

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



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

Notice is hereby given of a Regular meeting of the Tomball City Council, to be held on Monday, August 19, 2024 at 6:00 PM, City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 899 2854 2283 Passcode: 163695. The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

- A. Call to Order
- B. Invocation - Led by Executive Pastor Tommy Roberson
- C. Pledges to U.S. and Texas Flags
- D. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- E. Presentations
  - 1. Proclamation – 2024 Smart Week
- F. Reports and Announcements
  - 1. Announcements
    - 1. Upcoming Events:

**2024 Swim Season (Jerry Matheson Park Pool)  
END OF SEASON HOURS (Weekends only)**

August 24 and 25 – Noon to 8 p.m.

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

September 2 – 10 a.m. to 6 p.m.

September 2 – 10:00 a.m. to 6:00 p.m.

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

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

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

G. Approval of Minutes

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

H. New Business

1. Consideration and discussion regarding appointment/reappointment to the Tomball Regional Health Foundation
2. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.
3. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.
4. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.
5. Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.
6. Approve the Tomball Economic Development Corporation (TEDC) Fiscal Year 2024-2025 Budget.
7. Appoint/Reappoint member to Position Regular 1, whose term expired 6/1/2024, to the Planning and Zoning Commission.

8. Appoint/Reappoint member to Position Regular 2, whose term expired 6/1/2023, to the Planning and Zoning Commission.
9. Appoint/Reappoint member to Position Regular 3, whose term expired 6/1/2024, to the Planning and Zoning Commission.
10. Appoint/Reappoint member to Position Regular 5, whose term expired 6/1/2023, to the Planning and Zoning Commission.
11. Approve a Professional Services Agreement with Ardurra for the 16-inch water line along Tomball Parkway, Project Number 2024-10010, for a not-to-exceed amount of \$448,420.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is to be reimbursed by the developer of the Grand Parkway Town Center and will be included in the budget as a Capital Improvement Project for fiscal year 2023-2024.
12. Approval to reject the bid received for Bid Number 2024-11, Baker Drive Water Plant (Project No. 2023-10019), and rebid the project. The project is included in the FY 2023-2024 Capital Improvement Project budget.
13. Approve a service agreement with Canon Financial Services for lease and support of the citywide copiers through a Department of Information Resources (DIR) Contract (Contract No. DIR-CPO-4437) for a total contract amount of \$275,000 for a total of five years beginning August 6, 2024 and expiring August 5, 2029, for an annual not-to-exceed amount of \$55,000.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount is included in the FY 2023-2024 budget and will be included in annual budget request during the term of the contract.
14. Conduct a public hearing and consideration to approve **Zoning Case Z24-010**: Request by TYKHE LLC, represented by JLS Real Estate, to amend Chapter 50 (Zoning) of the Tomball Code of Ordinances, by rezoning approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from Commercial (C) to Light Industrial (LI). The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County, Texas.

Adopt, on First Reading, Ordinance No. 2024-23, an Ordinance of the City of Tomball, Texas, amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by changing the zoning district classification of approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from the Commercial (C) District to the Light Industrial (LI) District. The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County,

Texas; providing for a penalty of an amount not to exceed \$2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

- 15. Approve amendments to Administrative Policy No. 7, Credit Cards Acceptance Policy
- 16. Approve Resolution No. 2024-28, a Resolution of the City of Tomball, Texas, approving the Master Fee Schedule for Fiscal Year 2024-2025.
- 17. Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose(s):
  - Sec. 551.071 - Consultation with the City Attorney regarding a Matter that the Attorney's Duty Requires to be Discussed in Closed Session
  - Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee-Director of Finance

I. Adjournment

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

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 15th day of August 2024 by 6:00 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

\_\_\_\_\_  
Tracylynn Garcia, TRMC, CMC, CPM  
City Secretary

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

# City Council Meeting Agenda Item Data Sheet

Meeting Date: August 19, 2024

**Topic:**

- Proclamation – 2024 Smart Week

**Background:**

**Origination:** Mayor

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Sasha Luna, Assistant City Secretary

**FUNDING (IF APPLICABLE)**

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

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

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

# City Council Meeting Agenda Item Data Sheet

Meeting Date: August 19, 2024

Topic:

Upcoming Events:

## 2024 Swim Season (Jerry Matheson Park Pool)

### END OF SEASON HOURS (Weekends only)

- August 17 and 18 – Noon to 8 p.m.
- August 24 and 25 – Noon to 8 p.m.
- August 31 and September 1 – Noon to 8 p.m.
- September 2 – 10 a.m. to 6 p.m.
- September 2 – 10:00 a.m. to 6:00 p.m.
- September 11, 2024 – 9/11 Remembrance 8:30 a.m. – 9:30 a.m. @ Depot
- September 12, 2024 – Mayor’s Kaffeeklatsch 8:30 a.m. – 10 a.m. @ Community Center
- September 14, 2024 – 2<sup>nd</sup> Saturday 5 p.m. – 9 p.m. @ Depot

Background:

Origination: Marketing Department

Recommendation:

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

### FUNDING (IF APPLICABLE)

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

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

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

# City Council Meeting Agenda Item Data Sheet

Meeting Date: August 19, 2024

**Topic:**

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

**Background:**

**Origination:** City Secretary Office

**Recommendation:**

Approve Minutes

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

**FUNDING (IF APPLICABLE)**

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

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

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

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



**Monday, August 05, 2024  
4:00 PM**

- A. Mayor Klein Quinn called the meeting of the City of Tomball Council Call to order at 4:00 PM.

**PRESENT:**

Council 1 John Ford  
Council 2 Paul Garcia  
Council 3 Dane Dunagin  
Council 4 Lisa Covington  
Council 5 Randy Parr

**OTHERS PRESENT:**

City Manager - David Esquivel  
Assistant City Manager - Jessica Rogers  
City Secretary - Tracylynn Garcia  
Assistant City Secretary - Sasha Luna  
Fire Chief - Joe Sykora  
Assistant Fire Chief - Jeff Cook  
Police Chief - Jeff Bert  
Police Captain-Support Services - Brandon Patin  
Human Resources Director - Kristi Lewis  
Director of Marketing & Tourism - Chrislord Templonuevo  
IT Director - Tom Wilson  
Public Works Director - Drew Huffman  
Director of Community Development - Craig Meyers  
Records Specialist - Fae Morris  
Project Manager - Meagan Mageo  
Budget Analyst - Hannah Brown  
City Hall Intern - Ki Provencher

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

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

No public comments were received.

C. Workshop

1. The Tomball City Council and city staff entered a workshop session to discuss the Proposed Fiscal Year 2024-2025 Budget.

D. Adjournment

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

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

Motion carried unanimously.

PASSED AND APPROVED this 19<sup>th</sup> of August 2024

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Tracylynn Garcia  
City Secretary, TRMC, CMC, CPM

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Lori Klein Quinn  
Mayor

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



**Monday, August 05, 2024  
6:00 PM**

A. Mayor Klein Quinn called the meeting of the City Tomball Council to order at 6:02 PM.

**PRESENT:**

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

**OTHERS PRESENT:**

City Manager - David Esquivel  
Assistant City Manager - Jessica Rogers  
City Attorney - Loren Smith  
City Secretary - Tracylynn Garcia  
Assistant City Secretary - Sasha Luna  
Fire Chief - Joe Sykora  
Assistant Fire Chief - Jeff Cook  
Human Resources Director - Kristie Lewis  
Director of Marketing & Tourism - Chrislord Templonuevo  
Public Works Director - Drew Huffman  
Director of Community Development - Drew Huffman  
Records Specialist - Fae Morris  
Project Manager - Meagan Mageo  
Budget Analyst - Hannah Brown  
IT Director - Tom Wilson  
Police Chief - Jeff Bert  
Police Captain - Brandon Patin  
Police Captain - Shon Davis  
Police Sergeant - Courtney White  
City Hall Intern - Ki Provencher

B. Invocation - Led by Pastor Courtney White with Fountain of Love Church

C. Pledges to U.S. and Texas Flags were led by Councilman Parr

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

Colleen Pye - poor ditch drainage  
207 Florence  
Tomball, TX 77375

Jason Sims - poor ditch drainage  
118 Clayton St.  
Tomball, TX 77375

- E. Reports and Announcements

1. Announcements

**I. Upcoming Events:**

August 8, 2024 – Mayor’s Kaffeeklatsch 8:30 a.m. – 10 a.m. @  
Community Center

August 8, 2024 - Ribbon Cutting Matheson Park Splash Pad 10:30 a.m.

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

**REGULAR SEASON HOURS (Tuesday, May 28 to Sunday, August 11)**

Monday – Closed

Tuesday through Friday – 10 a.m. to 6 p.m.

Saturday and Sunday – Noon to 8 p.m.

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

August 17 and 18 – Noon to 8 p.m.

August 24 and 25 – Noon to 8 p.m.

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

September 2 – 10 a.m. to 6 p.m.

September 2 – 10:00 a.m. to 6:00 p.m.

September 11, 2024 – 9/11 Remembrance 8:30 am – 9:30 am @ Depot

September 14, 2024 – Second Saturday 5 p.m. – 9 p.m. @ the Depot

F. Presentations

1. Chrislord Templonuevo- Marketing Director Presented on the solid waste transition communication plan.

G. New Business

1. Approve Minutes of July 15, 2024, Special and Regular City Council meetings and the July 22, 2024, Special Joint City Council and TEDC meeting.

Motion made by Council 1 Ford, Seconded by Council 5 Parr.

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

Motion carried unanimously.

2. Discussion and possible action to schedule City Council Orientation and future Council availability.

As discussed, the following City Council Orientation date was confirmed:

October 7, 2024 at 4 p.m.

3. Presentation, discussion, and possible action regarding the Centenarian Program.

Motion made by Council 3 Dunagin, Seconded by Council 4 Covington to approve the Centenarian Program.

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

Motion carried unanimously.

4. Appoint City Council Members as Liaisons to City-Appointed Boards, Commissions and Committees

Motion made by Council 1 Ford, Seconded by Council 4 Covington to appoint:

BOA:	Councilman Ford	backup:	Mayor Klein Quinn
CIP/P&Z:	Councilman Dunagin	backup:	Councilman Garcia
TEDC:	Councilman Covington	backup:	Councilman Ford
TAC:	Councilman Garcia	backup:	Mayor Klein Quinn
TRHF:	Councilman Parr	backup:	Mayor Klein Quinn

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

Motion carried unanimously.

5. Approve Resolution No. 2024-27, A Resolution of the City of Tomball, Texas, Acknowledging Receipt of the 2024 Certified Estimated Taxable Value, the 2024 Certification of Estimated Collection Rate from the Harris County Tax Assessor-Collector, and the 2024 Tax Rate Calculation Worksheet as Calculated by the Harris County Tax Assessor-Collector Based on the Certified Estimated Taxable Value and Related Information; and Containing Related Provisions.

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

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

Motion carried unanimously.

6. Approve a service agreement with Canon Financial Services for lease and support of the citywide copiers through Contract No. DIR-CPO-4437 for a total amount of \$275,000, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount is included in the FY 2023-2024 budget and will be included in annual budget request during the term of the contract.

No action taken at this time.

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 that the Attorney's Duty Requires to be Discussed in Closed Session

Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee-Director of Finance

Executive Session Started: 7:08 PM

Executive Session Ended: 7:42 PM

H. Adjournment

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

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

Motion carried unanimously.

PASSED AND APPROVED this 19<sup>th</sup> day of August 2024.

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Tracylynn Garcia  
City Secretary, TRMC, CMC, CPM

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Lori Klein Quinn  
Mayor

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

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

**Background:**

As discussed during the June 3, 2024, Regular City Council meeting, the following changes to the Boards and Commissions Handbook, specifically Chapter II, Board, Commission, and Committee Appointment Process:

The city will advertise any open / vacant positions 60 days prior to the council appointments. For an application to be considered, your complete application must be received 45 days prior to the date of possible appointment. Any applications received within 45 days of an appointment will not be considered for the next appointment, therefore, we encourage you to submit a completed application as soon as possible. All eligible applicants will be notified and scheduled to a council workshop/regular meeting where candidates will have the opportunity to introduce themselves and answer any questions.

The Tomball Regional Health Foundation consists of the total number constituting the members of the Board is eleven; five (5) of the eleven (11) Board Members shall be appointed by City Council and six (6) of the eleven (11) Board Members shall be elected by the Board. No officer or employee of the City of Tomball shall be eligible for appointment or election as a Board Member. Any vacancy occurring in the Board shall be filled by the body appointing the Board Member whose seat is being vacated. The term of the new Board Member shall commence immediately and shall continue until the expiration of the term for which the Board Member was appointed to fill.

**Board Member**

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Nash	Julie Christine	9/1/24
Yacoubian	Margarette "Maggie"	9/1/24
Wilson	Lori	9/1/24

All current Board members are seeking reappointment.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the upcoming expiring positions:

Janna Hogland, Darrell McReynolds, and Jim Engelke.

All current Commissioners and new applicants were invited to attend today's meeting. Board appointments will be made during the September 3, 2024, Regular City Council meeting.

**Origination:** Mayor Lori Klein Quinn

**Recommendation:** n/a

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

**FUNDING (IF APPLICABLE)**

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

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

Signed Tracylynn Garcia Approved by \_\_\_\_\_  
Staff Member Date City Manager Date



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Name: Christina Nash

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: July 2, 2024

Phone: [REDACTED] (Home)

Phone: [REDACTED] (Work)

Cell: [REDACTED]

I have lived in Tomball 25 years.

I am  am not  a U.S. Citizen

Occupation: Education - teacher for 20 years currently a Curriculum Director

Professional and/or Community Activities:

Church Methodist, Local pop up with Tomball Clean Up Day, #LSR 10 years

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

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

*I have currently served on this Board for years and it is an important part of my service to the Tomball community.*

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

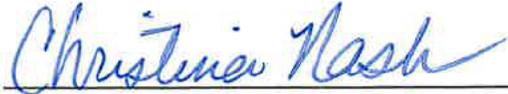
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

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



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

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

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

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.005, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
 Name of Officer

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

*NA Christina East*

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

Yes       No

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

Yes       No

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

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

**7** \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

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

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

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

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

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

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

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(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY	
Date Received	

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_ Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

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

NA *Christina Nash*

Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath
OR		

(2) Unsworn Declaration

My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (month) (year)

\_\_\_\_\_ Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

---

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

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

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

\*\*\*

- (2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

Christina Nash  
Board Member's Signature

7/2/24  
Date

Christina Nash  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 7/2/24 (date).

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

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

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

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

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

Christina Nash

Signature of Applicant for Appointment

Christina Nash

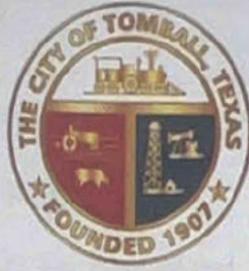
Printed Name of Applicant

7/2/24

Date:

Christina Nash has lived in the Tomball Cypress area off and on for 35 years. She is a lifetime educator having served in school districts in and around Tomball ISD. She has also served as a senior field trainer with the Academic Foundation Initiatives at IPSI with the University of Texas at Austin and as an educational consultant to the North Slope Borough School District in Barrow Alaska. Christina has a bachelor's degree in education from Sam Houston State University and a master's degree in educational administration and language arts from the University of St. Thomas. [REDACTED]

Thank you kindly,--  
Christina Nash



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Date: 7/2/24

Name: Margarette Yacoubian "Maggie"

Phone: \_\_\_\_\_

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

Phone: \_\_\_\_\_

(Home)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

(Work)

Email: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Chief Nursing Officer

Professional and/or Community Activities: see biography

Additional Pertinent Information/References: Bruce Hillegeist, President and CEO Greater Tomball Area Chamber of Commerce  
John Ford, Tomball City Council Member, Position 1

Please attach a short biography to this application.

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

I have served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community.

While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports.

This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.

see biography

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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

Margarette Yacoubian

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

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

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

**FORM CIQ**

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

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

Yes  No

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

Yes  No

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

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

7 \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

*N/A - Margauette Yambian  
7/2/24*

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

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

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

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

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

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

\*\*\*  
(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

- 1 Name of Local Government Officer
- 2 Office Held
- 3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(county)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*MA - Marguerite Yamborow  
7/2/24*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

---

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

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

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

...  
(2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

Margarette Yacoubian  
Board Member's Signature

7/2/24  
Date

Margarette Yacoubian  
Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 7/2/24 (date).

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

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

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

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

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

(website)

Margarette Yacoubian

Signature of Applicant for Appointment

Margarette Yacoubian

Printed Name of Applicant

7/2/24

Date:

## Maggie Yacoubian Biography

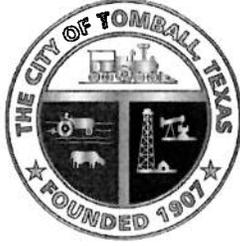
[REDACTED] I live in Tomball and have for the past 5 and a half years.

[REDACTED]

I work in the healthcare industry and have for the past 27 years. Over the past 27 years I have served as a nurse intern, registered nurse, nursing leader, and a nurse executive. I have worked as the chief nursing officer at HCA Houston Healthcare Tomball from 2019-2022 then transitioned as the chief nursing officer at HCA Houston Healthcare North Cypress. I hold a Master's Degree of Science in Nursing Leadership and Administration.

I'm a member of the American Organization of Nurse Executives and American College of Healthcare Executives.

I have served the last two years on the Tomball Regional Health Foundation Board. I have enjoyed working and giving time back to our community. While living in Tomball and working in Cypress, both are areas that Tomball Healthcare Foundation supports. This is my passion and my calling and I would love to have the opportunity to continue serving as a board member for the next two years.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Date: 6/25/24

Name: Lori Wilson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: (Work)

City/State/Zip: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 23 years.

I am YES am not \_\_\_ a U.S. Citizen

Occupation: Director of Physician Relations at HCA Houston Healthcare Tomball - 7 years, Director of Employer Relations at HCA Houston Healthcare - Kingwood - 2 years. I grow service lines and support physician staff. I've worked in Hospitals and Healthcare since 2005.

Professional and/or Community Activities: Current Board member of the Tomball Regional Health Foundation since 2016. Past Chairman of the planning and Zoning Commission, starting on the board when it was just the Planning Commission, working with the City and Zoning Consultant to bring Zoning to Tomball in 2008. Past President ESD#8, which is a Harris County elected position, providing funding for NW EMS through our Board. Founding member of the Tomball Business Association and Walk Tomball. Former Therapy Pet Pal member with my 126 lb Golden Retriever, Samson, visiting Tomball Nursing Homes.

Additional Pertinent Information/References: John Ford - City of Tomball Councilman, Rob Marmorstein - CEO HCA Healthcare Tomball, Bruce Hillegeist - President and CEO of the Greater Tomball Chamber of Commerce, Timika Simmons, CEO of TOMAGWA, Jeffrey Klein, CEO Tomball Regional Health Foundation

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**Please attach a short biography to this application.**

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

I have lived in Tomball for 23 years and I love my community. The TRHF Board has been expanding our charitable service lines and we are also in the midst of planning of our new building on Medical Complex. I think it is important that the Board is stable as we see this project through to completion.

It is an exciting time to be on the Board as we continue to support our community, and I would like to continue on as a Board member.

I appreciate your consideration.

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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



Digitally signed by Lori Wilson  
Date: 2024.06.25 10:13:41  
-05'00'

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Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

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

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

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

Yes  No

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

Yes  No

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

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

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

  
Lori Wilson

6-25-24

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

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

  
Lori Wilson

6-25-24

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 178.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 178.003(a)(2)(B), Local Government Code

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

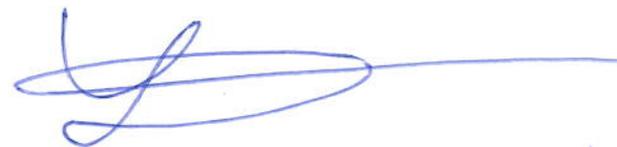
My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

  
Lori Wilson - 6-25-24

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

\*\*\*

- (2) the vendor:

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

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

  
Lori Wilson 6-25-24



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

Digitally signed by Lori Wilson  
Date: 2024.06.25 10:16:08 -05'00'

Board Member's Signature

June 25, 2024

Date

Lori Wilson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 8-25-24 from Website (date).

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

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

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

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

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



\_\_\_\_\_  
Signature of Applicant for Appointment

*Hori Wilson*

\_\_\_\_\_  
Printed Name of Applicant

June 25, 2024

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

**Lori Wilson Bio – Tomball Regional Health Foundation Board**

I feel I bring several strong capabilities to the Tomball Regional Health Foundation.

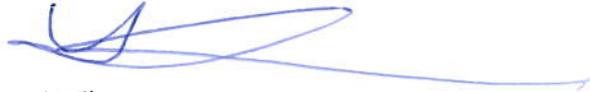
- Healthcare background since 2005
- Homeowner in the City of Tomball since 2001
- Many years of community involvement
- Deep knowledge of the Tomball community
- Strong relationships with community leadership
- Robust relationship building skills

As a TRHF Board member I bring experienced and common sense thoughts to the agenda items we discuss. Our Board has deep respect for one another and feel comfortable speaking our minds and considering other's opinions. The welfare and support to the communities we fund are always the primary focus of any of our discussions, as well as staying within the boundaries of our mission statement.

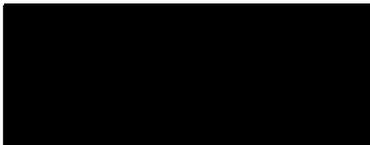
We are currently finalizing plans to build on Medical Complex Drive and the stability and experience of our Board is important as we work together to make many decisions for this large project. Also, we have changed our funding processing, and scope of charitable organizations, and I am excited to see these endeavors continue to grow.

I would like to ask to continue as a Board member for the Tomball Regional Health Foundation to be a part of the continuity of the projects we are currently working on, as well as the plans we have to further our charitable funding deeper into our communities.

Thank you,



Lori Wilson



# LORI WILSON

## SUMMARY

Results-driven professional with progressive experience and accomplishment in selling, managing, and increasing key internal and external client relationships. Strategic and visionary leader with a track record of developing and executing plans to impact a company's vision, revenue, and profit goals. Self-driven and motivated, blended with strong business, leadership, relationship, sales/marketing, consultative selling, communication, problem solving, and product development/marketing collaboration skills.

- Vision, Strategy & Execution
- Relationship & Consultative Selling
- Oral, Written, & Presentation Skills
- New Product Development & Launch
- Client Relationship Management
- Executive Presentations & Negotiations
- Project Management & Marketing Events
- Competitive Analysis & Account Strategies

## KEY ACCOMPLISHMENTS

- Gifted in creating, building, enhancing and maintaining relationships with C-level executives, internal and external clients
- Top producer with multiple awards during career including President's Club, National Sales Leader and Super-Achiever
- Proven history of exceeding quotas and revenue volume goals year-over-year in extremely competitive and demanding environments
- Successful experience developing marketing strategies and assisting in product and service line launch/rollouts

## PROFESSIONAL EXPERIENCE

HCA HEALTHCARE (Hospital Corp of America) – Houston, Texas 3/15 - Present  
*At its founding in 1968, Nashville-based HCA was one of the nation's first hospital companies. Today, we are the nation's leading provider of healthcare services, a company comprised of locally managed facilities that includes 185 hospitals and 2,000+ sites of care in 20 states and the UK, employing approximately 275,000 people.*

**Director of Physician Relations - Generalist, HCA Houston Healthcare Tomball** 07/17 - Present  
Develop and retain customer relationships to drive business growth for key hospital service lines. Serve as an extension of hospital leadership and operations, focusing on key internal and external customers to grow hospital volumes (Orthopedics, Spine Surgery, Cardiovascular, Surgery, Bariatrics, Podiatry, Pain Mgmt, PCP, GI, OBGYN, Pulmonology, Neurology, Oncology, and Breast surgery). Preserve relationships between physicians and O Suite by building strong and trusted relationships. Proficient in working within an integrated hospital organization.

**Director of Employer Relations, HCA Houston Healthcare Kingwood** 03/15 – 07/17  
Build and maintain business relationships that drive business back into the hospital system. Create strong relationships with insurance brokers and consultants in order to gain access to commercially insured groups. Provide top employers with information on hospital service lines, strengths and benefits. Garner solid relationships with hospital executives, directors and staff in order to understand service lines, culture, and strategies.

THE METHODIST HOSPITAL SYSTEM, Houston, Texas 12/09 – 02/15  
*The Methodist Hospital System is comprised of a leading academic medical center in the Texas Medical Center and four community hospitals serving the greater Houston area.*

**Wellness Consultant, Houston, Texas**  
Build and maintain business relationships with national and local corporate accounts, primarily in the Texas market. Plan, manage, and execute strategies to impact the company's market position in a niche industry. Consult with C-level executives, human resource management, insurance carriers and broker partners. Develop relationships, identify needs, and deliver multiple informal and Power Point presentations with end-to-end solutions, to win new business opportunities, as well as maintaining and increasing current business. Manage diverse relationships, at multiple levels, as well as negotiate contracts and contract renewals. Responsible for strategic management of sales goals, and implementing plans to exceed those targets. Maintain and utilize contact management software.

- Generate wide range of successful strategic partnerships with large and mid-sized corporate clients
- Key strategist and sales/marketing leader in delivering relevant wellness solutions
- Successfully deliver comprehensive wellness and life style management programs while building a return investment and reducing bottom line expenses for client base

- Achieve long term relationships with corporate clients of all sizes as well as insurance consultants and brokers. Texas Department of Insurance Licensed General Lines Agent and Life and Health Insurance Counselor since 2007.
- Proven track record of successfully bidding \$100K plus contracts

LIFE TIME FITNESS, Houston, Texas

03/05 – 12/09

*\$350 million company specializing in wellness services and solutions for corporate clientele*

**Regional Corporate Wellness Director, Houston, Texas**

Constructed and sustained strong relationships with national insurance carriers, national brokers and corporate accounts in the Texas market. Maintained sturdy relationships with insurance carriers, broker partners and C-level executives, developed relationships, identified needs, and delivered solutions. Provided expertise to various departments within an organization to coordinate a unique and appropriate wellness strategy. Negotiated contracts/contract renewals and set up trade show marketing events to create company awareness.

- Achieved successful business partnerships with a diverse range of corporate clients, insurance consultants and brokers
- Delivered significant new revenue in the Texas market
- Completed and implemented knowledge from Consultative Sales training
- Successfully delivered comprehensive wellness and life style management programs in conjunction with insurance carrier and broker representatives while building a return on investment and reducing bottom line expenses for client base
- Recognized as one of the leading Regional Directors in the company for managing positive relationships that drive large employers toward utilizing wellness services and successfully impacting their revenue in a very competitive industry.
- Collaborated with product development on market strategy and positioning for the first-ever full-service insurance brokerage launch supported by a nationwide health and fitness network
- Developed and implemented marketing strategies for e-mail campaigns and print marketing materials
- Established relationships and won new business with large corporate accounts, brokers and insurance carriers

RICOH AMERICAS CORP., Houston, Texas

11/02 – 03/05

*\$3 Billion in Sales Annually Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts and long-term agreements. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- Image Management Consultant Certification
- Certified Document Image Architect Certification
- Ricoh University Student
- Color Management Certified - Solution Selling Certified - Production Selling Certified
- Managed direct relationships with channel partners in a very competitive industry
- Played key role in driving business by collaborating with product development and IT teams to build custom-designed document management systems for clients

AMERICAN BUSINESS MACHINES, Houston, Texas

09/01– 11/02

*Established 1954 – Diversified Office Automation Equipment and Electronics Provider*

**Senior Account Executive**

Managed new business development for a Houston territory, selling copiers, printers, faxes and document management systems. Built and maintained relationships with owner/C-level contacts, identified needs, detailed products, delivered multi-channel presentation, as well as negotiated contracts. Implemented cold calling strategies to develop new leads and impacted revenue by building positive partner relationships.

- \$100,000 of the Month Club
- Minolta Professional Sales/Action Selling Certified
- Achieved forecasted sales quota regularly
- Instrumental in developing new business revenue by 7% a year

MARK OF DISTINCTION, Houston, Texas  
*Established 1988 - Addressing, folding/inserting, and mailing equipment*

5/00 – 08/01

**Account Executive**

Managed sales/new business development in the Houston market for the large mailing/addressing, folding/inserting equipment. Prospected leads and developed relationships with C-level contacts, responded to RFPs, developed detailed business cases, negotiated pricing and contract specifications, and influenced decisions to close new business opportunities.

- Salesperson of the Month for 6 sales cycles
- Member of various postal/printing organizations

OFFICEMAX, Prescott, Arizona  
**Major Account Executive**  
Managed Catalog Sales for all of Northern Arizona

3/97 – 5/00

IKON OFFICE SOLUTIONS, Prescott, Arizona  
**Sales Consultant**  
Copier/Fax Sales for Prescott Arizona territory

9/96 – 3/97

MINOLTA BUSINESS SYSTEMS, Houston, Texas  
*Diversified Office Automation Equipment and Electronics Provider*

4/91 – 8/96

- Successful management of three hundred-fifty existing clients for over five years.
- Achievement of number one sales representative in the Houston office out of twenty-four representatives 10 times
- Super-Achiever Award - 1995-1996
- Awarded Minolta President's Club trip for 1992 (Puerto Rico), 1993 (Scotland), and 1994 (Monte Carlo), 1995 (Caribbean Cruise).

**EDUCATION**

**Bachelor's degree – Business Administration – LeTourneau University - 2005**

\*Summa Cum Laude  
\*Alpha Sigma Lambda

**Associate's degree – Marketing – North Harris Montgomery College - 1996**

\*Phi Theta Kappa

**COMMUNITY SERVICE**

**Planning and Zoning Commission – Tomball – Chairman – 2007 to 2013**

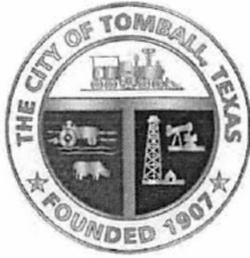
**Emergency Services District #8 Commissioner – President (Elected Official) – 2007 to 2014**

**Tomball Business Association – Vice President – Communications – 2007 to 2010**

**Guest Business Columnist – Tomball/Magnolia Potpourri (HCN) – 2007 to 2010**

**Tomball Regional Health Foundation Board Director – 2016 – Present**

**East Montgomery County Chamber of Commerce Director – 2016 - 2017**



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Date: 6/5/24

Name: Janna Hoglund

Phone: \_\_\_\_\_

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip [REDACTED]

Phone: [REDACTED] (Work)

Email: [REDACTED]

Cell: \_\_\_\_\_

I have lived in Tomball 6 years.

I am  am not  a U.S. Citizen

Occupation: Director of LSC-Tomball Community library 2017-present

In this role I oversee the daily operations of the library, as well as developing and sustaining strategic partnerships within

the Tomball Community. City of Tomball, TEDC, TISD, GTACC, LSC-Tomball, TRHF, Precincts 3 and 4 are some of the partners

I work with. We are very engaged with our community as this is the key in serving it better.

Multiple new services and programs for all ages have been added to benefit our Tomball Community

Professional and/or Community Activities: \_\_\_\_\_

GTACC Board of Directors - Vice Chairman of the Board (Business Resources), Executive Board Member, 2021-2023

Tomball Education Foundation Board of Directors, Executive Board Member, Vice President of Communications, 2022-present

Leadership North Houston Advisory Council, 2022-present

Through the service on these Boards I am engaged in various community events and activities that benefit Tomball Community

Additional Pertinent Information/References: \_\_\_\_\_

References: Bruce Hillegeist, GTACC President, (281) 351-7222;

Dr. Lee Ann Nutt, LSC- Tomball President, (281) 351-3378

Please attach a short biography to this application.

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

The answer is simple - because I care and because I love Tomball. One of the Tomball leaders gave me an advice I am following:

"We should serve our community in a way that makes it a place we want to raise our children in and be with our families."

