
Total Hospitality Events	**$0.00**
Interest Paid	
Payroll	$0.00
Payroll Service Fee	
Payroll Tax Expenses	
Salary and Wages	
Workers Compensation	
Total Payroll	**$0.00**
Purchases	
Repairs	
Taxes	
TGCM Expenses	$0.00
Advertising	$35000.00
Buttonstar	
Champions	
Community Impace	
Das Fenster	
Horsebay	
Houston Chronicle	
Kulp Radio	
Kwik Kopy	
Neighborhood Publishing	
Photography	
Polka	
Star Montrose	
The Rural Connection	
Tomball Chamber	
Townsquare Publications	
Total Advertising	**$35000.00**
Distributors	$37000.00
Buses	
Porta Potties	
Total Distributors	**$37000.00**
Entertainment	
Entertainers	
Hotels	
Total Entertainment	**$0.00**
Hospitality	
Meals	

Accounts	Budget totals
Total Hospitality	**$0.00**
Insurance	
Security	$8000.00
Volunteers	
Snacks	
Total Volunteers	**$0.00**
Total TGCM Expenses	**$80000.00**
TGHF Expenses	$0.00
Advertising	$35000.00
American Classifieds	
Blanco County News	
Button Star	
Community Impact	
Das Fenster	
Hello Woodlands	
Horshoebay	
Houston Chronicle	
Houston Livestock Show & Rodeo	
KStar	
Kulp Radio	
Kwik Kopy	
Neighborhood Publication	
Photography	
Polka	
Printing Materials	
ButtonStar	
FastSigns	
Total Printing Materials	**$0.00**
SP Merchandise	
Star Montrose	
Team	
The Rural Connection	
Tomball Chamber	
Townsquare Publications	
Zoogee World	
Total Advertising	**$35000.00**
Distributors	$37000.00
Buses	
Porta Potties	
Total Distributors	**$37000.00**
Entertainment	
Entertainers	
Hotels	
Total Entertainment	**$0.00**
Equipment Rental	
Hospitality	
Meals	
Total Hospitality	**$0.00**
Insurance	
Security	$8000.00
Volunteers	
Snacks	
Total Volunteers	**$0.00**
Total TGHF Expenses	**$80000.00**
Unapplied Cash Bill Payment Expense	
Uncategorized Expense	

Accounts	Budget totals
Total Expense	**$160000.00**
Other Income	
Other Expense	
Reconciliation Discrepancies-1	
Total Other Expense	
Total Net Income	**$-160000.00**

Friday, June 20, 2025 at 1:17 PM CDT

Company name: The Tomball Sister Cities Organization

Budget type: Profit and loss

Period: FY 2026

Accounts	Budget totals
Total Exchange Students - Income	**$0.00**
TGCM Income	$80000.00
Festival	$60000.00
Sponsors	$20000.00
Vendors	$100000.00
Total TGCM Income	**$260000.00**
TGHF Income	$80000.00
Festival	$60000.00
Sponsors	$20000.00
Vendors	$100000.00
Total TGHF Income	**$260000.00**
Total Income	**$520000.00**
Total Auto	**$0.00**
Total Bank Charges	**$0.00**
Total Sister City Visit	**$0.00**
Total Administration	**$0.00**
Total Van	**$0.00**
Total Equipment	**$0.00**
Total Exchange Students - Expenses	**$0.00**
Total Hospitality Events	**$0.00**
Payroll	$0.00
Payroll Service Fee	$2000.00
Payroll Tax Expenses	$4000.00
Salary and Wages	$49000.00
Workers Compensation	$237.00
Total Payroll	**$55237.00**
TGCM Expenses	$0.00
Advertising	$32500.00
Total Advertising	**$32500.00**
Distributors	$89800.00
Total Distributors	**$89800.00**
Entertainment	$56000.00
Total Entertainment	**$56000.00**
Total Hospitality	**$0.00**
Volunteers	$2500.00
Total Volunteers	**$2500.00**
Total TGCM Expenses	**$180800.00**
TGHF Expenses	$0.00
Advertising	$32200.00
Total Printing Materials	**$0.00**
Total Advertising	**$32200.00**
Distributors	$152500.00
Total Distributors	**$152500.00**
Entertainment	$55800.00
Total Entertainment	**$55800.00**
Hospitality	$1700.00
Total Hospitality	**$1700.00**
Insurance	$0.00
Volunteers	$1300.00
Total Volunteers	**$1300.00**
Total TGHF Expenses	**$3[illegible]**

Accounts	Budget totals
Total Expense	**$479537.00**
Total Net Income	**$40463.00**

Monday, October 28, 2024 at 10:55 AM CDT

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Revenue	
Interest	139.17
TGCM Income	$80,000.00
Festival	46,877.50
Sponsors	20,000.00
Vendors	103,365.00
Total for TGCM Income	**$250,242.50**
TGHF Income	$80,000.00
Festival	70,785.08
Sponsors	20,000.00
Vendors	120,000.00
Total for TGHF Income	**$290,785.08**
Total for Revenue	**$541,166.75**
Gross Profit	**$541,166.75**
Expenditures	
Accounting	4,300.00
Administration	$2,127.00
Auto	$198.60
Fuel	1,702.82
Taxes/Registration	149.50
Vehicle Insurance	3,094.14
Total for Auto	**$5,145.06**
Bank Charges	669.50
Donations	3,052.88
Dues and Subscriptions	4,950.29
Insurance	4,803.68
Internet	2,513.81
Meals	5,808.56
Postage	238.39
Préventive Maintenance	600.00
Sister City Visit	$2,198.25
Food	6,299.46
Travel	-74.50
Total for Sister City Visit	**$8,423.21**
Storage	2,556.00
Telephone	4,933.16
Tolls	513.82
Travel	495.57
Website	214.67
Total for Administration	**$47,045.60**
Exchange Students - Expenses	$307.29
Meals and Entertainment	1,093.00
Travel	74.50
Total for Exchange Students - Expenses	**$1,474.79**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Heritage Dinner	3,850.00
Hospitality Events	$800.00
Meals	241.80
Total for Hospitality Events	**$1,041.80**
Payroll	
Payroll Service Fee	2,504.19
Payroll Tax Expenses	4,077.36
Salary and Wages	53,300.04
Workers Compensation	116.78
Total for Payroll	**$59,998.37**
Scholarship	3,000.00
Taxes	58.89
TGCM Expenses	$4,002.52
Advertising	$15,606.44
Buttonstar	230.85
Photography	3,493.75
Tomball Chamber	500.00
Total for Advertising	**$19,831.04**
Distributors	$77,578.39
Buses	9,179.73
Porta Potties	6,330.00
Total for Distributors	**$93,088.12**
Entertainment	$15,000.00
Entertainers	57,990.00
Hotels	8,424.00
Total for Entertainment	**$81,414.00**
Hospitality	$1,056.00
Meals	645.26
Total for Hospitality	**$1,701.26**
Security	5,515.00
Volunteers	$227.75
Snacks	293.62
Total for Volunteers	**$521.37**
Total for TGCM Expenses	**$206,073.31**
TGHF Expenses	$2,051.62
Advertising	$23,090.18
Community Impact	3,756.25
Houston Chronicle	5,052.80
Kwik Kopy	1,604.37
Photography	1,502.50
Tomball Chamber	700.00
Total for Advertising	**$35,706.10**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Distributors	$93,840.99
Porta Potties	6,250.00
Total for Distributors	**$100,090.99**
Entertainment	$16,000.00
Entertainers	64,996.00
Hotels	8,018.01
Total for Entertainment	**$89,014.01**
Hospitality	$1,047.50
Meals	1,419.74
Total for Hospitality	**$2,467.24**
Security	9,704.90
Volunteers	$500.00
Snacks	331.54
Total for Volunteers	**$831.54**
Total for TGHF Expenses	**$239,866.40**
Uncategorized Expense	6,081.01
Total for Expenditures	**$572,790.17**
Net Operating Revenue	**-$31,623.42**
Net Revenue	**-$31,623.42**

The Tomball Sister Cities Organization

Statement of Financial Position

As of Sep 30, 2025

	TOTAL
Assets	
Current Assets	
Bank Accounts	
Amegy Checking (main) - 1450	0.00
Amegy Checking (SPONSOR)- 6566	0.00
Amegy Payroll Account - 7769	0.00
Amegy - Savings Acct - 3263	11,345.04
Forst Checking 0899 - Payroll	5,486.14
Forst Checking 0910 - Savings	6,000.00
Frost Checking (0398)	139,033.35
Frost Checking 0902 - Sponsors	5,444.68
Total for Bank Accounts	**$167,309.21**
Other Current Assets	
Other receivables	0.00
Total for Other Current Assets	**$0.00**
Total for Current Assets	**$167,309.21**
Fixed Assets	
Accummulated Depreciation	-6,756.00
Computer	3,357.09
Trailer	8,248.00
Total for Fixed Assets	**$4,849.09**
Total for Assets	**$172,158.30**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	**$0.00**
Credit Cards	
Amy CC	139.18
Craig CC	2,598.34
Sandra CC	204.27
Tomball Sister City CC	0.00
VISA 5071	0.00
Visa 7970	-479.07
Visa 8630	67.00
Total for Credit Cards	**$2,529.72**
Other Current Liabilities	
Exchange Student Fund Balance	8,134.32
Payroll Liability	0.00
Total for Other Current Liabilities	**$8,134.32**
Total for Current Liabilities	**$10,664.04**
Total for Liabilities	**$10,664.04**

The Tomball Sister Cities Organization

Statement of Financial Position

As of Sep 30, 2025

	TOTAL
Equity	
Opening Bal Equity	2,450.00
Retained Earnings	190,667.68
Net Revenue	-31,623.42
Total for Equity	**$161,494.26**
Total for Liabilities and Equity	**$172,158.30**

The Tomball Sister City Organization

Independent Accountants' Review Report and
Financial Statements for the Fiscal Year Ended September 30, 2025
(with comparative totals for 2024)

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Independent Accountants' Review Report 1

Financial Statements

Statement of Financial Position 2

Statement of Activities 3

Statement of Functional Expenses 4

Statement of Cash Flows 5

Notes to Financial Statements ..... 6 - 9

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Tipton & Company LLC
134 Vintage Park Blvd. Ste. A #106
Houston, TX 77070
www.nonprofitacctg.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
The Tomball Sister City Organization
Tomball, Texas

We have reviewed the accompanying financial statements of The Tomball Sister City Organization (a nonprofit organization), which comprise the statement of financial position as of September 30, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion
Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously reviewed The Tomball Sister City Organization's 2024 financial statements dated December 27, 2024. The summarized comparative information presented herein as of and for the year ended September 30, 2024, is consistent, in all material respects, with the reviewed financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company
Certified Public Accountants
Houston, Texas

January 23, 2026

The Tomball Sister City Organization

Statement of Financial Position

As of September 30, *(with comparative totals for 2024)*		**2025**		2024
Assets				
Cash and cash equivalents	**$**	**192,481**	$	226,287
Property and equipment, net		**1,471**		2,597
Total Assets	**$**	**193,952**	$	228,884
Liabilities and Net Assets				
Liabilities				
Deferred revenue	**$**	**25,172**	$	47,440
Accrued expenses		**10,666**		18,025
Total Liabilities		**35,838**		65,465
Net Assets				
Without donor restriction		**158,114**		163,419
Total Net Assets		**158,114**		163,419
Total Liabilities and Net Assets	**$**	**193,952**	$	228,884

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Activities

Year ended September 30, *(with comparative totals for 2024)*	**2025 Total**	2024 Total
Without Donor Restrictions		
Public Support and Revenues		
Public Support		
Tomball German Heritage Festival grant	**$ 80,000**	$ 80,000
Tomball German Christmas Market grant	**80,000**	80,000
Revenue		
Tomball German Heritage Festival sponsorship and fees	**210,785**	173,372
Tomball German Christmas Market sponsorship and fees	**197,691**	214,363
Other income	**139**	4,816
Total Public Support and Revenues	**568,615**	552,551
Expenses		
Program Activities		
Tomball German Heritage Festival	**214,319**	220,151
Tomball German Christmas Market	**240,525**	214,202
Total Program Activities	**454,844**	434,353
Supporting Activities		
Management and general	**79,646**	81,283
Fundraising	**39,430**	41,558
Total Supporting Activities	**119,076**	122,841
Total Expenses	**573,920**	557,194
Change in Net Assets	**(5,305)**	(4,643)
Net Assets, Beginning of Year	**163,419**	168,062
Net Assets, End of Year	**$ 158,114**	$ 163,419

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Functional Expenses

Year ended September 30, (with comparative totals for 2024)	Program Activities: Tomball German Heritage Festival	Program Activities: Tomball Christmas Market	Program Activities: Total Program Activities	Supporting Activities: Management & General	Supporting Activities: Fundraising	Supporting Activities: Total Supporting Activities	**2025 Total**	2024 Total
Salaries and related expenses								
Salaries and wages	$ 13,325	$ 13,325	$ 26,650	$ 15,990	$ 10,660	$ 26,650	**$ 53,300**	$ 50,551
Payroll taxes	1,019	1,019	2,039	1,223	815	2,039	**4,077**	3,867
Employee benefits	29	29	59	35	23	59	**117**	240
Total salaries and related expenses	14,374	14,374	28,747	17,248	11,499	28,747	**57,494**	54,658
Other Expenses								
Advertising	9,916	18,203	28,119	-	27,419	27,419	**55,537**	61,495
Auto	-	-	-	2,052	-	2,052	**2,052**	2,717
Depreciation	-	-	-	1,126	-	1,126	**1,126**	1,126
Distributors	93,088	100,091	193,179	-	-	-	**193,179**	143,455
Donations	-	-	-	6,053	-	6,053	**6,053**	1,784
Dues	-	-	-	4,950	-	4,950	**4,950**	3,805
Equipment rental	-	-	-	-	-	-	**-**	63,987
Exchange students	3,146	3,146	6,292	-	-	-	**6,292**	10,960
Hospitality	1,701	1,420	3,121	-	-	-	**3,121**	4,883
Insurance	-	-	-	7,898	-	7,898	**7,898**	9,977
Interest	-	-	-	-	-	-	**-**	313
Maintenance	-	-	-	600	-	600	**600**	-
Miscellaneous	-	-	-	10,387	-	10,387	**10,387**	7,793
Postage	-	-	-	238	-	238	**238**	293
Professional fees	-	-	-	4,300	-	4,300	**4,300**	4,500
Security	5,515	9,705	15,220	-	-	-	**15,220**	9,760
Service fees	626	626	1,252	1,421	501	1,922	**3,174**	3,246
Storage	-	-	-	2,556	-	2,556	**2,556**	1,300
Supplies	4,003	2,052	6,055	-	-	-	**6,055**	9,213
Taxes	15	15	30	18	12	30	**59**	3,053
Travel and entertainment	81,936	89,014	170,950	13,137	-	13,137	**184,087**	152,213
Utilities	-	-	-	7,447	-	7,447	**7,447**	5,897
Volunteers	-	1,880	1,880	-	-	-	**1,880**	-
Website	-	-	-	215	-	215	**215**	766
Total Other Expenses	199,945	226,152	426,097	62,398	27,931	90,329	**516,426**	502,536
Total Expenses	$ 214,319	$ 240,525	$ 454,844	$ 79,646	$ 39,430	$ 119,076	**$ 573,920**	$ 557,194

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Cash Flows

Year ended September 30, *(with comparative totals for 2024)*		**2025**		2024
Cash Flows from Operating Activities				
Change in Net Assets	**$**	**(5,305)**	$	(4,643)
Adjustments to reconcile change in net assets to net cash from operating activities:				
Depreciation expense		**1,126**		1,126
Change in operating assets and liabilities:				
Deferred revenue		**(22,268)**		7,315
Accrued expenses		**(7,359)**		7,271
Total Adjustments		**(28,501)**		15,712
Net Change from Operating Activities		**(33,806)**		11,069
Net Change in Cash and Cash Equivalents		**(33,806)**		11,069
Cash and Cash Equivalents, beginning of year		**226,287**		215,218
Cash and Cash Equivalents, end of year	**$**	**192,481**	$	226,287

See accompanying notes and independent accountants' review report.

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations – The Tomball Sister City Organization, (the Organization), is a nonprofit corporation founded in 2003 under the laws of the State of Texas for the purpose of the establishment, sponsorship, promotion and support of cultural, business, educational, diplomatic and other exchanges with Tomball's sister city – Telgte, Germany.