With this always in mind, I serve my Tomball Community. By serving on TRHF Board I can contribute even more to making Tomball

the best place to be in. I would like to help and support TRHF in achieving its organizational missions in serving our Tomball Community:

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

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

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

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

**FORM CIQ**

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

**OFFICE USE ONLY**  
Date Received

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

*n/a*

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

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

*n/a*  
\_\_\_\_\_  
Name of Officer

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

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

Yes  No

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

Yes  No

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

*n/a*

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

7 *Janna Hopland*  
Signature of vendor doing business with the governmental entity

*6/4/24*  
Date

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

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

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

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

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

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

\*\*\*  
(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 178, Local Government Code.</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer <i>Janna Hopland</i></p>	
<p>2 Office Held <i>City Board</i></p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code <i>n/a</i></p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted <i>n/a</i> Description of Gift _____</p> <p>Date Gift Accepted <i>n/a</i> Description of Gift _____</p> <p>Date Gift Accepted <i>n/a</i> Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right; margin-right: 100px;"><i>Janna Hopland</i> _____ Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p> <p>(2) Unsworn Declaration</p> <p>My name is <i>Janna Hopland</i> and my date of birth is <i>03/08/1971</i></p> <p>My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)</p> <p>Executed in <i>Tarrant</i> County, State of <i>Texas</i>, on the <i>4</i> day of <i>June</i>, 20<i>24</i></p> <p style="text-align: right; margin-right: 100px;"><i>Janna Hopland</i> _____ Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

---

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

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

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

\*\*\*

(2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

Janna Hoglund  
Board Member's Signature

6/4/24  
Date

Janna Hoglund  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 06/04/2024 (date).

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

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

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

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

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

Janna Hopland  
Signature of Applicant for Appointment

Janna Hopland  
Printed Name of Applicant

6/4/2024  
Date:

# Janna V. Hoglund, MLIS

---

June 5, 2024

As an experienced and passionate servant leader, I strongly believe in the importance of community service. In my current role as the Director of LSC-Tomball Community Library, since 2017, I proudly and passionately serve our Tomball Community.

LSC-Tomball Community Library is a joint library in partnership between Harris County Public Library and Lone Star College-Tomball. As a library director, I actively engage with the Greater Tomball community the library serves. Building and sustaining strategic partnerships is one of the key aspects of community service and bringing a positive impact. I have served on the Board of Directors of the Greater Tomball Area Chamber of Commerce and currently serve on the Board of Directors of the Tomball Education Foundation and the Advisory Board of Leadership North Houston. My library, my team, and I have received multiple recognitions for community service from local and state organizations and elected officials.

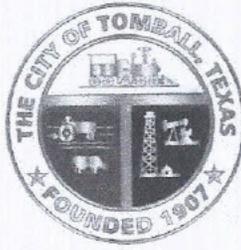
Some of the major collaborative and community engagement initiatives that I was directly engaged in and coordinated:

- *Tomball Naturalization Ceremony* (in collaboration with the USCIS) – February 2024
- *GTACC Tomball Leadership Summit*, May 2023 (as the planning Committee Chair)
- *SPARK Partnership* (a partnership between the library, Tomball ISD, and LSC-Tomball). 2021 – present. SPARK received two 2023 awards from Texas Library Association as an innovative community initiative that made a significant positive impact. SPARK was recognized with a proclamation by the City of Tomball in 2021. Recognition from Commissioner Tom Ramsey in 2023.
- *Tomball Innovation Lab* (a collaboration between the library, LSC-Tomball, Precinct 4, GTACC, TEDC, HCA-Houston Healthcare Tomball, and City of Tomball). 2020 – present
- *Tomball Community Art Showcase* (a collaboration between the library, TISD, LSC-Tomball) 2019- present

I am looking forward to having a chance to serve on the TEDC Board in order to enhance the quality of life of our Tomball residents and to enhance the general well-being of our community.

Sincerely,

*Janna Hoglund*



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Date: 8/11/23

Name: Darrell McReynolds

Phone: \_\_\_\_\_

(Home)

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

Phone: \_\_\_\_\_

(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 37 years.

I am  am not  a U.S. Citizen

Occupation: I retired in 2021 from Tomball ISD where I was a school administrator for 35 years.

I worked at various campuses over those years including Tomball Elementary, Lakewood Elementary, Tomball Intermediate, and Northpointe Intermediate.

Professional and/or Community Activities: I serve on several boards:

Tomball Education Foundation, Tomball Career & Technology Advisory Board,

Chairman of Woodsedge Community Church Elder Board,

All Nations Community School board, Journey School for the Uniquely Gifted and Talented board

Additional Pertinent Information/References: \_\_\_\_\_  
Dr. Martha Salazar-Zamora \_\_\_\_\_  
Bruce Hillegeist \_\_\_\_\_  
Sherrie Meicher \_\_\_\_\_

**Please attach a short biography to this application.**

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

Jeffrey Klein has spoken to me about the foundation he leads. I believe my passions and experiences would be beneficial to this board.  
The Tomball community has been such a blessing [redacted] and I would like to give back to this city.

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

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Decision-Making Boards and Commissions  
 Planning & Zoning Commission  
 Board of Adjustments

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

Separate Legal Entities  
 Tomball Economic Development Corporation

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

Tomball Regional Health Foundation

Ad Hoc/Advisory Committees  
 Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

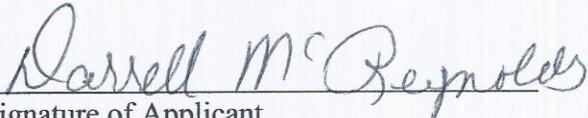
Meeting Information  
As called

Non-profit Corporation Boards  
 Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information  
As called

\*\*\*\*\*

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



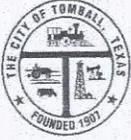
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

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



## Board Member Election on Disclosure

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

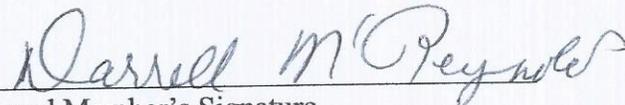
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

  
Board Member's Signature

8-11-23

\_\_\_\_\_  
Date

**Darrell McReynolds**

\_\_\_\_\_  
Board Member's Printed Name

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

## For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

*Not applicable*

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

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

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

*Darrell M Reynolds*  
Name of Officer

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

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

Yes  No

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

Yes  No

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

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

7 *Darrell M Reynolds*  
Signature of vendor doing business with the governmental entity

*8-11-23*  
Date

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

Not applicable

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

### 6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Darrell M Reynolds  
Signature of Local Government Officer

Please complete either option below:

#### (1) Affidavit

NOTARY STAMP/SEAL

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

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

#### (2) Unsworn Declaration

My name is Darrell M Reynolds, and my date of birth is 6-30-1952

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in Harris County, State of Texas, on the 11 day of August, 2023.

Darrell M Reynolds  
Signature of Local Government Officer (Declarant)

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on August 11, 2023 (date).

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

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

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

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

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

Darrell M' Reynolds

Signature of Applicant for Appointment

Darrell M' Reynolds

Printed Name of Applicant

8-11-23

Date:

## Darrell McReynolds Bio

Darrell McReynolds [REDACTED] moved to Tomball in 1986 where he served as a school administrator for Tomball ISD for 35 years before retiring in 2021.

[REDACTED]

Darrell has a bachelor's degree from Calvary University and a Masters degree from the University of Iowa. He was an upper elementary teacher for 11 years in that state before the move to Tomball. Darrell [REDACTED] active member of Woodsedge Community Church where he has served as an elder since 2005. He also sits on the boards for Tomball Education Foundation, All Nations Community School, and Journey School for the Uniquely Gifted and Talented.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Date: 12 September 2022

Name: James D Engelke

Phone: [REDACTED]

Address: [REDACTED]

(Home)

Phone: [REDACTED]

City/State/Zip [REDACTED]

(Work)

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 12 years.

I am X am not     a U.S. Citizen

Occupation: Director, Enterprise Support & Implementation Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: Past President & Member, Tomball Rotary Club  
Member, Greater Tomball Area Chamber of Commerce      President, Leadership North Houston Alumni Association Board  
Member, Leadership North Houston Advisory Council  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: PCED Certified (Professional Community & Economic Developer)  
Master of Public Service & Administration in Public Policy Analysis/Graduate Certificate Public Management from Bush School  
of Government & Public Service at Texas A&M University

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**Please attach a short biography to this application.**

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

I am a proud citizen of Tomball and have always felt a strong desire to serve the community. Service has always been  
important to me from a young age. I am an Eagle Scout and have served as President of the Tomball Rotary Club  
where Service Above Self is our motto. From a standpoint of qualifications, I believe I am uniquely qualified to serve on the  
Tomball EDC Board because of my professional certification in economic development, my educational experience,  
and my affiliation with regional leadership development programs including Leadership North Houston.

---

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

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

Meeting Information

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

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

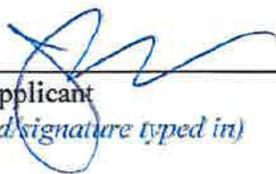
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not  
require Tomball residency

Meeting Information

As called

\*\*\*\*\*

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

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

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256**

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

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

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 86th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.005(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006a-1d, Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;"><u>James D Engelke</u> Name of Officer</p>	
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p style="text-align: center;">N/A</p>	
<p><b>6</b> <input checked="" type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) (excluding gifts described in Section 176.003(a-1)).</p>	
<p><b>7</b></p> <p style="text-align: center;"><u></u> Signature of vendor doing business with the governmental entity</p> <p style="text-align: right;"><u>12 Sep 2022</u> Date</p>	

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

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

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

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

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

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

\*\*\*  
(2) the vendor:

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

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

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

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

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

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

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

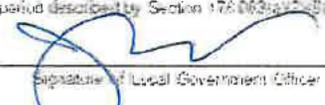
(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

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

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

<p>This questionnaire reflects changes made to the law by H.B. 33, 94th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<b>OFFICE USE ONLY</b>
<p>1 <b>Name of Local Government Officer</b> James D Engelke</p>	Date Received
<p>2 <b>Office Held</b> TBD</p>	
<p>3 <b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b> City of Tomball</p>	
<p>4 <b>Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b> N/A</p>	
<p>5 <b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <div style="text-align: center;">               _____              Signature of Local Government Officer         </div> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____ 20____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p> <p><b>(2) Unsworn Declaration</b></p> <p>My name is <u>James D Engelke</u> and my date of birth is <u>Jan 12 1976</u></p> <p>My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (county)</p> <p>Executed in <u>Harris</u> County, State of <u>TX</u>, on the <u>12th</u> day of <u>Sept</u>, 20<u>22</u></p> <div style="text-align: center;">               _____              Signature of Local Government Officer (Declarant)         </div>	

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 01/2022

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

Board Member's Signature

12 September 2022

Date

James D Engelke

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

**I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12 Sept 2022 (date).**

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

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

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

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

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

  
\_\_\_\_\_  
Signature of Applicant for Appointment

**James D Engelke**  
\_\_\_\_\_  
Printed Name of Applicant

**12 Sept 2022**  
\_\_\_\_\_  
Date:

## JAMES D (JIM) ENGELKE BIOGRAPHY

With regard to professional experience, community investment, and education, it is doubtful you will find many candidates for Tomball EDC Board as uniquely qualified as Jim Engelke.

Jim holds a certification as a Professional Community & Economic Developer (PCED), recognized across the nation as a leading educational program for economic development professionals. On the Board, Jim's advanced knowledge in this area would be most advantageous.

He also has earned a Master's Degree in Public Policy Analysis and a Graduate Certificate in Public Management from the Bush School of Government & Public Service at Texas A&M University, certifying his advanced study of government processes (including budgeting and finance) and intelligent policy design as well as analysis of the effects of particular policy or prospective policy (forecasting, scoring, cost-benefit analysis, public impact, tax efficiency, etc). This translates to Jim having a high degree of understanding of the needs of the community and how economic development opportunities may affect Tomball.

Professionally, Jim has served in executive leadership roles for over 20 years, most of which in the private sector as a C-level corporate executive as well as 5 years as a CEO of his own company which he sold in 2019. He recently returned to private industry after almost six years with Lone Star College where he worked managing workforce development initiatives including internship programs and community leadership programs, both of which are economic development initiatives in a healthy community.

In service to Tomball, Jim has been in the Tomball Rotary Club since 2015 and served as President from 2018-2019 where he led community service and partnership efforts to create the first ever Big Show at the Depot. Jim has also served the Greater Tomball Area Chamber of Commerce as Committee Chair for the Mobility & Transportation Committee and has served on the Government & Legislative Affairs Committee as well.

He is also a graduate of Leadership Tomball ISD and Leadership North Houston and currently serves as President of the LNH Alumni Association Board as well as on the LNH Advisory Council. Over the past 12 years he has been in Tomball, he has also served on various non-profit Boards of Directors and on the Texas Railroad Heritage Museum Board.

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

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

**Background:**

The Corporation’s Board of Directors consists of seven members appointed by the City Council for two-year terms. Directors are expected to exercise ordinary business judgment in managing and directing the business affairs of the Corporation. All projects and expenditures authorized by the TEDC Board of Directors must also be approved by the City Council.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Bill Sumner	Secretary	5/31/2024
Richard Bruce	Treasurer	5/31/2024
Lisa Covington		5/31/2024
Brock Hendrickson		5/31/2024

Bill Sumner and Brock Hendrickson are both seeking reappointment. Board Member Hendrickson was appointed in February 2024 to fill the vacancy and unexpired term created by Clete Jaeger’s resignation. Lisa Covington and Richard Bruce have indicated that they would like to step down from serving on the TEDC Board of Directors at this time.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Angie Jonson, Brenda Crenshaw, Colleen Pye, Danny Hudson, Devon Ketchner, Scott Moore, Latrell Shannon, Sherrie Meicher, William “Butch” Martin, and Matthew Williams

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments, Matthew Williams and Devon Ketchner are both serving as an alternates on the Board of Adjustments and Scott Moore is serving on P & Z.

**Origination:** City Secretary Office

**Recommendation:**

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

Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

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

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

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



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Date: 9-12-2022

Name: William Sumner

Phone: \_\_\_\_\_

(Home)

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

Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 37 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: Retired from Houston Poly Bldg

Professional and/or Community Activities: TEDC BOARD  
MOBILITY TRANSPORTATION COMMITTEE

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a short biography to this application.

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

AS PART OF MY CIVIC DUTY I  
HAVE SERVED ON TEOL BOARD FOR THE  
LAST 10-12 YEARS.

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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

*W. E. Sumner, Jr.*

Signature of Applicant

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256**

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

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

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

Houston Poly BAG

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

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

William Sumner

Name of Officer

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

FORMER OWNER OF HOUSTON POLY BAG. SOLD my company in 2010 to my children.

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

Yes

No

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

Yes

No

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

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

7 Reighann S. Taylor  
Signature of vendor doing business with the governmental entity

6-6-2024

Date

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*William SUMNER*

2 Office Held

*TEOC BOARD OF DIRECTORS*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

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

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is *William SUMNER*, and my date of birth is *8/10/1949*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *HARRIS* County, State of *TEXAS*, on the *6<sup>th</sup>* day of *JUNE*, 20*24*.

*W.E. Sumner*  
Signature of Local Government Officer (Declarant)



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

W. E. Sumner, Jr.  
Board Member's Signature

9-12-2022  
Date

William E. Sumner, Jr.  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9-12-2022 (date).

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

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

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

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

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

W. E. Sumner Jr.  
Signature of Applicant for Appointment

William E. Sumner, Jr.  
Printed Name of Applicant

9-12-2022  
Date:

## Biography of William E. Sumner

Born 8/11/1949 in Honolulu, Hawaii.

[REDACTED] I have lived in France, Maryland, Virginia, California, Ohio, and Kentucky. As a child growing up I was able to see much of Europe as well as much of America.

I received my BBA from Eastern Kentucky University in 1973 and my Masters Business degree from University of Louisville in 1975. I worked full for Bristol Myers's Company while I was pursuing my Masters.

I have had some kind of employment since I was 10 years old as a sergeants pay with four children does not go very far. I delivered papers, worked in a bowling alley, mowed lawns, maintained baseball fields for little league, was a janitor, aide to the sergeant major for ROTC, worked in a book store, worked in a 7-11 night shift, and put up hay one summer. This has given me a diverse picture of American workers and shaped my fiscal responsibility.

In 1979 with my partners I started Houston Poly Bag to manufacture plastic bags and sheeting for the industrial market. We moved HPB to Tomball in 1985. Since our move HPB has been a champion for the children of Tomball. Most of our philanthropy goes for the Kids in Tomball.

[REDACTED]

My work with the TEDC over the last 12 years or so has been rewarding. I am proud of what the EDC has accomplished for the city. I feel it is my civic duty to give back to the citizens of Tomball.

Best Regards,

Bill Sumner



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Date: 07/03/24

Name: R Brock Hendrickson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: [REDACTED] (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 12 years.

I am  am not  a U.S. Citizen

Occupation: Senior operations engineer for Citation Oil & Gas Corp (COGC) coordinating all drilling, completion, & production operations in Indiana & SE Illinois

Professional and/or Community Activities: Society of Petroleum Engineers - Four Corners Section - past President, COGC college recruiting coordinator, Second Baptist Church deacon, Spring Pines HOA President

Additional Pertinent Information/References: Member of 2023-24 Tomball Charter Commission \_\_\_\_\_

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**Please attach a short biography to this application.**

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

At the request of Councilman Randy Parr, I am willing to serve the community and aid with any thoughts, ideas, or experiences in my life for the Tomball Economic Development Corporation

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency  
\*Charter Review Committee

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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



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Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

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

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

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

**FORM CIQ**

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

OFFICE USE ONLY
Date Received

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

Randall Brock Hendrickson

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

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

\_\_\_\_\_  
 Name of Officer

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

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

Yes       No

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

Yes       No

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

N/A

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

**7**   
 \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

07/03/2024

\_\_\_\_\_  
 Date

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

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

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

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

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

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

(2) the vendor

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

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

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

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

**Local Government Code § 176.00G(a) and (a-1)**

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

Randall Brock Hendrickson

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code



Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is Randall Brock Hendrickson and my date of birth is 01/26/1982

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in Harris County, State of Texas, on the 3rd day of July, 2024

(month)

(year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

(2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

Board Member's Signature

07/03/2024

Date

Randall Brock Hendrickson

Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have copy of the City of Tomball Boards, Commissions and Committees Handbook on 3 July 2024 (date).

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

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

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

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

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



---

Signature of Applicant for Appointment

Randall Brock Hendrickson

---

Printed Name of Applicant

7/3/24

---

Date:

# R BROCK HENDRICKSON

## OPERATIONS ENGINEER



### OBJECTIVE

---

Serve the community by utilizing learned management and operations skills throughout my career.

### SKILLS & ABILITIES

---

Multi-year operational flow (i.e., Gantt charting), scheduling contractors for multi-area development, service-specific tool design & patenting, and operations engineering & management.

### EXPERIENCE

---

June 2011 - Present

#### **Senior Operations Engineer**

Citation Oil & Gas Corp

Manage Illinois & Uintah Basin operations. Saw a 7,000% growth & 12x value increase. Design all drilling, completions, and production SOPs. Designed Mississippian fracs, increasing production 10x & ROI of 2x over PV10 value. Developed in-house radio communications for automation. Designed facilities to process production growth & begin waterflooding.

June 2009 – May 2011

#### **Petroleum Engineer**

Legend Natural Gas

Designed compression facilities in multiple South Texas fields. Re-designed rod strings, increasing run times by 105%. Designed plunger lift, rod pump, jet pump, and injection, increasing production 67%.

August 2005 – May 2009

#### **Operations Engineer**

XTO Energy

Plan & design CBM, shale, and gas sand completions and operations. Uintah Basin start-up engineer. Developed N2 foamed fracs for CBM horizontals. Managed a 200% increase in San Juan Basin production.

July 2003 – July 2005

#### **District Engineer**

Baker Oil Tools

Sand control tool supervisor, including gravel pack, tubing conveyed perforating, and production strings. Vessel stimulations engineer for Gulf of Mexico completions. Designed & patented the T-Set tool.

### EDUCATION

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May 2003

#### **Bachelor's of Science in Petroleum Engineering**

University of Louisiana at Lafayette

2003 PE Outstanding Graduate, Graduated Cum Laude & with Honors, Mathematics Minor, 2001-2003 AADE Chapter President

## LEADERSHIP

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Spring Pines Estates HOA President, 2023-2024

Second Baptist Church deacon, 2015-present

Citation Oil & Gas Corp college recruiter, 2011-present

Society of Petroleum Engineers, Four Corners Chapter, Program Chair 2006-2008 & President 2008-2009

Four Corners Oil & Gas Conference Executive Committee 2007-2009 & Program Chair 2008-2009

Inaugural member of the Four Corners Energy4me education program

Company spokesman for 4 years at Farmington Energy Week

Raised \$20,000 in scholarships for area students, starting the Oilman's Shootout event

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

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

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission/CIPAC
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

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

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

Please return this application to:

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

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

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

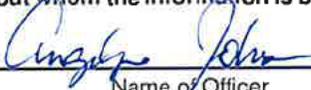
Date Received

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

N/A

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

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

  
 \_\_\_\_\_  
 Name of Officer

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

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

Yes  No

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

Yes  No

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

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

**7**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

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

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

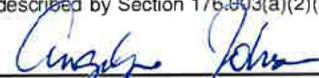
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

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

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

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

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

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

\*\*\*

- (2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

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

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

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

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

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

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

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



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

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

## Angie Johnson Bio

I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Date: 2/5/2024

Name: Brenda G. Crenshaw

Phone: [Redacted]

Address: [Redacted]

Phone: [Redacted] (Work)

City/State/Zip: [Redacted]

Cell: same

Email: [Redacted]

I have lived in Tomball 32 years. (off and on)

I am  am not  a U.S. Citizen

Occupation: Vice President CDS (Community Development Strategies); Realtor - 5th Stream Realty; President ABC Realty Pros LLC; Licensed Appraiser

Professional and/or Community Activities: Houston Assoc of Realtors; Commercial Real Estate Women;

Additional Pertinent Information/References: I have worked with Kelly Violette on numerous projects for the City of Tomball / Tomball EDC and CDS both directly and on team projects.

Please attach a short biography to this application.

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

I have lived in Tomball on and off for over 30 years.

I have always worked in real estate and would like to help form to future growth and development of Tomball.

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

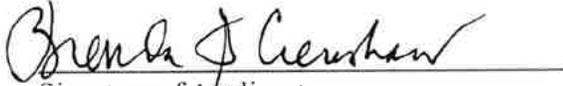
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

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



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

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



## Board Member Election on Disclosure

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

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

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

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

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

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

\_\_\_ home address

\_\_\_ home telephone number

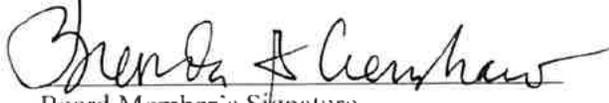
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

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

  
Board Member's Signature

  
Date

  
Board Member's Printed Name

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

**FORM CIQ**

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

OFFICE USE ONLY
Date Received

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

N/A

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

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

\_\_\_\_\_  
 Name of Officer

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

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

Yes  No

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

Yes  No

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

N/A

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

7 Brenda J. Coenhan  
 Signature of vendor doing business with the governmental entity

2/5/24  
 Date

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

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

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

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

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

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

\*\*\*  
(2) the vendor:

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

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

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

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

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

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

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

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

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

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>Date Received</p>						
<p>1 Name of Local Government Officer</p>							
<p>2 Office Held</p> <p style="text-align: center; font-size: 2em;">N/A</p>							
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>							
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.</p>							
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>							
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Signature of Local Government Officer</p> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Please complete either option below:</p> <p>(1) Affidavit</p> <p style="margin-left: 40px;">NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which witness my hand and seal of office</p> <table style="width:100%; margin-top: 10px;"> <tr> <td style="width:33%; font-size: small;">Signature of officer administering oath</td> <td style="width:33%; font-size: small;">Printed name of officer administering oath</td> <td style="width:33%; font-size: small;">Title of officer administering oath</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </table> <p>(2) Unsworn Declaration</p> <p>My name is <u>Brenda G Crenshaw</u> and my date of birth is <u>6/6/61</u></p> <p>My address is _____</p> <p>Executed in <u>Harris</u> (county) State of <u>Tx</u> on the <u>5th</u> (day) of <u>February</u> <u>24</u> (month) <u>24</u> (year)</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Signature of Local Government Officer (Declarant)</p>		Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath			
Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath					

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

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(2) the vendor:

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

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

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2/5/2024 (date).

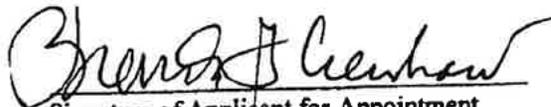
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

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

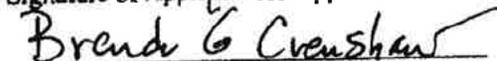
I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

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

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



Signature of Applicant for Appointment



Printed Name of Applicant

2/5/2024  
Date:

# Brenda G. Crenshaw

## *Qualifications Profile for Tomball EDC Board*

Experienced individual with an understanding of the real estate market and its demographic and economic influences gained through a diverse career history in commercial and residential real estate market analysis, asset operations, management, disposition and valuation.

I have worked closely with the Tomball EDC/City and private developers on several projects in Tomball while employed with CDS. The projects include the market study for the creation of the Tomball Industrial Park, Macy's Industrial Development and the proposed mixed-use development at the NWC of FM 2920 and FM 1488.

I have lived in Tomball for over 30 years in 5 different houses/areas

My vast real estate career has provided knowledge on all markets and land uses. Establishing well planned developments that are crucial for the growth of Tomball and its economy will be high on my list as a board member. I feel that I can be an asset to the board by providing guidance and recommendations.

## *Professional Background*

### **President/Owner**

*ABC Realty Pros LLC 2024-Present*

Company setup to buy, remodel and flip residential properties in and around the Tomball/Houston area. Also manages rental properties.

### **Vice President**

*CDS Community Development Strategies, 2008 to present*

Provide management and administration of market and economic studies while adhering to time and budget constraints. Projects include demand and market feasibility relating to single use income properties and multi-use developments; Highest and Best Use determination of properties; Appraisal of student housing facilities and market rent analysis for student housing, multi-family, and medical office facilities located in the U.S. and Canada.

### **Commercial Appraiser**

*Harrington and LeBlanc, National Appraisal Partners, Ray Coleman and Assoc., 2003 to 2008*

Appraisal reporting of commercial properties including multifamily housing, hotels, urban/CBD office buildings, retail centers, industrial properties and religious facilities.

### **Chief Financial Officer**

*Infopros Inc., 1999 to 2002*

Diverse accounting duties for this start-up computer consulting company requiring payroll, accounts payable, accounts receivable, financial reporting, general ledger and monthly reconciliations as well as state and federal filings.

### **Residential Realtor**

*Caldwell Banker Mandola, 1992 to 2003; Gary Colburn & Associates 2007-2016; 5<sup>th</sup> Stream Realty 2016-Present*

**Portfolio Analyst**

***Bank One Texas/Bonnet Resources, 1989 to 1992***

Portfolio manager of bank properties held for disposition by the FDIC. Responsibilities included budgets, variance and financial reports, and lease agreements while working closely with brokers and asset managers. Prepared financial reports and performed general accounting for Bank One.

**Site Location Analyst**

***Weingarten Realty, 1985 to 1986 (Layoff)***

Assessed land acquisitions for the development of retail centers according to guidelines for corporate market and financial feasibility.

**Property Manager**

***Green Properties, 1982 to 1984***

Management responsibilities including operations, leasing, maintenance, budgeting, and personnel at the property level for two multi-family developments in Nacogdoches, Texas while attending college.

***Education***

**Bachelor of Business Administration, Real Estate Finance** - The University of Texas at Arlington

***Licenses***

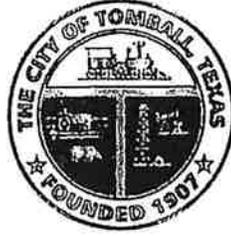
**Texas Licensed Appraiser #1335848-L**

**Texas Licensed Real Estate Sales #0409602**

***Organizations and Affiliations***

Houston Association of Realtors  
Urban Land Institute  
Commercial Real Estate Women

International Council of Shopping Centers  
Nat. Assoc. of Industrial and Office  
Properties (NAIOP)



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

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

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

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Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_  
Cell: 281-932-2784 (Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

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Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

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

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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



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

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

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

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

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

NA

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

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

NA  
 Name of Officer

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

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

Yes  No

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

Yes  No

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

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

**7**

Signature of vendor doing business with the governmental entity

Date

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

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

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

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

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

\*\*\*

- (2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

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

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

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

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

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

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

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

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

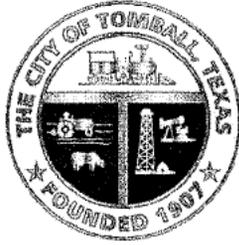
In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly **not existent** in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Name: Danny R. Hudson

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: danny.hudson@sbcglobal.net

Date: 2/21/24

Phone: 832-693-3878

Phone: 832-693-3878

Cell: 832-693-3878

(Home)

(Work)

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank

Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.

Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer

Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

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

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

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

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

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

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

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

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

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em; font-style: italic;">Not Applicable</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

[Handwritten Signature]

2/22/2024

Danny Hanson

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

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

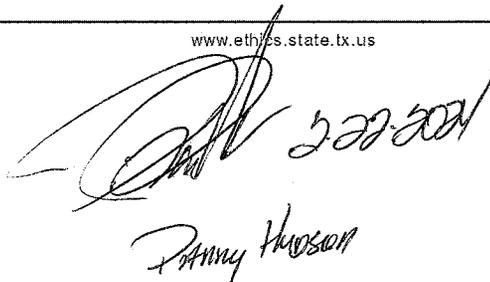
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

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

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

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



Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

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

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

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*Not Applicable*

*[Signature]*  
**DANNY HUOSON**

*2/12/2024*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

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

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

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

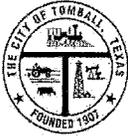
\*\*\*

- (2) the vendor:

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

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





## Board Member Election on Disclosure

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

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

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

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

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

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

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

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

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

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

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

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

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

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



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address: [REDACTED]

(Home)

Phone: \_\_\_\_\_

(Work)

City/State/Zip [REDACTED]

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not     a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

**Please attach a short biography to this application.**

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

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

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

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

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

Decision-Making Boards and Commissions

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

Meeting Information

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

Separate Legal Entities

- (1) Tomball Economic Development Corporation

Meeting Information

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

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

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

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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

 von Ketchner

---

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

Please return this application to:

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

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

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

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[csso@tomballtx.gov](mailto:csso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

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

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

N/A

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

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

N/A

\_\_\_\_\_  
Name of Officer

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

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

Yes  No

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

Yes  No

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

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

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

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

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

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

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

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

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

\*\*\*  
(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

Devon Ketchner

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

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

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

\*\*\*

(2) the vendor:

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

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



## Board Member Election on Disclosure

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

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

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

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

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

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

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

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

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

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

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

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

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

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

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

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

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

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

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

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

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

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

Decision-Making Boards and Commissions

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

Meeting Information

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

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

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

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

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

Meeting Information

As called

Non-profit Corporation Boards

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

Meeting Information

As called

\*\*\*\*\*

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

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

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

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

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

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

*N/A*

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

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

*SCOTT MOORE*

Name of Officer

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

*N/A*

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

*N/A*

Yes

No

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

*N/A*

Yes

No

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

*N/A*

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

**7** *Scott Moore*  
Signature of vendor doing business with the governmental entity

*4/4/24*  
Date

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

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

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

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

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

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

\*\*\*  
(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

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

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street), \_\_\_\_\_ (city), \_\_\_\_\_ (state), \_\_\_\_\_ (zip code), \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

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

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

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

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

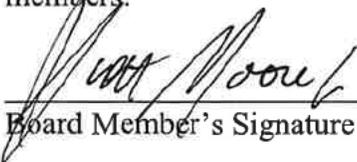
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

9-22-2022  
Date

SCOTT MOORE JR  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

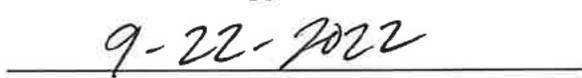
I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5-24-2024

Name: LATRELL SHANNON

Phone: 281-351-5278

Address: 823 LIZZIE LN.

Phone: 713-828-2762 (Home)

City/State/Zip: TOMBALL, TX. 77375

Cell: 713-828-2762 \* (Work)

Email: ls0175@swbell.net

I have lived in Tomball 64 years.

I am X am not \_\_\_ a U.S. Citizen

Occupation: RETIRED FROM AT&T AS A DESIGN DRAFTSMAN
RETIRGD REAL ESTATE BROKER
COMMUNITY ACTIVIST

Professional and/or Community Activities: NOTARY PUBLIC, MEMBER OF THE NATIONAL STATE & HOUSTON ASSOCIATION OF REALTORS

SERVED ON THE FOLLOWING BOARDS & COMMISSIONS FOR THE CITY OF TOMBALL: (1) PARKS BOARD (2) ZONING COMMISSION (3) BOARD OF ADJUSTMENT (4) CITY CHARTER COMMISSION & REVIEW BOARD (5) COMPREHENSIVE & MASTER PLAN FOCUS GROUP (6) PARKS COMPREHENSIVE PLAN (7) CITIZENS POLICE

(CONTINUED)

(CONTINUED FROM PAGE 1)

Additional Pertinent Information/References: Academy Association (8) Police V.I.P.S. (9) Tomball Regional Hospital (Former) Board of Directors (10) Tomball Regional Health Foundation (Former) Board of Directors, BGS-HUFFSMITH CEMETERY ASSOCIATION (Acting Secretary & Historian) Woodlands Church Election Judge for both Harris County & City of Tomball  
Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS A 64 YEAR CONCERNED AND ACTIVE CITIZEN OF THIS COMMUNITY, I WOULD BRING TO THE ECONOMIC DEVELOPMENT CORPORATION BOARD NUMEROUS YEARS OF EXPERIENCE, HISTORY AND KNOWLEDGE OF THE MAKEUP AND BACKGROUND OF THIS CITY AND ITS SURROUNDING AREA. I HAVE WITNESSED, EXPERIENCED AND LIVED THROUGH AND WATCHED SO MANY CHANGES (SOME HAVE BEEN GOOD AND SOME NOT SO GOOD). I LOOK FORWARD TO SERVING AS A STEWARD (WATCH DOG) FOR FUTURE ENDEAVORS THAT ARE COMING CONCERNING OUR GREAT CITY.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

5-28-2024  
Date

*Satell Chapman 5/28/2024*

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

*John D. Brown* 5/20/2004



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Latrell Shannon  
Board Member's Signature

5-24-2024  
Date

LATRELL SHANNON  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-24-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Latrell Shannon  
Signature of Applicant for Appointment

LATRELL SHANNON  
Printed Name of Applicant

5-24-2024  
Date:

**Biography for Latrell Shannon**

Graduate - Tomball High School 1972

Associate Degree - (North Harris County College) – now called Lone Star  
College

B.S. Business Management - LeTourneau University

Honor Graduate - Center for Advanced Legal Studies (Paralegal Program)

Licensed Real Estate Broker

Licensed Notary Public

64 Year Resident of Tomball

Voted 2018 Citizen of the Year



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 5/26/24

Name: Sherric M. Meicher

Phone: [Redacted] (Home)

Address: [Redacted]

Phone: N/A (Work)

City/State/Z: [Redacted]

Cell: [Redacted]

Email: [Redacted]

I have lived in Tomball 42 years.

I am  am not  a U.S. Citizen

Occupation: Congressional Representative (Retired)  
Secondary Educator

Professional and/or Community Activities:

Texas Teacher Retirement Association  
Director - Southeast Texas Finance Corporation  
MEMBER - CTAAB  
Past Incumbent - Director of Tomball Museum  
MEMBER - Salem Lutheran Church Tomball  
Past Director of Tomball Regional Medical Center  
Past Director Parks & Recreation  
Past Director of Harris County American Legion Board

Additional Pertinent Information/References:  
 Ken Williams - Executive Director - Southeast TEXAS Housing Finance Corporation  
 Bruce Hillgeist - President - CTAAC

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I am a longtime resident of Tomball, TX, I have always been interested in serving my community in various capacities. I have had extensive experience with serving on boards in areas of planning and finance, I would like to continue to be a part of planning future endeavors of Tomball.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
 To Be Announced; Evenings

Separate Legal Entities

- () Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
 Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*N/A*  
 \_\_\_\_\_  
 Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Shane M. Meicher*  
 \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

*5/28/24*  
 \_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.

*Shane M. Meicher* N/A

N/A

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>	
<p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		
<p>1 <b>Name of Local Government Officer</b></p> <hr/> <p>2 <b>Office Held</b></p> <hr/> <p>3 <b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <hr/>		
<p>4 <b>Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p> <hr/>		
<p>5 <b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>		
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer</p>		
<p style="text-align: center;"><b>Please complete either option below:</b></p>		
<p>(1) <b>Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which, witness my hand and seal of office.</p>		
<p>Signature of officer administering oath</p>	<p>Printed name of officer administering oath</p>	<p>Title of officer administering oath</p>
<p><b>OR</b></p>		
<p>(2) <b>Unsworn Declaration</b></p> <p>My name is _____, and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer (Declarant)</p>		

N/A

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Sherrie M. Meicher Board Member's Signature 5/26/24 Date

Sherrie M. Meicher Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on May 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Sherric M. Meichel  
Signature of Applicant for Appointment

Sherric M. Meichel  
Printed Name of Applicant

5/26/24  
Date:

Sherrie M. Meicher

Biography

I have been a resident of Tomball, TX for the past 42 years. [REDACTED]

[REDACTED] I am retired and own my own home and plan to live in Tomball for the rest of my life because I love this city.

I was a secondary high school teacher for 26 years. The classes I taught were Government, History, Economics, and Geography. I worked with the debate team and drill teams. I'm a graduate of the University of Missouri and went to graduate school at the University of Houston – Clear Lake where I majored in History, Education, and Cultural studies.

When I moved to Texas, I picked up a minor degree in business at Sam Houston State University.

I was Chairman of the Conroe ISD Insurance Committee and served on the Textbook Committee.

I worked for Congressman Michael T. McCaul for almost 20 years as a Field Representative and Caseworker for the 10<sup>th</sup> Congressional District.



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: William "Butch" Martin

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: 5/16/24

Phone: [REDACTED] (Home)

Phone: [REDACTED] (Work)

Cell: [REDACTED]

I have lived in Tomball 4 years.

I am  am not  a U.S. Citizen

Occupation: I have worked as a Communication Technician for AT&T the past 25 years. This includes 8 years in Tomball.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I have been involved with Children's and Teen Ministries at Trinity Klein Lutheran Church for the past 10 years. I also served on Trinity's Missions Board for 4 years, including 2 years as the chair. The past 4 years I spend most weekend working on theater sets for Christian Youth Theater (CYT). I have lead several construction teams for CYT over the past 3 years.

\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I want to be a part of guiding our city in the right direction to keep the small town feel during all the growth going on in this area. I tend to look at things I am involved with from many different directions. I never settle for good enough. I always ask, "how can we make this better?" I believe we have a duty to try to make a difference in our communities when we have a chance.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a)

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

N/A

3 Name of local government officer about whom the information is being disclosed.

William Martin

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1)

N/A

W. A. Mc...

Signature of

Vendor doing business with the governmental entity

5-22-21 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

William Martin

2 Office Held

Board member TEDC

3 Name of vendor described by Sections 176.001 (7) and 176.003(a), Local Government Code

N/A

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B)

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001 (2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*William Martin*

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/ SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

William Martin  
Board Member's Signature

3-16-24  
Date

William Martin  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-16-24 (date).

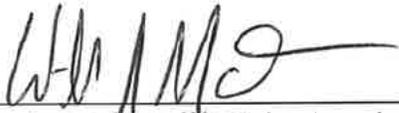
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

William Martin

\_\_\_\_\_  
Printed Name of Applicant

5-16-24

\_\_\_\_\_  
Date:

## **William Martin**

My name is William Martin. I have lived in Tomball for four years but have been involved in the Tomball area for the past fifteen. I have worked for AT&T for the past 25 years and 16 of them have been in Tomball and the surrounding areas. At AT&T I maintain a central office, which handles all the incoming data, video, and cell traffic for the surrounding areas. In this position I must maintain the building and the equipment within it. When something breaks, I'm the one that must repair it or get a vendor to repair it. I am heavily involved with my church, Trinity Klein Lutheran. At Trinity I currently work with teen and children's ministry. A spent time serving on adult ministry teams and worked on the Missions Board including a year as the chair. The past three years I have spend my weekends building theater sets for Christian Youth Theater. I have lid build teams on the past four shows [REDACTED]  
[REDACTED] These are the things I do to make a living, and around my  
community. [REDACTED]  
[REDACTED]



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses.

Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*N/A*

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*[Handwritten Signature]*

Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

*[Handwritten Signature]*

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

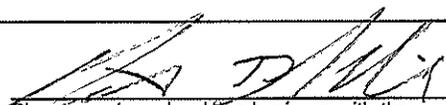
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

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**Local Government Code § 176.003(a)(2)(A):**

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\*\*\*

- (2) the vendor:

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## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

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**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams

[REDACTED]

[REDACTED]

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

**Background:**

The Corporation’s Board of Directors consists of seven members appointed by the City Council for two-year terms. Directors are expected to exercise ordinary business judgment in managing and directing the business affairs of the Corporation. All projects and expenditures authorized by the TEDC Board of Directors must also be approved by the City Council.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Bill Sumner	Secretary	5/31/2024
Richard Bruce	Treasurer	5/31/2024
Lisa Covington		5/31/2024
Brock Hendrickson		5/31/2024

Bill Sumner and Brock Hendrickson are both seeking reappointment. Board Member Hendrickson was appointed in February 2024 to fill the vacancy and unexpired term created by Clete Jaeger’s resignation. Lisa Covington and Richard Bruce have indicated that they would like to step down from serving on the TEDC Board of Directors at this time.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Angie Jonson, Brenda Crenshaw, Colleen Pye, Danny Hudson, Devon Ketchner, Scott Moore, Latrell Shannon, Sherrie Meicher, William “Butch” Martin, and Matthew Williams

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments, Matthew Williams and Devon Ketchner are both serving as an alternates on the Board of Adjustments and Scott Moore is serving on P & Z.

**Origination:** City Secretary Office

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_  
If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
Staff Member Date City Manager Date



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. **Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.**

Please Type or Print Clearly:

Date: 9-12-2022

Name: William Sumner

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 37 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: Retired from Houston Poly B&G

Professional and/or Community Activities: TEDC BOARD  
MOBILITY TRANSPORTATION COMMITTEE

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS PART OF MY CIVIC DUTY I  
HAVE SERVED ON TEOL BOARD FOR THE  
LAST 10-12 YEARS.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

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- Board of Adjustments

Meeting Information

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To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*W. E. Sumner, Jr.*

Signature of Applicant

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256**

**Attachments:** **Conflict of Interest Questionnaire**  
**Conflict of Interest Statement**  
**Election on Disclosure**  
**Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Houston Poly BAG

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

William Sumner

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

FORMER OWNER OF HOUSTON POLY BAG. SOLD my company in 2010 to my children.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Reighann S. Taylor  
 Signature of vendor doing business with the governmental entity

6-6-2024  
 Date

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*William SUMNER*

2 Office Held

*TEOC BOARD OF DIRECTORS*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is *William SUMNER*, and my date of birth is *8/10/1949*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *HARRIS* County, State of *TEXAS*, on the *6<sup>th</sup>* day of *JUNE*, 20*24*.

*W.E. Sumner*  
Signature of Local Government Officer (Declarant)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

W. E. Sumner, Jr.  
Board Member's Signature

9-12-2022  
Date

William E. Sumner, Jr.  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9-12-2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

W. E. Sumner Jr.  
Signature of Applicant for Appointment

William E. Sumner, Jr.  
Printed Name of Applicant

9-12-2022  
Date:

## Biography of William E. Sumner

Born 8/11/1949 in Honolulu, Hawaii.

[REDACTED] I have lived in France, Maryland, Virginia, California, Ohio, and Kentucky. As a child growing up I was able to see much of Europe as well as much of America.

I received my BBA from Eastern Kentucky University in 1973 and my Masters Business degree from University of Louisville in 1975. I worked full for Bristol Myers's Company while I was pursuing my Masters.

I have had some kind of employment since I was 10 years old as a sergeants pay with four children does not go very far. I delivered papers, worked in a bowling alley, mowed lawns, maintained baseball fields for little league, was a janitor, aide to the sergeant major for ROTC, worked in a book store, worked in a 7-11 night shift, and put up hay one summer. This has given me a diverse picture of American workers and shaped my fiscal responsibility.

In 1979 with my partners I started Houston Poly Bag to manufacture plastic bags and sheeting for the industrial market. We moved HPB to Tomball in 1985. Since our move HPB has been a champion for the children of Tomball. Most of our philanthropy goes for the Kids in Tomball.

[REDACTED]

My work with the TEDC over the last 12 years or so has been rewarding. I am proud of what the EDC has accomplished for the city. I feel it is my civic duty to give back to the citizens of Tomball.

Best Regards,

Bill Sumner



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 07/03/24

Name: R Brock Hendrickson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: [REDACTED] (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 12 years.

I am  am not  a U.S. Citizen

Occupation: Senior operations engineer for Citation Oil & Gas Corp (COGC) coordinating all drilling, completion, & production operations in Indiana & SE Illinois

Professional and/or Community Activities: Society of Petroleum Engineers - Four Corners Section - past President, COGC college recruiting coordinator, Second Baptist Church deacon, Spring Pines HOA President

Additional Pertinent Information/References: Member of 2023-24 Tomball Charter Commission \_\_\_\_\_

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**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

At the request of Councilman Randy Parr, I am willing to serve the community and aid with any thoughts, ideas, or experiences in my life for the Tomball Economic Development Corporation

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**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency  
\*Charter Review Committee

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

Randall Brock Hendrickson

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**   
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

07/03/2024

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.00G(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

Randall Brock Hendrickson

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code



Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is Randall Brock Hendrickson and my date of birth is 01/26/1982

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in Harris County, State of Texas, on the 3rd day of July, 2024

(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

**A** local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. **An** offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code§ 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code§ 176.003(a)(2)(A):**

(a) **A** local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

07/03/2024

Date

Randall Brock Hendrickson

Board Member's Printed Name

Appendix D

Acknowledgment of Receipt and Understanding

I acknowledge that I have copy of the City of Tomball Boards, Commissions and Committees Handbook on 3 July 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



---

Signature of Applicant for Appointment

Randall Brock Hendrickson

---

Printed Name of Applicant

7/3/24

---

Date:

# R BROCK HENDRICKSON

## OPERATIONS ENGINEER



### OBJECTIVE

---

Serve the community by utilizing learned management and operations skills throughout my career.

### SKILLS & ABILITIES

---

Multi-year operational flow (i.e., Gantt charting), scheduling contractors for multi-area development, service-specific tool design & patenting, and operations engineering & management.

### EXPERIENCE

---

June 2011 - Present

#### **Senior Operations Engineer**

Citation Oil & Gas Corp

Manage Illinois & Uintah Basin operations. Saw a 7,000% growth & 12x value increase. Design all drilling, completions, and production SOPs. Designed Mississippian fracs, increasing production 10x & ROI of 2x over PV10 value. Developed in-house radio communications for automation. Designed facilities to process production growth & begin waterflooding.

June 2009 – May 2011

#### **Petroleum Engineer**

Legend Natural Gas

Designed compression facilities in multiple South Texas fields. Re-designed rod strings, increasing run times by 105%. Designed plunger lift, rod pump, jet pump, and injection, increasing production 67%.

August 2005 – May 2009

#### **Operations Engineer**

XTO Energy

Plan & design CBM, shale, and gas sand completions and operations. Uintah Basin start-up engineer. Developed N2 foamed fracs for CBM horizontals. Managed a 200% increase in San Juan Basin production.

July 2003 – July 2005

#### **District Engineer**

Baker Oil Tools

Sand control tool supervisor, including gravel pack, tubing conveyed perforating, and production strings. Vessel stimulations engineer for Gulf of Mexico completions. Designed & patented the T-Set tool.

### EDUCATION

---

May 2003

#### **Bachelor's of Science in Petroleum Engineering**

University of Louisiana at Lafayette

2003 PE Outstanding Graduate, Graduated Cum Laude & with Honors, Mathematics Minor, 2001-2003 AADE Chapter President

## LEADERSHIP

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Spring Pines Estates HOA President, 2023-2024

Second Baptist Church deacon, 2015-present

Citation Oil & Gas Corp college recruiter, 2011-present

Society of Petroleum Engineers, Four Corners Chapter, Program Chair 2006-2008 & President 2008-2009

Four Corners Oil & Gas Conference Executive Committee 2007-2009 & Program Chair 2008-2009

Inaugural member of the Four Corners Energy4me education program

Company spokesman for 4 years at Farmington Energy Week

Raised \$20,000 in scholarships for area students, starting the Oilman's Shootout event

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (x) Planning & Zoning Commission/CIPAC
- (x) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- ( x ) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

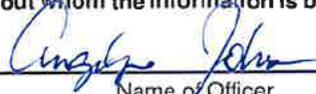
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

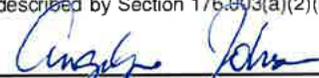
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

*Angie Johnson*

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 2/5/2024

Name: Brenda G. Crenshaw

Phone: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED]  
(Work)

City/State/Zip: [REDACTED]

Cell: same

Email: [REDACTED]

I have lived in Tomball 32 years. (off and on)

I am  am not  a U.S. Citizen

Occupation: Vice President CDS (Community Development Strategies);  
Realtor - 5th Stream Realty; President ABC Realty Pros LLC;  
Licensed Appraiser

Professional and/or Community Activities: Houston Assoc of Realtors; Commercial  
Real Estate Women;

Additional Pertinent Information/References: I have worked with Kelly Violette on numerous projects for the City of Tomball / Tomball EDC and CDS both directly and on team projects.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived in Tomball on and off for over 30 years.

I have always worked in real estate and would like to help form to future growth and development of Tomball.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

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If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

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- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced: Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

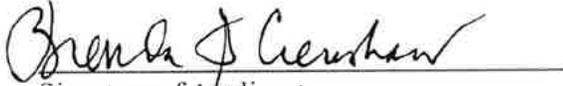
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

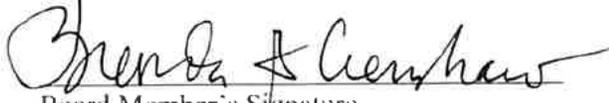
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

  
Date

  
Board Member's Printed Name

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
 Name of Officer

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A Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

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N/A

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7 Brenda J. Coenhan  
 Signature of vendor doing business with the governmental entity

2/5/24  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/html/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of Local Government Officer</p>	
<p>2 Office Held</p> <p style="text-align: center; font-size: 2em;">N/A</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____ to certify which witness my hand and seal of office</p>	
<p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p>	
<p>(2) Unsworn Declaration</p> <p>My name is <u>Brenda G Crenshaw</u> and my date of birth is <u>6/6/61</u></p> <p>My address is _____</p> <p>Executed in <u>Harris</u> (county) State of <u>Tx</u> on the <u>5th</u> (day) of <u>February</u> <u>24</u> (year)</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

---

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2/5/2024 (date).

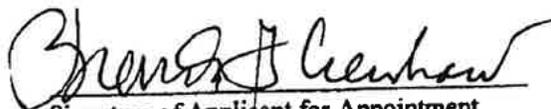
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

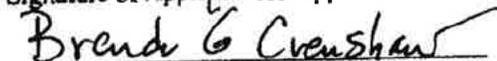
I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant

2/5/2024  
Date:

# Brenda G. Crenshaw

## *Qualifications Profile for Tomball EDC Board*

Experienced individual with an understanding of the real estate market and its demographic and economic influences gained through a diverse career history in commercial and residential real estate market analysis, asset operations, management, disposition and valuation.

I have worked closely with the Tomball EDC/City and private developers on several projects in Tomball while employed with CDS. The projects include the market study for the creation of the Tomball Industrial Park, Macy's Industrial Development and the proposed mixed-use development at the NWC of FM 2920 and FM 1488.

I have lived in Tomball for over 30 years in 5 different houses/areas

My vast real estate career has provided knowledge on all markets and land uses. Establishing well planned developments that are crucial for the growth of Tomball and its economy will be high on my list as a board member. I feel that I can be an asset to the board by providing guidance and recommendations.

## *Professional Background*

### **President/Owner**

*ABC Realty Pros LLC 2024-Present*

Company setup to buy, remodel and flip residential properties in and around the Tomball/Houston area. Also manages rental properties.

### **Vice President**

*CDS Community Development Strategies, 2008 to present*

Provide management and administration of market and economic studies while adhering to time and budget constraints. Projects include demand and market feasibility relating to single use income properties and multi-use developments; Highest and Best Use determination of properties; Appraisal of student housing facilities and market rent analysis for student housing, multi-family, and medical office facilities located in the U.S. and Canada.

### **Commercial Appraiser**

*Harrington and LeBlanc, National Appraisal Partners, Ray Coleman and Assoc., 2003 to 2008*

Appraisal reporting of commercial properties including multifamily housing, hotels, urban/CBD office buildings, retail centers, industrial properties and religious facilities.

### **Chief Financial Officer**

*Infopros Inc., 1999 to 2002*

Diverse accounting duties for this start-up computer consulting company requiring payroll, accounts payable, accounts receivable, financial reporting, general ledger and monthly reconciliations as well as state and federal filings.

### **Residential Realtor**

*Caldwell Banker Mandola, 1992 to 2003; Gary Colburn & Associates 2007-2016; 5<sup>th</sup> Stream Realty 2016-Present*

**Portfolio Analyst**

***Bank One Texas/Bonnet Resources, 1989 to 1992***

Portfolio manager of bank properties held for disposition by the FDIC. Responsibilities included budgets, variance and financial reports, and lease agreements while working closely with brokers and asset managers. Prepared financial reports and performed general accounting for Bank One.

**Site Location Analyst**

***Weingarten Realty, 1985 to 1986 (Layoff)***

Assessed land acquisitions for the development of retail centers according to guidelines for corporate market and financial feasibility.

**Property Manager**

***Green Properties, 1982 to 1984***

Management responsibilities including operations, leasing, maintenance, budgeting, and personnel at the property level for two multi-family developments in Nacogdoches, Texas while attending college.

***Education***

**Bachelor of Business Administration, Real Estate Finance** - The University of Texas at Arlington

***Licenses***

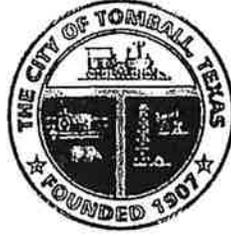
**Texas Licensed Appraiser #1335848-L**

**Texas Licensed Real Estate Sales #0409602**

***Organizations and Affiliations***

Houston Association of Realtors  
Urban Land Institute  
Commercial Real Estate Women

International Council of Shopping Centers  
Nat. Assoc. of Industrial and Office  
Properties (NAIOP)



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

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Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_  
Cell: 281-932-2784 (Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

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Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

3

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

Fourth Wednesday each month, 4 p.m.

1

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

2

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

NA

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

NA  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p>	
<p><b>2 Office Held</b></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

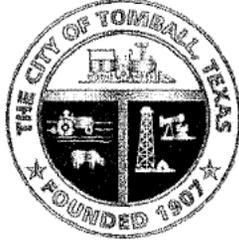
In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly not existent in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Danny R. Hudson

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: danny.hudson@sbcglobal.net

Date: 2/21/24

Phone: 832-693-3878

Phone: 832-693-3878 (Home)

Cell: 832-693-3878 (Work)

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank  
Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.  
Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer  
Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

- Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em;"><i>Not Applicable</i></p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

*[Handwritten Signature]*

*2/22/2024*

*Danny Hudson*

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

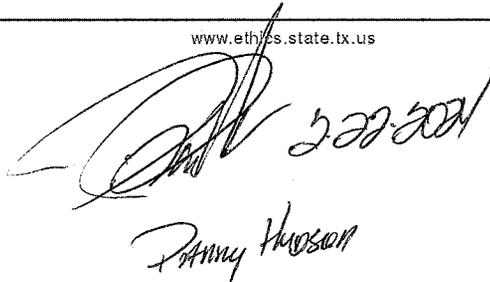
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer _____</p>	
<p>2 Office Held _____</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code _____</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. _____</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p style="text-align: center;"><b>Please complete either option below:</b></p> <p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____ 20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p>	
<p>(2) Unsworn Declaration</p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____ 20_____. (month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

*Not Applicable*

*[Signature]* 2/12/ 5024

*Danny Huoson*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

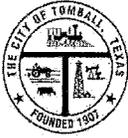
\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
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## Board Member Election on Disclosure

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If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address: [REDACTED]

(Home)

City/State/Zip [REDACTED]

Phone: \_\_\_\_\_

(Work)

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not     a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

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Meeting Information

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To Be Announced; Evenings

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- (1) Tomball Economic Development Corporation

Meeting Information

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Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
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Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
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Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1)-(a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

home telephone number

personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*SCOTT MOORE*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

*N/A*

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

*N/A*

Yes

No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Scott Moore*  
Signature of vendor doing business with the governmental entity

*4/4/24*  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<b>OFFICE USE ONLY</b>
<p>1 Name of Local Government Officer <u>SCOTT MOORE</u></p>	<p>Date Received</p>
<p>2 Office Held <u>Commissioner Planning &amp; Zoning</u></p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code <u>N/A</u></p>	

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.  
N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted N/A Description of Gift \_\_\_\_\_  
 Date Gift Accepted N/A Description of Gift \_\_\_\_\_  
 Date Gift Accepted N/A Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Scott Moore  
Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath \_\_\_\_\_ Printed name of officer administering oath \_\_\_\_\_ Title of officer administering oath \_\_\_\_\_

OR

(2) Unsworn Declaration

My name is Scott Moore, and my date of birth is 1-16-1964

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in Harris County, State of TEXAS, on the 4 day of APRIL, 2024.

Scott Moore  
Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

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\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

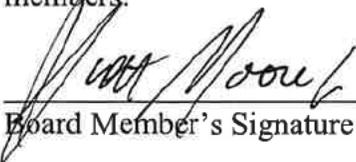
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

9-22-2022  
Date

SCOTT MOORE JR  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_ (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5-24-2024

Name: LATRELL SHANNON

Phone: 281-351-5278

Address: 823 LIZZIE LN.

Phone: 713-828-2762 (Home)

City/State/Zip: TOMBALL, TX. 77375

Cell: 713-828-2762 \* (Work)

Email: ls0175@swbell.net

I have lived in Tomball 64 years.

I am X am not \_\_\_ a U.S. Citizen

Occupation: RETIRED FROM AT&T AS A DESIGN DRAFTSMAN
RETIRED REAL ESTATE BROKER
COMMUNITY ACTIVIST

Professional and/or Community Activities: NOTARY PUBLIC, MEMBER OF THE NATIONAL STATE & HOUSTON ASSOCIATION OF REALTORS

SERVED ON THE FOLLOWING BOARDS & COMMISSIONS FOR THE CITY OF TOMBALL:
(1) PARKS BOARD (2) ZONING COMMISSION (3) BOARD OF ADJUSTMENT
(4) CITY CHARTER COMMISSION & REVIEW BOARD (5) COMPREHENSIVE & MASTER PLAN FOCUS GROUP (6) PARKS COMPREHENSIVE PLAN (7) CITIZENS POLICE

(CONTINUED)

(CONTINUED FROM PAGE 1)

Additional Pertinent Information/References: Academy Association (8) Police V.I.P.S. (9) Tomball Regional Hospital (Former) Board of Directors (10) Tomball Regional Health Foundation (Former) Board of Directors, BGS-HUFFSMITH CEMETERY ASSOCIATION (Acting Secretary & Historian) Woodlands Church Election Judge for both Harris County & City of Tomball  
Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS A 64 YEAR CONCERNED AND ACTIVE CITIZEN OF THIS COMMUNITY, I WOULD BRING TO THE ECONOMIC DEVELOPMENT CORPORATION BOARD NUMEROUS YEARS OF EXPERIENCE, HISTORY AND KNOWLEDGE OF THE MAKEUP AND BACKGROUND OF THIS CITY AND ITS SURROUNDING AREA. I HAVE WITNESSED, EXPERIENCED AND LIVED THROUGH AND WATCHED SO MANY CHANGES (SOME HAVE BEEN GOOD AND SOME NOT SO GOOD). I LOOK FORWARD TO SERVING AS A STEWARD (WATCH DOG) FOR FUTURE ENDEAVORS THAT ARE COMING CONCERNING OUR GREAT CITY.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

5-28-2024  
Date

*Satell Chapman 5/28/2024*

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

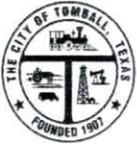
My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

*John D. Brown* 5/20/2004



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Latrell Shannon  
Board Member's Signature

5-24-2024  
Date

LATRELL SHANNON  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-24-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Latrell Shannon  
Signature of Applicant for Appointment

LATRELL SHANNON  
Printed Name of Applicant

5-24-2024  
Date:

**Biography for Latrell Shannon**

Graduate - Tomball High School 1972

Associate Degree - (North Harris County College) – now called Lone Star  
College

B.S. Business Management - LeTourneau University

Honor Graduate - Center for Advanced Legal Studies (Paralegal Program)

Licensed Real Estate Broker

Licensed Notary Public

64 Year Resident of Tomball

Voted 2018 Citizen of the Year



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 5/26/24

Name: Sherric M. Meicher

Phone: [Redacted] (Home)

Address: [Redacted]

Phone: N/A (Work)

City/State/Z: [Redacted]

Cell: [Redacted]

Email: [Redacted]

I have lived in Tomball 42 years.

I am  am not  a U.S. Citizen

Occupation: Congressional Representative (Retired)  
Secondary Educator

Professional and/or Community Activities:

Texas Teacher Retirement Association  
Director - Southeast Texas Finance Corporation  
MEMBER - CTAAB  
Past Incumbent - Director of Tomball Museum  
MEMBER - Salem Lutheran Church Tomball  
Past Director of Tomball Regional Medical Center  
Past Director Parks & Recreation  
Past Director of Harris County American Legion Board

Additional Pertinent Information/References:

Ken Williams - Executive Director - Southeast TEXAS Housing Finance Corporation  
Bruce Hillgeist - President - CTAAC

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

*I am a longtime resident of Tomball, TX, I have always been interested in serving my community in various capacities. I have had extensive experience with serving on boards in areas of planning and finance, I would like to continue to be a part of planning future endeavors of*

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

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If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

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This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*N/A*  
 \_\_\_\_\_  
 Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Shane M. Meicher*  
 \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

*5/28/24*  
 \_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

*Shane M. Meicher* N/A

N/A

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p>	<p align="center"><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>	
<p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		
<p><b>1 Name of Local Government Officer</b></p>		
<p><b>2 Office Held</b></p>		
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p>		
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>		
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p align="center">(attach additional forms as necessary)</p>		
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p align="center">_____</p> <p align="center">Signature of Local Government Officer</p>		
<p align="center"><b>Please complete either option below:</b></p>		
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which, witness my hand and seal of office.</p>		
<p>Signature of officer administering oath</p>	<p>Printed name of officer administering oath</p>	<p>Title of officer administering oath</p>
<p><b>OR</b></p>		
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____, and my date of birth is _____</p> <p>My address is _____</p> <p align="center">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p align="center">(month) (year)</p> <p align="center">_____</p> <p align="center">Signature of Local Government Officer (Declarant)</p>		

N/A

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Sherrie M. Meicher      5/26/24  
Board Member's Signature      Date

Sherrie M. Meicher  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on May 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Sherric M. Meichel  
Signature of Applicant for Appointment

Sherric M. Meichel  
Printed Name of Applicant

5/26/24  
Date:

Sherrie M. Meicher

## Biography

I have been a resident of Tomball, TX for the past 42 years. [REDACTED]

[REDACTED] I am retired and own my own home and plan to live in Tomball for the rest of my life because I love this city.