To this end the corporation endeavors to promote and heighten public interest in and appreciation of the culture, business, education, products, people or language of sister cities of the City of Tomball, Texas, and to develop programs and provide activities that highlight such culture, business, education, products, people or language, and to assist its members in the development of such programs and the provisions of such activities.

The following programs and services are supported by The Tomball Sister City Organization:

- *Tomball German Heritage Festival* – traditionally held in Tomball during the last weekend in March. It is a Music/Street festival celebrating German and ethnic heritage with four stages of live music entertainment, ethnic and festival food, beer, wine, street vendors, all kinds of German souvenirs and clothing, arts crafts, antiques, Heritage Center, German church service, fireworks, carnival, pony ride, petting zoo, strolling music makers, street performers, and much more.
- *Tomball German Christmas Market* – traditionally held in Tomball on the second weekend in December and includes live music and an open-air market. During this event, street vendors line Market and S. Walnut Streets, selling German Christmas items, arts and crafts, and much more. The event is sponsored by the City of Tomball, Tomball Sister City Organization, and German Heritage Festival.

Basis of Accounting – The financial statements of The Tomball Sister City Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation – The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents – The Organization considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values

of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Property and Equipment – Property and equipment are stated at cost or fair value at date of donation. Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Computers	2 years
Trailers	5 - 15 years

Additions and betterments of $2,500 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is noted. If the carrying amount for the asset is not recoverable, the value is written down to the asset's fair value.

Grants – Grants are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the condition.

Contributed Nonfinancial Assets – Contributed nonfinancial assets are recognized as contributions at fair value when an unconditional commitment is received from the donor. The related expense is recognized as the item is used. Contributed services are recognized as support at their estimated fair value only when the services received create or enhance nonfinancial assets or require specialized skills possessed by the individuals providing the service, and the service would typically need to be purchased if not donated.

Deferred Revenue – Fees charged to vendors participating in the Christmas Market which are received prior to a fiscal year-end but which relate to the following fiscal year are deferred and recognized as revenue in that following fiscal year, once the Christmas Market is held.

Revenue Recognition – Revenue is recognized when earned. Heritage Festival and Christmas Market sponsorship and fees revenue are deferred to the applicable period in which the related event is held.

Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Functional Allocation of Expense – The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The Organization allocates these expenses based on time and effort. Expenses that can be identified with a specific program or supporting service are allocated directly according to their natural expenditure classification.

Income Taxes – The Organization is a nonprofit corporation that is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code (“Code”) and comparable State law, and contributions to it are tax deductible within the limitations prescribed by the Code. The Organization did not conduct any unrelated

business activities in the current fiscal year. Therefore, the Organization has made no provision for federal income taxes in the accompanying financial statements.

The Organization applies the provisions of FASB ASC Topic 740, *Income Taxes*, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition.

The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Advertising – Advertising costs are expensed as incurred. Advertising expense for the year ended September 30, 2025 and 2024 was $55,537 and $61,495, respectively.

NOTE 2 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of September 30, 2025, are comprised of cash and cash equivalents amounting to $192,481.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures.

The Organization is primarily funded by grants and festival revenue. The Organization has a goal to maintain financial assets on hand to meet two festivals' operating expenses, which are, on average, approximately $100,000. The majority of the funds needed to meet the festival operating expenses is maintained in a savings account with Amegy Bank.

NOTE 3 – CONCENTRATIONS

The Organization maintains cash balances at one financial institution located in Texas. The accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At September 30, 2025 and 2024, the Organization had no uninsured balances.

For the years ended September 30, 2025 and 2024, one grantor accounted for twenty-eight percent (28%) and twenty-nine percent (29%), respectively, of total public support and revenue.

The Organization also conducts its operations solely in the Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in grants and negatively impact festival revenues.

NOTE 4 – PROPERTY AND EQUIPMENT

As of September 30, 2025 and 2024, property and equipment consist of the following:

	2025	2024
Computers	$3,357	$3,357
Trailers	8,248	8,248
Subtotal property and equipment	11,605	11,605
Less: accumulated depreciation	(10,134)	(9,008)
Total property and equipment, net	$1,471	$2,597

Depreciation expense for the years ended September 30, 2025 and 2024 was $1,126 in both years.

NOTE 5 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 23, 2026, the date the financial statements were available to be issued. No additional events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

Tomball Sister City Organization, Inc.
P. O. Box 1131, Tomball, TX 77377
AS OF 10/08/2025

Officers and Board of Directors

NAME & ADDRESS	PHONE	[redacted]	TERM EXPIRES
Kit Pfeiffer, Chair 31214 Helen Lane Tomball, Texas 77375	281-460-7630	[redacted]	2027
Mark Barnett, Vice Chair 127 Fennel Road Magnolia, Texas 77354	832-326-8141	[redacted]	2028
Sandra Martin 8118 Spring Stuebner Road Spring, Texas 77379	713-829-0313	[redacted]	2027
Craig Bogner Treasurer, General Manager 31226 Antonia Lane Tomball, Texas 77375	832-715-6291	[redacted]	2026
Amy Mason 26003 Di-jon Tomball, Texas 77377	713-412-1882	[redacted]	2028
Alicia Engelke 31214 Alice Lane Tomball, Texas 77375	713-857-8146	[redacted]	2028
Sonja Love 11907 Julia Lane Magnolia, Texas 77354	832-236-5412	[redacted]	2027
Wesley Burke 11918 Painted Canyon Dr. Tomball, Texas 77377	832-347-0699	[redacted]	2026
Nora Stovall, Secetary 307 Florence Street Tomball, Texas 77375	281-541-1449	[redacted]	2026
Shawn Mason 26003 Di-jon Tomball, Texas 77377	281-799-9292	[redacted]	2027
Brenda Bauske 17323 Granberry Gate Drive Tomball, Texas 77377	713-213-7434	[redacted]	2027
Dennis Wilkins 12515 Fort Isabella Drive Tomball, Texas 77375	713-447-1930	[redacted]	2028

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Consideration of the application for FY 2026-2027 Hotel Occupancy Tax Funds for the German Christmas Market.

Background:

Application for FY 2026-2027 Hotel Occupancy Tax Funds for the German Christmas Market.

Origination: Marketing and Finance

Recommendation:

The TAC Committee voted to proceed with the consideration of this application in the amount of $80,000.00.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: _____ No: _____ If yes, specify Account Number: ## 240.240.6356

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

Signed: Bragg Farmer 08/17/26 **Approved by:** _____
Staff Member Date City Manager Date

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027

Introduction
Through the adoption of a municipal hotel occupancy tax, the City of Tomball is responsible for promoting tourism and the hotel industry in compliance with the State of Texas Hotel Occupancy Code; Chapter 351, Subchapter B – Use and Allocation of Revenue. The City has the authority to use local hotel funds tax funds in a variety of methods, including the granting of funds to support local events and organizations.

Eligible Uses for Hotel Occupancy Tax Funds
The revenue derived from the municipal hotel occupancy tax may only be used to promote tourism and the convention and hotel industry in the community. The following are eligible uses for Tomball's HOT funds:

1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that:
    a. Are at or in the immediate vicinity of convention center facilities or visitor information centers; or
    b. Located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
6. The day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs ONLY if those administrative costs are incurred directly in the promotion and servicing of those authorized expenditures listed in 1-5 above;
7. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

Tourists are defined in Chapter 351 as an individual who travels from the individual's residence to a different municipality, county, state, or country for pleasure, recreation, education, or culture. Tourism is defined as the guidance or management of tourists.

City Policy

Any organization requesting the use of City of Tomball Municipal Hotel Occupancy Tax funds for an event or program that qualifies as an authorized use of funds as listed above must complete the "Application for Use of Hotel Occupancy Tax" as part of the annual grant application process. All requests for funding must be approved by the City of Tomball City Council. Only one project may be requested per application. Applications for annual events must be submitted each year. Funding approved in one year does not guarantee funding in subsequent years.

Approved funding will be paid to approved grantee organizations on a reimbursement basis and will not be paid in advance. The reimbursement paid to the organization will be based on the lesser of the actual costs or the amount originally approved.

Reporting Requirements

Subsequent to the event/purpose for which occupancy tax funding was approved, the organization receiving the funds shall submit a full accounting of the event/purpose and specifically highlight the costs to be reimbursed by the hotel occupancy tax. In addition to the financial accounting of the event/purpose, the report shall also include a narrative describing how the event/purpose directly enhanced or promoted tourism and the convention and hotel industry in Tomball as well as the projected number of tourists or convention delegates coming to Tomball as a result of the event/purpose and the basis for the projection. If the event/purpose is one that is ongoing throughout the year, the financial and narrative report shall be updated and submitted on a quarterly basis.

Expenditure or Quarterly Reports shall be submitted as follows:

BY MAIL OR IN-PERSON
City of Tomball
ATTN: Director of Finance
501 James Street
Tomball, TX 77375

VIA EMAIL
Finance@tomballtx.gov

City of Tomball
Hotel Occupancy Tax Grant Program
Funding Year: October 1, 2026 through September 30, 2027
Application for Use of Hotel Occupancy Tax

The City of Tomball is accepting applications for Hotel Occupancy Tax Grants for the funding period of **October 1, 2026 through September 30, 2027**.

The deadline to submit an application is 5:00 p.m., Friday, June 26, 2026.

Completed applications must be submitted to the City of Tomball by the application deadline. Applications can be submitted via email to Finance@tomballtx.gov or in-person/by mail to the City of Tomball Finance Department, 501 James St., Tomball, TX 77375. Mailed applications must be received by the City before the deadline to be considered.

For additional information or questions, please contact Perla Carrasco at (281) 290-1420 or PCarrasco@tomballtx.gov.

Section I: Organization Information

Name of Organization/Business: Tomball Sister City Org.

Street Address: PO BOX 1131

City: TOMBALL State: TX Zip Code: 77375

Contact Name: Craig Bogner

Role with Organization/Business: GM

Phone Number: 832-715-6291 Email: Craig Bogner

Type of Organization/Business ☐ Private/For Profit ☑ Non-Profit

Purpose of Organization/Business:

To keep the German culture and Heritage of Tomball.
Support a Exchange student program from our sister city program

Section II: Event/Program Information

Event/Program Name: Tomball German Christmas Market

Date(s) of Event/Program: December 11,12,13 2026

Location of Event/Program (Provide the address or a general location):

100 ,200,300 400 Blocks of Market

Website for Event/Program: Tomballgermanfest.org

Is this a new event/program? ☐ Yes ☑ No

If this is not a new event/program, how long has the event/program operated?

26 Years

Provide a detailed description of the event/program.

3 Day German Festival. 4 Music Stages, 150 + vendors, carnival, Kids area.
Free Admission, parking and shuttle for all.
To promote Tomball German Heritage and to bring visitors to Tomball

Estimated Local Attendees at Event/Program: 40 K

Estimated Out of Town Attendees at Event/Program: 20K

Section III: Funding/Expenditure Information

Amount of grant funding requested for event/program.	$ 80K
Total operating budget for event/program.	$ 269,000
Percent of event/program to be funded by grant.	29 %
Total funding dedicated to advertising or promotion of the event/program, including both grant funded and non-grant funded expenditures.	$ 30k

Provide a detailed description of how grant funds will be used if approved (additional pages can be added if necessary).

30,000 Advertising 90,000 for Generators, light towers, Pot a cans & Buses

Please indicate all promotion/advertising efforts your organization will use to alert visitors to the event/project/program.

☐ Paid Advertising	☐ Radio	☐ Television	■ Brochures
☐ Social Media	■ Newspaper	■ Online/Digital Ads	■ Press Release
☐ Other (please specify)			

Provide a description of how you intend to advertise or promote your event/program to gain overnight stays in Tomball.

All Hotels will have a link on website. Vendors hotel link during the application process. All entertainers stay in Hotel during Festival.

How will you measure the impact of your event on local overnight accommodations?

The city has Meeting with Hotels. The hotels that come most give a room count the days.

Section IV: Certification of Approved Use of HOT Funds

All requested HOT Fund grants/expenditures must meet both parts of the statutory Hotel Occupancy Tax Test. This means that all grant expenditures must 1) directly enhance and promote tourism and directly promote overnight hotel stays AND 2) fall within one of the statutorily approved expenditure categories.

1. **Does your event/program expenditure pass "Part One" of the statutory Hotel Occupancy Tax test listed below?**

Part One Test: Expenditure directly enhances and promotes tourism in Tomball and directly promotes the overnight accommodation industry in Tomball by increasing overnight stays.

☒ YES, the event/program expenditure meets the Part One test.
☐ NO, the event/program expenditure does not meet the Part One test.

2. **Does your event/program expenditure pass "Part Two" of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories?**

Select all categories that apply:

☐ Establishment, improvement, or maintenance of a convention or visitor center.
☐ Administrative cost for facilitating convention registration.
☒ Advertising, solicitations, and promotions that attract tourists or convention delegates.
☐ Encouragement, promotion, improvement, and application of the arts.
☐ Historical restoration or preservation programs.
☐ Signage directing tourists to attractions visited by hotel guests.
☐ None of the above.

Section V: Required Supplemental Information

To complete the grant application, the following additional documents are required:

1. Itemized budget of expenditures for grant funds.
2. Organization's most recent annual budget.
3. Organization's most recent financial statements. **Audited financial statements must be provided for any grant request exceeding $100,000.**
    a. Financial statements should include the organization's balance sheet and income statement for the most recently completed fiscal year.
4. List of Board of Directors/Event Committee with contact information.
5. IRS Form W-9 (only required if the correct W-9 is not already on file with the City of Tomball).
6. Any other information that supports the grant request.

Section VI: Acknowledgements and Signature

1. Applicant has read all information provided as part of this application packet and understands and will comply with all provisions herein.

2. Applicant is authorized by the associated business/organization to submit this grant application for the event/program described herein.

3. Applicant intends to use the grant for the event/program that has been applied for and will communicate with the City of Tomball immediately if any changes in the event/program occur.

4. Applicant will abide by all relevant local, state, and federal laws and regulations regarding the use of Hotel Occupancy Taxes.

5. Applicant will use grant funds to directly enhance and promote tourism and the hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.

6. Applicant understands that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.

7. Applicant acknowledges that if grant funds are awarded, the event/program organizers agree to allow the financials of the event/program to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

8. All required supplemental information is attached to this grant application.

Applicant Signature: _____

Applicant Printed Name: Craig Bogner

Date of Application: 6/7/2026

TOMBALL SISTER CITY ORGANIZATION, INC.
Tomball, Texas – Telgte, Germany
P.O. Box 1131
Tomball, Texas 77377

June 2026

Honorable Mayor and City Council

Re: Request for Support of the German Heritage Festival

The Tomball Sister City Organization, Inc. would like to continue the success of our Heritage Festival and bring thousands of visitors to Tomball this year. With this in mind, we respectfully request the following from our city:

(A) In-kind support for the 2026 TGCM, Dec.11,12,13, 2026 TGHF April 2,3,4

1. Personnel:

Public Works:
Ten (10) employees for Friday night, 6:00 pm - 11:00 pm
Twelve (12) employees for Saturday, 8:00 am - 11:00 pm
Twelve (12) employees for Sunday, 8:00 am - 9:00 pm
Employees will need the use of gators for trash pick-up

Police Department:
Ten (10) Officers for Friday, 5:00 pm - 11:00 pm
Ten (10) Officers for Saturday, 9:00 am - 11:00 pm
Ten (10) Officers for Sunday, 10:00 am - 6:00 pm
Three (3) Officers for Sunday night, 6:00 pm - 10:00 pm (for carnival area)

Fire Department:
Two (2) Firefighter/EMTs for Friday, 5:00 pm - 11:00 pm
Two (2) Firefighter/EMTs for Saturday, 9:00 am - 11:00 pm
Two (2) Firefighter/EMTs for Sunday, 10:00 am - 6:00 pm
1 Special Event Vehicle (Fire) for duration of event

2. Facilities

The use of the Community Center Friday, 10:00 am - 10:00 pm and Saturday, 8:00 am - 10:00 pm and Sunday, 8:00 am - 8:00 pm, and one (1) employee working these hours, also.

3. Supplies/Rentals:
   Four (4) 40-yard roll-off, One (1) 30-yard roll-off, and Four (4) 8-yard dumpsters.
   Seventy (70) trash barrels with 500 liners
   Thirty (30) barricades, sixteen (16) traffic cones
   Forty-Two (42) Jersey Barriers – Traffic safety & crowd protection
   Two (2) City owned Generators & Light Towers
   Fuel Top-off for Generators from City's Fuel supply

4. Street Closures:
   We respectfully request permission to close the following City Streets:
   12:00 noon, Thursday - 10:00 pm, Sunday.
   - 100 Block S. Elm Street & Oak Street
   - 100 - 200 – 300-400 Blocks of Market Street
   - Intersection of Market & 200 Block S. Walnut

   5:00 pm Friday until 10:00 pm Sunday: 100 Block Walnut (This is to give access to the Harris County Tax Office.)
   We have also requested of Harris County that S. Cherry Street be closed 9:00 am Friday – 8:00 pm, Sunday.

We request the use of the Following. 5 PM Thursday (1) Heritage Plaza Parking Lot across from City Hall. (2) East end of Heritage Park (3) South lot of the Police Parking Lot. 5 PM Friday (4) Westside of parking lot next to city hall.

(B) Cash Request: Reimbursement, not to exceed 80 K as Approved by TAC Board.

Carnival Hours: Friday, 3:00 pm – 11:00 pm; Saturday, 10:00 am – 11:00 pm; Sunday, 10:00 am – 10:00 pm.

Sincerely,
Craig Bogner

Tomball Sister City Organization

Company name: The Tomball Sister Cities Organization

Budget name: Budget of expenditures for grant funds.

Budget type: Profit and loss

Period: FY 2026

Consolidated

Accounts	Budget totals
Income	
Uncategorized Income	
Billable Expense Income	
Exchange Students - Income	
Donations	
Total Exchange Students - Income	**$0.00**
Interest	
Markup	
Rewards	
Sales of Product Income	
TGCM Income	
Festival	
Sponsors	
Vendors	
Total TGCM Income	**$0.00**
TGHF Income	
Festival	
Sponsors	
Vendors	
Total TGHF Income	**$0.00**
Total Income	**$0.00**
Cost of Goods Sold	
Cost of Goods Sold	
Total Cost of Goods Sold	
Expense	
Reconciliation Discrepancies	
Accounting	
Administration	
Auto	
Fuel	
Taxes/Registration	
Vehicle Insurance	
Total Auto	**$0.00**
Bank Charges	
Credit Card Fees	
Total Bank Charges	**$0.00**
Donations	
Dues and Subscriptions	
Insurance	
Internet	
Meals	
Postage	
Préventive Maintenance	
Sister City Visit	
Food	
Travel	
Total Sister City Visit	**$0.00**
Storage	
Telephone	
Tolls	
Travel	

Accounts	Budget totals
Website	
Total Administration	**$0.00**
Bookkeeping	
Deprecation	
Equipment	
Van	
Maintenance	
Total Van	**$0.00**
Total Equipment	**$0.00**
Exchange Students - Expenses	
Insurance	
Meals and Entertainment	
Travel	
Total Exchange Students - Expenses	**$0.00**
Heritage Dinner	
Hospitality Events	
Meals	
Total Hospitality Events	**$0.00**
Interest Paid	
Payroll	$0.00
Payroll Service Fee	
Payroll Tax Expenses	
Salary and Wages	
Workers Compensation	
Total Payroll	**$0.00**
Purchases	
Repairs	
Taxes	
TGCM Expenses	$0.00
Advertising	$35000.00
Buttonstar	
Champions	
Community Impace	
Das Fenster	
Horsebay	
Houston Chronicle	
Kulp Radio	
Kwik Kopy	
Neighborhood Publishing	
Photography	
Polka	
Star Montrose	
The Rural Connection	
Tomball Chamber	
Townsquare Publications	
Total Advertising	**$35000.00**
Distributors	$37000.00
Buses	
Porta Potties	
Total Distributors	**$37000.00**
Entertainment	
Entertainers	
Hotels	
Total Entertainment	**$0.00**
Hospitality	
Meals	

Accounts	Budget totals
Total Hospitality	**$0.00**
Insurance	
Security	$8000.00
Volunteers	
Snacks	
Total Volunteers	**$0.00**
Total TGCM Expenses	**$80000.00**
TGHF Expenses	$0.00
Advertising	$35000.00
American Classifieds	
Blanco County News	
Button Star	
Community Impact	
Das Fenster	
Hello Woodlands	
Horshoebay	
Houston Chronicle	
Houston Livestock Show & Rodeo	
KStar	
Kulp Radio	
Kwik Kopy	
Neighborhood Publication	
Photography	
Polka	
Printing Materials	
ButtonStar	
FastSigns	
Total Printing Materials	**$0.00**
SP Merchandise	
Star Montrose	
Team	
The Rural Connection	
Tomball Chamber	
Townsquare Publications	
Zoogee World	
Total Advertising	**$35000.00**
Distributors	$37000.00
Buses	
Porta Potties	
Total Distributors	**$37000.00**
Entertainment	
Entertainers	
Hotels	
Total Entertainment	**$0.00**
Equipment Rental	
Hospitality	
Meals	
Total Hospitality	**$0.00**
Insurance	
Security	$8000.00
Volunteers	
Snacks	
Total Volunteers	**$0.00**
Total TGHF Expenses	**$80000.00**
Unapplied Cash Bill Payment Expense	
Uncategorized Expense	

Accounts	Budget totals
Total Expense	**$160000.00**
Other Income	
Other Expense	
Reconciliation Discrepancies-1	
Total Other Expense	
Total Net Income	**$-160000.00**

Friday, June 20, 2025 at 1:17 PM CDT

Company name: The Tomball Sister Cities Organization

Budget type: Profit and loss

Period: FY 2026

Accounts	Budget totals
Total Exchange Students - Income	**$0.00**
TGCM Income	$80000.00
Festival	$60000.00
Sponsors	$20000.00
Vendors	$100000.00
Total TGCM Income	**$260000.00**
TGHF Income	$80000.00
Festival	$60000.00
Sponsors	$20000.00
Vendors	$100000.00
Total TGHF Income	**$260000.00**
Total Income	**$520000.00**
Total Auto	**$0.00**
Total Bank Charges	**$0.00**
Total Sister City Visit	**$0.00**
Total Administration	**$0.00**
Total Van	**$0.00**
Total Equipment	**$0.00**
Total Exchange Students - Expenses	**$0.00**
Total Hospitality Events	**$0.00**
Payroll	$0.00
Payroll Service Fee	$2000.00
Payroll Tax Expenses	$4000.00
Salary and Wages	$49000.00
Workers Compensation	$237.00
Total Payroll	**$55237.00**
TGCM Expenses	$0.00
Advertising	$32500.00
Total Advertising	**$32500.00**
Distributors	$89800.00
Total Distributors	**$89800.00**
Entertainment	$56000.00
Total Entertainment	**$56000.00**
Total Hospitality	**$0.00**
Volunteers	$2500.00
Total Volunteers	**$2500.00**
Total TGCM Expenses	**$180800.00**
TGHF Expenses	$0.00
Advertising	$32200.00
Total Printing Materials	**$0.00**
Total Advertising	**$32200.00**
Distributors	$152500.00
Total Distributors	**$152500.00**
Entertainment	$55800.00
Total Entertainment	**$55800.00**
Hospitality	$1700.00
Total Hospitality	**$1700.00**
Insurance	$0.00
Volunteers	$1300.00
Total Volunteers	**$1300.00**
Total TGHF Expenses	**$342500.00**

Accounts	Budget totals
Total Expense	**$479537.00**
Total Net Income	**$40463.00**

Monday, October 28, 2024 at 10:55 AM CDT

The Tomball Sister Cities Organization

Statement of Financial Position

As of Sep 30, 2025

	TOTAL
Assets	
Current Assets	
Bank Accounts	
Amegy Checking (main) - 1450	0.00
Amegy Checking (SPONSOR)- 6566	0.00
Amegy Payroll Account - 7769	0.00
Amegy - Savings Acct - 3263	11,345.04
Forst Checking 0899 - Payroll	5,486.14
Forst Checking 0910 - Savings	6,000.00
Frost Checking (0398)	139,033.35
Frost Checking 0902 - Sponsors	5,444.68
Total for Bank Accounts	**$167,309.21**
Other Current Assets	
Other receivables	0.00
Total for Other Current Assets	**$0.00**
Total for Current Assets	**$167,309.21**
Fixed Assets	
Accummulated Depreciation	-6,756.00
Computer	3,357.09
Trailer	8,248.00
Total for Fixed Assets	**$4,849.09**
Total for Assets	**$172,158.30**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	**$0.00**
Credit Cards	
Amy CC	139.18
Craig CC	2,598.34
Sandra CC	204.27
Tomball Sister City CC	0.00
VISA 5071	0.00
Visa 7970	-479.07
Visa 8630	67.00
Total for Credit Cards	**$2,529.72**
Other Current Liabilities	
Exchange Student Fund Balance	8,134.32
Payroll Liability	0.00
Total for Other Current Liabilities	**$8,134.32**
Total for Current Liabilities	**$10,664.04**
Total for Liabilities	**$10,664.04**

The Tomball Sister Cities Organization

Statement of Financial Position

As of Sep 30, 2025

	TOTAL
Equity	
Opening Bal Equity	2,450.00
Retained Earnings	190,667.68
Net Revenue	-31,623.42
Total for Equity	**$161,494.26**
Total for Liabilities and Equity	**$172,158.30**

The Tomball Sister City Organization

Independent Accountants' Review Report and
Financial Statements for the Fiscal Year Ended September 30, 2025
(with comparative totals for 2024)

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Independent Accountants' Review Report 1

Financial Statements

Statement of Financial Position 2

Statement of Activities 3

Statement of Functional Expenses 4

Statement of Cash Flows 5

Notes to Financial Statements ..... 6 - 9

Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Tipton & Company LLC
134 Vintage Park Blvd. Ste. A #106
Houston, TX 77070
www.nonprofitacctg.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
The Tomball Sister City Organization
Tomball, Texas

We have reviewed the accompanying financial statements of The Tomball Sister City Organization (a nonprofit organization), which comprise the statement of financial position as of September 30, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion
Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously reviewed The Tomball Sister City Organization's 2024 financial statements dated December 27, 2024. The summarized comparative information presented herein as of and for the year ended September 30, 2024, is consistent, in all material respects, with the reviewed financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company
Certified Public Accountants
Houston, Texas

January 23, 2026

The Tomball Sister City Organization

Statement of Financial Position

As of September 30, *(with comparative totals for 2024)*		**2025**		2024
Assets				
Cash and cash equivalents	**$**	**192,481**	$	226,287
Property and equipment, net		**1,471**		2,597
Total Assets	**$**	**193,952**	$	228,884
Liabilities and Net Assets				
Liabilities				
Deferred revenue	**$**	**25,172**	$	47,440
Accrued expenses		**10,666**		18,025
Total Liabilities		**35,838**		65,465
Net Assets				
Without donor restriction		**158,114**		163,419
Total Net Assets		**158,114**		163,419
Total Liabilities and Net Assets	**$**	**193,952**	$	228,884

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Activities

Year ended September 30, *(with comparative totals for 2024)*	**2025 Total**	2024 Total
Without Donor Restrictions		
Public Support and Revenues		
Public Support		
Tomball German Heritage Festival grant	**$ 80,000**	$ 80,000
Tomball German Christmas Market grant	**80,000**	80,000
Revenue		
Tomball German Heritage Festival sponsorship and fees	**210,785**	173,372
Tomball German Christmas Market sponsorship and fees	**197,691**	214,363
Other income	**139**	4,816
Total Public Support and Revenues	**568,615**	552,551
Expenses		
Program Activities		
Tomball German Heritage Festival	**214,319**	220,151
Tomball German Christmas Market	**240,525**	214,202
Total Program Activities	**454,844**	434,353
Supporting Activities		
Management and general	**79,646**	81,283
Fundraising	**39,430**	41,558
Total Supporting Activities	**119,076**	122,841
Total Expenses	**573,920**	557,194
Change in Net Assets	**(5,305)**	(4,643)
Net Assets, Beginning of Year	**163,419**	168,062
Net Assets, End of Year	**$ 158,114**	$ 163,419

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Functional Expenses

Year ended September 30, (with comparative totals for 2024)	Program Activities			Supporting Activities				
	Tomball German Heritage Festival	Tomball Christmas Market	Total Program Activities	Management & General	Fundraising	Total Supporting Activities	**2025 Total**	2024 Total
Salaries and related expenses								
Salaries and wages	$ 13,325	$ 13,325	$ 26,650	$ 15,990	$ 10,660	$ 26,650	**$ 53,300**	$ 50,551
Payroll taxes	1,019	1,019	2,039	1,223	815	2,039	**4,077**	3,867
Employee benefits	29	29	59	35	23	59	**117**	240
Total salaries and related expenses	14,374	14,374	28,747	17,248	11,499	28,747	**57,494**	54,658
Other Expenses								
Advertising	9,916	18,203	28,119	-	27,419	27,419	**55,537**	61,495
Auto	-	-	-	2,052	-	2,052	**2,052**	2,717
Depreciation	-	-	-	1,126	-	1,126	**1,126**	1,126
Distributors	93,088	100,091	193,179	-	-	-	**193,179**	143,455
Donations	-	-	-	6,053	-	6,053	**6,053**	1,784
Dues	-	-	-	4,950	-	4,950	**4,950**	3,805
Equipment rental	-	-	-	-	-	-	**-**	63,987
Exchange students	3,146	3,146	6,292	-	-	-	**6,292**	10,960
Hospitality	1,701	1,420	3,121	-	-	-	**3,121**	4,883
Insurance	-	-	-	7,898	-	7,898	**7,898**	9,977
Interest	-	-	-	-	-	-	**-**	313
Maintenance	-	-	-	600	-	600	**600**	-
Miscellaneous	-	-	-	10,387	-	10,387	**10,387**	7,793
Postage	-	-	-	238	-	238	**238**	293
Professional fees	-	-	-	4,300	-	4,300	**4,300**	4,500
Security	5,515	9,705	15,220	-	-	-	**15,220**	9,760
Service fees	626	626	1,252	1,421	501	1,922	**3,174**	3,246
Storage	-	-	-	2,556	-	2,556	**2,556**	1,300
Supplies	4,003	2,052	6,055	-	-	-	**6,055**	9,213
Taxes	15	15	30	18	12	30	**59**	3,053
Travel and entertainment	81,936	89,014	170,950	13,137	-	13,137	**184,087**	152,213
Utilities	-	-	-	7,447	-	7,447	**7,447**	5,897
Volunteers	-	1,880	1,880	-	-	-	**1,880**	-
Website	-	-	-	215	-	215	**215**	766
Total Other Expenses	199,945	226,152	426,097	62,398	27,931	90,329	**516,426**	502,536
Total Expenses	$ 214,319	$ 240,525	$ 454,844	$ 79,646	$ 39,430	$ 119,076	**$ 573,920**	$ 557,194

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Cash Flows

Year ended September 30, *(with comparative totals for 2024)*		**2025**		2024
Cash Flows from Operating Activities				
Change in Net Assets	**$**	**(5,305)**	$	(4,643)
Adjustments to reconcile change in net assets to net cash from operating activities:				
Depreciation expense		**1,126**		1,126
Change in operating assets and liabilities:				
Deferred revenue		**(22,268)**		7,315
Accrued expenses		**(7,359)**		7,271
Total Adjustments		**(28,501)**		15,712
Net Change from Operating Activities		**(33,806)**		11,069
Net Change in Cash and Cash Equivalents		**(33,806)**		11,069
Cash and Cash Equivalents, beginning of year		**226,287**		215,218
Cash and Cash Equivalents, end of year	**$**	**192,481**	$	226,287

See accompanying notes and independent accountants' review report.

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations – The Tomball Sister City Organization, (the Organization), is a nonprofit corporation founded in 2003 under the laws of the State of Texas for the purpose of the establishment, sponsorship, promotion and support of cultural, business, educational, diplomatic and other exchanges with Tomball's sister city – Telgte, Germany.

To this end the corporation endeavors to promote and heighten public interest in and appreciation of the culture, business, education, products, people or language of sister cities of the City of Tomball, Texas, and to develop programs and provide activities that highlight such culture, business, education, products, people or language, and to assist its members in the development of such programs and the provisions of such activities.