I was a secondary high school teacher for 26 years. The classes I taught were Government, History, Economics, and Geography. I worked with the debate team and drill teams. I'm a graduate of the University of Missouri and went to graduate school at the University of Houston – Clear Lake where I majored in History, Education, and Cultural studies.

When I moved to Texas, I picked up a minor degree in business at Sam Houston State University.

I was Chairman of the Conroe ISD Insurance Committee and served on the Textbook Committee.

I worked for Congressman Michael T. McCaul for almost 20 years as a Field Representative and Caseworker for the 10<sup>th</sup> Congressional District.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5/16/24

Name: William "Butch" Martin

Phone: [REDACTED]

Address: [REDACTED]

(Home)

Phone: [REDACTED]

City/State/Zip [REDACTED]

(Work)

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 4 years.

I am X am not     a U.S. Citizen

Occupation: I have worked as a Communication Technician for AT&T the past 25 years. This includes 8 years in Tomball.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I have been involved with Children's and Teen Ministries at Trinity Klein Lutheran Church for the past 10 years. I also served on Trinity's Missions Board for 4 years, including 2 years as the chair. The past 4 years I spend most weekend working on theater sets for Christian Youth Theater (CYT). I have lead several construction teams for CYT over the past 3 years.

\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I want to be a part of guiding our city in the right direction to keep the small town feel during all the growth going on in this area. I tend to look at things I am involved with from many different directions. I never settle for good enough. I always ask, "how can we make this better?" I believe we have a duty to try to make a difference in our communities when we have a chance.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a)

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

N/A

3 officer about whom the information is being disclosed.

Name of local government

William Martin

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1)

N/A

W. A. Mc

Signature of

Vendor doing business with the governmental entity

5-22-21 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

William Martin

2 Office Held

Board member TEDC

3 Name of vendor described by Sections 176.001 (7) and 176.003(a), Local Government Code

N/A

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B)

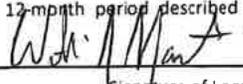
Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001 (2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/ SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

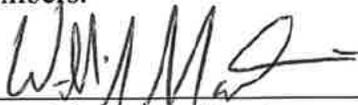
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

3-16-24  
Date

William Martin  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-16-24 (date).

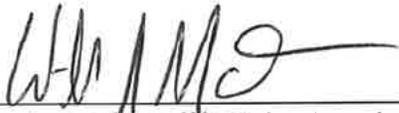
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

William Martin

Printed Name of Applicant

5-16-24

Date:

## **William Martin**

My name is William Martin. I have lived in Tomball for four years but have been involved in the Tomball area for the past fifteen. I have worked for AT&T for the past 25 years and 16 of them have been in Tomball and the surrounding areas. At AT&T I maintain a central office, which handles all the incoming data, video, and cell traffic for the surrounding areas. In this position I must maintain the building and the equipment within it. When something breaks, I'm the one that must repair it or get a vendor to repair it. I am heavily involved with my church, Trinity Klein Lutheran. At Trinity I currently work with teen and children's ministry. A spent time serving on adult ministry teams and worked on the Missions Board including a year as the chair. The past three years I have spend my weekends building theater sets for Christian Youth Theater. I have lid build teams on the past four shows [REDACTED]

[REDACTED] These are the things I do to make a living, and around my community. [REDACTED]



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses.

Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

N/A

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

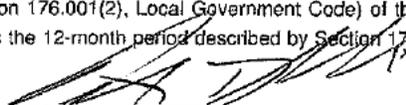
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

### 6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

Please complete either option below:

#### (1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

#### (2) Unsworn Declaration

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

(month)

(year)

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

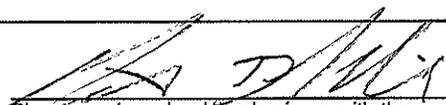
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams  
[REDACTED]  
[REDACTED]

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

**Background:**

The Corporation’s Board of Directors consists of seven members appointed by the City Council for two-year terms. Directors are expected to exercise ordinary business judgment in managing and directing the business affairs of the Corporation. All projects and expenditures authorized by the TEDC Board of Directors must also be approved by the City Council.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Bill Sumner	Secretary	5/31/2024
Richard Bruce	Treasurer	5/31/2024
Lisa Covington		5/31/2024
Brock Hendrickson		5/31/2024

Bill Sumner and Brock Hendrickson are both seeking reappointment. Board Member Hendrickson was appointed in February 2024 to fill the vacancy and unexpired term created by Clete Jaeger’s resignation. Lisa Covington and Richard Bruce have indicated that they would like to step down from serving on the TEDC Board of Directors at this time.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Angie Jonson, Brenda Crenshaw, Colleen Pye, Danny Hudson, Devon Ketchner, Scott Moore, Latrell Shannon, Sherrie Meicher, William “Butch” Martin, and Matthew Williams

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments, Matthew Williams and Devon Ketchner are both serving as an alternates on the Board of Adjustments and Scott Moore is serving on P & Z.

**Origination:** City Secretary Office

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_  
If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
Staff Member Date City Manager Date



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. **Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.**

Please Type or Print Clearly:

Date: 9-12-2022

Name: William Sumner

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 37 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: Retired from Houston Poly Bldg

Professional and/or Community Activities: TEDC BOARD  
MOBILITY TRANSPORTATION COMMITTEE

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS PART OF MY CIVIC DUTY I  
HAVE SERVED ON TEOL BOARD FOR THE  
LAST 10-12 YEARS.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*W. E. Sumner, Jr.*

Signature of Applicant

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256**

**Attachments:** **Conflict of Interest Questionnaire**  
**Conflict of Interest Statement**  
**Election on Disclosure**  
**Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Houston Poly BAG

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

William Sumner

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

FORMER OWNER OF HOUSTON POLY BAG. SOLD my company in 2010 to my children.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Reighann S. Taylor  
Signature of vendor doing business with the governmental entity

6-6-2024  
Date

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*William SUMNER*

2 Office Held

*TEOC BOARD OF DIRECTORS*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

OR

(2) Unsworn Declaration

My name is *William SUMNER*, and my date of birth is *8/10/1949*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *HARRIS* County, State of *TEXAS*, on the *6<sup>th</sup>* day of *JUNE*, 20*24*.

*W.E. Sumner*  
Signature of Local Government Officer (Declarant)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

W. E. Sumner, Jr.  
Board Member's Signature

9-12-2022  
Date

William E. Sumner, Jr.  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9-12-2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

W. E. Sumner Jr.  
Signature of Applicant for Appointment

William E. Sumner, Jr.  
Printed Name of Applicant

9-12-2022  
Date:

## Biography of William E. Sumner

Born 8/11/1949 in Honolulu, Hawaii.

[REDACTED] I have lived in France, Maryland, Virginia, California, Ohio, and Kentucky. As a child growing up I was able to see much of Europe as well as much of America.

I received my BBA from Eastern Kentucky University in 1973 and my Masters Business degree from University of Louisville in 1975. I worked full for Bristol Myers's Company while I was pursuing my Masters.

I have had some kind of employment since I was 10 years old as a sergeants pay with four children does not go very far. I delivered papers, worked in a bowling alley, mowed lawns, maintained baseball fields for little league, was a janitor, aide to the sergeant major for ROTC, worked in a book store, worked in a 7-11 night shift, and put up hay one summer. This has given me a diverse picture of American workers and shaped my fiscal responsibility.

In 1979 with my partners I started Houston Poly Bag to manufacture plastic bags and sheeting for the industrial market. We moved HPB to Tomball in 1985. Since our move HPB has been a champion for the children of Tomball. Most of our philanthropy goes for the Kids in Tomball.

[REDACTED]

My work with the TEDC over the last 12 years or so has been rewarding. I am proud of what the EDC has accomplished for the city. I feel it is my civic duty to give back to the citizens of Tomball.

Best Regards,

Bill Sumner

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission/CIPAC
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

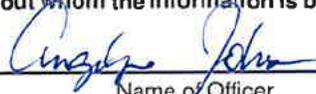
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**  
 \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

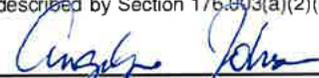
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 07/03/24

Name: R Brock Hendrickson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: [REDACTED] (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 12 years.

I am  am not  a U.S. Citizen

Occupation: Senior operations engineer for Citation Oil & Gas Corp (COGC) coordinating all drilling, completion, & production operations in Indiana & SE Illinois

Professional and/or Community Activities: Society of Petroleum Engineers - Four Corners Section - past President, COGC college recruiting coordinator, Second Baptist Church deacon, Spring Pines HOA President

Additional Pertinent Information/References: Member of 2023-24 Tomball Charter Commission \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

At the request of Councilman Randy Parr, I am willing to serve the community and aid with any thoughts, ideas, or experiences in my life for the Tomball Economic Development Corporation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

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If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

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To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

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Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency  
\*Charter Review Committee

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

Randall Brock Hendrickson

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**   
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

07/03/2024

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a)**; "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B)**:

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.00G(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

Randall Brock Hendrickson

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code

Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is Randall Brock Hendrickson and my date of birth is 01/26/1982

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in Harris County, State of Texas, on the 3rd day of July, 2024

(month)

(year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

**A** local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. **An** offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code§ 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

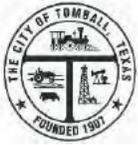
**Local Government Code§ 176.003(a)(2)(A):**

(a) **A** local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

07/03/2024

Date

Randall Brock Hendrickson

Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have copy of the City of Tomball Boards, Commissions and Committees Handbook on 3 July 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



---

Signature of Applicant for Appointment

Randall Brock Hendrickson

---

Printed Name of Applicant

7/3/24

---

Date:

# R BROCK HENDRICKSON

## OPERATIONS ENGINEER



### OBJECTIVE

---

Serve the community by utilizing learned management and operations skills throughout my career.

### SKILLS & ABILITIES

---

Multi-year operational flow (i.e., Gantt charting), scheduling contractors for multi-area development, service-specific tool design & patenting, and operations engineering & management.

### EXPERIENCE

---

June 2011 - Present

**Senior Operations Engineer**

Citation Oil & Gas Corp

Manage Illinois & Uintah Basin operations. Saw a 7,000% growth & 12x value increase. Design all drilling, completions, and production SOPs. Designed Mississippian fracs, increasing production 10x & ROI of 2x over PV10 value. Developed in-house radio communications for automation. Designed facilities to process production growth & begin waterflooding.

June 2009 – May 2011

**Petroleum Engineer**

Legend Natural Gas

Designed compression facilities in multiple South Texas fields. Re-designed rod strings, increasing run times by 105%. Designed plunger lift, rod pump, jet pump, and injection, increasing production 67%.

August 2005 – May 2009

**Operations Engineer**

XTO Energy

Plan & design CBM, shale, and gas sand completions and operations. Uintah Basin start-up engineer. Developed N2 foamed fracs for CBM horizontals. Managed a 200% increase in San Juan Basin production.

July 2003 – July 2005

**District Engineer**

Baker Oil Tools

Sand control tool supervisor, including gravel pack, tubing conveyed perforating, and production strings. Vessel stimulations engineer for Gulf of Mexico completions. Designed & patented the T-Set tool.

### EDUCATION

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May 2003

**Bachelor's of Science in Petroleum Engineering**

University of Louisiana at Lafayette

2003 PE Outstanding Graduate, Graduated Cum Laude & with Honors, Mathematics Minor, 2001-2003 AADE Chapter President

## LEADERSHIP

---

Spring Pines Estates HOA President, 2023-2024

Second Baptist Church deacon, 2015-present

Citation Oil & Gas Corp college recruiter, 2011-present

Society of Petroleum Engineers, Four Corners Chapter, Program Chair 2006-2008 & President 2008-2009

Four Corners Oil & Gas Conference Executive Committee 2007-2009 & Program Chair 2008-2009

Inaugural member of the Four Corners Energy4me education program

Company spokesman for 4 years at Farmington Energy Week

Raised \$20,000 in scholarships for area students, starting the Oilman's Shootout event



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 2/5/2024

Name: Brenda G. Crenshaw

Phone: [Redacted]

Address: [Redacted]

Phone: [Redacted] (Work)

City/State/Zip: [Redacted]

Cell: same

Email: [Redacted]

I have lived in Tomball 32 years. (off and on)

I am  am not  a U.S. Citizen

Occupation: Vice President CDS (Community Development Strategies); Realtor - 5th Stream Realty; President ABC Realty Pros LLC; Licensed Appraiser

Professional and/or Community Activities: Houston Assoc of Realtors; Commercial Real Estate Women;

Additional Pertinent Information/References: I have worked with Kelly Violette on numerous projects for the City of Tomball / Tomball EDC and CDS both directly and on team projects.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived in Tomball on and off for over 30 years.

I have always worked in real estate and would like to help form to future growth and development of Tomball.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced: Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

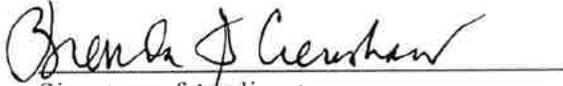
- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

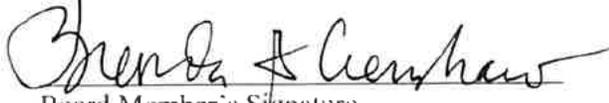
\_\_\_ personal email address

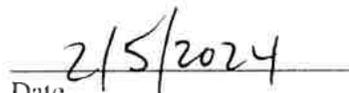
\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

  
Date

  
Board Member's Printed Name

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

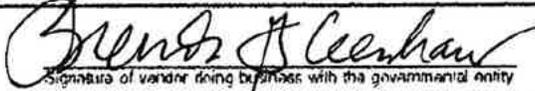
B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

2/5/24  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/html/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer _____</p>	
<p>2 Office Held <u>N/A</u></p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code _____</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which witness my hand and seal of office</p>	
<p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p>	
<p>(2) Unsworn Declaration</p> <p>My name is <u>Brenda G Crenshaw</u> and my date of birth is <u>6/6/61</u></p> <p>My address is _____</p> <p>Executed in <u>Harris</u> (county) State of <u>Tx</u> on the <u>5th</u> (day) of <u>February</u> (month) <u>24</u> (year)</p> <p style="text-align: right;"><u>Brenda G Crenshaw</u></p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

---  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2/5/2024 (date).

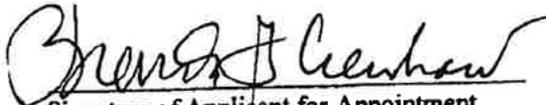
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant

2/5/2024  
Date:

# Brenda G. Crenshaw

## *Qualifications Profile for Tomball EDC Board*

Experienced individual with an understanding of the real estate market and its demographic and economic influences gained through a diverse career history in commercial and residential real estate market analysis, asset operations, management, disposition and valuation.

I have worked closely with the Tomball EDC/City and private developers on several projects in Tomball while employed with CDS. The projects include the market study for the creation of the Tomball Industrial Park, Macy's Industrial Development and the proposed mixed-use development at the NWC of FM 2920 and FM 1488.

I have lived in Tomball for over 30 years in 5 different houses/areas

My vast real estate career has provided knowledge on all markets and land uses. Establishing well planned developments that are crucial for the growth of Tomball and its economy will be high on my list as a board member. I feel that I can be an asset to the board by providing guidance and recommendations.

## *Professional Background*

### **President/Owner**

*ABC Realty Pros LLC 2024-Present*

Company setup to buy, remodel and flip residential properties in and around the Tomball/Houston area. Also manages rental properties.

### **Vice President**

*CDS Community Development Strategies, 2008 to present*

Provide management and administration of market and economic studies while adhering to time and budget constraints. Projects include demand and market feasibility relating to single use income properties and multi-use developments; Highest and Best Use determination of properties; Appraisal of student housing facilities and market rent analysis for student housing, multi-family, and medical office facilities located in the U.S. and Canada.

### **Commercial Appraiser**

*Harrington and LeBlanc, National Appraisal Partners, Ray Coleman and Assoc., 2003 to 2008*

Appraisal reporting of commercial properties including multifamily housing, hotels, urban/CBD office buildings, retail centers, industrial properties and religious facilities.

### **Chief Financial Officer**

*Infopros Inc., 1999 to 2002*

Diverse accounting duties for this start-up computer consulting company requiring payroll, accounts payable, accounts receivable, financial reporting, general ledger and monthly reconciliations as well as state and federal filings.

### **Residential Realtor**

*Caldwell Banker Mandola, 1992 to 2003; Gary Colburn & Associates 2007-2016; 5<sup>th</sup> Stream Realty 2016-Present*

**Portfolio Analyst**

***Bank One Texas/Bonnet Resources, 1989 to 1992***

Portfolio manager of bank properties held for disposition by the FDIC. Responsibilities included budgets, variance and financial reports, and lease agreements while working closely with brokers and asset managers. Prepared financial reports and performed general accounting for Bank One.

**Site Location Analyst**

***Weingarten Realty, 1985 to 1986 (Layoff)***

Assessed land acquisitions for the development of retail centers according to guidelines for corporate market and financial feasibility.

**Property Manager**

***Green Properties, 1982 to 1984***

Management responsibilities including operations, leasing, maintenance, budgeting, and personnel at the property level for two multi-family developments in Nacogdoches, Texas while attending college.

***Education***

**Bachelor of Business Administration, Real Estate Finance** - The University of Texas at Arlington

***Licenses***

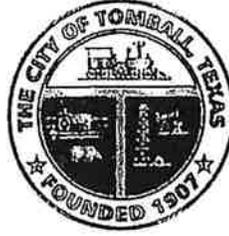
**Texas Licensed Appraiser #1335848-L**

**Texas Licensed Real Estate Sales #0409602**

***Organizations and Affiliations***

Houston Association of Realtors  
Urban Land Institute  
Commercial Real Estate Women

International Council of Shopping Centers  
Nat. Assoc. of Industrial and Office  
Properties (NAIOP)



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

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Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_  
Cell: 281-932-2784 (Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

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Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

- Tomball Regional Health Foundation

Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

NA

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

NA  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p>_____</p>	
<p><b>2 Office Held</b></p> <p>_____</p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p>_____</p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p> <p>_____</p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____.</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

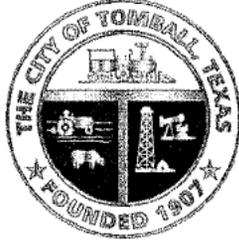
In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly **not existent** in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Danny R. Hudson

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: danny.hudson@sbcglobal.net

Date: 2/21/24

Phone: 832-693-3878

Phone: 832-693-3878

Cell: 832-693-3878

(Home)

(Work)

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank

Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.

Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer

Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em;"><i>Not Applicable</i></p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

*[Handwritten Signature]*

*2/22/2024*

*Danny Hudson*

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

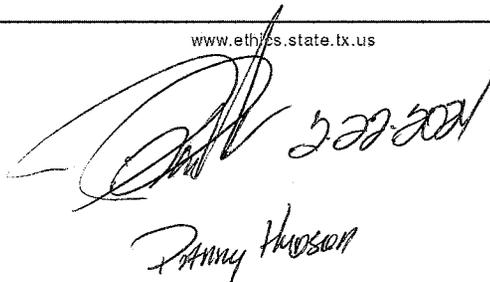
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.		<b>OFFICE USE ONLY</b> Date Received
This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.		
1 Name of Local Government Officer		
2 Office Held		
3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code		
4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.		
5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
(attach additional forms as necessary)		
6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.		
_____ Signature of Local Government Officer		
<b>Please complete either option below:</b>		
<b>(1) Affidavit</b>		
NOTARY STAMP/SEAL		
Sworn to and subscribed before me by _____ this the _____ day of _____		
20 _____, to certify which, witness my hand and seal of office.		
Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____		
<b>OR</b>		
<b>(2) Unsworn Declaration</b>		
My name is _____ and my date of birth is _____		
My address is _____		
(street) (city) (state) (zip code) (country)		
Executed in _____ County, State of _____, on the _____ day of _____, 20____		
(month) (year)		
_____ Signature of Local Government Officer (Declarant)		

*Not Applicable*

*[Signature]*  
**DANNY HUSON**

*2/12/*  
*5024*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

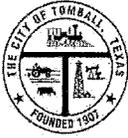
\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.





## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address: [REDACTED]

(Home)

Phone: \_\_\_\_\_

City/State/Zip [REDACTED]

(Work)

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not     a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (2) Planning & Zoning Commission
- (3) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (1) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1)-(a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

home telephone number

personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*SCOTT MOORE*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

*N/A*

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

*N/A*

Yes

No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Scott Moore*  
 Signature of vendor doing business with the governmental entity

*4/4/24*  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street), \_\_\_\_\_ (city), \_\_\_\_\_ (state), \_\_\_\_\_ (zip code), \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

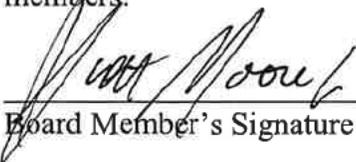
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

9-22-2022  
Date

SCOTT MOORE JR  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_ (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5-24-2024

Name: LATRELL SHANNON

Phone: 281-351-5278

Address: 823 LIZZIE LN.

Phone: 713-828-2762 (Home)

City/State/Zip: TOMBALL, TX. 77375

Cell: 713-828-2762 \* (Work)

Email: ls0175@swbell.net

I have lived in Tomball 64 years.

I am X am not \_\_\_ a U.S. Citizen

Occupation: RETIRED FROM AT&T AS A DESIGN DRAFTSMAN
RETIRED REAL ESTATE BROKER
COMMUNITY ACTIVIST

Professional and/or Community Activities: NOTARY PUBLIC, MEMBER OF THE NATIONAL STATE & HOUSTON ASSOCIATION OF REALTORS

SERVED ON THE FOLLOWING BOARDS & COMMISSIONS FOR THE CITY OF TOMBALL:
(1) PARKS BOARD (2) ZONING COMMISSION (3) BOARD OF ADJUSTMENT
(4) CITY CHARTER COMMISSION & REVIEW BOARD (5) COMPREHENSIVE & MASTER PLAN FOCUS GROUP (6) PARKS COMPREHENSIVE PLAN (7) CITIZENS POLICE

(CONTINUED)

(CONTINUED FROM PAGE 1)

Additional Pertinent Information/References: Academy Association (8) Police V.I.P.S. (9) Tomball Regional Hospital (Former) Board of Directors (10) Tomball Regional Health Foundation (Former) Board of Directors, BGS-HUFFSMITH CEMETERY ASSOCIATION (Acting Secretary & Historian) Woodlands Church Election Judge for both Harris County & City of Tomball  
Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS A 64 YEAR CONCERNED AND ACTIVE CITIZEN OF THIS COMMUNITY, I WOULD BRING TO THE ECONOMIC DEVELOPMENT CORPORATION BOARD NUMEROUS YEARS OF EXPERIENCE, HISTORY AND KNOWLEDGE OF THE MAKEUP AND BACKGROUND OF THIS CITY AND ITS SURROUNDING AREA. I HAVE WITNESSED, EXPERIENCED AND LIVED THROUGH AND WATCHED SO MANY CHANGES (SOME HAVE BEEN GOOD AND SOME NOT SO GOOD). I LOOK FORWARD TO SERVING AS A STEWARD (WATCH DOG) FOR FUTURE ENDEAVORS THAT ARE COMING CONCERNING OUR GREAT CITY.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

5-28-2024  
Date

*Satell Chapman 5/28/2024*

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

*John D. Brown* 5/20/2004



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Latrell Shannon  
Board Member's Signature

5-24-2024  
Date

LATRELL SHANNON  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-24-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Latrell Shannon  
Signature of Applicant for Appointment

LATRELL SHANNON  
Printed Name of Applicant

5-24-2024  
Date:

**Biography for Latrell Shannon**

Graduate - Tomball High School 1972

Associate Degree - (North Harris County College) – now called Lone Star  
College

B.S. Business Management - LeTourneau University

Honor Graduate - Center for Advanced Legal Studies (Paralegal Program)

Licensed Real Estate Broker

Licensed Notary Public

64 Year Resident of Tomball

Voted 2018 Citizen of the Year



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 5/26/24

Name: Sherric M. Meicher

Phone: [Redacted] (Home)

Address: [Redacted]

Phone: N/A (Work)

City/State/Zip: [Redacted]

Cell: [Redacted]

Email: [Redacted]

I have lived in Tomball 42 years.

I am  am not  a U.S. Citizen

Occupation: Congressional Representative (Retired)  
Secondary Educator

Professional and/or Community Activities:

Texas Teacher Retirement Association  
Director - Southeast Texas Finance Corporation  
MEMBER - CTAAB  
Past Incumbent Director of Tomball Museum  
MEMBER - Salem Lutheran Church Tomball  
Past Director of Tomball Regional Medical Center  
Past Director Parks & Recreation  
Past Director of Harris County American Legion Board

Additional Pertinent Information/References:

Ken Williams - Executive Director - Southeast Texas Housing Finance Corporation  
Bruce Hillgeist - President - CTAAC

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I am a longtime resident of Tomball, TX. I have always been interested in serving my community in various capacities. I have had extensive experience with serving on boards in areas of planning and finance. I would like to continue to be a part of planning future endeavors of Tomball.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- () Tomball Economic Development Corporation
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

**1 Name of vendor who has a business relationship with local governmental entity.**  
*N/A*

**Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**  
*N/A*  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**  
*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**  
*N/A*

**Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

**7** *Shane M. Meicher* *N/A* *5/28/24*  
 \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity      Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

*Shane M. Meicher* N/A

N/A

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p>	<p><b>OFFICE USE ONLY</b></p>	
<p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p>Date Received _____</p>	
<p><b>1 Name of Local Government Officer</b></p>		
<p><b>2 Office Held</b></p>		
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p>		
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>		
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>		
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer</p>		
<p style="text-align: center;"><b>Please complete either option below:</b></p>		
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which, witness my hand and seal of office.</p>		
<p>Signature of officer administering oath</p>	<p>Printed name of officer administering oath</p>	<p>Title of officer administering oath</p>
<p><b>OR</b></p>		
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____, and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Local Government Officer (Declarant)</p>		

N/A

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Sherrie M. Meicher Board Member's Signature 5/26/24 Date

Sherrie M. Meicher Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on May 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Sherric M. Meichel  
Signature of Applicant for Appointment

Sherric M. Meichel  
Printed Name of Applicant

5/26/24  
Date:

Sherrie M. Meicher

Biography

I have been a resident of Tomball, TX for the past 42 years. [REDACTED]

[REDACTED] I am retired and own my own home and plan to live in Tomball for the rest of my life because I love this city.

I was a secondary high school teacher for 26 years. The classes I taught were Government, History, Economics, and Geography. I worked with the debate team and drill teams. I'm a graduate of the University of Missouri and went to graduate school at the University of Houston – Clear Lake where I majored in History, Education, and Cultural studies.

When I moved to Texas, I picked up a minor degree in business at Sam Houston State University.

I was Chairman of the Conroe ISD Insurance Committee and served on the Textbook Committee.

I worked for Congressman Michael T. McCaul for almost 20 years as a Field Representative and Caseworker for the 10<sup>th</sup> Congressional District.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5/16/24

Name: William "Butch" Martin

Phone: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip [REDACTED]

Phone: [REDACTED] (Work)

Email: [REDACTED]

Cell: [REDACTED]

I have lived in Tomball 4 years.

I am X am not     a U.S. Citizen

Occupation: I have worked as a Communication Technician for AT&T the past 25 years. This includes 8 years in Tomball.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I have been involved with Children's and Teen Ministries at Trinity Klein Lutheran Church for the past 10 years. I also served on Trinity's Missions Board for 4 years, including 2 years as the chair. The past 4 years I spend most weekend working on theater sets for Christian Youth Theater (CYT). I have lead several construction teams for CYT over the past 3 years.

\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I want to be a part of guiding our city in the right direction to keep the small town feel during all the growth going on in this area. I tend to look at things I am involved with from many different directions. I never settle for good enough. I always ask, "how can we make this better?" I believe we have a duty to try to make a difference in our communities when we have a chance.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a)

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

N/A

3 officer about whom the information is being disclosed.

Name of local government

William Martin

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1)

N/A

W. A. Mc

Signature of

Vendor doing business with the governmental entity

5-22-21 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

William Martin

2 Office Held

Board member TEDC

3 Name of vendor described by Sections 176.001 (7) and 176.003(a), Local Government Code

N/A

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B)

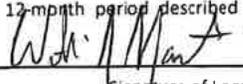
Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001 (2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/ SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

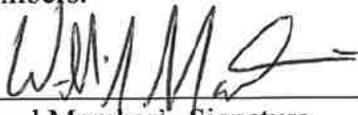
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

3-16-24  
Date

William Martin  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-16-24 (date).

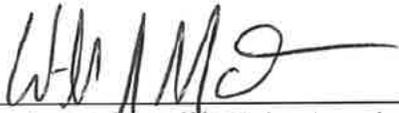
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

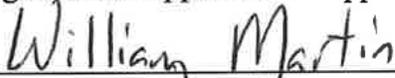
I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

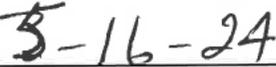
Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment



\_\_\_\_\_  
Printed Name of Applicant



\_\_\_\_\_  
Date:

## **William Martin**

My name is William Martin. I have lived in Tomball for four years but have been involved in the Tomball area for the past fifteen. I have worked for AT&T for the past 25 years and 16 of them have been in Tomball and the surrounding areas. At AT&T I maintain a central office, which handles all the incoming data, video, and cell traffic for the surrounding areas. In this position I must maintain the building and the equipment within it. When something breaks, I'm the one that must repair it or get a vendor to repair it. I am heavily involved with my church, Trinity Klein Lutheran. At Trinity I currently work with teen and children's ministry. A spent time serving on adult ministry teams and worked on the Missions Board including a year as the chair. The past three years I have spend my weekends building theater sets for Christian Youth Theater. I have lid build teams on the past four shows [REDACTED]  
[REDACTED] These are the things I do to make a living, and around my community. [REDACTED]  
[REDACTED]



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_ (Home)

Address: [REDACTED]

Phone: \_\_\_\_\_ (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses. Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

N/A

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

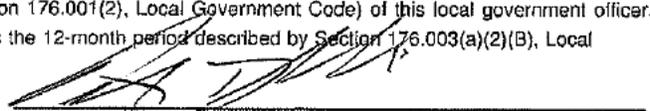
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

### 6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

Please complete either option below:

#### (1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

#### (2) Unsworn Declaration

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

(month)

(year)

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

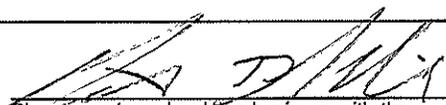
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams

[REDACTED]

[REDACTED]

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint Board Member whose term expired on 5/31/2024 to the Tomball Economic Development Corporation Board of Directors.

**Background:**

The Corporation’s Board of Directors consists of seven members appointed by the City Council for two-year terms. Directors are expected to exercise ordinary business judgment in managing and directing the business affairs of the Corporation. All projects and expenditures authorized by the TEDC Board of Directors must also be approved by the City Council.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Bill Sumner	Secretary	5/31/2024
Richard Bruce	Treasurer	5/31/2024
Lisa Covington		5/31/2024
Brock Hendrickson		5/31/2024

Bill Sumner and Brock Hendrickson are both seeking reappointment. Board Member Hendrickson was appointed in February 2024 to fill the vacancy and unexpired term created by Clete Jaeger’s resignation. Lisa Covington and Richard Bruce have indicated that they would like to step down from serving on the TEDC Board of Directors at this time.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Angie Jonson, Brenda Crenshaw, Colleen Pye, Danny Hudson, Devon Ketchner, Scott Moore, Latrell Shannon, Sherrie Meicher, William “Butch” Martin, and Matthew Williams

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments, Matthew Williams and Devon Ketchner are both serving as an alternates on the Board of Adjustments and Scott Moore is serving on P & Z.

**Origination:** City Secretary Office

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_  
If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
Staff Member Date City Manager Date



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. **Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.**

Please Type or Print Clearly:

Date: 9-12-2022

Name: William Sumner

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 37 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: Retired from Houston Poly Bldg

Professional and/or Community Activities: TEDC BOARD  
MOBILITY TRANSPORTATION COMMITTEE

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS PART OF MY CIVIC DUTY I  
HAVE SERVED ON TEOL BOARD FOR THE  
LAST 10-12 YEARS.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*W. E. Sumner, Jr.*

Signature of Applicant

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256**

**Attachments:** **Conflict of Interest Questionnaire**  
**Conflict of Interest Statement**  
**Election on Disclosure**  
**Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Houston Poly BAG

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

William Sumner

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

FORMER OWNER OF HOUSTON POLY BAG. SOLD my company in 2010 to my children.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Reighann S. Taylor  
Signature of vendor doing business with the governmental entity

6-6-2024  
Date

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*William SUMNER*

2 Office Held

*TEOC BOARD OF DIRECTORS*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is *William SUMNER*, and my date of birth is *8/10/1949*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *HARRIS* County, State of *TEXAS*, on the *6<sup>th</sup>* day of *JUNE*, 20*24*.

*W.E. Sumner*  
Signature of Local Government Officer (Declarant)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

W. E. Sumner, Jr.  
Board Member's Signature

9-12-2022  
Date

William E. Sumner, Jr.  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9-12-2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

W. E. Sumner Jr.  
Signature of Applicant for Appointment

William E. Sumner, Jr.  
Printed Name of Applicant

9-12-2022  
Date:

## Biography of William E. Sumner

Born 8/11/1949 in Honolulu, Hawaii.

[REDACTED] I have lived in France, Maryland, Virginia, California, Ohio, and Kentucky. As a child growing up I was able to see much of Europe as well as much of America.

I received my BBA from Eastern Kentucky University in 1973 and my Masters Business degree from University of Louisville in 1975. I worked full for Bristol Myers's Company while I was pursuing my Masters.

I have had some kind of employment since I was 10 years old as a sergeants pay with four children does not go very far. I delivered papers, worked in a bowling alley, mowed lawns, maintained baseball fields for little league, was a janitor, aide to the sergeant major for ROTC, worked in a book store, worked in a 7-11 night shift, and put up hay one summer. This has given me a diverse picture of American workers and shaped my fiscal responsibility.

In 1979 with my partners I started Houston Poly Bag to manufacture plastic bags and sheeting for the industrial market. We moved HPB to Tomball in 1985. Since our move HPB has been a champion for the children of Tomball. Most of our philanthropy goes for the Kids in Tomball.

[REDACTED]

My work with the TEDC over the last 12 years or so has been rewarding. I am proud of what the EDC has accomplished for the city. I feel it is my civic duty to give back to the citizens of Tomball.

Best Regards,

Bill Sumner



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 07/03/24

Name: R Brock Hendrickson

Phone: [REDACTED] (Home)

Address: [REDACTED]

Phone: [REDACTED] (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 12 years.

I am  am not  a U.S. Citizen

Occupation: Senior operations engineer for Citation Oil & Gas Corp (COGC) coordinating all drilling, completion, & production operations in Indiana & SE Illinois

Professional and/or Community Activities: Society of Petroleum Engineers - Four Corners Section - past President, COGC college recruiting coordinator, Second Baptist Church deacon, Spring Pines HOA President

Additional Pertinent Information/References: Member of 2023-24 Tomball Charter Commission \_\_\_\_\_

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**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

At the request of Councilman Randy Parr, I am willing to serve the community and aid with any thoughts, ideas, or experiences in my life for the Tomball Economic Development Corporation

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**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency  
\*Charter Review Committee

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

Randall Brock Hendrickson

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**   
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

07/03/2024

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a)**; "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B)**:

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.00G(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

Randall Brock Hendrickson

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code



Signature of Local Government Officer

**Please complete either option below:**

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is Randall Brock Hendrickson and my date of birth is 01/26/1982

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in Harris County, State of Texas, on the 3rd day of July, 2024

(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

**A** local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. **An** offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code§ 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

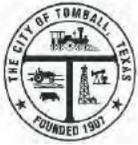
**Local Government Code§ 176.003(a)(2)(A):**

(a) **A** local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

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**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

07/03/2024

Date

Randall Brock Hendrickson

Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have copy of the City of Tomball Boards, Commissions and Committees Handbook on 3 July 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



---

Signature of Applicant for Appointment

Randall Brock Hendrickson

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Printed Name of Applicant

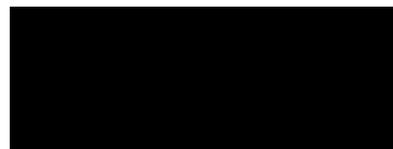
7/3/24

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Date:

# R BROCK HENDRICKSON

## OPERATIONS ENGINEER



### OBJECTIVE

---

Serve the community by utilizing learned management and operations skills throughout my career.

### SKILLS & ABILITIES

---

Multi-year operational flow (i.e., Gantt charting), scheduling contractors for multi-area development, service-specific tool design & patenting, and operations engineering & management.

### EXPERIENCE

---

June 2011 - Present

**Senior Operations Engineer**

Citation Oil & Gas Corp

Manage Illinois & Uintah Basin operations. Saw a 7,000% growth & 12x value increase. Design all drilling, completions, and production SOPs. Designed Mississippian fracs, increasing production 10x & ROI of 2x over PV10 value. Developed in-house radio communications for automation. Designed facilities to process production growth & begin waterflooding.

June 2009 – May 2011

**Petroleum Engineer**

Legend Natural Gas

Designed compression facilities in multiple South Texas fields. Re-designed rod strings, increasing run times by 105%. Designed plunger lift, rod pump, jet pump, and injection, increasing production 67%.

August 2005 – May 2009

**Operations Engineer**

XTO Energy

Plan & design CBM, shale, and gas sand completions and operations. Uintah Basin start-up engineer. Developed N2 foamed fracs for CBM horizontals. Managed a 200% increase in San Juan Basin production.

July 2003 – July 2005

**District Engineer**

Baker Oil Tools

Sand control tool supervisor, including gravel pack, tubing conveyed perforating, and production strings. Vessel stimulations engineer for Gulf of Mexico completions. Designed & patented the T-Set tool.

### EDUCATION

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May 2003

**Bachelor's of Science in Petroleum Engineering**

University of Louisiana at Lafayette

2003 PE Outstanding Graduate, Graduated Cum Laude & with Honors, Mathematics Minor, 2001-2003 AADE Chapter President

## LEADERSHIP

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Spring Pines Estates HOA President, 2023-2024

Second Baptist Church deacon, 2015-present

Citation Oil & Gas Corp college recruiter, 2011-present

Society of Petroleum Engineers, Four Corners Chapter, Program Chair 2006-2008 & President 2008-2009

Four Corners Oil & Gas Conference Executive Committee 2007-2009 & Program Chair 2008-2009

Inaugural member of the Four Corners Energy4me education program

Company spokesman for 4 years at Farmington Energy Week

Raised \$20,000 in scholarships for area students, starting the Oilman's Shootout event

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (x) Planning & Zoning Commission/CIPAC
- (x) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- ( x ) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

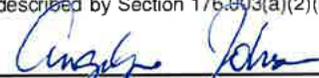
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 2/5/2024

Name: Brenda G. Crenshaw

Phone: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED] (Work)

City/State/Zip: [REDACTED]

Cell: same

Email: [REDACTED]

I have lived in Tomball 32 years. (off and on)

I am  am not  a U.S. Citizen

Occupation: Vice President CDS (Community Development Strategies); Realtor - 5th Stream Realty; President ABC Realty Pros LLC; Licensed Appraiser

Professional and/or Community Activities: Houston Assoc of Realtors; Commercial Real Estate Women;

Additional Pertinent Information/References: I have worked with Kelly Violette on numerous projects for the City of Tomball / Tomball EDC and CDS both directly and on team projects.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I have lived in Tomball on and off for over 30 years.

I have always worked in real estate and would like to help form to future growth and development of Tomball.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced: Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

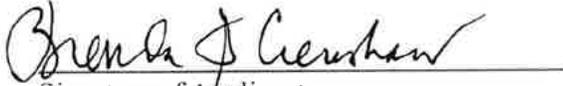
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

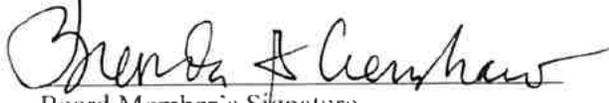
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

  
Date

  
Board Member's Printed Name

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7 Brenda J. Coenhan  
Signature of vendor doing business with the governmental entity

2/5/24  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/html/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of Local Government Officer</p>	<p>Date Received</p>
<p>2 Office Held</p> <p style="text-align: center; font-size: 2em;">N/A</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____ to certify which witness my hand and seal of office</p>	
<p>Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath</p> <p>_____</p>	
<p>(2) Unsworn Declaration</p> <p>My name is <u>Brenda G Crenshaw</u> and my date of birth is <u>6/6/61</u></p> <p>My address is _____</p> <p>Executed in <u>Harris</u> (county) State of <u>Tx</u> on the <u>5th</u> (day) of <u>February</u> <u>24</u> (year)</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

---  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2/5/2024 (date).

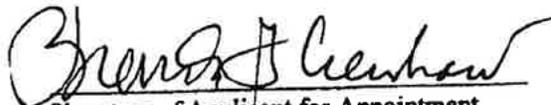
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

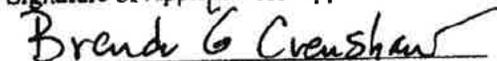
I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant

2/5/2024  
Date:

# Brenda G. Crenshaw

## *Qualifications Profile for Tomball EDC Board*

Experienced individual with an understanding of the real estate market and its demographic and economic influences gained through a diverse career history in commercial and residential real estate market analysis, asset operations, management, disposition and valuation.

I have worked closely with the Tomball EDC/City and private developers on several projects in Tomball while employed with CDS. The projects include the market study for the creation of the Tomball Industrial Park, Macy's Industrial Development and the proposed mixed-use development at the NWC of FM 2920 and FM 1488.

I have lived in Tomball for over 30 years in 5 different houses/areas

My vast real estate career has provided knowledge on all markets and land uses. Establishing well planned developments that are crucial for the growth of Tomball and its economy will be high on my list as a board member. I feel that I can be an asset to the board by providing guidance and recommendations.

## *Professional Background*

### **President/Owner**

*ABC Realty Pros LLC 2024-Present*

Company setup to buy, remodel and flip residential properties in and around the Tomball/Houston area. Also manages rental properties.

### **Vice President**

*CDS Community Development Strategies, 2008 to present*

Provide management and administration of market and economic studies while adhering to time and budget constraints. Projects include demand and market feasibility relating to single use income properties and multi-use developments; Highest and Best Use determination of properties; Appraisal of student housing facilities and market rent analysis for student housing, multi-family, and medical office facilities located in the U.S. and Canada.

### **Commercial Appraiser**

*Harrington and LeBlanc, National Appraisal Partners, Ray Coleman and Assoc., 2003 to 2008*

Appraisal reporting of commercial properties including multifamily housing, hotels, urban/CBD office buildings, retail centers, industrial properties and religious facilities.

### **Chief Financial Officer**

*Infopros Inc., 1999 to 2002*

Diverse accounting duties for this start-up computer consulting company requiring payroll, accounts payable, accounts receivable, financial reporting, general ledger and monthly reconciliations as well as state and federal filings.

### **Residential Realtor**

*Caldwell Banker Mandola, 1992 to 2003; Gary Colburn & Associates 2007-2016; 5<sup>th</sup> Stream Realty 2016-Present*

**Portfolio Analyst**

***Bank One Texas/Bonnet Resources, 1989 to 1992***

Portfolio manager of bank properties held for disposition by the FDIC. Responsibilities included budgets, variance and financial reports, and lease agreements while working closely with brokers and asset managers. Prepared financial reports and performed general accounting for Bank One.

**Site Location Analyst**

***Weingarten Realty, 1985 to 1986 (Layoff)***

Assessed land acquisitions for the development of retail centers according to guidelines for corporate market and financial feasibility.

**Property Manager**

***Green Properties, 1982 to 1984***

Management responsibilities including operations, leasing, maintenance, budgeting, and personnel at the property level for two multi-family developments in Nacogdoches, Texas while attending college.

***Education***

**Bachelor of Business Administration, Real Estate Finance** - The University of Texas at Arlington

***Licenses***

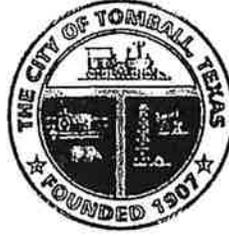
**Texas Licensed Appraiser #1335848-L**

**Texas Licensed Real Estate Sales #0409602**

***Organizations and Affiliations***

Houston Association of Realtors  
Urban Land Institute  
Commercial Real Estate Women

International Council of Shopping Centers  
Nat. Assoc. of Industrial and Office  
Properties (NAIOP)



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_  
Cell: 281-932-2784 (Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

- Tomball Regional Health Foundation

Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

NA

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

NA  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p>_____</p>	
<p><b>2 Office Held</b></p> <p>_____</p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p>_____</p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p> <p>_____</p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____.</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

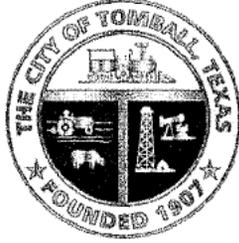
In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly not existent in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 2/21/24

Name: Danny R. Hudson

Phone: 832-693-3878

Address: [REDACTED]

Phone: 832-693-3878 (Home)

City/State/Zip: [REDACTED]

Cell: 832-693-3878 (Work)

Email: danny.hudson@sbcglobal.net

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank

Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.

Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer

Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em; font-style: italic;">Not Applicable</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No         </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	


  
 Danny Hanson

2/22/2024

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

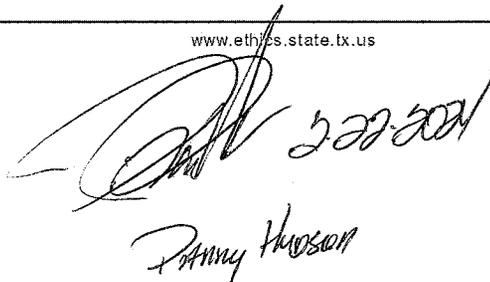
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer _____</p>		
<p>2 Office Held _____</p>		
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code _____</p>		
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. _____</p>		
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>		
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____ 20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____ 20_____. (month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*Not Applicable*

*[Signature]*  
*Danny Huoson*

*2/12/*  
*5024*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

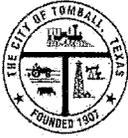
\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.





## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address: [REDACTED]

(Home)

City/State/Zip [REDACTED]

Phone: \_\_\_\_\_

(Work)

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not     a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

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**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

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**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

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If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

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- (3) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (1) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
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# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

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\*\*\*  
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- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*SCOTT MOORE*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

*N/A*

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

*N/A*

Yes

No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Scott Moore*  
 Signature of vendor doing business with the governmental entity

*4/4/24*  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street), \_\_\_\_\_ (city), \_\_\_\_\_ (state), \_\_\_\_\_ (zip code), \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

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- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

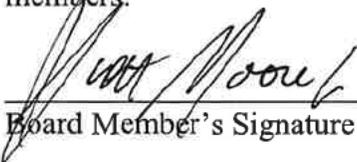
\_\_\_ personal email address

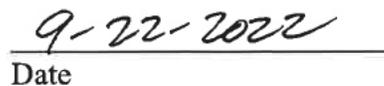
\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

  
Date

  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

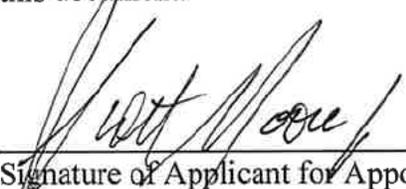
I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

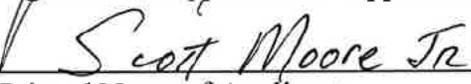
I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

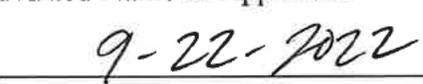
I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5-24-2024

Name: LATRELL SHANNON

Phone: 281-351-5278

Address: 823 LIZZIE LN.

Phone: 713-828-2762 (Home)

City/State/Zip: TOMBALL, TX. 77375

Cell: 713-828-2762 \* (Work)

Email: ls0175@swbell.net

I have lived in Tomball 64 years.

I am X am not \_\_\_ a U.S. Citizen

Occupation: RETIRED FROM AT&T AS A DESIGN DRAFTSMAN
RETIRED REAL ESTATE BROKER
COMMUNITY ACTIVIST

Professional and/or Community Activities: NOTARY PUBLIC, MEMBER OF THE NATIONAL STATE & HOUSTON ASSOCIATION OF REALTORS

SERVED ON THE FOLLOWING BOARDS & COMMISSIONS FOR THE CITY OF TOMBALL:
(1) PARKS BOARD (2) ZONING COMMISSION (3) BOARD OF ADJUSTMENT
(4) CITY CHARTER COMMISSION & REVIEW BOARD (5) COMPREHENSIVE & MASTER PLAN FOCUS GROUP (6) PARKS COMPREHENSIVE PLAN (7) CITIZENS POLICE

(CONTINUED)

(CONTINUED FROM PAGE 1)

Additional Pertinent Information/References: Academy Association (8) Police V.I.P.S. (9) Tomball Regional Hospital (Former) Board of Directors (10) Tomball Regional Health Foundation (Former) Board of Directors, BGS-HUFFSMITH CEMETERY ASSOCIATION (Acting Secretary & Historian) Woodlands Church Election Judge for both Harris County & City of Tomball  
Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

AS A 64 YEAR CONCERNED AND ACTIVE CITIZEN OF THIS COMMUNITY, I WOULD BRING TO THE ECONOMIC DEVELOPMENT CORPORATION BOARD NUMEROUS YEARS OF EXPERIENCE, HISTORY AND KNOWLEDGE OF THE MAKEUP AND BACKGROUND OF THIS CITY AND ITS SURROUNDING AREA. I HAVE WITNESSED, EXPERIENCED AND LIVED THROUGH AND WATCHED SO MANY CHANGES (SOME HAVE BEEN GOOD AND SOME NOT SO GOOD). I LOOK FORWARD TO SERVING AS A STEWARD (WATCH DOG) FOR FUTURE ENDEAVORS THAT ARE COMING CONCERNING OUR GREAT CITY.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

5-28-2024  
Date

*Satell Khanan 5/28/2024*

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

*John D. Brown* 5/20/2004



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

L. Stull Shannon  
Board Member's Signature

5-24-2024  
Date

LATRELL SHANNON  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-24-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Latrell Shannon  
Signature of Applicant for Appointment

LATRELL SHANNON  
Printed Name of Applicant

5-24-2024  
Date:

**Biography for Latrell Shannon**

Graduate - Tomball High School 1972

Associate Degree - (North Harris County College) – now called Lone Star  
College

B.S. Business Management - LeTourneau University

Honor Graduate - Center for Advanced Legal Studies (Paralegal Program)

Licensed Real Estate Broker

Licensed Notary Public

64 Year Resident of Tomball

Voted 2018 Citizen of the Year



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 5/26/24

Name: Sherric M. Meicher

Phone: [Redacted] (Home)

Address: [Redacted]

Phone: N/A (Work)

City/State/Zip: [Redacted]

Cell: [Redacted]

Email: [Redacted]

I have lived in Tomball 42 years.

I am  am not  a U.S. Citizen

Occupation: Congressional Representative (Retired)  
Secondary Educator

Professional and/or Community Activities:

Texas Teacher Retirement Association  
Director - Southeast Texas Finance Corporation  
MEMBER - CTAAB  
Past Incumbent Director of Tomball Museum  
MEMBER - Salem Lutheran Church Tomball  
Past Director of Tomball Regional Medical Center  
Past Director Parks & Recreation  
Past Director of Harris County American Legion Board

Additional Pertinent Information/References:

Ken Williams - Executive Director - Southeast TEXAS Housing Finance Corporation  
Bruce Hillgeist - President - CTAAC

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

*I am a longtime resident of Tomball, TX, I have always been interested in serving my community in various capacities. I have had extensive experience with serving on boards in areas of planning and finance, I would like to continue to be a part of planning future endeavors of*

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*N/A*  
\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Shane M. Meicher*  
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

*5/28/24*  
\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

*Shane M. Meicher* N/A

N/A

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p>
<p>1 Name of Local Government Officer</p>	<p>Date Received</p>
<p>2 Office Held</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p style="text-align: center;"><b>Please complete either option below:</b></p>	
<p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20 _____, to certify which, witness my hand and seal of office.</p>	
<p>Signature of officer administering oath</p>	<p>Printed name of officer administering oath</p>
<p><b>OR</b></p>	
<p>(2) Unsworn Declaration</p> <p>My name is _____, and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

N/A

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Sherrie M. Meicher 5/26/24  
Board Member's Signature Date

Sherrie M. Meicher  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on May 2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Sherric M. Meichel  
Signature of Applicant for Appointment

Sherric M. Meichel  
Printed Name of Applicant

5/26/24  
Date:

Sherrie M. Meicher

## Biography

I have been a resident of Tomball, TX for the past 42 years. [REDACTED]

[REDACTED] I am retired and own my own home and plan to live in Tomball for the rest of my life because I love this city.

I was a secondary high school teacher for 26 years. The classes I taught were Government, History, Economics, and Geography. I worked with the debate team and drill teams. I'm a graduate of the University of Missouri and went to graduate school at the University of Houston – Clear Lake where I majored in History, Education, and Cultural studies.

When I moved to Texas, I picked up a minor degree in business at Sam Houston State University.

I was Chairman of the Conroe ISD Insurance Committee and served on the Textbook Committee.

I worked for Congressman Michael T. McCaul for almost 20 years as a Field Representative and Caseworker for the 10<sup>th</sup> Congressional District.



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 5/16/24

Name: William "Butch" Martin

Phone: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED] (Home)

City/State/Zip [REDACTED]

Cell: [REDACTED] (Work)

Email: [REDACTED]

I have lived in Tomball 4 years.

I am  am not  a U.S. Citizen

Occupation: I have worked as a Communication Technician for AT&T the past 25 years. This includes 8 years in Tomball.

Professional and/or Community Activities: I have been involved with Children's and Teen Ministries at Trinity Klein Lutheran Church for the past 10 years. I also served on Trinity's Missions Board for 4 years, including 2 years as the chair. The past 4 years I spend most weekend working on theater sets for Christian Youth Theater (CYT). I have lead several construction teams for CYT over the past 3 years.

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I want to be a part of guiding our city in the right direction to keep the small town feel during all the growth going on in this area. I tend to look at things I am involved with from many different directions. I never settle for good enough. I always ask, "how can we make this better?" I believe we have a duty to try to make a difference in our communities when we have a chance.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- ( ) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a)

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

N/A

3 officer about whom the information is being disclosed.

Name of local government

William Martin

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1)

N/A

W. A. Mc...

Signature of

Vendor doing business with the governmental entity

5-22-21 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

William Martin

2 Office Held

Board member TEDC

3 Name of vendor described by Sections 176.001 (7) and 176.003(a), Local Government Code

N/A

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B)

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

Date Gift Accepted N/A Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001 (2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*William Martin*

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/ SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

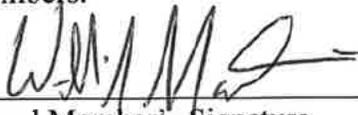
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

3-16-24  
Date

William Martin  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 5-16-24 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

William Martin

Printed Name of Applicant

5-16-24

Date:

## William Martin

My name is William Martin. I have lived in Tomball for four years but have been involved in the Tomball area for the past fifteen. I have worked for AT&T for the past 25 years and 16 of them have been in Tomball and the surrounding areas. At AT&T I maintain a central office, which handles all the incoming data, video, and cell traffic for the surrounding areas. In this position I must maintain the building and the equipment within it. When something breaks, I'm the one that must repair it or get a vendor to repair it. I am heavily involved with my church, Trinity Klein Lutheran. At Trinity I currently work with teen and children's ministry. A spent time serving on adult ministry teams and worked on the Missions Board including a year as the chair. The past three years I have spend my weekends building theater sets for Christian Youth Theater. I have lid build teams on the past four shows [REDACTED]  
[REDACTED] These are the things I do to make a living, and around my  
community. [REDACTED]  
[REDACTED]



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses. Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*N/A*

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

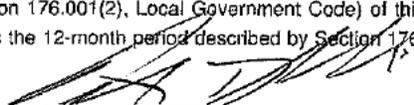
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

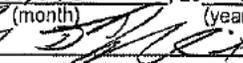
**(2) Unsworn Declaration**

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024



Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

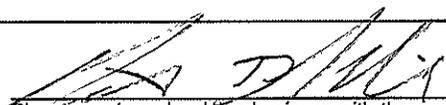
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams  
[REDACTED]  
[REDACTED]

# City Council Meeting Agenda Item Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Approve the Tomball Economic Development Corporation (TEDC) Fiscal Year 2023-2024 Budget.

**Background:**

The TEDC Bylaws require that the Corporation prepare and submit to Council an annual budget of expected revenues and proposed expenditures for the next ensuing fiscal year.

The TEDC Board of Directors approved the Fiscal Year 2024-2025 TEDC Budget on August 13, 2024.

**Origination:** Tomball Economic Development Corporation Board of Directors

**Recommendation:** Approval of the Fiscal Year 2024-2025 TEDC Budget

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_  
Staff Member-TEDC Date

Approved by \_\_\_\_\_  
Executive Director-TEDC Date

# FY 2025 TEDC BUDGET WORKSHOP



# Tomball EDC: About

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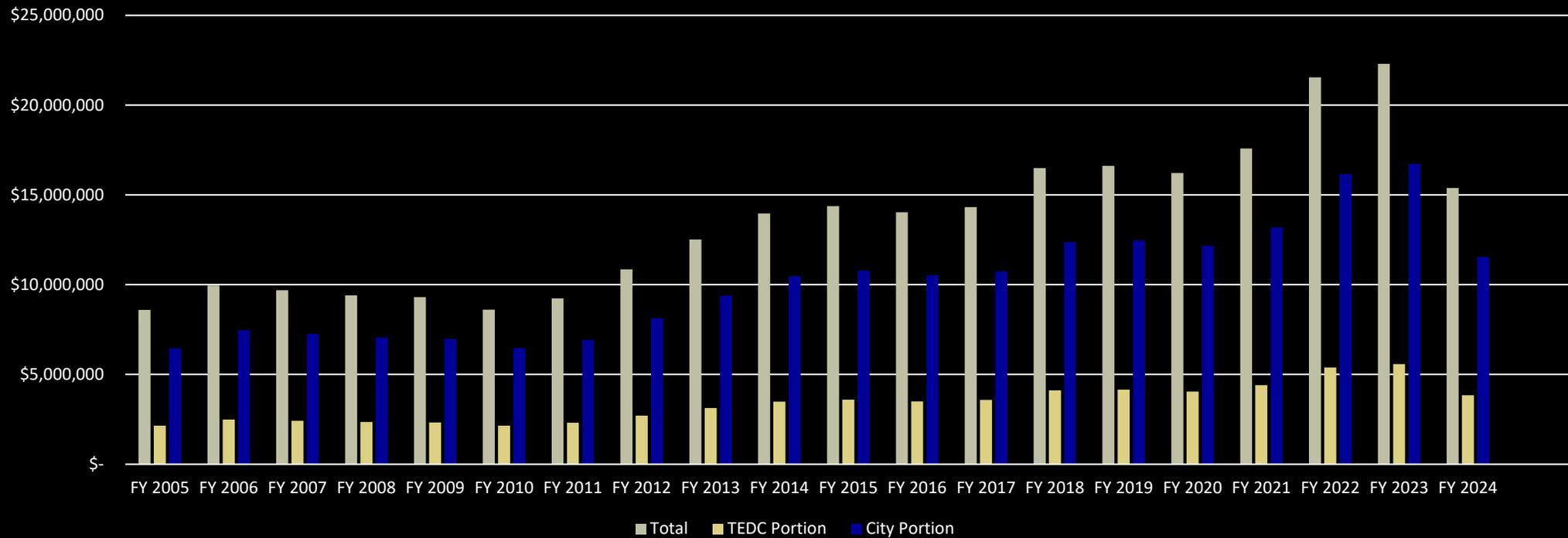
- Development Corporation Act of 1979
  - Governed by Chapters 501, 504 and 505 of the Local Government Code
  - City of Tomball election on January 15, 1994
    - Voters approve the levy of ½ cent sales tax – 66.85% in favor
    - Nonprofit Type B Development corporation
  - Distinct entity from the city with separate staff and budget – CoT Admin Agreement
  - Seven board members appointed by City Council for 2-year terms
- 



# FUNDING SOURCES

- ½¢ SALES TAX COLLECTED WITHIN THE CITY LIMITS OF TOMBALL
- SALES TAX RATE: 8.25%
  - 6.25% - STATE OF TEXAS
  - 1.00% - CITY OF TOMBALL
  - 0.5% - PROPERTY TAX REDUCTION
  - 0.5% -TEDC
- INTEREST REVENUES: SECURITIES & INVESTMENT POOLS
- WE ARE NOT FUNDED BY AN AD-VALOREM (PROPERTY TAX)

# SALES TAX REVENUE HISTORY



FY 2005	FY 2010	FY 2015	FY 2020	FY 2023
\$ 2,150,053	\$ 2,139,989	\$ 3,594,141	\$ 4,054,442	\$ 5,575,735

# TOMBALL BUSINESS & TECHNOLOGY PARK IMPACT

Total Private Capital  
Investment: \$75,678,000

2011 HCAD Valuation:  
\$1,368,936

Today's HCAD Valuation:  
\$47,849,295

LOT #	SIZE (ACRES)	DATE OF SALE	GROSS	\$ / SF	BUYER
4	17.36	7/8/2015	\$2,106,595	\$2.79	Packers Plus Energy Services (USA), Inc.
2	5.50	8/30/2016	\$778,592	\$3.25	GE Betz, Inc. (Suez) (now Veolia)
14	6.104	5/21/2018	\$771,090	\$2.90	Nickson Tomball Industrial, Ltd.
13	2.90	8/27/2018	\$415,508	\$3.25	Nickson Spell Road 13, LLC
10	4.00	11/13/2018	\$609,987	\$3.50	Dkota Investments, Inc. (Bimbo Bakeries)
5	16.78	12/14/2018	\$2,155,954	\$2.95	Hoelscher Properties, LLC
12	2.87	8/7/2019	\$450,706	\$3.60	Nickson Spell Road Industrial, Ltd.
11	2.76	3/18/2020	\$451,350	\$3.75	PDGL Partners, L.P., now Nickson
4	-10.59	12/18/2020	-\$1,522,065	\$3.30	TEDC from Packers Plus
16	4.65	1/15/2021	\$709,664	\$3.50	CCJ Collaborations LLC (Paradigm Brewery)
4	-1.83	3/26/2021	-\$300,000	\$3.75	TEDC from Packers Plus
9	2.52	12/2/2021	\$411,750	\$3.75	KTB Propoerties, LLC (Techsico)
3	4.70	3/15/2022	\$735,259	\$3.50	Ralco Houston, Ltd (Billiard Factory)
15	3.92	3/28/2022	\$623,172	\$3.65	Nickson Lot 15, LLC
4-1	1.75	7/29/2022	\$400,000	\$5.25	West Woodland Business Park LLC
4-1	0.61	12/16/2022	\$137,891	\$5.15	West Woodland Business Park LLC
308	17.67	5/19/2023	\$3,040,315	\$3.95	Christmas Interests, LLC (Metal Zinc Mfg & Walsh Albert)
1 (Sec 2)	2.67	6/26/2023	\$465,000	\$3.99	Mero Homes
Lot 3 (Sec 2)	1.79	4/5/2023	\$331,568	\$4.25	Moffitt Williams
<b>TOTAL</b>	<b>86.15</b>	<b>Combined Gross Sales Price</b>		<b>\$12,772,336</b>	
		<b>TEDC Investment</b>	TBTP CO 2013	\$8,500,000	
			Land Purchase	\$1,612,499	
			Section 2 Land Purchase	\$417,000	
			<b>Total</b>	<b>\$2,242,837</b>	

# GRANTS & DEBT SERVICE

- SINCE 2007 THE TEDC HAS FUNDED \$9.7 MILLION IN PROJECT GRANTS
- OF THAT \$5.1 MILLION FOR CITY PROJECTS
- DEBT SERVICE \$27 MILLION

## City Debt Service

Southside Sewer Plant (1999 CO-2/15/2019)	\$ 5,700,000
Utilities Expansion (2002 C.O.- 2/15/2022)	\$ 8,820,000
Business Park Infrastructure (Series 2013 - 2033)	\$ 8,500,000
Medical Complex /S. Persimmon (Series 2016 - 2037)	\$ 4,000,000
	<hr/>
	\$ 27,020,000

**TEDC  
FUNDED  
COT  
PROJECTS**

<b>PROJECT</b>	<b>YEAR</b>	<b>AMOUNT</b>
Rudolph Road	2007	\$44,354.11
Tom Ball Statue	2008	\$26,000
Conductor Statue	2009	\$25,500
Medical Complex Drive	2010 - 2015	\$1.7 million
MLK Park	2010	\$6,500
Brown Rd. Utility Ext.	2011	\$379,493
Fountain at Depot	2011	\$25,000
Depot Restrooms	2012	\$25,000
Matheson Park	2020 - 2023	\$500,000
Louie's Together Playground	2023	\$200,000
Alleyways (Civil)	2023	\$600,000
SWWTP	2023	\$415,000
Alleyway Amenities	2024	\$1,188,834
	<b>Total</b>	<b>\$5,135,681</b>

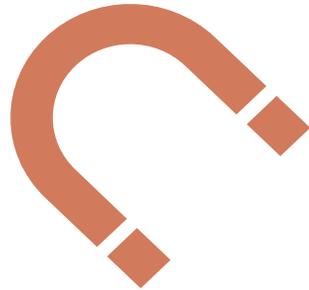
# Strategic Focus Areas

Proposed Budget is designed to accomplish the goals outlined in the TEDC's Strategic Plan.