The following programs and services are supported by The Tomball Sister City Organization:

- *Tomball German Heritage Festival* – traditionally held in Tomball during the last weekend in March. It is a Music/Street festival celebrating German and ethnic heritage with four stages of live music entertainment, ethnic and festival food, beer, wine, street vendors, all kinds of German souvenirs and clothing, arts crafts, antiques, Heritage Center, German church service, fireworks, carnival, pony ride, petting zoo, strolling music makers, street performers, and much more.
- *Tomball German Christmas Market* – traditionally held in Tomball on the second weekend in December and includes live music and an open-air market. During this event, street vendors line Market and S. Walnut Streets, selling German Christmas items, arts and crafts, and much more. The event is sponsored by the City of Tomball, Tomball Sister City Organization, and German Heritage Festival.

Basis of Accounting – The financial statements of The Tomball Sister City Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation – The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents – The Organization considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values

of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Property and Equipment – Property and equipment are stated at cost or fair value at date of donation. Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Computers	2 years
Trailers	5 - 15 years

Additions and betterments of $2,500 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is noted. If the carrying amount for the asset is not recoverable, the value is written down to the asset's fair value.

Grants – Grants are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the condition.

Contributed Nonfinancial Assets – Contributed nonfinancial assets are recognized as contributions at fair value when an unconditional commitment is received from the donor. The related expense is recognized as the item is used. Contributed services are recognized as support at their estimated fair value only when the services received create or enhance nonfinancial assets or require specialized skills possessed by the individuals providing the service, and the service would typically need to be purchased if not donated.

Deferred Revenue – Fees charged to vendors participating in the Christmas Market which are received prior to a fiscal year-end but which relate to the following fiscal year are deferred and recognized as revenue in that following fiscal year, once the Christmas Market is held.

Revenue Recognition – Revenue is recognized when earned. Heritage Festival and Christmas Market sponsorship and fees revenue are deferred to the applicable period in which the related event is held.

Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Functional Allocation of Expense – The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The Organization allocates these expenses based on time and effort. Expenses that can be identified with a specific program or supporting service are allocated directly according to their natural expenditure classification.

Income Taxes – The Organization is a nonprofit corporation that is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code (“Code”) and comparable State law, and contributions to it are tax deductible within the limitations prescribed by the Code. The Organization did not conduct any unrelated

business activities in the current fiscal year. Therefore, the Organization has made no provision for federal income taxes in the accompanying financial statements.

The Organization applies the provisions of FASB ASC Topic 740, *Income Taxes*, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition.

The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Advertising – Advertising costs are expensed as incurred. Advertising expense for the year ended September 30, 2025 and 2024 was $55,537 and $61,495, respectively.

NOTE 2 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of September 30, 2025, are comprised of cash and cash equivalents amounting to $192,481.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures.

The Organization is primarily funded by grants and festival revenue. The Organization has a goal to maintain financial assets on hand to meet two festivals' operating expenses, which are, on average, approximately $100,000. The majority of the funds needed to meet the festival operating expenses is maintained in a savings account with Amegy Bank.

NOTE 3 – CONCENTRATIONS

The Organization maintains cash balances at one financial institution located in Texas. The accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At September 30, 2025 and 2024, the Organization had no uninsured balances.

For the years ended September 30, 2025 and 2024, one grantor accounted for twenty-eight percent (28%) and twenty-nine percent (29%), respectively, of total public support and revenue.

The Organization also conducts its operations solely in the Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in grants and negatively impact festival revenues.

NOTE 4 – PROPERTY AND EQUIPMENT

As of September 30, 2025 and 2024, property and equipment consist of the following:

	2025	2024
Computers	$3,357	$3,357
Trailers	8,248	8,248
Subtotal property and equipment	11,605	11,605
Less: accumulated depreciation	(10,134)	(9,008)
Total property and equipment, net	$1,471	$2,597

Depreciation expense for the years ended September 30, 2025 and 2024 was $1,126 in both years.

NOTE 5 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 23, 2026, the date the financial statements were available to be issued. No additional events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Revenue	
Interest	139.17
TGCM Income	$80,000.00
Festival	46,877.50
Sponsors	20,000.00
Vendors	103,365.00
Total for TGCM Income	**$250,242.50**
TGHF Income	$80,000.00
Festival	70,785.08
Sponsors	20,000.00
Vendors	120,000.00
Total for TGHF Income	**$290,785.08**
Total for Revenue	**$541,166.75**
Gross Profit	**$541,166.75**
Expenditures	
Accounting	4,300.00
Administration	$2,127.00
Auto	$198.60
Fuel	1,702.82
Taxes/Registration	149.50
Vehicle Insurance	3,094.14
Total for Auto	**$5,145.06**
Bank Charges	669.50
Donations	3,052.88
Dues and Subscriptions	4,950.29
Insurance	4,803.68
Internet	2,513.81
Meals	5,808.56
Postage	238.39
Préventive Maintenance	600.00
Sister City Visit	$2,198.25
Food	6,299.46
Travel	-74.50
Total for Sister City Visit	**$8,423.21**
Storage	2,556.00
Telephone	4,933.16
Tolls	513.82
Travel	495.57
Website	214.67
Total for Administration	**$47,045.60**
Exchange Students - Expenses	$307.29
Meals and Entertainment	1,093.00
Travel	74.50
Total for Exchange Students - Expenses	**$1,474.79**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Heritage Dinner	3,850.00
Hospitality Events	$800.00
Meals	241.80
Total for Hospitality Events	**$1,041.80**
Payroll	
Payroll Service Fee	2,504.19
Payroll Tax Expenses	4,077.36
Salary and Wages	53,300.04
Workers Compensation	116.78
Total for Payroll	**$59,998.37**
Scholarship	3,000.00
Taxes	58.89
TGCM Expenses	$4,002.52
Advertising	$15,606.44
Buttonstar	230.85
Photography	3,493.75
Tomball Chamber	500.00
Total for Advertising	**$19,831.04**
Distributors	$77,578.39
Buses	9,179.73
Porta Potties	6,330.00
Total for Distributors	**$93,088.12**
Entertainment	$15,000.00
Entertainers	57,990.00
Hotels	8,424.00
Total for Entertainment	**$81,414.00**
Hospitality	$1,056.00
Meals	645.26
Total for Hospitality	**$1,701.26**
Security	5,515.00
Volunteers	$227.75
Snacks	293.62
Total for Volunteers	**$521.37**
Total for TGCM Expenses	**$206,073.31**
TGHF Expenses	$2,051.62
Advertising	$23,090.18
Community Impact	3,756.25
Houston Chronicle	5,052.80
Kwik Kopy	1,604.37
Photography	1,502.50
Tomball Chamber	700.00
Total for Advertising	**$35,706.10**

The Tomball Sister Cities Organization

Statement of Activity

October 1, 2024-September 30, 2025

	TOTAL
Distributors	$93,840.99
Porta Potties	6,250.00
Total for Distributors	**$100,090.99**
Entertainment	$16,000.00
Entertainers	64,996.00
Hotels	8,018.01
Total for Entertainment	**$89,014.01**
Hospitality	$1,047.50
Meals	1,419.74
Total for Hospitality	**$2,467.24**
Security	9,704.90
Volunteers	$500.00
Snacks	331.54
Total for Volunteers	**$831.54**
Total for TGHF Expenses	**$239,866.40**
Uncategorized Expense	6,081.01
Total for Expenditures	**$572,790.17**
Net Operating Revenue	**-$31,623.42**
Net Revenue	**-$31,623.42**

Tomball Sister City Organization, Inc.
P. O. Box 1131, Tomball, TX 77377
AS OF 10/08/2025

Officers and Board of Directors

NAME & ADDRESS	PHONE	EMAIL	TERM EXPIRES
Kit Pfeiffer, Chair 31214 Helen Lane Tomball, Texas 77375	281-460-7630	[redacted]	2027
Mark Barnett, Vice Chair 127 Fennel Road Magnolia, Texas 77354	832-326-8141	[redacted]	2028
Sandra Martin 8118 Spring Stuebner Road Spring, Texas 77379	713-829-0313	[redacted]	2027
Craig Bogner Treasurer, General Manager 31226 Antonia Lane Tomball, Texas 77375	832-715-6291	[redacted]	2026
Amy Mason 26003 Di-jon Tomball, Texas 77377	713-412-1882	[redacted]	2028
Alicia Engelke 31214 Alice Lane Tomball, Texas 77375	713-857-8146	[redacted]	2028
Sonja Love 11907 Julia Lane Magnolia, Texas 77354	832-236-5412	[redacted]	2027
Wesley Burke 11918 Painted Canyon Dr. Tomball, Texas 77377	832-347-0699	[redacted]	2026
Nora Stovall, Secetary 307 Florence Street Tomball, Texas 77375	281-541-1449	[redacted]	2026
Shawn Mason 26003 Di-jon Tomball, Texas 77377	281-799-9292	[redacted]	2027
Brenda Bauske 17323 Granberry Gate Drive Tomball, Texas 77377	713-213-7434	[redacted]	2027
Dennis Wilkins 12515 Fort Isabella Drive Tomball, Texas 77375	713-447-1930	[redacted]	2028

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 20, 2025

Topic:

Consideration of and action on the election of the Texas Municipal League Region 14 Director.

Background:
The official ballot for the election of the Region 14 Director of Texas Municipal League (TML) has been received by the City Secretary. Each TML member city is entitled to one vote, which must be cast by a majority vote of the City Council. The nominees on the ballot have been nominated to serve a one-year term on the TML Board of Directors:

- Sally Branson, Council Member, Friendswood (Incumbent)
- Jaquavous S. Doucette, Mayor Pro Tem, Prairie View
- Bert Miller, Council Member, Navasota

Ballots much be submitted to the TML office by 5pm, November 5, 2026.

Origination: City Secretary

Recommendation: Vote for one candidate for TML Region 14 Director.

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

FUNDING (IF APPLICABLE)

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

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

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

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

OFFICIAL BALLOT

Texas Municipal League (TML) Region 14 Director Election

This is the official ballot for the election of the Region 14 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on November 5, 2026. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

Region 14 Director (select one)

☐ **Sally Branson, Councilmember, Friendswood (Incumbent)**

☐ **Jaquavous S. Doucette, Mayor Pro Tem, Prairie View**

☐ **Bert Miller, Councilmember, Navasota**

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this _____ day of _____, 2026.

_____ _____

Signature of Authorized Official Title

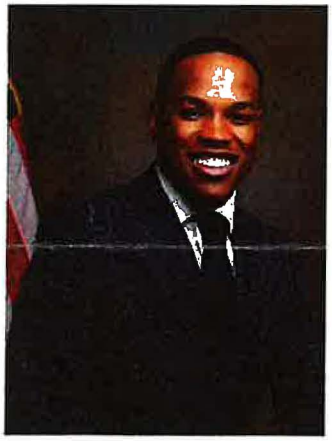
_____ _____

Printed Name of Authorized Official Printed Name of City

Region 14 Director Candidate Biographies (printed on both sides)

Sally Branson, Councilmember, Friendswood (Incumbent)

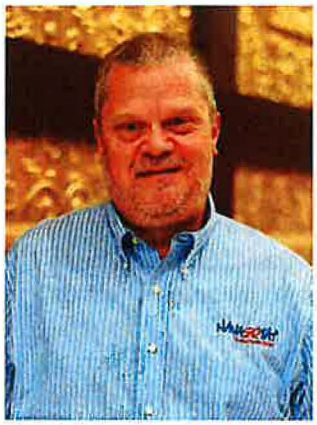
Sally Branson is a lifelong Friendswood resident and dedicated community leader. A graduate of Friendswood High School, she earned a Bachelor of Business Administration from The University of Texas at Austin before returning home to Friendswood. She and her husband of more than 35 years, Jon, raised three children, all graduates of Friendswood High School, and are now the proud grandparents of three grandchildren attending Friendswood schools. Councilmember Branson began her career at NASA Johnson Space Center in the Chief Financial Officer's Directorate in 1989 before transitioning to the financial services industry in 2000. She chose downtown Friendswood as the home for her business, which she now owns and manages with her oldest son. She was first elected to the Friendswood City Council in 2017 after serving three years on the Planning and Zoning Commission. She currently serves as liaison to the Community Economic Development Committee and the Houston-Galveston Area Council (H-GAC), where she served as chair of the 13-county region in 2023. She also serves as secretary of the Transportation Policy Council and as the small city representative for the eight-county region. Her regional and statewide leadership includes service on the board of the Bay Area Houston Transportation Partnership and the Texas Municipal League (TML) Board of Directors, where she represents Region 14. She previously served as the region's president. She also currently chairs the Galveston County Historical Commission, serves on the board of the Friendswood Historical Society, and is an active member of the Friendswood Rotary Club. She previously served on the Friendswood Education Foundation Board for more than 18 years and participated in establishing the Friends of Downtown Friendswood Association. Through her public service and community involvement, Councilmember Branson remains committed to giving back to the community she has called home throughout her life.



Jaquavous S. Doucettte, Mayor Pro Tem, Prairie View

Jaquavous Doucette serves as the mayor pro tem of Prairie View. As one of the youngest elected officials serving in Texas municipal government, he recognizes that leadership is not defined by age, but by the willingness to listen, learn, serve, and leave communities stronger for future generations. As a proud graduate of Prairie View A&M University, his perspective is shaped by a community that represents an important part of Texas: a small municipality with a rich history, a major university, a growing population, and the unique opportunities and challenges facing rural and emerging communities across the state. His public service began as a student leader, serving as the Student Government Association president and later as a student regent of The Texas A&M University System, representing more than 160,000 students across Texas. His interest in serving on the TML Board of Directors reflects a commitment to ensuring that TML leadership represents the diversity of Texas municipalities, from rural communities and small towns to rapidly growing cities. His municipal priorities include growth, infrastructure, economic development, technology, transparency, workforce development, and meaningful resident engagement. Through service on the TML Board, he seeks to bring Prairie View's perspective to statewide discussions, learn from municipal leaders across Texas, and contribute to strengthening the collective voice of cities of all sizes.

Region 14 Director Candidate Biographies (printed on both sides)



Bert Miller, Councilmember, Navasota

Bert Miller has lived in Navasota all his life, where he graduated from Navasota High School and earned his Eagle Scout ranking in 1983. He continued his studies at Stephen F. Austin State University and later worked for Trinity Industries as a sales engineer. In 2007, he joined the family independent insurance agency after his grandfather became ill. He later sold the insurance agency in 2026 but continues to be the owner of Classic Rock Coffee Co & Kitchen, that opened in 2016. Miller has been a community volunteer for most all his life, volunteering with the chamber of commerce in his teenage years, and later in the Junior Chamber (Jaycee) local chapter and state organization for 10 years. Service to the City of Navasota began in 2000, where he served on the parks and recreation board. This eventually led to him running and winning a seat on city council in 2005, where he currently serves as a councilmember but previously served as mayor. He is a Certified Municipal Official (CMO) and a past member of the TML Board of Directors. Following in the footsteps of his grandfather and father, Miller enjoys economic development and is always looking for ways to improve the quality of life in Navasota. He serves on several boards, including Brazos Valley Council of Governments, Workforce Solutions Brazos Valley, Grimes Health Resource Commission, Brazos Transit District, Grimes Health Resource Commission, Navasota ISD Education Foundation, Grimes County Crimestoppers, and Navasota Economic Development Corporation. He also is a member of Navasota Kiwanis Club, Navasota Theatre Alliance, and Arts Council Brazos Valley. In his spare time, he enjoys picking and collecting, particularly Coca-Cola memorabilia, playing golf, spending time with family, and Mocha, his chocolate lab. He loves Navasota and local history.

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 05, 2026

Topic:

Consideration and possible action to approve Resolution No. 2026-43, cancelling the December 21, 2026 Regular City Council Meeting.

Background:

The December 21, 2026, Regular City Council Meeting falls during the week of Christmas. Due to the holiday period and anticipated lower attendance, it is recommended that the meeting be cancelled.

Origination: David Esquivel, City Manager

Recommendation:

Approve Resolution No. 2026-43.

Party(ies) responsible for placing this item on agenda: Shannon Bennett, Assistant City Secretary

FUNDING (IF APPLICABLE)

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

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

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

Signed _____ Approved by _____

Staff Member Date City Manager Date

RESOLUTION 2026-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, CANCELLING THE DECEMBER 21, 2026, CITY COUNCIL MEETING.

* * * * * * * * * *

WHEREAS, the December 21, 2026, City Council meeting falls close to the Christmas holiday and attendance will be low.

NOW THEREFORE, BE IT RESOLVED and ordered that the December 21, 2026, City Council meeting will be cancelled.

PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL HELD ON THE 5th day of OCTOBER 2026.

_____

Lori Klein Quinn, Mayor

ATTEST :

_____

Thomas Harris, City Secretary

Regular Tomball EDC
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve, on First Reading, Resolution No. 2026-44-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Old Town Façade Improvement Grant by and between the Corporation and D&A Sno, LLC dba Sno Angels Sno Balls to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprises to be located at 525 W. Main Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is an amount not to exceed $40,000.00.

Background:

On September 15, 2026, the Tomball Economic Development Corporation (TEDC) Board of Directors unanimously approved, as a Project of the Corporation, an Old Town Façade Improvement Grant with D&A Sno, LLC dba Sno Angels Sno Balls for building improvements for new or expanded business enterprise. The Tomball City Council has final approval authority over all programs and expenditures of the Corporation.

Origination: Tomball Economic Development Corporation Board of Directors

Recommendation: Approval of Resolution No. 2026-44-TEDC

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: #Old Town Façade Improvement Grants

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

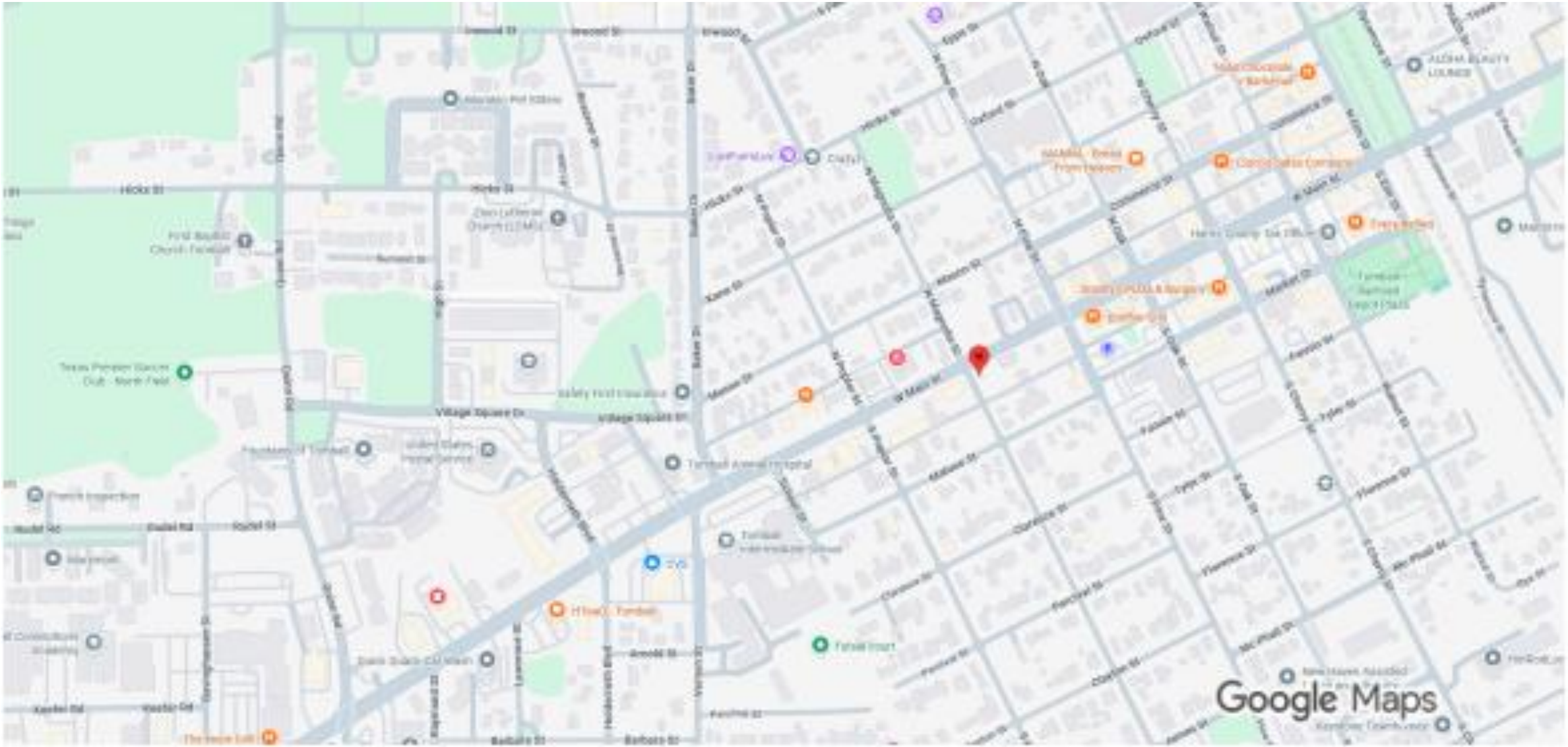
Signed Approved by

Staff Member-TEDC Date Executive Director-TEDC Date

OLD TOWN FAÇADE IMPROVEMENT GRANT

Business Name:
Sno Angels Sno Balls

Address:
525 W Main Street
Tomball, Texas 77375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REQUEST LETTER

D&A Sno LLC

20818 Highet Place Tomball, TX 77375

August 9, 2026

Dear Tomball Economic Development Corporation,

We are writing to you today seeking to be a part of the beautification and economic development of the city of Tomball.

We have acquired a lease with Mr. Paul Michna, the owner of 525 W. Main Street Tomball, 77375.

Our company has operated as a Sno Ball and Treat Trailer since March 2026. Since we have grown rapidly, we are encouraged to build something permanent in down town Tomball. Our Products are Louisiana Style Sno balls. We have a gourmet product, made with soft shaved ice with kosher, fresh fruit, dye free, sugar free syrups and toppings.

We have a huge community and following in such a short time that we are so excited to start our remodel and beautification of the building. Our customers are already very excited as well. We believe we will do a great job with the design and becoming a landmark in our community.

Because the building is older and has lots of construction need such as new signage, façade improvement, property improvement and landscaping, we are seeking to apply for financial aids such as grants that your company has available to the community such as The Business Improvement Grant Program. With this money we will bring more community and help the economy of our little down town Tomball.

We would greatly appreciate your approval for our small, veteran-family owned business.

Thank you for your consideration.

Sincerely,

D&A Sno LLC D.B.A Sno Angels Sno Balls,

David Marquez and Andrea Marquez

Owners and Operators

TOTAL PROJECT INVESTMENT

Proposed project has a total investment of approximately

$117,057.50*

*Permitting and fees are not covered

ESTIMATE

RHEMA BUILDING MAINTENANCE

EXTERIOR BUILDING RENOVATION & PAINTING PROPOSAL

Commercial Exterior Renovation • Painting • Surface Repair

Project: Exterior Building Repair, Preparation & Painting

Date: August 11, 2026

PROJECT DESCRIPTION

Rhema Building Maintenance proposes to perform exterior preparation, repairs, sealing, and painting of the existing commercial building shown in the provided photographs. The work is intended to give the property a clean, professional appearance while repairing deteriorated areas and protecting the exterior from weather.

PROPOSED COLOR SCHEME

Main Exterior: Bright white exterior paint, commercial-grade, satin finish. The white will be used on the primary wood siding and masonry walls to create a clean, refreshed appearance.

Trim & Accents: Black exterior paint, semi-gloss finish, for fascia, soffits, door and window trim, selected canopy/metal trim, and other architectural accents.

Signage: Existing red branding/signage will remain unless the owner requests removal, repainting, or replacement. Black and white building colors will be coordinated around the existing signage.

ITEMIZED SCOPE OF WORK

1	**Mobilization & Site Preparation**	Protect sidewalks, doors, windows, landscaping and surrounding areas; set up work area and safety equipment.	$750
2	**Exterior Surface Preparation**	Pressure wash/clean exterior surfaces; remove dirt, mildew and loose paint; scrape and sand deteriorated areas.	$1,250
3	**Wood Siding Repairs**	Repair or replace damaged/loose exterior siding as needed; includes minor carpentry repairs.	$1,200
4	**Brick/Masonry Repairs**	Clean masonry and repair minor cracks, holes and deteriorated areas prior to coating.	$650
5	**Caulking & Weather Sealing**	Remove failed caulking and reseal applicable joints around windows, doors, siding, trim and penetrations.	$650
6	**Primer/Sealer**	Apply appropriate bonding/wood/masonry primer to prepared surfaces and repaired areas.	$1,100
7	**Exterior Building Painting**	Apply two finish coats of commercial-grade white exterior paint to wood siding and masonry surfaces.	$2,750
8	**Fascia, Soffits & Metal Surfaces**	Prepare and paint fascia, soffits, metal trim and exposed exterior surfaces in black.	$1,150
9	**Exterior Doors & Trim**	Prepare, prime as needed, and paint exterior doors, frames and associated trim in black.	$650
10	**Sign/Canopy Areas**	Prepare and paint exposed portions of sign/canopy support structures while protecting existing signage.	$850
11	**Final Touch-Up & Cleanup**	Final inspection, touch-ups, removal of masking/protection and cleanup of work area.	$650

ESTIMATED PROJECT TOTAL	**$11,650.00**
30% DEPOSIT	$3,495.00
40% PROGRESS PAYMENT	$4,660.00
30% FINAL PAYMENT	$3,495.00

ADDITIONAL REPAIR NOTES

The photographs show weathering of the wood siding, fascia/canopy areas and exterior finishes. These areas will be cleaned and prepared before painting. Loose or damaged siding will be repaired where reasonably accessible. Cracks and openings around doors, windows, siding joints and penetrations will be sealed to improve the finished appearance and weather resistance.

IMPORTANT EXCLUSIONS

This estimate does not include major structural repairs, roof replacement, electrical repairs, plumbing repairs, HVAC repairs, replacement of large sections of siding, replacement of windows or doors, or complete replacement of existing signage. The apparent canopy/sign structure and roof-area damage should be inspected before work begins. Major structural, roofing or water-damage repairs discovered after preparation will be quoted separately.

ESTIMATE

ESTIMATE / PROPOSAL

Exterior Painting & Canvas Sign Coating

Date: August 13, 2026
Proposal ID: EST-2026-0813
Prepared For: Property Owner / Business Manager

1. DETAILED SCOPE OF WORK

A. Surface Preparation

- **Pressure Washing:** Thorough high-pressure wash on exterior siding, masonry walls, doors, trim, soffits, and canvas sign structure to eliminate dirt, mildew, chalking, and grime.
- **Scraping & Sanding:** Hand-scrape peeling/flaking paint from siding, doors, and trim; feather-sand edges smooth for optimum paint adhesion.
- **Caulking & Sealing:** Seal gaps around window frames, exterior door casings, and siding joints using high-performance exterior acrylic-silicone sealant.
- **Priming:** Apply multi-surface bond primer to exposed raw wood, patched masonry areas, and metal fixtures.

B. Exterior Building Painting

- **Siding & Trim:** Apply two (2) coats of premium 100% acrylic exterior paint (semi-gloss or satin) to all exterior wood/masonry siding, soffits, and fascia.
- **Doors & Windows:** Paint front glass-door frame trim, side entry door, and window casings.
- **Pole Sign Frame Structure:** Prep and paint the raised pole sign frame and structural supports adjacent to the building.

C. Canvas Awning & Sign Refinishing

- **Preparation:** Gentle detergent hand-wash and low-pressure rinse of canvas awning structure to preserve material integrity.
- **Coating Application:** Apply two (2) coats of flexible, weather-resistant acrylic fabric/awning paint designed to cover existing lettering/logos completely while preventing cracking or peeling.

2. RECOMMENDED MATERIALS & EQUIPMENT

- **Building Exterior Paint:** Premium 100% Acrylic Exterior Latex (e.g., Sherwin-Williams Duration / Benjamin Moore MoorGard).
- **Canvas Sign Paint:** Flexible Exterior Acrylic / Specialty Vinyl & Canvas Coating.
- **Sealants & Primers:** Premium elastomeric exterior sealant and multi-surface masonry/wood primer.
- **Equipment & Rigging:** Commercial pressure washer, extension ladders, safety rigging, drop cloths, and spray/roller equipment.

3. ESTIMATED COST BREAKDOWN

DESCRIPTION	CATEGORY	ESTIMATED TOTAL
Surface Prep & Repairs Pressure washing, scraping, caulking, spot priming	Labor & Prep Supplies	$450 – $650
Building Exterior Painting Siding, masonry back wall, trim, doors, soffits	Paints, Primers, Labor	$1,200 – $1,600
Canvas Awning Sign Refinishing Specialty coating & labor for awning fascia	Canvas Paint, Labor	$350 – $550
Pole Sign Frame / Structure Prep & paint metal frame elements	Metal Primer, Paint, Labor	$200 – $350
Total Estimated Project Range		**$2,200 – $3,150**

4. PROJECT TERMS & SCHEDULE

- **Estimated Timeline:** 2 to 3 consecutive dry days (weather permitting).
- **Payment Terms:** 30% deposit required upon contract signing; remaining 70% final balance due upon satisfactory project completion.
- **Warranty:** Includes a 2-year warranty against peeling, blistering, or flaking resulting from workmanship defects.

Note: Final color selections, sheen preferences, and specific paint brand choices can be customized prior to signing the final agreement.

ESTIM

RENOVATION PROPOSAL & ESTIMATE

Front Entrance Relocation & Storefront Window Installation

PROJECT	PROPERTY TYPE	PROPOSAL DATE
Entrance Relocation & Windows	**Commercial Building**	**August 14, 2026**

1. PROJECT OVERVIEW

This proposal outlines the labor, materials, structural modifications, and finishing required to modify the main building exterior. The scope includes removing the current double-door glass entrance at the front, framing and installing a single glass entrance door on the side wall, replacing the original front entrance with a matching storefront window, and installing additional front window units.

2. SCOPE OF WORK

Phase 1: Demolition & Site Preparation

- **Front Door Demolition:** Carefully remove the existing front glass entrance door assembly and aluminum frame.
- **Side Wall Opening Preparation:** Measure, mark, and cut the structural side wall section to prepare the rough opening for the relocated door.
- **Debris Removal:** Dispose of non-reusable structural framing materials and construction debris per local code requirements.

Phase 2: Framing & Structural Modifications

- **Side Entrance Framing:** Construct new load-bearing header, king studs, and jack studs on the side wall to support the single commercial glass entry door.
- **Front Window Framing:** Reframe the former front entrance opening to receive a full-height matching commercial storefront window unit.
- **Siding & Envelope Repairs:** Patch, seal, flash, and weather-proof exterior siding surrounding all modified openings to maintain weather tightness.

Phase 3: Door & Window Installation

- **Side Door Unit:** Install a commercial-grade single glass aluminum-frame entry door on the side wall, including threshold, heavy-duty weather stripping, commercial lockset, and automatic door closer.
- **Front Replacement Window:** Install a fixed commercial glass storefront window unit in place of the former front entrance.
- **Additional Front Window Units:** Supply and install extra storefront window units along the front wall as designated.

Phase 4: Exterior & Interior Finishing

- **Exterior Trim & Paint:** Install matching exterior siding trim around new window and door perimeters; touch up exterior paint to blend seamlessly with existing siding.
- **Interior Trim & Drywall:** Repair interior drywall, tape, float, texture, and install interior trim around all newly installed openings.
- **Final Inspection & Site Cleanup:** Clean all glass surfaces, power-vacuum work area, and haul away all remaining job site debris.

3. ESTIMATED COST BREAKDOWN

ITEM / DESCRIPTION	LABOR & MATERIALS SCOPE	ESTIMATED COST (USD)
Demolition & Site Prep	Removal of existing door, cutting side opening, waste removal	$1,200 – $1,800
Framing & Structural	Header installation, rough framing, exterior sheath & waterproofing	$2,500 – $3,800
Side Door Unit & Hardware	Single aluminum commercial glass door kit, lockset & installation	$2,200 – $3,500
Commercial Window Units	Replacement window (former door spot) + additional front windows	$4,500 – $7,000
Siding, Drywall & Paint	Interior drywall patch, exterior siding repair, trim, paint touch-up	$1,800 – $2,800
Permits & Inspection	Local commercial building permits and municipal inspection fees	$400 – $800
Total Estimated Budget		**$12,600 – $19,700**

4. Terms & Project Timeline

- **Estimated Duration:** 5 to 8 working days (subject to glass and custom door material lead times).
- **Permitting:** Work to commence immediately upon approval of necessary municipal commercial alteration permits.
- **Payment Terms:** 40% deposit upon contract signing, 40% upon rough framing inspection, and 20% upon final completion and customer sign-off.

ESTIMATE

PRELIMINARY CONSTRUCTION ESTIMATE

ADA-Compliant Outdoor Bathroom Addition

Project	ADA Outdoor Bathroom Addition
Existing Building	Existing masonry/block commercial building
Proposed Location	Approximately one-half of the right side of the existing building
Purpose	Construct a new enclosed outdoor bathroom with plumbing, electrical, insulation, HVAC, finishes, and ADA accessibility

ESTIMATED PROJECT COST

SCOPE OF WORK	ESTIMATED COST
Site preparation, layout & excavation	$1,500
Concrete/slab and ADA approach	$2,500
Wood framing and structural materials	$3,200
Exterior/interior wall construction	$1,800
Insulation	$850
Roofing and weatherproofing	$1,400
Plumbing rough-in	$3,200
ADA toilet, sink & plumbing fixtures	$1,800
Electrical wiring, outlets & lighting	$2,100
Electrical panel/circuit modifications	$1,000
ADA exterior door, frame & hardware	$1,400
Electronic/keypad access system	$850
A/C ductwork and HVAC connection	$1,000
Bathroom exhaust ventilation	$500
Drywall/appropriate wall finish	$1,100
Interior/exterior painting	$1,400
Flooring and base	$1,000
Grab bars and ADA accessories	$700
Water heater allowance	$1,000
Appliances/equipment allowance	$700
Permits, inspections & miscellaneous	$1,000
Cleanup and construction disposal	$700
ESTIMATED TOTAL	**$32,000**

Recommended Proposal Price: $33,700

The recommended proposal amount provides a reasonable allowance for the project while recognizing that final costs depend on field measurements, existing utility locations, permitting, and code requirements.

ESTIMATE

PROPOSED WORK ESTIMATE

Commercial Drive-Thru Window Retrofit & Interior Modifications

Estimate #: EST-2026-8842
Date: August 11, 2026
Site Ref: Left-Side Exterior Wall
Valid Through: 30 Days

1. EXECUTIVE SUMMARY & SITE ASSESSMENT

This scope of work and itemized estimate covers the structural, exterior, and interior alterations required to convert the left-side section of the building into a commercial drive-thru service window. Based on the site evaluation, the project utilizes the left exterior wall opening, reconfigures the carpeted service pit, and connects seamlessly with the existing LVP lobby area.

Existing Site Conditions Analysis

- **Left Wall Opening:** Fixed glass unit removed; opening expanded with structural steel header.
- **Interior Flooring:** Commercial carpet area converted into staff service station.
- **Lobby Zone:** LVP flooring retained for public counter & customer flow.
- **Power & Data:** Left wall utility outlets integrated into new service counter casework.

Proposed Solution & Technology Spec

- **Service Window:** Heavy-duty auto-sliding aluminum window with security locking & tempered glass.
- **Air Barrier:** Ceiling-integrated dynamic positive-pressure air curtain to reject vehicle exhaust.
- **Service Station:** Custom L-shaped quartz service counter with POS & headset integration.
- **Civil / Exterior:** Concrete lane approach pad, heavy steel bollards & menu board setup.

2. ITEMIZED SCOPE OF WORK & COST BREAKDOWN (PART 1)

Ref	Task & Materials Description	Category	Est. Cost ($)
Phase 1: Architecture, Permitting & Engineering			
1.1	Architectural elevation drawings, structural engineer seal, permit filings	Professional Services	3,850.00
1.2	Traffic flow, vehicle ingress/egress safety study & code review	Consulting	1,200.00
Phase 2: Demolition & Structural Wall Opening Modification			
2.1	Remove existing left window, interior drywall, trim, & exterior cladding	Demolition	1,650.00
2.2	Install structural steel lintel header, double wall studs & sill pan	Structural Framing	4,900.00
Phase 3: Drive-Thru Window Unit & HVAC Air Curtain System			
3.1	36" x 36" Auto-sliding commercial aluminum window w/ optical sensor & security glass	Glazing / Materials	6,450.00
3.2	Commercial positive-pressure air curtain (fly fan) & ceiling duct integration	HVAC Mechanical	3,200.00
3.3	Window anchoring, flashing, weatherproofing sealant & stainless sill threshold	Specialized Labor	1,850.00

2. ITEMIZED SCOPE OF WORK & COST BREAKDOWN (PART 2)

Ref	Task & Materials Description	Category	Est. Cost ($)
Phase 4: Interior Fit-Out, Electrical & POS Integration			
4.1	Custom quartz L-shaped service counter, lower cabinets & wire management	Millwork / Casework	5,800.00
4.2	Dedicated 20A circuits for air curtain, window motor, POS terminals & outlets	Licensed Electrical	2,750.00
4.3	Low-voltage data cabling, intercom system, headset basestation setup	Low-Voltage Systems	1,450.00
Phase 5: Exterior Drive Lane, Paving, Security & Signage			
5.1	Concrete pad approach, saw cutting, vehicle induction loop detector setup	Civil / Paving	4,600.00
5.2	Heavy-duty 6" steel protective bollards (concrete-filled) adjacent to lane	Site Safety	1,250.00
5.3	Illuminated exterior menu board structure, clearance bar, directional arrows & striping	Signage & Painting	3,900.00
Phase 6: Project Management, Finishes & Final Cleanup			
6.1	Wall patching, commercial paint match on left wall, floor transition strips & trim	Interior Finishes	1,150.00
6.2	General contractor management, safety supervision, final inspections & clean-up	GC Oversight	3,800.00
		SUBTOTAL ITEMIZED WORK:	$48,150.00
		ESTIMATED CONTINGENCY (5%):	$2,407.50
		TOTAL PROPOSED ESTIMATE:	$50,557.50

3. PROPOSED IMPLEMENTATION SCHEDULE

Period	Milestones & Major Work Tasks	Target Stage
Weeks 1 – 2	Architectural engineering plans, zoning permits & material procurement	Pre-Construction
Week 3	Demolition, left wall header installation, framing & rough exterior opening	Structural Modifications
Week 4	Drive-thru window mounting, HVAC air curtain ducting, electrical/data wiring	Systems Integration
Week 5	Concrete lane extension, loop detectors, bollards, menu board & counter casework	Civil & Millwork
Week 6	System testing/commissioning, final inspection signoff & client handover	Project Handover

Terms & Assumptions: Pricing based on normal working hours. Standard warranty applies (1-year contractor labor, manufacturer equipment warranties). Excludes hazardous material remediation or major unseen structural masonry defects.

4. AUTHORIZATION & ACCEPTANCE

Client Acceptance

AUTHORIZED SIGNATURE

PRINTED NAME & TITLE

DATE

Contractor Approval

AUTHORIZED REPRESENTATIVE

COMMERCIAL CONTRACTING DIVISION

DATE

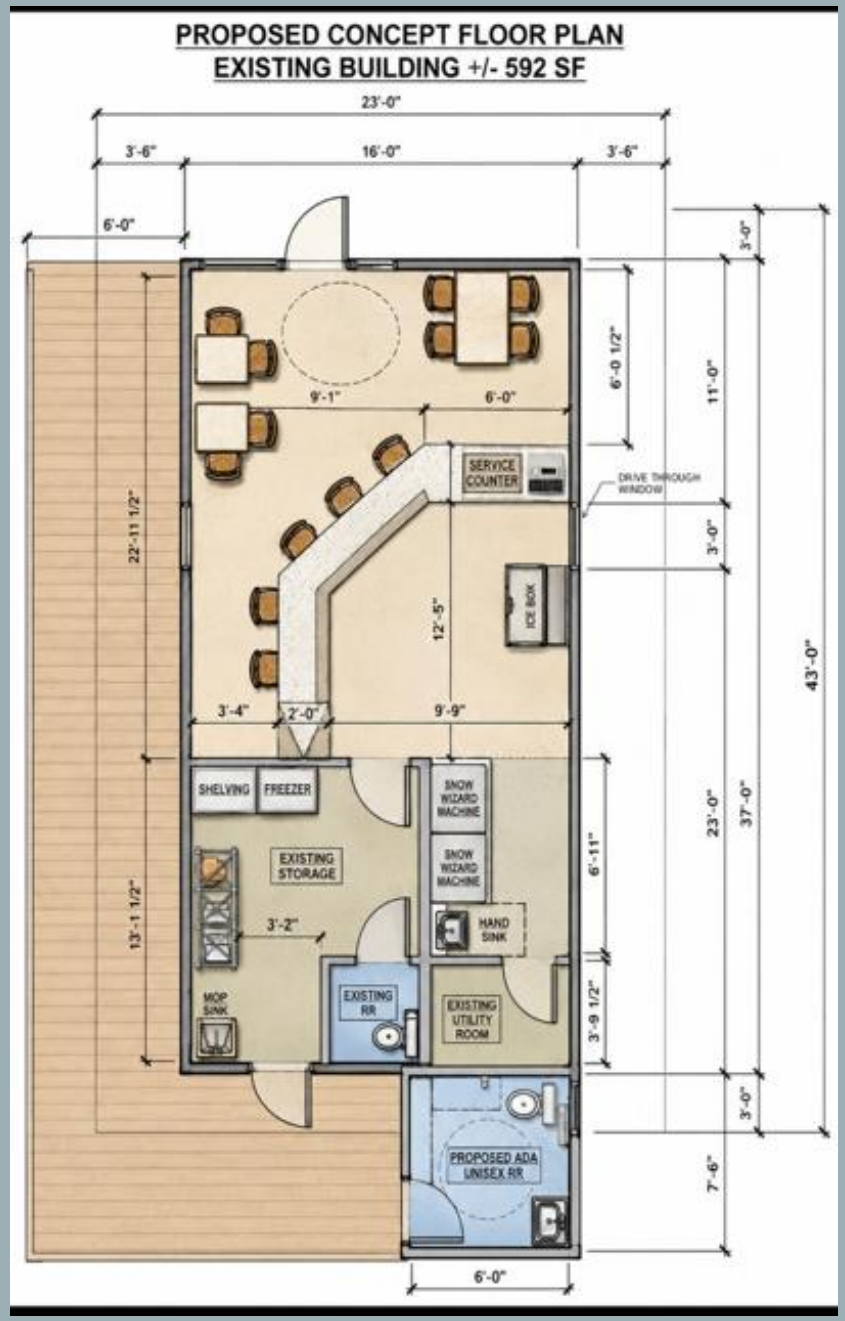
BEFORE

Property & Building Photos
AMAX
AUTO INSURANCE
$32
$32
AUTO INSURANCE
$32

PROPOSED - EXTERIOR

PROPOSED - EXTERIOR

PROPOSED - INTERIOR



TOMBALL
ECONOMIC DEVELOPMENT CORP.

TO: Honorable Mayor and City Council

FROM: Kelly Violette
Executive Director

MEETING DATE: October 5, 2026

SUBJECT: D&A Sno, LLC dba Sno Angels Sno Balls

ITEM TYPE: Action

The Tomball Economic Development Corporation has received a request from Andrea and David Marquez, Owner, of Sno Angels Sno Balls for funding assistance through the TEDC's Old Town Façade Improvement Grant (FIG) Program for improvements to an approximately 600 square foot building located at 525 W. Main Street.

Their current business Sno Ball and Treat Trailer will expand to a larger permanent space at 525 W. Main Street. The business will also undergo a rebrand and introduce a new menu concept as Sno Angels Sno Balls – Louisiana Style Sno Balls made with soft shaved ice with kosher, fresh fruit, dye free, and sugar free syrups and toppings. This expansion is expected to maintain 2 full-time positions and create 2 new part-time positions.

The proposed project has a total investment of approximately $117,057.50 which includes remodeling the main lobby area of the existing space to incorporate a service counter, along with interior table seating. The remodel also includes the addition of an ADA compliant bathroom, as well as bringing the rest of the building up to ADA compliance. Eligible improvements include the installation of drive-thru window, kitchen and storage room, outdoor porch, new doors, new signage, upgrades to electrical and plumbing systems as well as exterior/interior painting, façade repairs, parking lot and landscaping.

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 August 18, 2026 and the TEDC Board of

Directors on September 15, 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 the 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.

D&A Sno LLC

20818 Highet Place Tomball, TX 77375

August 9, 2026

Dear Tomball Economic Development Corporation,

We are writing to you today seeking to be a part of the beautification and economic development of the city of Tomball.

We have acquired a lease with Mr. Paul Michna, the owner of 525 W. Main Street Tomball, 77375.

Our company has operated as a Sno Ball and Treat Trailer since March 2026. Since we have grown rapidly, we are encouraged to build something permanent in down town Tomball. Our Products are Louisiana Style Sno balls. We have a gourmet product, made with soft shaved ice with kosher, fresh fruit, dye free, sugar free syrups and toppings.

We have a huge community and following in such a short time that we are so excited to start our remodel and beautification of the building. Our customers are already very excited as well. We believe we will do a great job with the design and becoming a landmark in our community.

Because the building is older and has lots of construction need such as new signage, façade improvement, property improvement and landscaping, we are seeking to apply for financial aids such as grants that your company has available to the community such as The Business Improvement Grant Program. With this money we will bring more community and help the economy of our little down town Tomball.

We would greatly appreciate your approval for our small, veteran-family owned business.

Thank you for your consideration.

Sincerely,

D&A Sno LLC D.B.A Sno Angels Sno Balls,

David Marquez and Andrea Marquez

Owners and Operators

TOMBALL

ECONOMIC DEVELOPMENT CORP.

Old Town Façade Improvement Grant Program Guidelines & Criteria

Overview/Goals

The Old Town Façade Improvement Grant (FIG) Program promotes economic development and stimulates business in the City through public-private partnerships by offering economic incentives for renovation, rehabilitation, restoration, and enhancement of facades in Old Town Tomball.

Goals: Tomball's Old Town has been identified as a key focus area for economic development. This program is intended to serve as a tool to build upon the strengths of the area and maintain its unique character. Goals include:

(A) To preserve Old Town as a unique and historic resource for the community;

(B) To stimulate compatible reinvestment to the area;

(C) To attract new customers, tourists, and businesses to Old Town Tomball.

Program Description

The grant program is a 50% match of all approved project costs in an amount up to $50,000 for eligible commercial property and business owners in the Old Town Tomball District (See Figure 1). **A minimum investment of $10,000.00 in façade improvements is required to be eligible for funding through this program.** These grants are intended to encourage high quality, lasting building improvements which respect the unique Old Town character of the building and surrounding area.

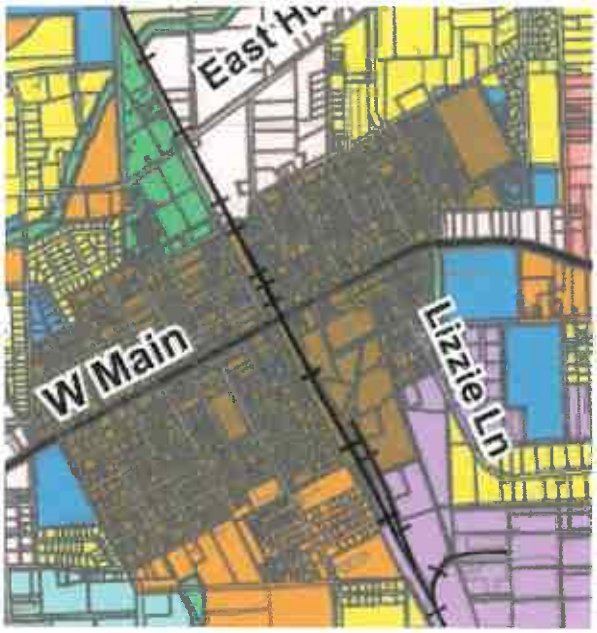
Priority will be given to projects that are making substantial façade improvements as well as improvements to the structural integrity of the building to sustain the building stock in Old Town Tomball. **Grants are not available for general or deferred maintenance.**

Applications will be evaluated and funded in accordance with the attached Evaluation Scoring System.

NOTE: Properties located outside of the Old Town Tomball District or not zones Old Town Mixed Use **WILL NOT** be considered for funding through this Program (see Business Improvement Grant Guidelines and Criteria for more funding opportunities).