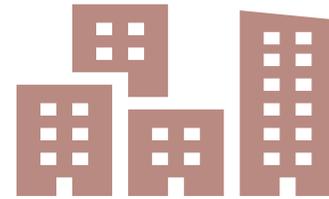
1.

BUSINESS RETENTION &  
EXPANSION (BRE)



2.

ATTRACTION &  
RECRUITMENT



3.

DEVELOPMENT/  
REDEVELOPMENT OF  
OLD TOWN

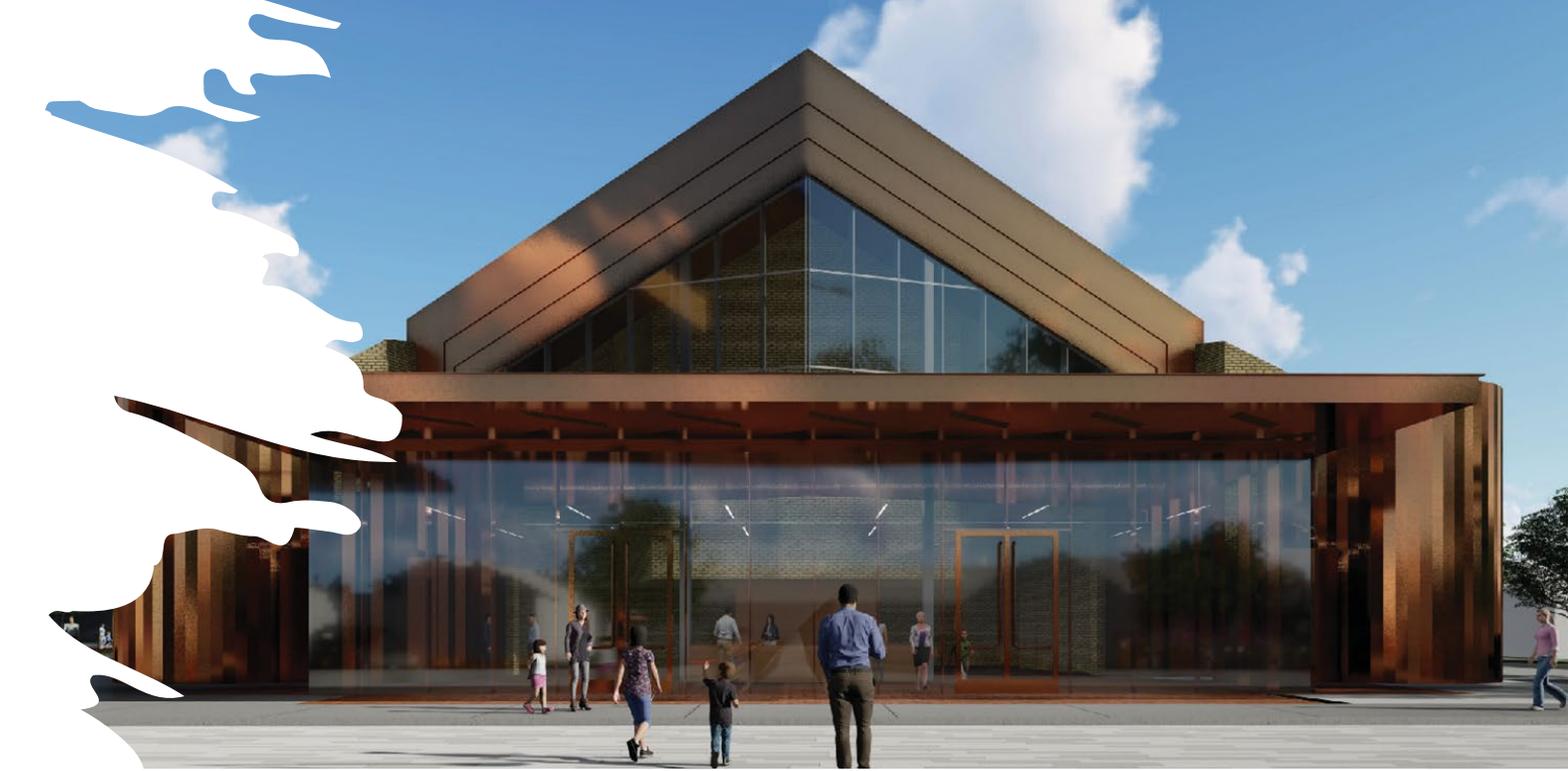


4.

EDUCATION &  
WORKFORCE  
DEVELOPMENT

# TEDC Priority Projects & Initiatives

- Attraction/Retention
- First Baptist Church
- South Live Oak
- Downtown Projects
- BIG/FIG
- SYEP – Youth Initiatives
- Office Relocation



# COT Funding Requests

- Reoccurring Debt Service Contribution: \$1 million
- Alley Improvements (Amenity Package and Design, 300 Blk): \$1 million
- Main Street Rebuild (Utility Relocations): \$4 million
- Main Street Rebuild (Upsizing of Trees): \$500,000
- Park Improvements (Shade Structure @ Matheson Park): \$200,000

Total: \$6.7 million

# Major Items Proposed in FY 25 Budget

- City Debt Service: CoT 2024 Request: \$1,000,000
  - Southside Sewer Plant Expansion (2025 CO - 2044)
  - 28.6% of total project cost
- Main Street Rebuild (Upsizing of Trees): \$1,500,000
- Project Grants: \$5,000,000
- Sales Tax Reimbursement Grants (380): \$100,000
- Property Acquisition: \$3,000,000
- Old Town Projects: \$1,500,000 (carryover from 2024 alley amenity project)
- South Live Oak Redevelopment: \$3,000,000
- First Baptist Church Redevelopment: \$5,500,000
- SYEP: \$126,000

# Major Items Proposed in FY 25 Budget

## Administrative

- Proposed 3% Cost of Living Adjustment (total \$13,212)
- 10% Increase in Health Insurance Costs (total \$8,341)
- CoT Administrative Services Agreement Adjustment \$25,000 to \$55,000
- Auto Allowances: Assistant Director and Coordinator
- Office Relocation & Remodel: \$100,500
- Insurance: \$80,000 (surety bonding fees and insurance premiums including General Liability, Errors & Omissions, and Property)
- Lease Expense: \$67,200 (\$1.63/PSF \$4,560/month, plus CAM \$1,040/month)
  - Cleaning: \$1,472.20/month
  - Alarm: \$25/month
  - Total Lease, CAM, Cleaning & Alarm: \$85,166/year, 60-month term



# EXPENDITURES

## Administrative

Salaries - Administrative	\$ 286,262	\$ 367,897	\$ 396,590	\$ 396,590	\$ 404,142
Benefits	144,759	174,250	184,808	184,808	203,683
Wages - Full-Time	28,036	44,203	48,087	48,027	49,468
Wages - Overtime					3,567
Wages - Other	21	569	3,000	-	7,500
<b>Total Salaries and Benefits</b>	<b>\$ 459,077</b>	<b>\$ 586,918</b>	<b>\$ 632,485</b>	<b>\$ 629,425</b>	<b>\$ 668,360</b>

- Proposed 3% Cost of Living Adjustment (total \$13,212)

# EXPENDITURES

## Other Personnel Expenditures

Auto Allowances	\$ 16,800	\$ 16,800	\$ 16,800	\$ 16,800	\$ 21,600
Phone Allowances	1,800	2,700	2,700	2,700	2,700
Local Travel Expense	90	364	500	600	1,000
Dues and Subscriptions	11,492	12,145	13,100	14,000	15,000
Seminar/Conference Registrations	10,349	11,438	18,000	9,500	18,000
Travel and Training	17,655	12,508	30,000	8,000	30,000
<b>Total Other Personnel Expense</b>	<b>\$ 58,185</b>	<b>\$ 55,954</b>	<b>\$ 81,100</b>	<b>\$ 51,600</b>	<b>\$ 88,300</b>

## Service and Supply Expenditures

Contracted Administrative Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 55,000
Bank Charges & Postage	2,197.75	82.29	3,500.00	250.00	1,000.00
Insurance	17,952.76	24,898.10	30,000.00	26,000.00	80,000.00
Computer Equipment & Maintenance	4,296.53	9,331.37	10,000.00	10,000.00	12,000.00
Communications Services	4,267.91	4,527.14	5,200.00	5,200.00	6,000.00
Legal Fees	4,690.53	9,228.50	40,000.00	7,500.00	40,000.00
Lease Expense-GTACC	25,055.65	26,170.12	26,500.00	26,500.00	85,166.40
Office Equipment & Supplies	4,259.31	6,826.75	10,000.00	10,000.00	14,000.00
Office Moving/Remodeling Exp.					100,500.00
<b>Total Service and Supply Expense</b>	<b>\$ 87,720</b>	<b>\$ 106,064</b>	<b>\$ 150,200</b>	<b>\$ 110,450</b>	<b>\$ 393,666</b>

# EXPENDITURES

## Indirect Economic Development Exp.

Chamber Guide	\$ 8,354	\$ 8,354	\$ 8,400	\$ 8,449	\$ 8,500
Area Street Maps	-	3,875	-	-	4,000
Marketing	83,115	93,141	175,000	175,000	175,000
Economic Impact Model License	4,561	4,561	4,698	4,698	4,839
Event Sponsorships	8,038	17,354	29,000	25,000	29,000
Promotional Items	4,715	4,840	10,000	10,000	10,000
Printing	1,122	4,399	6,500	6,500	6,500
Website and GIS	12,100	23,725	25,000	25,000	25,000
Professional Services	306,423	356,208	750,000	285,000	750,000
Grow Tomball Initiative	-	10,450	20,000	20,000	20,000
Miscellaneous	44,914	6,220	15,000	15,000	25,000
<b>Total Indirect Expenditures</b>	<b>\$ 473,342</b>	<b>\$ 533,127</b>	<b>\$ 1,043,598</b>	<b>\$ 574,647</b>	<b>\$ 1,057,839</b>

# EXPENDITURES

## City Debt Service

Southside Sewer Plant (1999 CO-2/15/2019)	\$	-	\$	-	\$	-	\$	-	\$	-
Utilities Expansion (2002 CO-2/15/2022)		370,000		-		-		-		-
Business Park Infrastructure (Series 2013)		537,663		539,463		546,013		546,013		547,313
Medical Complex/Persimmon (Series 2016)		222,222		222,222		222,222		222,222		222,222
COT 2024 Request										1,000,000
<b>Total Debt Service</b>	<b>\$</b>	<b>1,129,885</b>	<b>\$</b>	<b>761,685</b>	<b>\$</b>	<b>768,235</b>	<b>\$</b>	<b>768,235</b>	<b>\$</b>	<b>1,769,535</b>

# EXPENDITURES

## Grants, Loans & Other Expenditures

Project Grants	\$ 620,825	\$ 2,051,759	\$ 3,500,000	\$ 500,000	\$ 5,000,000
Sales Tax Reimbursement Grants (380)	66,823	70,130	11,400	11,380	100,000
Property Acquisition	-	4,635,760	3,000,000	1,550,000	3,000,000
Business Improvement Grants- Current Year	121,344	154,501	350,000	253,800	350,000
Business Improvement Grants- Prior Year	197,302	211,882	250,000	187,588	250,000
Old Town Façade Grants- Current Year	-	20,243	250,000	100,000	250,000
Old Town Façade Grants- Prior Year	125,560	33,469	100,000	47,553	100,000
Old Town Projects			1,500,000	2,000	1,500,000
Main Street Rebuild (Upsizing of Trees)	-	-	-	-	1,500,000
South Live Oak Redevelopment	76,553	80,370	5,000,000	65,000	3,000,000
Business Park Expenses	133,985	94,791	350,000	65,000	350,000
First Baptist Church Expenses		3,500	-	50,000	5,500,000
Summer Youth Employment Program				-	126,000
<b>Total Grants/Loans/Other</b>	<b>\$ 1,342,394</b>	<b>\$ 7,356,405</b>	<b>\$ 14,311,400</b>	<b>\$ 2,832,321</b>	<b>\$ 20,900,000</b>

Total All Expenditures	\$ 3,550,602	\$ 9,400,153	\$ 16,987,018	\$ 4,966,678	\$ 24,877,700
Revenues Over (Under) Expenditures	\$ 4,294,712	\$ 801,837	\$ (11,137,018)	\$ 2,033,322	\$ (18,477,700)
Other Income/Losses on Investments	\$ (455,268)	\$ 20,855	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 24,567,773	\$ 25,348,756	\$ 14,211,738	\$ 27,382,078	\$ 8,904,378

## TEDC Debt Service Schedule

	Series 1999	Series 2002	Series 2013	Series 2016	Series 2025	Annual Payments
2016	\$ 188,148	\$ 370,000	\$ 528,012.50			\$ 1,086,160.50
2017	\$ 188,148	\$ 370,000	\$ 530,912.50			\$ 1,089,060.50
2018	\$ 188,148	\$ 370,000	\$ 533,612.50			\$ 1,091,760.50
2019	\$ 188,148	\$ 370,000	\$ 536,112.50			\$ 1,094,260.50
2020		\$ 370,000	\$ 533,462.50	\$ 222,222		\$ 1,125,684.50
2021		\$ 370,000	\$ 535,662.50	\$ 222,222		\$ 1,127,884.50
2022		\$ 370,000	\$ 537,662.50	\$ 222,222		\$ 1,129,884.50
2023			\$ 539,462.50	\$ 222,222		\$ 761,684.50
2024			\$ 546,012.50	\$ 222,222		\$ 768,234.50
2025			\$ 547,312.50	\$ 222,222	\$ 1,000,000	\$ 1,769,534.50
2026			\$ 548,412.50	\$ 222,222	\$ 1,000,000	\$ 1,770,634.50
2027			\$ 548,737.50	\$ 222,222	\$ 1,000,000	\$ 1,770,959.50
2028			\$ 548,275.00	\$ 222,222	\$ 1,000,000	\$ 1,770,497.00
2029			\$ 551,925.00	\$ 222,222	\$ 1,000,000	\$ 1,774,147.00
2030			\$ 549,056.25	\$ 222,222	\$ 1,000,000	\$ 1,771,278.25
2031			\$ 549,600.00	\$ 222,222	\$ 1,000,000	\$ 1,771,822.00
2032			\$ 549,075.00	\$ 222,222	\$ 1,000,000	\$ 1,771,297.00
2033			\$ 548,100.00	\$ 222,222	\$ 1,000,000	\$ 1,770,322.00
2034				\$ 222,222	\$ 1,000,000	\$ 1,222,222.00
2035				\$ 222,222	\$ 1,000,000	\$ 1,222,222.00
2036				\$ 222,222	\$ 1,000,000	\$ 1,222,222.00
2037				\$ 222,226	\$ 1,000,000	\$ 1,222,226.00
2038					\$ 1,000,000	\$ 1,000,000.00
2039					\$ 1,000,000	\$ 1,000,000.00
2040					\$ 1,000,000	\$ 1,000,000.00
2041					\$ 1,000,000	\$ 1,000,000.00
2042					\$ 1,000,000	\$ 1,000,000.00
2043					\$ 1,000,000	\$ 1,000,000.00
2044					\$ 1,000,000	\$ 1,000,000.00
<b>Total</b>	<b>\$ 752,592</b>	<b>\$ 2,590,000</b>	<b>\$ 9,761,406.25</b>	<b>\$ 4,000,000.00</b>	<b>\$ 20,000,000</b>	<b>\$ 37,103,998.25</b>

# Budget Schedule

- CoT/TEDC Workshop 7/22/2024
- TEDC Board Meeting (Draft Budget) 8/13/2024
- CoT/TEDC Workshop & Approval 8/19/2024

QUESTIONS?

**Tomball Economic Development Corporation**  
**FY 2025 Proposed Budget**  
**October 1, 2024 to September 30, 2025**

	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Year End Projections	FY 2025 Proposed Budget
<b>Beginning Fund Balance</b>	\$ 19,817,793	\$ 24,567,773	\$ 25,348,756	\$ 25,348,756	\$ 27,382,078
<b>REVENUE</b>					
Sales Tax	\$ 5,386,245	\$ 5,575,735	\$ 5,000,000	\$ 5,800,000	\$ 5,500,000
Interest	446,297	1,051,118	850,000	1,200,000	900,000
Grants	8,000	-	-	-	-
Other - Land Sales and Lease Payments	2,004,772	3,575,138	-	-	-
<b>Total Revenue</b>	<b>\$ 7,845,315</b>	<b>\$ 10,201,990</b>	<b>\$ 5,850,000</b>	<b>\$ 7,000,000</b>	<b>\$ 6,400,000</b>
<b>Total Available Resources</b>	<b>\$ 27,663,108</b>	<b>\$ 34,769,763</b>	<b>\$ 31,198,756</b>	<b>\$ 32,348,756</b>	<b>\$ 33,782,078</b>
<b>EXPENDITURES</b>					
<b>Administrative</b>					
Salaries - Administrative	\$ 286,262	\$ 367,897	\$ 396,590	\$ 396,590	\$ 404,142
Benefits	144,759	174,250	184,808	184,808	203,683
Wages - Full-Time	28,036	44,203	48,087	48,027	49,468
Wages - Overtime					3,567
Wages - Other	21	569	3,000	-	7,500
<b>Total Salaries and Benefits</b>	<b>\$ 459,077</b>	<b>\$ 586,918</b>	<b>\$ 632,485</b>	<b>\$ 629,425</b>	<b>\$ 668,360</b>
<b>Other Personnel Expenditures</b>					
Auto Allowances	\$ 16,800	\$ 16,800	\$ 16,800	\$ 16,800	\$ 21,600
Phone Allowances	1,800	2,700	2,700	2,700	2,700
Local Travel Expense	90	364	500	600	1,000
Dues and Subscriptions	11,492	12,145	13,100	14,000	15,000
Seminar/Conference Registrations	10,349	11,438	18,000	9,500	18,000
Travel and Training	17,655	12,508	30,000	8,000	30,000
<b>Total Other Personnel Expense</b>	<b>\$ 58,185</b>	<b>\$ 55,954</b>	<b>\$ 81,100</b>	<b>\$ 51,600</b>	<b>\$ 88,300</b>
<b>Service and Supply Expenditures</b>					
Contracted Administrative Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 55,000
Bank Charges & Postage	2,197.75	82.29	3,500.00	250.00	1,000.00
Insurance	17,952.76	24,898.10	30,000.00	26,000.00	80,000.00
Computer Equipment & Maintenance	4,296.53	9,331.37	10,000.00	10,000.00	12,000.00
Communications Services	4,267.91	4,527.14	5,200.00	5,200.00	6,000.00
Legal Fees	4,690.53	9,228.50	40,000.00	7,500.00	40,000.00
Lease Expense-GTACC	25,055.65	26,170.12	26,500.00	26,500.00	85,166.40
Office Equipment & Supplies	4,259.31	6,826.75	10,000.00	10,000.00	14,000.00
Office Moving/Remodeling Exp.					100,500.00
<b>Total Service and Supply Expense</b>	<b>\$ 87,720</b>	<b>\$ 106,064</b>	<b>\$ 150,200</b>	<b>\$ 110,450</b>	<b>\$ 393,666</b>
<b>Total Administrative Expenditures</b>	<b>\$ 604,982</b>	<b>\$ 748,937</b>	<b>\$ 863,785</b>	<b>\$ 791,475</b>	<b>\$ 1,150,326</b>
<b>Indirect Economic Development Exp.</b>					
Chamber Guide	\$ 8,354	\$ 8,354	\$ 8,400	\$ 8,449	\$ 8,500
Area Street Maps	-	3,875	-	-	4,000
Marketing	83,115	93,141	175,000	175,000	175,000
Economic Impact Model License	4,561	4,561	4,698	4,698	4,839
Event Sponsorships	8,038	17,354	29,000	25,000	29,000
Promotional Items	4,715	4,840	10,000	10,000	10,000
Printing	1,122	4,399	6,500	6,500	6,500
Website and GIS	12,100	23,725	25,000	25,000	25,000
Professional Services	306,423	356,208	750,000	285,000	750,000
Grow Tomball Initiative	-	10,450	20,000	20,000	20,000
Miscellaneous	44,914	6,220	15,000	15,000	25,000
<b>Total Indirect Expenditures</b>	<b>\$ 473,342</b>	<b>\$ 533,127</b>	<b>\$ 1,043,598</b>	<b>\$ 574,647</b>	<b>\$ 1,057,839</b>

**City Debt Service**

Southside Sewer Plant (1999 CO-2/15/2019)	\$	-	\$	-	\$	-	\$	-	\$	-
Utilities Expansion (2002 CO-2/15/2022)		370,000		-		-		-		-
Business Park Infrastructure (Series 2013)		537,663		539,463		546,013		546,013		547,313
Medical Complex/Persimmon (Series 2016)		222,222		222,222		222,222		222,222		222,222
COT 2024 Request										1,000,000
Total Debt Service	\$	1,129,885	\$	761,685	\$	768,235	\$	768,235	\$	1,769,535

**Grants, Loans & Other Expenditures**

Project Grants	\$	620,825	\$	2,051,759	\$	3,500,000	\$	500,000	\$	5,000,000
Sales Tax Reimbursement Grants (380)		66,823		70,130		11,400		11,380		100,000
Property Acquisition		-		4,635,760		3,000,000		1,550,000		3,000,000
Business Improvement Grants- Current Year		121,344		154,501		350,000		253,800		350,000
Business Improvement Grants- Prior Year		197,302		211,882		250,000		187,588		250,000
Old Town Façade Grants- Current Year		-		20,243		250,000		100,000		250,000
Old Town Façade Grants- Prior Year		125,560		33,469		100,000		47,553		100,000
Old Town Projects						1,500,000		2,000		1,500,000
Main Street Rebuild (Upsizing of Trees)		-		-		-		-		1,500,000
South Live Oak Redevelopment		76,553		80,370		5,000,000		65,000		3,000,000
Business Park Expenses		133,985		94,791		350,000		65,000		350,000
First Baptist Church Expenses				3,500		-		50,000		5,500,000
Summer Youth Employment Program								-		126,000
Total Grants/Loans/Other	\$	1,342,394	\$	7,356,405	\$	14,311,400	\$	2,832,321	\$	20,900,000

Total All Expenditures	\$	3,550,602	\$	9,400,153	\$	16,987,018	\$	4,966,678	\$	24,877,700
Revenues Over (Under) Expenditures	\$	4,294,712	\$	801,837	\$	(11,137,018)	\$	2,033,322	\$	(18,477,700)
Other Income/Losses on Investments	\$	(455,268)	\$	20,855	\$	-	\$	-	\$	-
Ending Fund Balance	\$	24,567,773	\$	25,348,756	\$	14,211,738	\$	27,382,078	\$	8,904,378

## TEDC Debt Service Schedule

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2023			\$ 539,462.50	\$ 222,222		\$ 761,684.50
2024			\$ 546,012.50	\$ 222,222		\$ 768,234.50
2025			\$ 547,312.50	\$ 222,222	\$ 1,000,000	\$ 1,769,534.50
2026			\$ 548,412.50	\$ 222,222	\$ 1,000,000	\$ 1,770,634.50
2027			\$ 548,737.50	\$ 222,222	\$ 1,000,000	\$ 1,770,959.50
2028			\$ 548,275.00	\$ 222,222	\$ 1,000,000	\$ 1,770,497.00
2029			\$ 551,925.00	\$ 222,222	\$ 1,000,000	\$ 1,774,147.00
2030			\$ 549,056.25	\$ 222,222	\$ 1,000,000	\$ 1,771,278.25
2031			\$ 549,600.00	\$ 222,222	\$ 1,000,000	\$ 1,771,822.00
2032			\$ 549,075.00	\$ 222,222	\$ 1,000,000	\$ 1,771,297.00
2033			\$ 548,100.00	\$ 222,222	\$ 1,000,000	\$ 1,770,322.00
2034				\$ 222,222	\$ 1,000,000	\$ 1,222,222.00
2035				\$ 222,222	\$ 1,000,000	\$ 1,222,222.00
2036				\$ 222,222	\$ 1,000,000	\$ 1,222,222.00
2037				\$ 222,226	\$ 1,000,000	\$ 1,222,226.00
2038					\$ 1,000,000	\$ 1,000,000.00
2039					\$ 1,000,000	\$ 1,000,000.00
2040					\$ 1,000,000	\$ 1,000,000.00
2041					\$ 1,000,000	\$ 1,000,000.00
2042					\$ 1,000,000	\$ 1,000,000.00
2043					\$ 1,000,000	\$ 1,000,000.00
2044					\$ 1,000,000	\$ 1,000,000.00
<b>Total</b>	<b>\$ 752,592</b>	<b>\$ 2,590,000</b>	<b>\$ 9,761,406.25</b>	<b>\$ 4,000,000.00</b>	<b>\$ 20,000,000</b>	<b>\$ 37,103,998.25</b>

Southside Sewer Plant (1999 CO-2/15/2019)  
 Utilities Expansion (2002 CO- 2/15/2022)  
 Business Park Infrastructure ( 2013 CO - 2033)  
 Medical Complex Drive-Section 4B, Persimmon Street (2016 CO - 2037)  
 Southside Sewer Plant Expansion (2025 CO - 2044)

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint member to Position Regular 1, whose term expired 6/1/2024, to the Planning and Zoning Commission.

**Background:**

The Planning & Zoning Commission consists of five commissioners with staggered three-year terms.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Barbara Tague	Regular 1	6/1/2024
Susan Harris	Regular 2	6/1/2023
Scott Moore	Regular 3	6/1/2024
Tana Ross	Regular 5	6/1/2023

Susan Harris, Scott Moore, and Tana Ross are all seeking reappointment.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Bill Darnall, Danny Hudson, Jose Quilizapa, Angie Johnson, Collee Pye, Devon Ketchner and Matt Williams.

Regular Pos 2 and 5 will expire 6/1/2026 and Regular Pos 1 and 3 will expire 6/1/2027.

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments and Matt Williams is serving as an alternate on Board of Adjustments.

**Origination:** City Secretary Office

**Recommendation:**

N/A

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Sasha Luna  
Staff Member \_\_\_\_\_  
Date

Approved by \_\_\_\_\_  
City Manager \_\_\_\_\_  
Date



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Susan Harris

Address: [REDACTED]

City/State/Zip: [REDACTED]

Email: [REDACTED]

Date: 9/19/22

Phone: [REDACTED] (Home)

Phone: \_\_\_\_\_ (Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: RN  
Nursing Administration

Professional and/or Community Activities: Board of Planning & Zoning  
Board of Adjustments  
Board member Pechy dorn club  
working with TISD & Limestone on the P-tech program

Additional Pertinent Information/References:

Barbara Tague  
Dr Ewan Johnson  
Duke Dunaway  
John Ford

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

tomball is a place I wanted to move to because of the "family feel" the community and all it's activities. I want to give back to a community that meant so much to so many people.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.  
 HCA Tompkins Hospital

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.  
 [Signature]  
 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes       No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7 [Signature] 140      9/21/21  
 Signature of vendor doing business with the governmental entity      Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p style="text-align: center;"><i>Susan Harris</i></p>	
<p><b>2 Office Held</b></p> <p style="text-align: center;"><i>Board member of Planning and Zoning</i></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p style="text-align: center;"><i>HCA toinbail Hereby</i></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: center;"><i>Susan Harris</i> _____ Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p style="text-align: center;">NOTARY STAMP / SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: center;">_____ Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Alex Harris  
Board Member's Signature

2/19/22  
Date

Susan Harris  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/2023 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Susan Harris  
Signature of Applicant for Appointment

Susan Harris  
Printed Name of Applicant

4/3/24  
Date:

I have been employed at HCA Healthcare Tomball for 15 years in Nursing leadership.  
I have been a nurse since 1979  
I moved to Texas in 1980 and have lived in the Houston area the whole time.  
I believe my strength is mentoring staff to develop them to their fullest potential. I am involved in a program involving Lone Star College, TISD, and HCA Tomball.

Service to our community is important to me. [REDACTED]

[REDACTED]  
I was a member of the Board of Adjustments in Tomball, and now an active member of the Planning and Zoning Committee.

I am on the board of the Greater Tomball Pachyderm Club.

Thank you,  
Susan



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*SCOTT MOORE*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

*N/A*

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

*N/A*

Yes

No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Scott Moore*  
 Signature of vendor doing business with the governmental entity

*4/4/24*  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street), \_\_\_\_\_ (city), \_\_\_\_\_ (state), \_\_\_\_\_ (zip code), \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

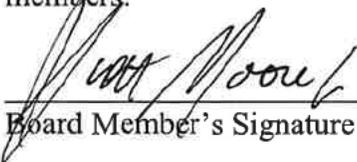
\_\_\_ personal email address

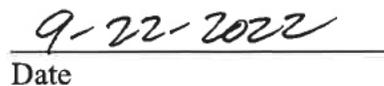
\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

  
Date

  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball \_\_\_ years.