Figure 1:

Old Town District



Criteria

Eligible Reimbursements: Exterior Façade Improvements eligible for funding include, but are not limited to, the following items:

- Complete façade rehabilitation
- Exterior painting that incorporates a major visual change (maintenance painting does not apply)
- Significant masonry cleaning and/or restoration
- Exterior treatments such as brick, tile, stucco, stone, wood, or siding
- Removal/replacement of inappropriate or incompatible exterior finishes or
- materials
- New or enhanced exterior building lighting that creates a noticeably enhanced appearance (replacement of current lighting that is simply repair does not enhance the appearance of the building, such as replacement of inoperable fixtures and is not eligible)
- Door/window/storefront system/trim replacement or repair (if part of overall rehabilitation project; general building maintenance repairs do not qualify)
- New or restored façade elements, such as cornices, soffits, canopies, and other detail elements
- Awnings as part of a rehabilitation project
  Signs (new, repairs, replacement, removal) as part of a rehabilitation project

- Roofing (when in conjunction with other improvements)

Eligible Interior Reimbursements: Interior Improvements may be eligible for funding **only** when being made in conjunction with significant exterior façade improvements. Interior improvements may include, but are not limited to, the following items:

- ADA compliance improvements
- Architectural/structural repairs or upgrades
- Asbestos removal
- HVAC, electrical or plumbing improvements

Ineligible Reimbursements:

- Construction that has commenced or been completed prior to approval of the project application
- **Interior improvements alone are not eligible for funding**
- Buildings that are not located within the Old Town District (Figure 1)
- New building construction
- Routine maintenance
- Security Bars
- Personal property, furniture, racks, shelves or counter space
- Interior furnishings or enhancements that are not permanently affixed to the building
- Permit or capital recovery fees
- Financing costs
- In-kind, donations, or "sweat equity" contributions

Before **After**

Program Eligibility

1. Commercial and mixed-use buildings and structures located within the Old Town District (See Figure 1) shall be eligible for this program.
2. Any new business planning to locate within the Old Town District, or any business currently located within the Old Town District, shall be eligible for this program.
3. A *business* is defined as an occupation, profession, or trade in the purchase or sale of goods or services in an attempt to make profit.
4. The proposed project must comply with applicable zoning regulations, city-approved planning studies, comprehensive plan designations, City Ordinances, Building Codes, and Americans with Disabilities Act (ADA) Guidelines.
5. If the property is not in compliance with any of the abovementioned items in (4) these violations must be mitigated by the project. The grant recipient will be deemed ineligible for funding if any of these are not met at the time in which the applicant submits documentation for grant reimbursement.
6. Grants may not be used for refinancing existing loans, working capital, inventory, permits, inspections, security fencing or gates, home occupations, roof repair or replacement (by-itself), interior remodeling or improvements that are not permanent fixtures of the building, new construction, and routine maintenance.

Guidelines

1. Proof of the applicant's ownership of the subject facility or facilities, or proof that the owner of such facility has approved the application for such grant funds, shall be required.
2. The owner of a business to be operated within a leased facility, and the owner of such lease facility, must apply jointly for the program. Copies of a lease agreement and proof of ownership of the leased facility shall be required.
3. A business or property owner will be ineligible for the program if the proposed property has received funds from the Old Town Façade Improvement Grant Program within the last five fiscal (5) years.
4. A business or property owner may apply for one (1) Old Town Façade Improvement Grant per physical location (address) set forth herein within five (5) fiscal years (October 1 to September 30) from the approval date of the grant. A business that receives grant funding during a fiscal year through the Old Town Façade Improvement Grant Program shall be ineligible to make subsequent applications for the Business Improvement Grant Program until the next fiscal year.
5. The maximum amount of funding available to any one applicant, business establishment, or property owner at one physical location (address) shall be $50,000.00 per five (5) fiscal years unless applying and receiving funds under the Business Improvement Grant Program.
6. All grants are reimbursement grants and will only be funded after completion of the project in accordance with drawings and specifications approved by the

TEDC, and after the applicant submits to the TEDC final paid itemized invoices/receipts for all applicable labor and materials, proof of payment (cleared check, credit card statement/transaction, etc.) that match the amounts reflected on the itemized receipts/invoices for all applicable labor and materials along with quality digital photographs of the completed work shall also be required to be submitted by email to: tgleason@tomballtxedc.org

7. Reimbursement grants are a cash payment of up to the approved percentage of funds expended by the applicant on the improvements and are not to exceed the limits set forth in paragraph (5) hereof. In-kind contributions to the project costs are not eligible reimbursements.
8. The TEDC may award grant funds to an applicant, with certain provisions, conditions, or other requirements that the TEDC deems necessary or appropriate. The applicant shall be obligated to make the improvements in accordance with the application submitted to and approved by the TEDC. Thereafter, any modifications must first receive written approval by the TEDC Executive Director. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive grant funding.
9. The applicant shall be responsible for obtaining all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.
10. The improvements, as presented in the application, must be completed in their entirety. Failure to complete all stated improvements shall render the applicant ineligible to receive grant funding.
11. Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of the TEDC shall have the right, at all reasonable times, to have access to and inspect the work in progress.
12. The applicant shall not begin any improvements prior to receiving written approval of grant funding from the TEDC.
13. The applicant must complete the improvement project within nine (9) months of receiving written approval therefore from the TEDC. Failure to complete the improvements within the required time period shall result in the loss of the grant funds allocated for the project. Time extensions may be granted at the discretion of the TEDC.
14. Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open, or the business or property is sold or transferred and subsequently closes, within twelve (12) months after the funding of the grant, the applicant shall be considered in default of its obligations under the grant, and shall be required to reimburse the TEDC the grant money received.
15. The applicant must agree that, in the event of default of its obligations, the applicant shall repay to the TEDC the amount of grant funds it has received, with interest, at the rate of 10% per annum, within thirsty (30) days after the TEDC notifies the applicant of the default. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation.

16. The applicant must certify that the applicant does not employ nor will it employ any undocumented workers (an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States). The applicant must agree that if, after receiving grant funds, it is convicted of a violation under 8 U.S.C. Section 1324a(f), the applicant shall repay the amount of the grant funds received by the applicant, with interest, at the rate of 10% per annum, within thirty (30) days after the TEDC notifies the applicant of the violation.
17. The TEDC shall have the authority to bring a civil action to recover any amounts that the applicant must repay to the TEDC under paragraphs 14, 15, and 16, and in such action may recover court costs and reasonable attorney's fees.

Funding

The TEDC has budgeted $200,000.00 per fiscal year (October 1 to September 30) to fund this grant program. Grant applications received after the available funding has been exhausted may be accepted and held until the following fiscal year. The TEDC retains sole discretion to accept or reject applications received after available funding has been exhausted.

1. Upon notification to the TEDC by the applicant that a project has been completed, an inspection by a TEDC representative or representatives shall be made to confirm that such project has been completed in accordance with the application or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the project improvements have been paid and any and all liens and claims regarding such work have been released, or any other item that the TEDC may reasonably deem necessary for determining the project's completion.
2. The TEDC agrees to distribute such funds to the applicant within thirty (30) days following the inspection required in paragraph (1) hereof, and confirmation of completion of the project in accordance with the application or any approved modifications thereto. The Executive Director of the TEDC shall issue a letter to the TEDC Board of Directors notifying them of the funding action to be taken. A copy of such letter shall also be provided to the applicant.
3. Within ten (10) business days following an inspection and the presentation of the receipts as provided in paragraph (1) above, and after a determination is made by the TEDC's representative that the project has not been completed in accordance with the application, or any approved modifications thereof, the Executive Director shall issue a letter to the applicant indicating any and all areas of non-compliance. The applicant shall then have sixty (60) days, from the date of such letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said sixty-day period

shall be deemed a default of applicant's obligations under the grant, and the applicant shall be ineligible to receive grant funding.

Miscellaneous

The Tomball Economic Development Corporation shall deliver a copy of these guidelines to any applicant for his/her review and the delivery hereof does not constitute an offer of an Old Town Façade Improvement Grant to the applicant.

The laws of the state of Texas shall govern the interpretation, validity, performance and enforcement of this Old Town Façade Improvement Grant Program. If any provision of this Old Town Façade Improvement Grant Program is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected hereby.

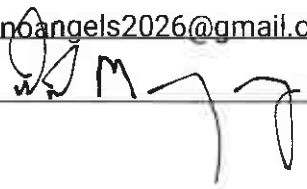
ACKNOWLEDGMENT OF RECEIPT OF AND AGREE TO COMPLY WITH THE GUIDELINES AND CRITERIA FOR THE OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM BY THE TOMBALL ECONOMIC DEVELOPEMNT CORPORATION

APPLICANT: David Marquez

ADDRESS: 20818 Highet Place Tomball TX 77375

PHONE: 916-533-6983

EMAIL: snoangels2026@gmail.com

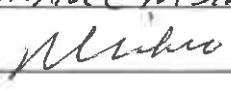
Signature: 

PROPERTY OWNER/LANDLORD: Paul Michna

ADDRESS: 525 W. Main Street Tomball TX 77375

PHONE: 713-376-8250

EMAIL: cpmichna@msn.com

Signature: 

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

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: D&A Sno LLC

Mailing Address: 20818 Highet Place

Phone Number: 346-225-5407

Email: snoangels2026@gmail.com

Street Address: 20818 Highet Place

Home Address: 20818 Highet Place

Street Address: _____

City/State/Zip: Tomball TX 77375

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

Company Name: _____

Street Address: _____

City/State/Zip: _____

Building Owner Information. (NOTE: if applicant is a tenant, building owner must apply as a co-applicant)

Business Owner Name: Paul Michna

Building Owner Address: 1325 Virgie Community Magnolia, TX 77354

Phone Number: 713-376-8250

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
ADA Outdoor Bathroom	$32,000	August 24, 2026	Sept 30, 2026
Exterior paint	$11,650 $3,150		
Front Entrance	$19,700		
commerical Drive Thru	$50,557.50		

11. New or existing business: _____ New ___X___ Existing

_____ has been in operation for _____ years.

Existing # of jobs: ___4___ *(If applicable)* Full-time ___2___ Part-time ___2___

New jobs (full-time): _____ New jobs (part-time): _____

13. Prior to APPLICANT'S execution of this application, APPLICANT has had this reviewed by an Attorney of the APPLICANT, or has had the opportunity to do so, and the parties hereto agree that based on the foregoing, this application for the Old Town Façade Improvement Grant Program shall not be construed in favor of one party over the other based on the drafting of this application.

14. APPLICANT and owner/landlord indemnify, defend, and hold TEDC harmless from any liability, injury, claim, expenses, and attorney's fees arising out of a contractor, builder, or contract for performance of improvements, or repair to buildings and facilities.

15. TEDC has delivered a copy of the guidelines and criteria for an Old Town Façade Improvement Grant Program to applicant for review, and the delivery hereof does not constitute an offer of an improvement grant.

16. The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the application for the Old Town Façade Improvement Grant Program. If any provision of this application for the Old Town Façade Improvement Grant Program should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this application shall not be affected thereby.

17. Before submitting an application to the TEDC, the APPLICANT must meet with the Development Review Committee (DRC) of the City of Tomball for a review of the proposed project improvements in order to fulfill paragraph (16) project eligibility requirement in the TEDC "Guidelines and Criteria." The APPLICANT can make an appointment by calling 281-290-1405.

VERIFICATION

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

Signed and submitted to Tomball Economic Development Corporation on this, the 13 day of August, 2026.

Applicant: David Marquez

Signature: _____

Phone: 346-225-5407 Email: snoangels2026@gmail.com

Property Owner/Landlord: Paul Michna

Signature: Paul Michna

Phone: 713-376-8250 Email: cpmichna@msn.com

The State of Texas
County of Harris

Before me, the undersigned authority, on this 13 day of August, 2026, personally appeared David Marquez, 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.

MCKAYLEY DANNELLEY
My Notary ID # 134913085
Expires May 22, 2028

Notary Public in and for the State of Texas
My Commission Expires: 05/22/28

The State of Texas
County of Harris

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

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

TOMBALL

ECONOMIC DEVELOPMENT CORP.

Amanda

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. 43
- Projects with a score between 30-45 will be eligible for funding up to $40,000.00.

Evaluation Categories – Sno Angels

Visibility	Points Available	
Building located off of 2920 or highly visible from 2920	5	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	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 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 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 2

Importance to the Area	Points Available (points can be combined for mixed use project up to 15 points)
Restaurant	7 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 1

missingenly

Readiness	Points Available
Applicant has architect's renderings, quotes, proof of ownership/lease and 100% of grant checklist requirements	5 4
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 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 3
Applicant is using no local businesses to make improvements	1

Total Points	4

TOMBALL
ECONOMIC DEVELOPMENT CORP.

OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

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- Projects with a score between 30-45 will be eligible for funding up to $40,000.00.

Project:
Sno Angels Sno Balls
525 W Main Street
Tomball, Texas 77375

Total Eligible Interior Cost:
$63,350.00
Total Eligible Exterior Cost:
$69,100.00

Total Project Investment:
$117,057.50

Evaluation Categories

Visibility	Points Available
Building located off of 2920 or highly visible from 2920	5
Building located on predominantly commercial streets	4
Building located on residential or minor street	3

Existing Condition	Points Available
Poor: The existing appearance and condition of the property is structurally unstable or dilapidated	5
Fair: The existing appearance and condition of the property is structurally stable but needs substantial renovations	3
Good: The existing appearance and condition of the property is in need of little to no structural or substantial renovations	1

Impact of Improvement	Points Available (can be combined)
The project includes major/complete façade work and site redevelopment	5
The building façade is predominately brick/stone (excluding windows/doors)	5
The project includes moderate façade work and site redevelopment	4
The building includes a creative design that is an appropriate fit for the proposed location and is consistent with the downtown character	4
The building façade improvements along the alley are of the same quality as the street facing facades	4
The building preserves or restores historical features or characteristics	3
The project significantly improves the streetscape or alleyscape adjacent to the building	2

Importance to the Area	Points Available (points can be combined for mixed use project up to 15 points)
Restaurant	7
Entertainment	6
Retail – desired retail uses (determined by Committee)	6
Office	5
Primary Employment	4
Retail – general retail uses	3
Other uses	Point value determined by the Committee

Owner vs TEDC Contribution Ratio	Points Available
Greater than 7:1	5
Greater than 4:1 but less than 7:1	N/A
1:1 up to 4:1	0

Readiness	Points Available
Applicant has architect's renderings, quotes, proof of ownership/lease and 100% of grant checklist requirements	5 4
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	49

McKayley Dannelley

Kelly

TOMBALL
ECONOMIC DEVELOPMENT CORP.

OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

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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	41

Brandy Beyer

TOMBALL
ECONOMIC DEVELOPMENT CORP.

OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

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Total Points	41

Lisa C.

TOMBALL
ECONOMIC DEVELOPMENT CORP.

OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

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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 4
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	41

TOMBALL
ECONOMIC DEVELOPMENT CORP.

August 18, 2026

Andrea and David Marquez
D&A Sno, LLC dba Sno Angels Sno Balls
525 W. Main Street
Tomball, Texas 77375

RE: CONDITIONAL APPROVAL - Old Town Façade Improvement Grant Program

Dear Mr. and Mrs. Marquez:

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 **525 W. Main 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 August 18, 2026, to review your submittal and found that based on the Evaluation Scoring System your project received a score of **40** 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	$117,057.50	$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,

Amanda Gleason, PMP

Project Manager
Tomball Economic Development Corporation

RESOLUTION NO. 2026-44-TEDC

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, AUTHORIZING AND APPROVING THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION'S PROJECT TO EXPEND FUNDS IN ACCORDANCE WITH AN ECONOMIC DEVELOPMENT AGREEMENT BY AND BETWEEN THE CORPORATION AND D&A SNO, LLC DBA SNO ANGELS SNO BALLS TO PROMOTE AND DEVELOP A NEW OR EXPANDED BUSINESS ENTERPRISE; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the Tomball Economic Development Corporation (the "TEDC"), created pursuant to the Development Corporation Act, now Chapter 501 of the Texas Local Government Code, as amended (the "Act"), desires to adopt projects and provide incentives for economic development within the City; and

WHEREAS, the Board of Directors of the TEDC had adopted as a specific project the expenditure of the estimated amount of Forty Thousand Dollars ($40,000.00), found by the Board to be required or suitable to promote a new business development by D&A Sno, LLC dba Sno Angels Sno Balls; and

WHEREAS, pursuant to the Act, the TEDC may not undertake such project without the approval of Tomball City Council; and

WHEREAS, City Council finds and determines that such project promotes new or expanded business development and is in the best interests of the citizenry; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. The City Council hereby authorizes and approves the adoption, by the Board of Directors of the Tomball Economic Development Corporation, as a specific project for the economic development of the City, an expenditure of the estimated amount of Forty Thousand Dollars ($40,000.00), to D&A Sno, LLC dba Sno Angels Sno Balls, in accordance with an Old Town Façade Improvement Grant by and between the TEDC and D&A Sno, LLC dba Sno Angels Sno Balls to promote and develop a new or expanded business enterprise, to be located at 525 W. Main Street, Tomball, Texas 77375.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged

invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on first reading this _____ day of _____, 202__.

PASSED, APPROVED, AND RESOLVED on second and final reading this _____ day of _____, 202__.

_____
Lori Klein Quinn, Mayor

ATTEST:

_____
City Secretary

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve Request from Tomball Rotary Club for City Support and In-Kind Services for the ***Tomball High School Athletic Booster Club Crawfish Boil*** at Juergens Park, on Saturday, March 6, 2027 from 5:00-8:00 p.m.

Background:

This annual event brings 250 Tomball High School student athletes (and their families), coaches, and faculty members together. Initial THSABC members will arrive at 10:00 a.m. to begin cooking and setup. Then event will officially start at 5:00 p.m. and finish at 8:00 p.m. where breakdown will immediately commence and should be completed by 9:00 p.m. SRO from Harris County Pct 4 will also be policing the event.

In-Kind Request for Service:

Service/Support	Cost
Public Works	$420
Total	$420

Origination: Marketing & Tourism

Recommendation:
To help with the efficiency of the event, I am in favor of recommending in-kind services of Public Works and Coordination. I will lean on the council to grant approval of the following activities within the event: TABC certified alcohol sales and a live auction.

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

FUNDING (IF APPLICABLE)

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

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

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

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

TOMBALL HIGH SCHOOL
ATHLETIC BOOSTER CLUB

2027 Tomball High School Athletic Booster Bash

The Booster Bash is an annual fundraiser to support our Tomball High School Athlete Scholarships that are presented by the Tomball Athletic Booster Club. Last year, we awarded approximately $24,000 to qualified seniors for college, university, trade schools or military academies.

Last year, we hosted a crawfish boil and barbeque. Our food vendors consisted of a local crawfish vendor, Acadiana Seafood, and barbeque prepared by Holy Smoke BBQ. Both crawfish and BBQ were prepared fresh onsite. Tea was provided by HTeaO Tomball, water and lemonade were purchased from HEB and served. In addition to these, we had an online silent auction and a cornhole tournament to help raise funds. Unfortunately, despite all the above, our fundraiser was about $5,000 short of our goal based on previous years' success. We attribute the loss to not being able to sell food tickets onsite, lack of a live auction, and a noticeable decrease in adult attendance which we believed would have increased the silent auction amounts.

For 2027, we plan to host the event at Juergens Park from 5 pm to 8 pm on Saturday, March 6. We plan to have between 250-275 people attend. We typically set up 2 hours before the event and tear down will be completed by 9 pm. We plan to have the same vendors participate as last year:

- Acadiana Seafood to provide crawfish
- Holy Smoke BBQ to provide barbeque plates
- Chick-Fil-A organize and run our corn-hole tournament
- HTeaO to donate tea
- The SLAGs live cover band (set up under the pavilion with no stage)
- Booster Club purchase water and lemonade to serve as well as set up a silent auction

We are requesting approval add a local beer and wine service that is TABC certified called the Sip Truck. If approved, a local police officer will be present at the event. We also request to add a live auction, which would be hosted by an experienced auctioneer, and kindly request the ability to sell tickets and merchandise onsite. We are currently working on vendors that would be willing to participate in our event but hope to sell:

- Nothing Bundt Cake bundtinis
- Kendra Scott Pop Up for Sport themed jewelry
- Booster Club Merchandise

SPECIAL EVENT APPLICATION

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

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

Date: 09/4/2026 Is this event Co-City sponsored? Yes ☐ No ■

Request for permission to use a public venue for the following type of event (please check one):
Festival ☐ Community Event [x] Arts & Crafts Event ☐ Music Event ☐ Other (specify) ____

1. Event title: 2027 Tomball High School Athletics Booster Bash
2. Sponsoring entity: Tomball High School Athletics Booster Club
3. Is this organization based in Tomball: Yes [X] No ☐
4. Is this organization *non-profit* [✔] or *for-profit* ☐ *Attach 501 (c) (3) tax exemption if applicable
5. Contact: Paige Perry Phone: 713-254-5542
6. Contact address: PO Box 1193, Tomball, TX 77377
7. Contact email: thsabc.board@gmail.com
8. Event date: 03/06/2027 9. Event times: Start 5 pm Finish 8 pm Set-up 2 pm Breakdown 9 pm
10. Is this event for charity? Yes [x] No ☐
11. If yes, what charity? THS Athletic Booster Club Tax ID 90-0431538
12. If yes, what percentage of net proceeds will be donated to the charity? 100%
13. On-site contact: Paige Perry Mobile #: 713/254-4452
14. Estimated number of attendees: 250 Detailed site map in attached: Yes [✔] No ☐
15. Is this event open to the public: Yes [✔] No ☐ 16. Admission fee: $_____ Free [✔]
17. Time at which event staff will begin to arrive: 2:00 pm
18. Will alcohol be served, sold, provided, possessed, or consumed at the event? Yes [✔] No ☐
19. If yes, provide details: Beer and Wine
20. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial PE
21. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial PE
22. Name of insurance carrier: State Farm
23. Are Fireworks included in your event? [X] No ☐ **Yes** (Must submit Fireworks Event Application)

Signature: Paige Perry

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

BBQ Vendor
Kendra Scott
Crawfish Vendor
Beverage Truck
Water, Tea, Lemonade & Desserts
Ticket Sales
Silent Auction
Live Band
Welcom Sign
Cornhole Tournament

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Conduct a public hearing of the City Council of the City of Tomball to consider the advisability of the creation of a Public Improvement District to make certain improvements over certain property located with the City to be established as Graylou Grove Public Improvement District No. 15 (PID 15).

Background:

Per Chapter 372 of the Texas Local Government Code, prior to the creation of a Public Improvement Distrct (PID), the City of Tomball should hold a public hearing regarding the advisability of the proposed district.

FLS Development, the developer for the Graylou Grove development, has submitted their petition for annexation and PID and application for a Planned Development. The annexation was accepted at the July 7 City Council meeting with a scheduled public hearing and first reading of the ordinance on August 4. The second reading of the annexation will be conducted pending the Certificate of Convenience and Necessity (CCN) transfer being completed.

The Planned Development was approved by Planning and Zoning on July 14, 2025, and first reading of the Ordinance for adoption of the Planned Development and annexation request was conducted on July 21, 2025, with the second reading scheduled pending.

A public hearing for the proposed PID was previously held on August 4, 2025; however, further action was postponed pending approval of the Certificate of Convenience and Necessity (CCN) transfer by the Public Utility Commission of Texas (PUC). On July 28, 2026m the City received notification that the CCN transfer has been approved, allowing the City to resume processing the annexation, planned development zoning, and PID creation. Per Texas Local Government Code, if a Pubic Improvement District is not created with six months of the public hearing a new public hearing must be conducted.

This item is to conduct a public hearing to consider the advisability of creating the Graylou Grove Public Improvement District No. 15. Following the public hearing, City Council will consider a resolution to create the requested PID however the item will not be brought before Council for approval until the annexation can be completed.

The table below depicts the tentative schedule for all aspects for the development.

Annexation Elements	
July 7, 2025	Accept Annexation Petition & Call for Public Hearing
August 4, 2025	Conduct Public Hearing & First Reading of Ordinance
DATE PENDING	Final Adoption of Annexation Ordinance (second reading)
PID Elements	
August 17, 2026	Accept PID Petition & Call for Public Hearing
October 5, 2026	Conduct Public Hearing Approve Professional Services Agreement (Legal)
DATE PENDING	Resolution for PID Creation Approval of Development Agreement Professional Services Agreement (P3 Works)
Planned Development Elements	
July 14, 2025	Planned Development approved by Planning & Zoning Commission
July 21, 2025	Conducted Public Hearing & First Reading of Ordinance
DATE PENDING	Final Adoption of Planned Development (second reading)

Origination: Project Management

Recommendation:

Staff recommends conducting the Public Hearing.

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

FUNDING (IF APPLICABLE)

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

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

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

Signed Meagan Mageo _____ Approved by _____

Staff Member Date City Manager Date

NOTICE OF PUBLIC HEARING
CITY OF TOMBALL, TEXAS

MONDAY, OCTOBER 5, 2026

6:00 P.M.

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF TOMBALL TO CONSIDER THE ADVISABILITY OF THE CREATION OF A PUBLIC IMPROVEMENT DISTRICT TO MAKE CERTAIN IMPROVEMENTS OVER CERTAIN PROPERTY TO BE LOCATED WITHIN THE CITY.

NOTICE IS HEREBY GIVEN THAT the City Council (the "City Council") of the City of Tomball, Texas (the "City"), pursuant to Chapter 372 of the Texas Local Government Code, as amended "the "Act"), will hold a public hearing at 6:00 p.m. on October 5, 2026, in the City Council Chamber at Tomball City Hall, 401 Market Street, Tomball, Texas 77375 for the purpose of considering the establishment by the City of a public improvement district to be located within its corporate limits.

In accordance with the Act, the City Council has received a petition (the "Petition") from certain property owners within the extraterritorial jurisdiction of the City (the "Petitioners"), that requests the establishment of a public improvement district (the "PID"). The Petition and the legal description of the property to be included in the PID are on file and open for public inspection in the office of the City Secretary at 401 Market Street, Tomball, Texas 77375. The public hearing is being held with respect to the advisability of creating the PID and the improvements to be made therein.

GENERAL NATURE OF THE AUTHORIZED IMPROVEMENTS: The general nature of the proposed public improvements (collectively, the "Authorized Improvements") may include: (i) design, construction and other allowed costs related to street and roadway improvements, including related sidewalks, drainage, utility relocation, signalization, landscaping, lighting, signage, off-street parking, and right-of-way; (ii) design, construction and other allowed costs related to improvement of parks and open space, together with any ancillary structures, features or amenities such as trails, playgrounds, walkways, lighting and any similar items located therein; (iii) design, construction and other allowed costs related to sidewalks and landscaping and hardscaping, fountains, lighting and signage; (iv) design, construction and other allowed costs related to gas, water, wastewater and drainage (including detention) improvements and facilities; (v) design, construction and other allowed costs related to projects similar to those listed in subsections (i) - (iv) above authorized by the Act, including similar off-site projects that provide a benefit to the property within the District; (vi) special supplemental services for improvement and promotion of the district; (vii) payment of costs associated with operating and maintaining the public improvements listed in subparagraphs (i) - (v) above; and (viii) payment of costs associated with developing and financing the public improvements listed in subparagraphs (i) - (v) above, and costs of establishing, administering and operating the district. These Authorized Improvements shall promote the interests of the City and confer a special benefit upon the Property.

ESTIMATED COST OF THE AUTHORIZED IMPROVEMENTS: The estimated cost to design, acquire and construct the Authorized Improvements, together with bond issuance costs, eligible legal and financial fees, eligible credit enhancement costs and eligible costs incurred in the establishment, administration, and operation of the PID is $8,000,000 plus the annual cost of supplemental services and operation and maintenance cost, if any. The City will pay none of the

costs of the proposed Authorized Improvements, supplemental services or operation and maintenance costs from funds other than assessments levied on property within the PID. The remaining costs of the proposed improvements will be paid from sources other than those described above.

PROPOSED METHOD OF ASSESSMENT: The City shall levy assessments on each parcel within the PID in a manner that results in the imposition of an equal share of the costs of the Authorized Improvements on property similarly benefitted by such Authorized Improvements. The proposed method of assessment shall be based upon (i) an equal apportionment per lot, per front foot, or per square foot of property benefiting from the Authorized Improvements, as determined by the City, (ii) the ad valorem taxable value of the property benefiting from the Authorized Improvements, with or without regard to improvements on the property, or (iii) in any manner that results in imposing equal shares of the cost on property similarly benefitted.

PROPOSED APPORTIONMENT OF COSTS BETWEEN THE CITY AND THE PID: The City will not be obligated to provide any funds to finance the Authorized Improvements. All of the costs of the Authorized Improvements will be paid from assessments levied on properties in the PID and from other sources of funds available to the Petitioners.

BOUNDARIES OF THE PROPOSED PID: 49.3 Acres of Land Located to the East of Hufsmith Korhville Rd. Of Said 49.3 acres, 10.49 lies with the City of Tomball City Limits, 6.82 acres lies within the City of Tomball ETJ and 39.99 acres lies in Unincorporated Harris County, with all property located in Harris County, Texas. Said Property Being Generally located 1.12 South of the intersection of FM 2920 and FM 2978 (aka Hufsmith Kohrville Rd), Approximately 50 Feet East Of Medical Complex RD (Current location), 2.11 Miles North of Holderrieth Rd and Hufsmith Korhville Rd, 3735 FT South of Mahaffey Rd and Hufsmith Korhville Rd, 1.83 MILES from the Intersection of Mahaffey Rd and FM 2920. A metes and bounds description is available for inspection at the offices of the City Secretary at the location described above.

All interested persons are invited to attend such public hearing to express their views with respect to the establishment of the PID and the Authorized Improvements to be made therein.

This Notice of Public Hearing is given and the public hearing is being held pursuant to the requirements of the Act.

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 16 day of September 2026 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meetings.

Thomas Harris III
Thomas Harris III
City Secretary, TRMC

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1002 or FAX (281) 351-6256 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT www.ci.tomball.tx.us.

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:

Approve Resolution Number 2026-45, a Resolution of the City Council of the City of Tomball, Texas authorizing the submission of a Texas Community Development Block Grant (TxCDBG) Program Application to the Texas Department of Agriculture for the Community Development Fund.

Background:

Resolution Number 2024-45 authorizes the City to submit a Texas Community Development Block Grant (TxCDBG) Program Application to the Texas Department of Agriculture for the Community Development Fund for drainage improvements.

The TxCDBG Program is accepting applications for water, wastewater, and drainage improvement projects that benefit the community. Award amounts will not exceed $750,000, with a $112,500 match required by the City, if awarded. Phase one applications are due to the Texas Department of Agriculture by November 19, 2026, in order to be considered. All projects submitted by that date will be evaluated for the feasibility of being completed in the required timeframe among other factors, and cities will be scored. The scoring criteria will result in cities being invited to apply for grant funding.

The grant program provides funding opportunities for eligible drainage improvements, water and wastewater improvements, and street and sidewalk projects. Staff has reviewed the projects included in the City's adopted 2026–2031 Capital Improvement Plan and will identify an eligible project for submission based on grant requirements, available funding, project readiness, and overall competitiveness.

Origination: Project Management

Recommendation:

Staff recommends approving Resolution Number 2026-45 and authorizing City to submit a Texas Community Development Block Grant (TxCDBG) Program Application to the Texas Department of Agriculture for the Community Development Fund for drainage improvements.

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

FUNDING (IF APPLICABLE)

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

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

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

Signed Meagan Mageo Approved by _____

Staff Member	Date	City Manager	Date

RESOLUTION NO. 2026-45

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND.

* * * * * * * * *

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

WHEREAS, it is necessary and in the best interests of the City of Tomball to apply for funding under the Texas Community Development Block Grant Program; and

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

1. That a Texas Community Block Grant Program application for the Community Development Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Community Development Fund.
2. That the City of Tomball commits to dedicating no less than 51% of grant funds for activities identified by the state planning region as First Priority activities.
3. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
4. That the City of Tomball is committing to provide $112,500.00 in matching funds toward the application's activities, with the specific usage and funding source to be determined prior to any award of grant funding.

PASSED, APPROVED, AND RESOLVED this 5th day of October 2026.

Lori Klein Quinn
Mayor

ATTEST:

Thomas Harris, III
City Secretary

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: October 5, 2026

Topic:
Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose(s):

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

Sec. 551.074 – Personnel Matters: Police Chief.

Sec. 551.076 – Deliberation regarding the deployment, or specific occasions for implementation, of security personnel or device; or a security audit.

Background:

Origination: Kristie Lewis, HR Director

Recommendation:

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

FUNDING (IF APPLICABLE)
Are funds specifically designated in the current budget for the full amount required for this purpose?

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

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

Signed _____ Approved by _____

Staff Member Date City Manager Date