I am \_\_\_ am not \_\_\_ a U.S. Citizen

Occupation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional and/or Community Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*Tana Ross* /Tana Ross  
\_\_\_\_\_  
Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

**7**

\_\_\_\_\_

Signature of vendor doing business with the governmental entity      Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b>		<b>OFFICE USE ONLY</b> Date Received _____
This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.		
1 <b>Name of Local Government Officer</b>		
2 <b>Office Held</b>		
3 <b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b>		
4 <b>Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b>		
5 <b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b>		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
(attach additional forms as necessary)		
6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.		
_____ Signature of Local Government Officer		
<b>Please complete either option below:</b>		
<b>(1) Affidavit</b>		
NOTARY STAMP/SEAL		
Sworn to and subscribed before me by _____ this the _____ day of _____		
20 _____, to certify which, witness my hand and seal of office.		
Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath		
OR		
<b>(2) Unsworn Declaration</b>		
My name is _____ and my date of birth is _____		
My address is _____		
(street)      (city)      (state)      (zip code)      (country)		
Executed in _____ County, State of _____, on the _____ day of _____, 20 _____		
(month)      (year)		
<i>Tana Ross</i> Signature of Local Government Officer (Declarant)		

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

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## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- \_\_\_ home address
- \_\_\_ home telephone number
- \_\_\_ personal email address
- \_\_\_ cell or pager numbers not paid for by the City
- \_\_\_ emergency contact information
- \_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

*Tana Ross*  
\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

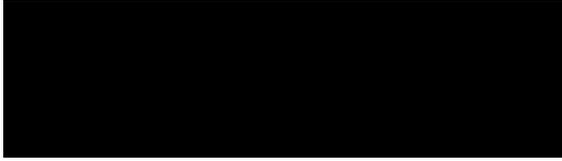
*Tana Ross*

\_\_\_\_\_  
Signature of Applicant for Appointment

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date:

## Tana Ross



### Biography

Tana Ross is a retired certified Professional Community and Economic Developer, and Business Retention and Expansion Coordinator. She served the City of Magnolia as its Planning Coordinator from July 2016 to June 2022, and as its EDC Coordinator from 2011 to July 2016. In addition, she was active with CETA (the Central East Texas Alliance for economic development) 2014-2023 and served on the Board for four years. Prior to her municipal occupations Tana was a journalist (1998-2004) with Houston Community Newspapers and an editor for the Colorado County Citizen.





## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Bill Darnall

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: 10/9/23

Phone: [REDACTED]  
(Home)

Phone: \_\_\_\_\_  
(Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not  a U.S. Citizen

Occupation: Retired COO of a large Engineering and Construction company. Retired small business owner  
[REDACTED] sold in 2020.

Professional and/or Community Activities: Volunteer pastor and volunteer chaplain inside  
a Texas Dept. of Criminal Justice Prison in Navasota.

Additional Pertinent Information/References: Degreed Engineer with a Masters of Theological Studies.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I am interested in sharing my experience and knowledge to help the Boards make Tomball an even greater place to live.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

ef8df9d0-  
ce6a-4325-862a-24d385795bcc

Digitally signed by ef8df9d0-  
ce6a-4325-862a-24d385795bcc  
Date: 2023.10.09 07:49:03 -05'00'

**Signature of Applicant**

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256**

**Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

William (Bill) DARNALL  
 Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No  N/A

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes  No  N/A

D. Describe each employment or business and family relationship with the local government officer named in this section.

N/A

4   
 Signature of vendor doing business with the governmental entity

12-20-23  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

**1 Name of Local Government Officer**

WILLIAM (BILL) DARNALL

**2 Office Held**

BOARD MEMBER

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

N/A

**4 Description of the nature and extent of employment or other business relationship with vendor named in item 3**

N/A

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted NA Description of Gift \_\_\_\_\_

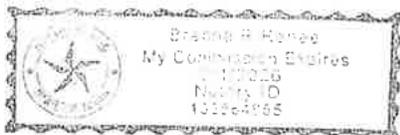
Date Gift Accepted NA Description of Gift \_\_\_\_\_

Date Gift Accepted NA Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



*[Signature]*  
Signature of Local Government Officer

AFFIX NOTARY STAMP - SEAL ABOVE

Sworn to and subscribed before me, by the said William Darnall, this the 22<sup>nd</sup> day of December, 2023, to certify which, witness my hand and seal of office.

*[Signature]*  
Signature of officer administering oath

Brenna Renee  
Printed name of officer administering oath

Notary Public  
Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

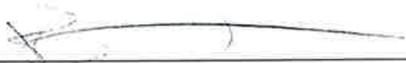
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

12/20/03  
Date

WILLIAM (BILL) DARNALL  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 10/6/23 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Bill Dorewall  
\_\_\_\_\_  
Printed Name of Applicant

10/10/23  
\_\_\_\_\_  
Date:



**Ordained Southern Baptist Pastor  
Retired Executive Vice President and Chief Operating Officer**

My desire is to take my professional skills and my pastoral skills and use that in a setting to help the administration, workers, and others in either education, a prison, law enforcement, or military setting as a chaplain or advisor.

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## EXECUTIVE PROFILE

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**Pastor, Men's Ministry Leader, Volunteer Chaplain:** Pastor of a prison church since 2021, volunteer chaplain since 2020, active in prison ministry since 2009, church ministry leader since 2002.

**Retired Manager:** Business development; client relationships; scope definitions and contract negotiation; project planning, cost, schedule, and execution. Projects included power island construction and boiler rebuilds, mechanical, piping, structural and electrical work.

**Key skills:** Strong written and verbal communication skills. Highly personable and capable of working at the Director level. Hands on, capable of managing all levels of administration.

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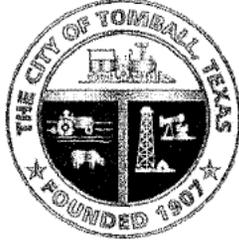
## CAREER OVERVIEW

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- **Certified Volunteer Chaplain's Assistant (CVCA) TDCJ, 2020 – current.** The mission of the Chaplaincy Department of the Texas Department of Criminal Justice is to positively impact public safety and reduce recidivism through moral rehabilitation by rendering pastoral care and quality programming to facilitate spiritual transformation.
- **Small Business Owner, 2016 – 2021.** Owned and operated [REDACTED] a \$2MM/Year Animal Hospital with 11,000 clients in Tomball, Texas.
- **Jubilee Prison Ministry, 2015 – 2019.** Executive Director assisting in the creation of and operations for a prison ministry whose mission is to change people's lives while incarcerated.
- **Mundy Companies, Executive Vice President and Chief Operating Officer, 2011 – 2015 (retired).**
- **Peterson Beckner Construction, Vice President, 2009 – 2011..**
- **BE&K and Harbert Engineering and Construction, Project Engineer, Project Controls Manager, Project Manager, Division Manager, 1984 – 2009.**
- Bachelor of Science in Engineering – Texas A&M University, 1984.
- Master of Theological Studies (MTS) – Midwestern Baptist Theological Seminary, 2023
- Student of Doctor of Ministry (DMin) – Midwestern Baptist Theological Seminary, Graduate 2025
- Ordained at Houston Northwest Church – 2022

**TECHNICAL SKILLS:** Excellent presentation and speaking skills. Advanced computer knowledge in networking and Microsoft Office.

**PERSONAL:** [REDACTED] physically active, and a leader in our church.



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Danny R. Hudson

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: danny.hudson@sbcglobal.net

Date: 2/21/24

Phone: 832-693-3878

Phone: 832-693-3878

Cell: 832-693-3878

(Home)

(Work)

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank

Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.

Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer

Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

- Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em; font-style: italic;">Not Applicable</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

[Handwritten Signature]

2/22/2024

Danny Harrison

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

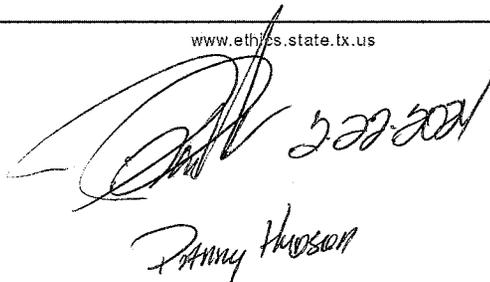
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

  
2022-001  
Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer _____</p>		
<p>2 Office Held _____</p>		
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code _____</p>		
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. _____</p>		
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>		
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>_____ Signature of officer administering oath</p> <p>_____ Printed name of officer administering oath</p> <p>_____ Title of officer administering oath</p> <p style="text-align: center;"><b>OR</b></p> <p>(2) Unsworn Declaration</p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____.</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*Not Applicable*

*[Signature]* 2/12/24 5024

*Danny Huoson*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

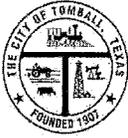
\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.





## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
\_\_\_\_\_  
Date

Danny Henson  
\_\_\_\_\_  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: September 21, 2022

Name: Jose (Joe) Quiliza Pa

Phone: [Redacted] (Home)

Address: 702 Hicks Street

Phone: (Work)

City/State/Zip Tomball

Cell: 210-669-9881

Email: quilizapaj@att.net

I have lived in Tomball 8 years.

I am [checked] am not a U.S. Citizen

Occupation: Retired on July-31-2020. I am an FAA license Airframe & Power Plant Technician. Worked for Continental Airlines & United for 37 years in various positions in maintenance technical operations.

Professional and/or Community Activities: My last professional position was International Regional manager, in charge of on-call aircraft maintenance and contracts, and acquisition of new vendors in my area. Activities I was in the Continental Airlines cycling team, also volunteer as an usher at the 2017 Super Bowl at NRG Stadium, love to play Basketball, Soccer, Racketball and Swim are some of the activities I currently do.

Additional Pertinent Information/References: Jose Camanera, owner of Premier TRANSMISSION in DOWNTOWN Tomball main Street/JAMES Cindy Phillips, owner of Cleaning Solutions on HESS Street. And Jeff Norem, Retired Professor from Lone Star College.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I am interested in the future development of Tomball, so that it retains its small town charm, while growth is good. recent development of the Tomball area has become a catalyst for reborn, which brings me to my interest to volunteer to the Planning and Zoning Commission in our city.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

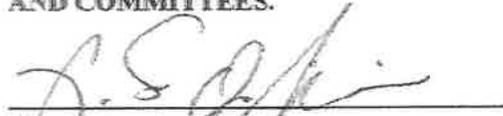
- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

### OFFICE USE ONLY

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

**1 Name of Local Government Officer**

JOSE (JOE ) S Quilizapa

**2 Office Held**

N/A

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

N/A

**4 Description of the nature and extent of employment or other business relationship with vendor named in item 3**

N/A

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Jose Quilizapa*

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath



## Board Member Election on Disclosure

An elected/appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

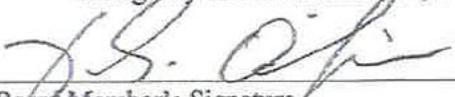
personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

Sept/21/2022  
Date

Jose (Joe) S. Avilazapa  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on Sept/21/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Joe S. Quilizepa  
\_\_\_\_\_  
Printed Name of Applicant

Sept/21/2022  
\_\_\_\_\_  
Date:

Bio - Jose (Joe) S. Quilizapa

I was born in Coatepeque, El Salvador on March 14, 1958 and immigrated to the United States (Los Angeles, CA) on November 14, 1967. I grew up in Huntington Park, California and attended Huntington Park High School. I played football, basketball, and ran track and graduated in 1977.

I was enlisted in the army from 1977 to 1982 and worked in aviation maintenance and as an aviator in Schofield Barracks, 25th Infantry Division in Honolulu, Hawaii. While in Hawaii, I graduated from Embry-Riddle Aeronautical University with a B.S. degree in Aviation Management. From 1982 to 1987, I worked for Northrop/Grumman on F-18 Hornets and held top clearance to work on B-2 Bombers, specializing in egress systems and Environmental Control Systems (ECS).

In 1983, I joined Continental Airlines at Los Angeles International Airport (LAX) and relocated to Honolulu, Hawaii as a technician. In 1994, I moved to the Houston, TX Continental headquarters as a Tech Support Manager. Starting in 2004, I headed the maintenance operations department at the San Antonio Airport for 11 years, and was promoted to Senior International Manager of the Latin America and Caribbean region. In 2014, I was brought back to Houston International Airport to spearhead the Boeing 787 Program until I retired on July 31, 2020.

I have two children, Timothy, 40, and Jacob, 23, from my first marriage, and a daughter, Ava, who is a senior at Tomball High school, with my wife, Missy. I also have three grandchildren: Aiden, 16, a student at Tomball High School; Kobe, 8, who attends Tomball Elementary School; and Luka, who is 2-years-old.

In 2014, I first bought a house in Tomball at 25820 Navajo Place Drive, right next to Burroughs Park. Because I have always wanted to live closer to town, I sold the house and built a new house at 702 Hicks St. and love it. I have also invested in other property in the immediate Tomball area.

At this time in my retired life, I would like to give back to the community that I have become so fond of and serve in any way that I can to help maintain Tomball's character and charm.

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission/CIPAC
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

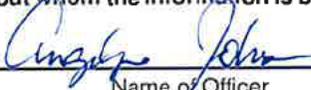
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

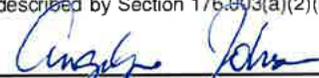
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

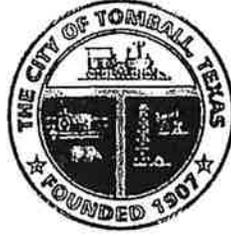
I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_

Cell: 281-932-2784  
(Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

- Tomball Regional Health Foundation

Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

NA

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

NA  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<b>OFFICE USE ONLY</b>
<p><b>1 Name of Local Government Officer</b></p>	Date Received _____
<p><b>2 Office Held</b></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____.</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly not existent in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address: [REDACTED]

(Home)

City/State/Zip [REDACTED]

Phone: \_\_\_\_\_

(Work)

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not     a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (2) Planning & Zoning Commission
- (3) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (1) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_ (Home)

Address: [REDACTED]

Phone: \_\_\_\_\_ (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses. Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*N/A*

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*[Handwritten Signature]*

Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

*[Handwritten Signature]*

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

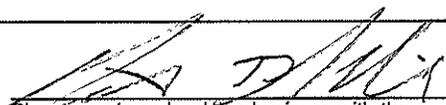
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams

[REDACTED]

[REDACTED]

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint member to Position Regular 2, whose term expired 6/1/2023, to the Planning and Zoning Commission.

**Background:**

The Planning & Zoning Commission consists of five commissioners with staggered three-year terms.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Barbara Tague	Regular 1	6/1/2024
Susan Harris	Regular 2	6/1/2023
Scott Moore	Regular 3	6/1/2024
Tana Ross	Regular 5	6/1/2023

Susan Harris, Scott Moore, and Tana Ross are all seeking reappointment.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Bill Darnall, Danny Hudson, Jose Quilizapa, Angie Johnson, Collee Pye, Devon Ketchner and Matt Williams.

Regular Pos 2 and 5 will expire 6/1/2026 and Regular Pos 1 and 3 will expire 6/1/2027.

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments and Matt Williams is serving as an alternate on Board of Adjustments.

**Origination:** City Secretary Office

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_





## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Susan Harris

Address: [REDACTED]

City/State/Zip: [REDACTED]

Email: [REDACTED]

Date: 9/19/22

Phone: [REDACTED] (Home)

Phone: \_\_\_\_\_ (Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: RN  
Nursing Administration

Professional and/or Community Activities: Board of Planning & Zoning  
Board of Adjustments  
Board member Pechy dorn club  
working with TISD & Limestone on the P-tech program

Additional Pertinent Information/References:

Barbara Tague  
Dr Ewan Johnson  
Duke Dunaway  
John Ford

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

tomball is a place I wanted to move to because of the "family feel" the community and all it's activities. I want to give back to a community that meant so much to so many people.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

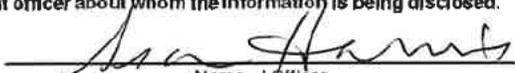
**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.  
 HCA Tompkins Hospital

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.  
  
 Name of Officer

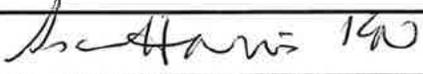
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7  9/21/21  
 Signature of vendor doing business with the governmental entity Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a)**: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B)**:

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p style="text-align: center;"><i>Susan Harris</i></p>	
<p><b>2 Office Held</b></p> <p style="text-align: center;"><i>Board member of Planning and Zoning</i></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p style="text-align: center;"><i>HCA toinbail Hereby</i></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: center;"><i>Susan Harris</i> _____ Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p>NOTARY STAMP / SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: center;">_____ Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Alex Harris  
Board Member's Signature

2/19/22  
Date

Susan Harris  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/2023 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Susan Harris  
Signature of Applicant for Appointment

Susan Harris  
Printed Name of Applicant

4/3/24  
Date:

I have been employed at HCA Healthcare Tomball for 15 years in Nursing leadership.  
I have been a nurse since 1979  
I moved to Texas in 1980 and have lived in the Houston area the whole time.  
I believe my strength is mentoring staff to develop them to their fullest potential. I am involved in a program involving Lone Star College, TISD, and HCA Tomball.

Service to our community is important to me. [REDACTED]

[REDACTED]  
I was a member of the Board of Adjustments in Tomball, and now an active member of the Planning and Zoning Committee.

I am on the board of the Greater Tomball Pachyderm Club.

Thank you,  
Susan



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*SCOTT MOORE*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

*N/A*

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

*N/A*

Yes

No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Scott Moore*  
 Signature of vendor doing business with the governmental entity

*4/4/24*  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

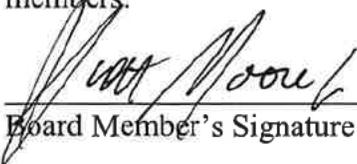
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

9-22-2022  
Date

Scott Moore Jr  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_ (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball \_\_\_ years.

I am \_\_\_ am not \_\_\_ a U.S. Citizen

Occupation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional and/or Community Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*Tana Ross* /Tana Ross  
\_\_\_\_\_  
Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

<b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b>		<b>OFFICE USE ONLY</b> Date Received _____
This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.		
1 <b>Name of Local Government Officer</b>		
2 <b>Office Held</b>		
3 <b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b>		
4 <b>Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b>		
5 <b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b>		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
(attach additional forms as necessary)		
6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.		
_____ Signature of Local Government Officer		
<b>Please complete either option below:</b>		
<b>(1) Affidavit</b>		
NOTARY STAMP/SEAL		
Sworn to and subscribed before me by _____ this the _____ day of _____		
20 _____, to certify which, witness my hand and seal of office.		
Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath		
OR		
<b>(2) Unsworn Declaration</b>		
My name is _____ and my date of birth is _____		
My address is _____		
(street)      (city)      (state)      (zip code)      (country)		
Executed in _____ County, State of _____, on the _____ day of _____, 20 _____		
(month)      (year)		
<i>Tana Ross</i> Signature of Local Government Officer (Declarant)		

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- \_\_\_ home address
- \_\_\_ home telephone number
- \_\_\_ personal email address
- \_\_\_ cell or pager numbers not paid for by the City
- \_\_\_ emergency contact information
- \_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

*Tana Ross*  
\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

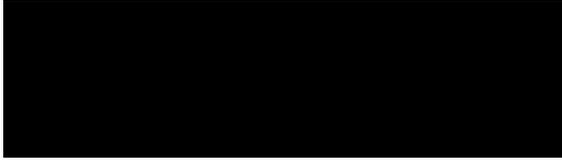
*Tana Ross*

\_\_\_\_\_  
Signature of Applicant for Appointment

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date:

## Tana Ross



### Biography

Tana Ross is a retired certified Professional Community and Economic Developer, and Business Retention and Expansion Coordinator. She served the City of Magnolia as its Planning Coordinator from July 2016 to June 2022, and as its EDC Coordinator from 2011 to July 2016. In addition, she was active with CETA (the Central East Texas Alliance for economic development) 2014-2023 and served on the Board for four years. Prior to her municipal occupations Tana was a journalist (1998-2004) with Houston Community Newspapers and an editor for the Colorado County Citizen.





## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Bill Darnall

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: 10/9/23

Phone: [REDACTED]  
(Home)

Phone: \_\_\_\_\_  
(Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not  a U.S. Citizen

Occupation: Retired COO of a large Engineering and Construction company. Retired small business owner  
[REDACTED] sold in 2020.

Professional and/or Community Activities: Volunteer pastor and volunteer chaplain inside  
a Texas Dept. of Criminal Justice Prison in Navasota.

Additional Pertinent Information/References: Degreed Engineer with a Masters of Theological Studies.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I am interested in sharing my experience and knowledge to help the Boards make Tomball an even greater place to live.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

ef8df9d0-  
ce6a-4325-862a-24d385795bcc

Digitally signed by ef8df9d0-  
ce6a-4325-862a-24d385795bcc  
Date: 2023.10.09 07:49:03 -05'00'

**Signature of Applicant**

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256**

**Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

William (Bill) DARNALL  
 Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No  N/A

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes  No  N/A

D. Describe each employment or business and family relationship with the local government officer named in this section.

N/A

4   
 Signature of vendor doing business with the governmental entity

12-20-23  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

**1 Name of Local Government Officer**

WILLIAM (BILL) DARNALL

**2 Office Held**

BOARD MEMBER

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

N/A

**4 Description of the nature and extent of employment or other business relationship with vendor named in item 3**

N/A

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted NA Description of Gift \_\_\_\_\_

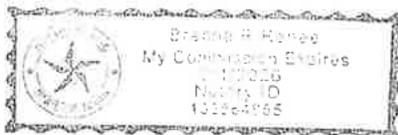
Date Gift Accepted NA Description of Gift \_\_\_\_\_

Date Gift Accepted NA Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP - SEAL ABOVE

Sworn to and subscribed before me, by the said William Darnall, this the 22<sup>nd</sup> day of December, 2023, to certify which, witness my hand and seal of office.

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of officer administering oath

Brenna Renee  
Printed name of officer administering oath

Notary Public  
Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

12/20/03  
Date

WILLIAM (BILL) DARNALL  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 10/6/23 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Bill Dorewall  
\_\_\_\_\_  
Printed Name of Applicant

10/10/23  
\_\_\_\_\_  
Date:



**Ordained Southern Baptist Pastor  
Retired Executive Vice President and Chief Operating Officer**

My desire is to take my professional skills and my pastoral skills and use that in a setting to help the administration, workers, and others in either education, a prison, law enforcement, or military setting as a chaplain or advisor.

---

## EXECUTIVE PROFILE

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**Pastor, Men's Ministry Leader, Volunteer Chaplain:** Pastor of a prison church since 2021, volunteer chaplain since 2020, active in prison ministry since 2009, church ministry leader since 2002.

**Retired Manager:** Business development; client relationships; scope definitions and contract negotiation; project planning, cost, schedule, and execution. Projects included power island construction and boiler rebuilds, mechanical, piping, structural and electrical work.

**Key skills:** Strong written and verbal communication skills. Highly personable and capable of working at the Director level. Hands on, capable of managing all levels of administration.

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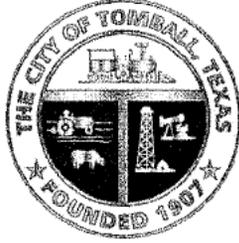
## CAREER OVERVIEW

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- **Certified Volunteer Chaplain's Assistant (CVCA) TDCJ, 2020 – current.** The mission of the Chaplaincy Department of the Texas Department of Criminal Justice is to positively impact public safety and reduce recidivism through moral rehabilitation by rendering pastoral care and quality programming to facilitate spiritual transformation.
- **Small Business Owner, 2016 – 2021.** Owned and operated [REDACTED] a \$2MM/Year Animal Hospital with 11,000 clients in Tomball, Texas.
- **Jubilee Prison Ministry, 2015 – 2019.** Executive Director assisting in the creation of and operations for a prison ministry whose mission is to change people's lives while incarcerated.
- **Mundy Companies, Executive Vice President and Chief Operating Officer, 2011 – 2015 (retired).**
- **Peterson Beckner Construction, Vice President, 2009 – 2011..**
- **BE&K and Harbert Engineering and Construction, Project Engineer, Project Controls Manager, Project Manager, Division Manager, 1984 – 2009.**
- Bachelor of Science in Engineering – Texas A&M University, 1984.
- Master of Theological Studies (MTS) – Midwestern Baptist Theological Seminary, 2023
- Student of Doctor of Ministry (DMin) – Midwestern Baptist Theological Seminary, Graduate 2025
- Ordained at Houston Northwest Church – 2022

**TECHNICAL SKILLS:** Excellent presentation and speaking skills. Advanced computer knowledge in networking and Microsoft Office.

**PERSONAL:** [REDACTED] physically active, and a leader in our church.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 2/21/24

Name: Danny R. Hudson

Phone: 832-693-3878

Address: [REDACTED]

(Home)

City/State/Zip: [REDACTED]

Phone: 832-693-3878

(Work)

Cell: 832-693-3878

Email: danny.hudson@sbcglobal.net

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank

Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.

Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer

Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em;"><i>Not Applicable</i></p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No     </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No     </p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

*[Handwritten Signature]*

*2/22/2024*

*Danny Harrison*

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

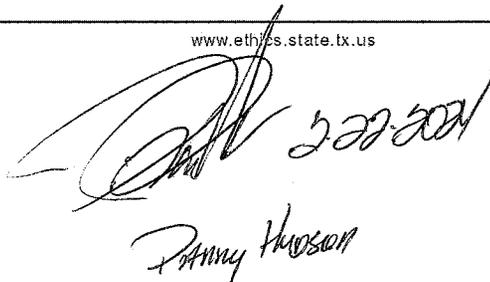
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

  
2022-001  
Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer _____</p>		
<p>2 Office Held _____</p>		
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code _____</p>		
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. _____</p>		
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>		
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p>(1) Affidavit</p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____ 20_____, to certify which, witness my hand and seal of office.</p> <p>_____ Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath</p> <p style="text-align: center;"><b>OR</b></p> <p>(2) Unsworn Declaration</p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____ 20_____. (month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*Not Applicable*

*[Signature]* 2/12/24 5024

*Danny Huoson*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
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- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

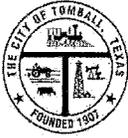
\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

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## Board Member Election on Disclosure

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Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Jose A. Vanegas Jr.

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: 1/11/20

Phone: [REDACTED]  
(Home)

Phone: \_\_\_\_\_  
(Work)

Cell: [REDACTED]

I have lived in Tomball 6 years.

I am Y am not     a U.S. Citizen

Occupation: Client Specialist for Tradition Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I am currently a Client Specialist for Tradition Services in Tomball.  
We are members of the Tomball Chambers of Commerce and attend most of their daily events  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: Ted Mielke- 281-924-5596  
Ana Alvarez- 713-997-0606  
Diana Chacon- 936-320-7602

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 6 years. It wasn't until I started working for Tradition Services that I realized how much the city does and has to offer and I love it. I would love to be a part of something that is not scared to grow. Plus I will be learning myself. I would be a lot of ideas to the table.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

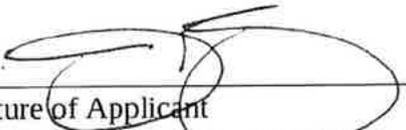
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

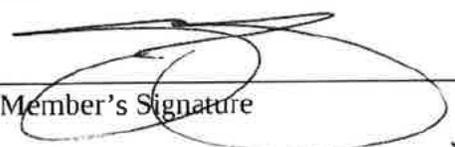
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

1/18/2024  
Date

JOSE A. VANEGAS JR.  
Board Member's Printed Name

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a)

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed

\_\_\_\_\_  
 Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income other than investment income from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1)

**7** \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

1/18/24  
 \_\_\_\_\_  
 Date

N/A

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filling this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(county)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

N/A

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 1/19/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

JOSE A. VANEBRAS SR.  
Printed Name of Applicant

1/19/2024  
Date:

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (x) Planning & Zoning Commission/CIPAC
- (x) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- ( x ) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

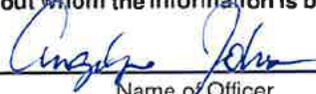
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

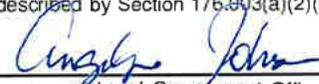
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

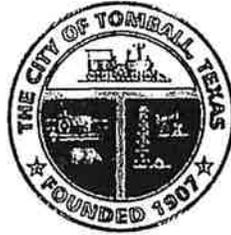
I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_  
Cell: 281-932-2784 (Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

3

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

Fourth Wednesday each month, 4 p.m.

1

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

2

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

NA

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

NA  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<b>OFFICE USE ONLY</b>
1 <b>Name of Local Government Officer</b>	Date Received _____
2 <b>Office Held</b>	
3 <b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b>	
4 <b>Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b>	
5 <b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b>	
Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ (attach additional forms as necessary)	
6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.	
_____ Signature of Local Government Officer	
<b>Please complete either option below:</b>	
(1) <b>Affidavit</b>	
NOTARY STAMP/SEAL	
Sworn to and subscribed before me by _____ this the _____ day of _____	
20_____, to certify which, witness my hand and seal of office.	
Signature of officer administering oath	Printed name of officer administering oath
Title of officer administering oath	
<b>OR</b>	
(2) <b>Unsworn Declaration</b>	
My name is _____ and my date of birth is _____	
My address is _____	
(street)	(city) (state) (zip code) (country)
Executed in _____ County, State of _____, on the _____ day of _____, 20____.	
(month) (year)	
_____ Signature of Local Government Officer (Declarant)	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly **not existent** in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address: [REDACTED]

(Home)

Phone: \_\_\_\_\_

City/State/Zip [REDACTED]

(Work)

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am  am not  a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (2) Planning & Zoning Commission
- (3) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (1) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:      City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

home telephone number

personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses. Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*N/A*

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*[Handwritten Signature]*

Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

*[Handwritten Signature]*

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

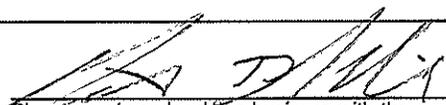
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams

[REDACTED]

[REDACTED]

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint member to Position Regular 3, whose term expired 6/1/2024, to the Planning and Zoning Commission.

**Background:**

The Planning & Zoning Commission consists of five commissioners with staggered three-year terms.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Barbara Tague	Regular 1	6/1/2024
Susan Harris	Regular 2	6/1/2023
Scott Moore	Regular 3	6/1/2024
Tana Ross	Regular 5	6/1/2023

Susan Harris, Scott Moore, and Tana Ross are all seeking reappointment.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Bill Darnall, Danny Hudson, Jose Quilizapa, Angie Johnson, Collee Pye, Devon Ketchner and Matt Williams.

Regular Pos 2 and 5 will expire 6/1/2026 and Regular Pos 1 and 3 will expire 6/1/2027.

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments and Matt Williams is serving as an alternate on Board of Adjustments.

**Origination:** City Secretary Office

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

Approved by

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Susan Harris

Address: [REDACTED]

City/State/Zip: [REDACTED]

Email: [REDACTED]

Date: 9/19/22

Phone: [REDACTED] (Home)

Phone: \_\_\_\_\_ (Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: RN  
Nursing Administration

Professional and/or Community Activities: Board of Planning & Zoning  
Board of Adjustments  
Board member Pechy dorn club  
working with TISD & Limestone on the P-tech program

Additional Pertinent Information/References:

Barbara Tague  
Dr Ewan Johnson  
Duke Dunaway  
John Ford

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

tomball is a place I wanted to move to because of the "family feel" the community and all it's activities. I want to give back to a community that meant so much to so many people.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.  
 HCA Tompkins Hospital

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.  
 [Signature]  
 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7 [Signature] 140  
 Signature of vendor doing business with the governmental entity  
 9/21/21  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p style="text-align: center;"><i>Susan Harris</i></p>	
<p><b>2 Office Held</b></p> <p style="text-align: center;"><i>Board member of Planning and Zoning</i></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p style="text-align: center;"><i>HCA toinbail Hereby</i></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: center;"><i>Susan Harris</i> _____ Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p>NOTARY STAMP / SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: center;">_____ Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
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- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

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**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Alex Harris  
Board Member's Signature

2/19/22  
Date

Susan Harris  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/2023 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Susan Harris  
Signature of Applicant for Appointment

Susan Harris  
Printed Name of Applicant

4/3/24  
Date:

I have been employed at HCA Healthcare Tomball for 15 years in Nursing leadership.  
I have been a nurse since 1979  
I moved to Texas in 1980 and have lived in the Houston area the whole time.  
I believe my strength is mentoring staff to develop them to their fullest potential. I am involved in a program involving Lone Star College, TISD, and HCA Tomball.

Service to our community is important to me. [REDACTED]

[REDACTED]  
I was a member of the Board of Adjustments in Tomball, and now an active member of the Planning and Zoning Committee.

I am on the board of the Greater Tomball Pachyderm Club.

Thank you,  
Susan



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- (2) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (4) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

SCOTT MOORE

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

N/A

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

N/A

Yes

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Scott Moore  
Signature of vendor doing business with the governmental entity

4/4/24  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street), \_\_\_\_\_ (city), \_\_\_\_\_ (state), \_\_\_\_\_ (zip code), \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

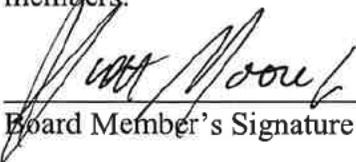
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

9-22-2022  
Date

SCOTT MOORE JR  
Board Member's Printed Name

## Appendix D

### Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_ (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

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Please Type or Print Clearly:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball \_\_\_ years.

I am \_\_\_ am not \_\_\_ a U.S. Citizen

Occupation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional and/or Community Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

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If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*Tana Ross* /Tana Ross  
\_\_\_\_\_  
Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
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**FORM CIQ**

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By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(month) (year)

*Tana Ross*

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

*Tana Ross*  
\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

*Tana Ross*

\_\_\_\_\_  
Signature of Applicant for Appointment

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date:

## Tana Ross



### Biography

Tana Ross is a retired certified Professional Community and Economic Developer, and Business Retention and Expansion Coordinator. She served the City of Magnolia as its Planning Coordinator from July 2016 to June 2022, and as its EDC Coordinator from 2011 to July 2016. In addition, she was active with CETA (the Central East Texas Alliance for economic development) 2014-2023 and served on the Board for four years. Prior to her municipal occupations Tana was a journalist (1998-2004) with Houston Community Newspapers and an editor for the Colorado County Citizen.





**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 10/9/23

Name: Bill Darnall

Phone: [REDACTED]  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: \_\_\_\_\_

Email: [REDACTED]

I have lived in Tomball 10 years.

I am x am not     a U.S. Citizen

Occupation: Retired COO of a large Engineering and Construction company. Retired small business owner  
[REDACTED] sold in 2020.

Professional and/or Community Activities: Volunteer pastor and volunteer chaplain inside  
a Texas Dept. of Criminal Justice Prison in Navasota.

Additional Pertinent Information/References: Degreed Engineer with a Masters of Theological Studies.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I am interested in sharing my experience and knowledge to help the Boards make Tomball an even greater place to live.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

ef8df9d0-  
ce6a-4325-862a-24d385795bcc

Digitally signed by ef8df9d0-  
ce6a-4325-862a-24d385795bcc  
Date: 2023.10.09 07:49:03 -05'00'

**Signature of Applicant**

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256**

**Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

William (Bill) DARNALL  
 Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No  N/A

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes  No  N/A

D. Describe each employment or business and family relationship with the local government officer named in this section.

N/A

4   
 Signature of vendor doing business with the governmental entity

12-20-23  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

WILLIAM (BILL) DARNALL

2 Office Held

BOARD MEMBER

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

N/A

4 Description of the nature and extent of employment or other business relationship with vendor named in item 3

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted NA Description of Gift \_\_\_\_\_

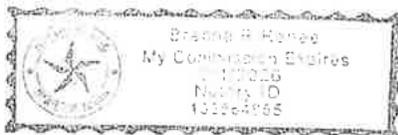
Date Gift Accepted NA Description of Gift \_\_\_\_\_

Date Gift Accepted NA Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



*[Handwritten Signature]*  
Signature of Local Government Officer

AFFIX NOTARY STAMP - SEAL ABOVE

Sworn to and subscribed before me, by the said William Darnall, this the 22<sup>nd</sup> day of December, 2023, to certify which, witness my hand and seal of office.

*[Handwritten Signature]*  
Signature of officer administering oath

Brenna Renee  
Printed name of officer administering oath

Notary Public  
Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

12/20/03  
Date

WILLIAM (BILL) DARNALL  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 10/6/23 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Bill Dorewall  
\_\_\_\_\_  
Printed Name of Applicant

10/10/23  
\_\_\_\_\_  
Date:



**Ordained Southern Baptist Pastor  
Retired Executive Vice President and Chief Operating Officer**

My desire is to take my professional skills and my pastoral skills and use that in a setting to help the administration, workers, and others in either education, a prison, law enforcement, or military setting as a chaplain or advisor.

---

## EXECUTIVE PROFILE

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**Pastor, Men's Ministry Leader, Volunteer Chaplain:** Pastor of a prison church since 2021, volunteer chaplain since 2020, active in prison ministry since 2009, church ministry leader since 2002.

**Retired Manager:** Business development; client relationships; scope definitions and contract negotiation; project planning, cost, schedule, and execution. Projects included power island construction and boiler rebuilds, mechanical, piping, structural and electrical work.

**Key skills:** Strong written and verbal communication skills. Highly personable and capable of working at the Director level. Hands on, capable of managing all levels of administration.

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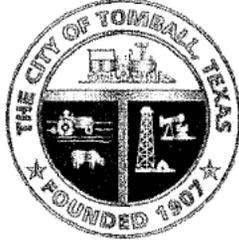
## CAREER OVERVIEW

---

- **Certified Volunteer Chaplain's Assistant (CVCA) TDCJ, 2020 – current.** The mission of the Chaplaincy Department of the Texas Department of Criminal Justice is to positively impact public safety and reduce recidivism through moral rehabilitation by rendering pastoral care and quality programming to facilitate spiritual transformation.
- **Small Business Owner, 2016 – 2021.** Owned and operated [REDACTED] a \$2MM/Year Animal Hospital with 11,000 clients in Tomball, Texas.
- **Jubilee Prison Ministry, 2015 – 2019.** Executive Director assisting in the creation of and operations for a prison ministry whose mission is to change people's lives while incarcerated.
- **Mundy Companies, Executive Vice President and Chief Operating Officer, 2011 – 2015 (retired).**
- **Peterson Beckner Construction, Vice President, 2009 – 2011..**
- **BE&K and Harbert Engineering and Construction, Project Engineer, Project Controls Manager, Project Manager, Division Manager, 1984 – 2009.**
- Bachelor of Science in Engineering – Texas A&M University, 1984.
- Master of Theological Studies (MTS) – Midwestern Baptist Theological Seminary, 2023
- Student of Doctor of Ministry (DMin) – Midwestern Baptist Theological Seminary, Graduate 2025
- Ordained at Houston Northwest Church – 2022

**TECHNICAL SKILLS:** Excellent presentation and speaking skills. Advanced computer knowledge in networking and Microsoft Office.

**PERSONAL:** [REDACTED] physically active, and a leader in our church.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 2/21/24

Name: Danny R. Hudson

Phone: 832-693-3878

Address: [REDACTED]

(Home)

Phone: 832-693-3878

City/State/Zip [REDACTED]

(Work)

Cell: 832-693-3878

Email: danny.hudson@sbcglobal.net

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank

Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.

Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer

Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

- Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="text-align: center; font-size: 2em; font-style: italic;">Not Applicable</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

[Handwritten Signature]

2/22/2024

Danny Hanson

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

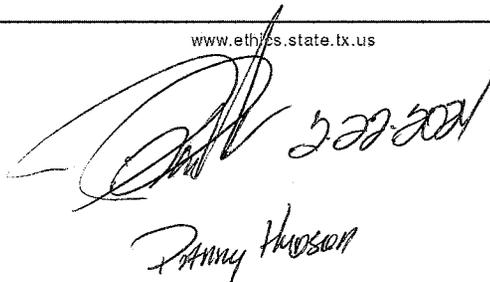
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.		<b>OFFICE USE ONLY</b> Date Received
This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.		
1 Name of Local Government Officer		
2 Office Held		
3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code		
4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.		
5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
Date Gift Accepted _____ Description of Gift _____		
(attach additional forms as necessary)		
6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.		
_____ Signature of Local Government Officer		
<b>Please complete either option below:</b>		
<b>(1) Affidavit</b>		
NOTARY STAMP/SEAL		
Sworn to and subscribed before me by _____ this the _____ day of _____		
20 _____, to certify which, witness my hand and seal of office.		
Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____		
<b>OR</b>		
<b>(2) Unsworn Declaration</b>		
My name is _____ and my date of birth is _____		
My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)		
Executed in _____ County, State of _____, on the _____ day of _____, 20____ (month) _____ (year)		
_____ Signature of Local Government Officer (Declarant)		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*Not Applicable*

*[Signature]*  
**DANNY HUSON**

*2/12/*  
*5024*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

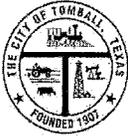
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- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.





## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: September 21, 2022

Name: Jose (Joe) Quiliza Pa

Phone: [Redacted] (Home)

Address: 702 Hicks Street

Phone: (Work)

City/State/Zip Tomball

Cell: 210-669-9881

Email: quilizapaj@att.net

I have lived in Tomball 8 years.

I am [checked] am not a U.S. Citizen

Occupation: Retired on July-31-2020. I am an FAA license Airframe & Power Plant Technician. Worked for Continental Airlines & United for 37 years in various positions in maintenance technical operations.

Professional and/or Community Activities: My last professional position was International Regional manager, in charge of on-call aircraft maintenance and contracts, and acquisition of new vendors in my area. Activities I was in the Continental Airlines cycling team, also volunteer as an usher at the 2017 Super Bowl at NRG Stadium, love to play Basketball, Soccer, Racketball and Swim are some of the activities I currently do.

Additional Pertinent Information/References: Jose Camanera, owner of Premier TRANSMISSION in DOWNTOWN Tomball main Street/JAMES CINDY PHILLIPS, owner of CHANGING SOLUTIONS on HESS STREET. AND JEFF NOREN, Retired Professor from Lone Star College.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I AM INTERESTED IN THE FUTURE DEVELOPMENT OF TOMBALL, SO THAT IT REMAINS ITS SMALL TOWN CHARM, WHILE GROWTH IS GOOD. RECENT DEVELOPMENT OF THE TOMBALL ONE HAS BECOME A CAUSE FOR CONCERN, WHICH BRINGS ME TO MY INTEREST TO VOLUNTEER TO THE PLANNING AND ZONING COMMISSION IN OUR CITY.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

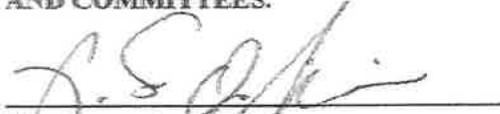
- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 20, 2003 Leg. Regular Session. This questionnaire is filed by the vendor in accordance with Chapter 128, Local Government Code, by a vendor who has a business relationship as defined by Section 175.001(1), with a local governmental entity and the vendor means requirements under Section 175.003(a).

It is the purpose of this questionnaire to be filed with the records department of the local governmental entity to include both the Vendor Disclosure Act and the Code of Ethics for Local Government Officers and Employees as required by the law. See Sections 128.001 and 128.002, Local Government Code.

A vendor, contractor, or officer of the local governmental entity, Section 175.001, Local Government Code, as defined under this section is not exempt.

**OFFICE USE ONLY**

Date Received:

1. Name of vendor who has a business relationship with local governmental entity.  
Joe S. Quilzapa

2.  Check this box if you are filing an update to a previously filed questionnaire. \*The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 15th business day after the date on which your business becomes that the originally filed questionnaire was incomplete or inaccurate.

3. Name of local government officer about whom the information is being disclosed.  
Joe S. Quilzapa  
Name of Officer:

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 175.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income from the vendor?  
 Yes  No

B. Is the vendor receiving or likely to receive taxable income from the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes  No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.  
N/A

6.  Check this box if the vendor has given the local governmental officer or a family member of the officer one or more gifts as described in Section 175.003(a)(2)(B). Include the gifts received in Section 175.003(a)(2)(B).

7. [Signature] Date: Sept/23/2022  
Signature of vendor and date of filing with local governmental entity.

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

**1 Name of Local Government Officer**

JOSE (JOE ) S Quilizapa

**2 Office Held**

N/A

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

N/A

**4 Description of the nature and extent of employment or other business relationship with vendor named in item 3**

N/A

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Jose Quilizapa*

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath



## Board Member Election on Disclosure

An elected/appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

Sept/21/2022  
Date

Jose (Joe) S. Avilazapa  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on Sept/21/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Joe S. Quilizepa  
\_\_\_\_\_  
Printed Name of Applicant

Sept/21/2022  
\_\_\_\_\_  
Date:

Bio - Jose (Joe) S. Quilizapa

I was born in Coatepeque, El Salvador on March 14, 1958 and immigrated to the United States (Los Angeles, CA) on November 14, 1967. I grew up in Huntington Park, California and attended Huntington Park High School. I played football, basketball, and ran track and graduated in 1977.

I was enlisted in the army from 1977 to 1982 and worked in aviation maintenance and as an aviator in Schofield Barracks, 25th Infantry Division in Honolulu, Hawaii. While in Hawaii, I graduated from Embry-Riddle Aeronautical University with a B.S. degree in Aviation Management. From 1982 to 1987, I worked for Northrop/Grumman on F-18 Hornets and held top clearance to work on B-2 Bombers, specializing in egress systems and Environmental Control Systems (ECS).

In 1983, I joined Continental Airlines at Los Angeles International Airport (LAX) and relocated to Honolulu, Hawaii as a technician. In 1994, I moved to the Houston, TX Continental headquarters as a Tech Support Manager. Starting in 2004, I headed the maintenance operations department at the San Antonio Airport for 11 years, and was promoted to Senior International Manager of the Latin America and Caribbean region. In 2014, I was brought back to Houston International Airport to spearhead the Boeing 787 Program until I retired on July 31, 2020.

I have two children, Timothy, 40, and Jacob, 23, from my first marriage, and a daughter, Ava, who is a senior at Tomball High school, with my wife, Missy. I also have three grandchildren: Aiden, 16, a student at Tomball High School; Kobe, 8, who attends Tomball Elementary School; and Luka, who is 2-years-old.

In 2014, I first bought a house in Tomball at 25820 Navajo Place Drive, right next to Burroughs Park. Because I have always wanted to live closer to town, I sold the house and built a new house at 702 Hicks St. and love it. I have also invested in other property in the immediate Tomball area.

At this time in my retired life, I would like to give back to the community that I have become so fond of and serve in any way that I can to help maintain Tomball's character and charm.

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission/CIPAC
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

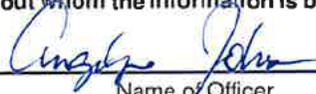
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**  
 \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

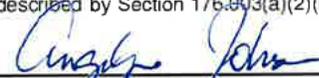
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

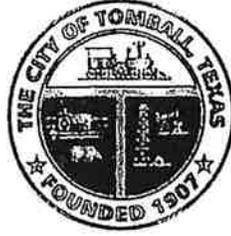
I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9/9/2022

Name: Colleen Pye

Phone: 281-932-2784  
(Home)

Address: 207 Florence St

Phone: \_\_\_\_\_

City/State/Zip Tomball, TX 77375

Cell: 281-932-2784  
(Work)

Email: info@colleenpye.com

I have lived in Tomball 7 years.

I am  am not  a U.S. Citizen

Occupation: Reactor  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

3

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

Fourth Wednesday each month, 4 p.m.

1

- Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

2

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

NA

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

NA  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p>	
<p><b>2 Office Held</b></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly not existent in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: \_\_\_\_\_

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not     a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or [REDACTED] disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!  
\_\_\_\_\_  
\_\_\_\_\_

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

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**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

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**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (2) Planning & Zoning Commission
- (3) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (1) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
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# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

home telephone number

personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

Devon Ketchner

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_  
(Home)

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses. Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

N/A

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

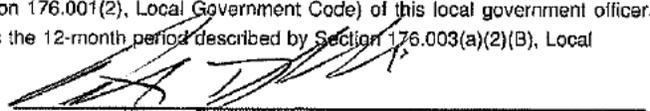
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

### 6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

Please complete either option below:

#### (1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

#### (2) Unsworn Declaration

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

(month)

(year)

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

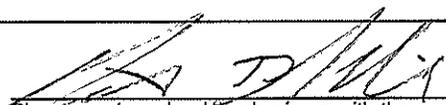
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

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## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams

[REDACTED]

[REDACTED]

# City Council Meeting Agenda Item Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Appoint/Reappoint member to Position Regular 5, whose term expired 6/1/2023, to the Planning and Zoning Commission.

**Background:**

The Planning & Zoning Commission consists of five commissioners with staggered three-year terms.

<u>P&amp;Z Member</u>	<u>Position</u>	<u>Term Ends</u>
Barbara Tague	Regular 1	6/1/2024
Susan Harris	Regular 2	6/1/2023
Scott Moore	Regular 3	6/1/2024
Tana Ross	Regular 5	6/1/2023

Susan Harris, Scott Moore, and Tana Ross are all seeking reappointment.

In addition to the current board members, the following individuals would like to be considered, and their applications are included in the packet for consideration to the expired positions:

Bill Darnall, Danny Hudson, Jose Quilizapa, Angie Johnson, Collee Pye, Devon Ketchner and Matt Williams.

Regular Pos 2 and 5 will expire 6/1/2026 and Regular Pos 1 and 3 will expire 6/1/2027.

Additionally, Angie Johnson is currently serving on the Tourism Advisory Committee, Colleen Pye is serving on the Board of Adjustments and Matt Williams is serving as an alternate on Board of Adjustments.

**Origination:** City Secretary Office

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Tracylynn Garcia, City Secretary

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_





## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Susan Harris

Address: [REDACTED]

City/State/Zip: [REDACTED]

Email: [REDACTED]

Date: 9/19/22

Phone: [REDACTED] (Home)

Phone: \_\_\_\_\_ (Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not \_\_\_ a U.S. Citizen

Occupation: RN  
Nursing Administration

Professional and/or Community Activities: Board of Planning & Zoning  
Board of Adjustments  
Board member Pechy dorn club  
working with TISD & Limestone on the P-tech program

Additional Pertinent Information/References:

Barbara Tague  
Dr Ewan Johnson  
Duke Dunaway  
John Ford

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

tomball is a place I wanted to move to because of the "family feel" the community and all it's activities. I want to give back to a community that meant so much to so many people.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.  
 HCA Tompkins Hospital

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.  
 [Signature] Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

7 [Signature] 190 Date 9/21/21  
 Signature of vendor doing business with the governmental entity

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p style="text-align: center;"><i>Susan Harris</i></p>	
<p><b>2 Office Held</b></p> <p style="text-align: center;"><i>Board member of Planning and Zoning</i></p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p style="text-align: center;"><i>HCA toinbail Hereby</i></p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code</p> <p style="text-align: center;"><i>Susan Harris</i> _____ Signature of Local Government Officer</p> <p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p>NOTARY STAMP / SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: center;">_____ Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Alex Harris  
Board Member's Signature

2/19/22  
Date

Susan Harris  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/2023 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Susan Harris  
Signature of Applicant for Appointment

Susan Harris  
Printed Name of Applicant

4/3/24  
Date:

I have been employed at HCA Healthcare Tomball for 15 years in Nursing leadership.  
I have been a nurse since 1979  
I moved to Texas in 1980 and have lived in the Houston area the whole time.  
I believe my strength is mentoring staff to develop them to their fullest potential. I am involved in a program involving Lone Star College, TISD, and HCA Tomball.

Service to our community is important to me. [REDACTED]

[REDACTED]  
I was a member of the Board of Adjustments in Tomball, and now an active member of the Planning and Zoning Committee.

I am on the board of the Greater Tomball Pachyderm Club.

Thank you,  
Susan



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 9-22-2022

Name: Scott Moore JR

Phone: \_\_\_\_\_  
(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball 2 years. (this time)

I am  am not  a U.S. Citizen

Occupation: OWNER OPERATOR of Restaurants TEJAS CHOCOLATE + BARBECUE  
TEJAS BURGER JOINT

Professional and/or Community Activities: MEMBER REAL LIFE CHURCH TOMBALL, TX  
HOUSTON BARBECUE FESTIVALS  
TEXAS MONTHLY BBQ FESTIVALS  
TOMBALL CHAMBER of Commerce

Additional Pertinent Information/References: MIKE OTT, RODNEY HUTSON  
BRUCE HILLEGAST, AMANDA KELLY

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

KLEIN HIGH SCHOOL 1982; SFA 1986; TEJAS CHOCOLATE, LLC 2011;  
TEJAS CHOCOLATE + BARBECUE 2015; TEJAS BURGER JOINT 2019; RESIDENT  
OF OLD TOWN TOMBALL-2020 actively support  
many church fund raising efforts. Discuss Tomball w/ locals & visitors  
by the hundreds weekly. I am very interested in planning for future challenges.  
I want every small business here to succeed. Together we are stronger.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

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If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
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Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

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Meeting Information

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- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- (5) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

*N/A*

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

*SCOTT MOORE*

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*N/A*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

*N/A*

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

*N/A*

Yes

No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

*N/A*

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** *Scott Moore*  
 Signature of vendor doing business with the governmental entity

*4/4/24*  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

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- (B) a transaction conducted at a price and subject to terms available to the public; or
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\*\*\*  
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- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*SCOTT MOORE*

2 Office Held

*Commissioner Planning & Zoning*

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

*N/A*

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

*N/A*

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

Date Gift Accepted *N/A* Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Scott Moore*

Signature of Local Government Officer

Please complete either option below:

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is *Scott Moore*, and my date of birth is *1-16-1964*

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

Executed in *Harris* County, State of *TEXAS*, on the *4* day of *APRIL*, 20*24*.

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

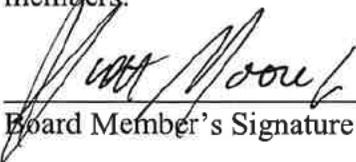
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

9-22-2022  
Date

SCOTT MOORE JR  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

  
\_\_\_\_\_  
Printed Name of Applicant

  
\_\_\_\_\_  
Date:



Scott Moore Jr

[REDACTED]

## Biography

I'm a fifth generation Texan- born in Dallas, TX January 1964. My folks met at The University of Texas. We moved to the Klein area in 1976. I like to tell people that I was pollinated in Austin, germinated in Dallas, a blossomed in Houston. I don't like to talk much about the 8 years my folks made me live in Oklahoma.

I graduated from "The" Klein High School 1982. Made two semesters at North Harris County Community College before transferring to Stephen F Austin University where I studied wildlife biology. Dropped out of college and moved to Oak Bend apartments in Tomball in 1985 to take a job selling ladies swimwear for Catalina [REDACTED]

In 1988 I took an account manager position with Salco Products on Hufsmith-Korhville road working for Mike Ott selling replacement parts for railcars serving the plastics & Petro-chemical industries. When I left Salco after 17 years in 2005 I was their Director of Sales.

I left Salco Products to start my own railcar products distribution company Steel Line Industrial Connections. The foundation of my business was an innovative vibration proof fastening system where the best market for us was the repair of aluminum bodied coal railcars. That went pretty well until 2012 when natural gas got very cheap, and the current administration in Washington DC created an anti coal fired power generation policy. Instead of repairing damaged coal cars with our fastening system the railcar was now simply sold as scrap metal. This forced me to find another way to make a living.

In 2011, I became interested in the American "bean to bar" craft chocolate movement. I taught myself how to make chocolate from a raw cocoa beans where I roast, crack, winnow, stone grind, temper, and mold chocolate for bars. [REDACTED] [REDACTED] founded Tejas Chocolate, LLC, and began selling craft chocolate bars at the Tomball Farmers Market in 2012 as a side hustle. Turns out we were the very first Bean to Bar Chocolate maker in Texas. There was a period of time when we sold more chocolate to aficionados in New York City than in Texas. A short time thankfully.

By 2014, Steel Line was not doing well while the little chocolate hobby business was starting to grow. We were doing well at the Tomball Farmers Market, and that's where Wholefoods discovered our chocolate. Wholefoods put us in 6 Houston area stores. We also began selling bars to Central Market, Specs, and Kroger Marketplace stores. We decided to make Tejas Chocolate our full time endeavor and started to the process of closing Steel Line.

Chocolate alone was not yet producing enough revenue [REDACTED]  
[REDACTED] We found the old house at 200 N Elm Street as it was advertised by the Hutson Group as a commercial property.

I was a backyard barbecue enthusiast and paying close attention to the craft barbecue scene starting to shine in Texas. We often heard from our customers at the Tomball Farmers Market that there were not enough great eateries in Tomball to support the area. People wanted more options for great food to enjoy. [REDACTED]  
[REDACTED]

We decided to bring our version of Texas style craft barbecue to Tomball where we purchase ultra premium grades of meats for smoking, and make our all of sides in house from scratch using our family heirloom recipes. We'd feature chocolate as our dessert options naturally. In October of 2015, after spending literally every dollar we had, we opened Tejas Chocolate + Barbecue at the building on Elm Street that we like to call The Craftory.

Nike bought chocolate from us for their VIP guests at the Super Bowl in 2017; The Janet Jackson wardrobe "malfunction" year. There was a lot of conversation on the Michael Berry show about barbecue in Houston during the Super Bowl time and several of our faithful followers called in to tell him about Tejas. I got to spend some time on the radio with Michael as a result of that. We saw a pretty big uptick in our sales from that radio exposure.

In May of 2017 Texas Monthly Magazine published their newest list of Top 50 BBQ joints, a list they publish just every 4 years. Tejas was ranked #6 in the state and #1 in the Houston Metro area on the list. That list was posted on Texas Monthly social media accounts on a Monday when we are closed. The very next day there was line all the way to the street. Making the TMBBQ Top 50 list literally shot us out of cannon. We made their Top 50 list again in 2021.

We've been ranked in the top 15 *Best of the South* by Southern Living Magazine the last two times they published their list. All of this exposure led to a large

following of "Day Trippers" coming out for barbecue, and to take in Old Town Tomball. We created a numbering system, we call it "Golden Tickets" for Saturdays so people could save their place in line and go shop at the Farmers Market or any store in Old Town. I want our visitors from out of town to experience all my town had to offer.

Our restaurant has been featured on Food Networks Man Fire Food, and Food Paradise with episodes repeating all the time. We were also featured on Texas Country Reporter, and Texas Bucket List. These shows brought even more people to Tejas and Tomball.

In 2019 we decided to open Tejas Burger Joint at 214 W Main Street, based on a once a week burger special at our barbecue joint . This became the 4th building we are renting from the Hutson Group. Oh my.

By the grace of god we managed to survive the pandemic. The PPP loan program worked as we never had to let anyone go. [REDACTED] I opened The Craftory in 2015 with just us and 2 part time employees. Today we employ 54, and most of us live in Tomball.

Even with all the state and national recognition we've received, still to this day, my favorite moments are with our local regulars where we talk barbecue, sports, the news, or their own life events. Tomball has claimed us as one of their own and that is deeply rewarding [REDACTED]

[REDACTED] Our restaurant as matured to the point now where I can take some time for other duties and take a break here and there.

[REDACTED] I play golf whenever I can, and occasionally get out to go fishing & hunting. My real passion is creating food and serving our community. I can make the time, I always do what I say I will do, and I can walk to city hall from work or home. You'll often find me peddling my bicycle around to and from work. For these reasons I hope you will consider adding me to one of the decision boards. I'm all in on Tomball.

Cheers! Scott



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

(Home)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Work)

City/State/Zip \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I have lived in Tomball \_\_\_ years.

I am \_\_\_ am not \_\_\_ a U.S. Citizen

Occupation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional and/or Community Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

*Tana Ross* /Tana Ross  
\_\_\_\_\_  
Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:           City Secretary  
                                                                  City of Tomball  
                                                                  401 Market Street  
                                                                  Tomball, TX 77375  
                                                                  [cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
                                                                  office: 281-290-1002  
                                                                  fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
                  Conflict of Interest Statement  
                  Election on Disclosure  
                  Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 **SIGNATURE** I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code

\_\_\_\_\_  
Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_

My address is \_\_\_\_\_

(street)

(city)

(state)

(zip code)

(country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(month) (year)

*Tana Ross*

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

*Tana Ross*

Board Member's Signature

Date

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on \_\_\_\_\_(date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

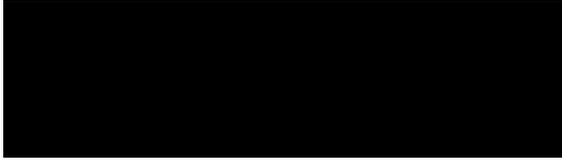
*Tana Ross*

\_\_\_\_\_  
Signature of Applicant for Appointment

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date:

## Tana Ross



### Biography

Tana Ross is a retired certified Professional Community and Economic Developer, and Business Retention and Expansion Coordinator. She served the City of Magnolia as its Planning Coordinator from July 2016 to June 2022, and as its EDC Coordinator from 2011 to July 2016. In addition, she was active with CETA (the Central East Texas Alliance for economic development) 2014-2023 and served on the Board for four years. Prior to her municipal occupations Tana was a journalist (1998-2004) with Houston Community Newspapers and an editor for the Colorado County Citizen.





## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Bill Darnall

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: [REDACTED]

Date: 10/9/23

Phone: [REDACTED]  
(Home)

Phone: \_\_\_\_\_  
(Work)

Cell: \_\_\_\_\_

I have lived in Tomball 10 years.

I am  am not  a U.S. Citizen

Occupation: Retired COO of a large Engineering and Construction company. Retired small business owner  
[REDACTED] sold in 2020.

Professional and/or Community Activities: Volunteer pastor and volunteer chaplain inside  
a Texas Dept. of Criminal Justice Prison in Navasota.

Additional Pertinent Information/References: Degreed Engineer with a Masters of Theological Studies.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I am interested in sharing my experience and knowledge to help the Boards make Tomball an even greater place to live.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
  
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

ef8df9d0-  
ce6a-4325-862a-24d385795bcc

Digitally signed by ef8df9d0-  
ce6a-4325-862a-24d385795bcc  
Date: 2023.10.09 07:49:03 -05'00'

**Signature of Applicant**

*(Must be signed/signature typed in)*

**Please return this application to:**

**City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-351-5484  
fax: 281-351-6256**

**Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

William (Bill) DARNALL  
 Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No  N/A

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes  No  N/A

D. Describe each employment or business and family relationship with the local government officer named in this section.

N/A

4   
 Signature of vendor doing business with the governmental entity

12-20-23  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

WILLIAM (BILL) DARNALL

2 Office Held

BOARD MEMBER

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

N/A

4 Description of the nature and extent of employment or other business relationship with vendor named in item 3

N/A

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted NA Description of Gift \_\_\_\_\_

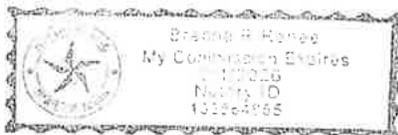
Date Gift Accepted NA Description of Gift \_\_\_\_\_

Date Gift Accepted NA Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



*[Handwritten Signature]*  
Signature of Local Government Officer

AFFIX NOTARY STAMP - SEAL ABOVE

Sworn to and subscribed before me, by the said William Darnall, this the 22<sup>nd</sup> day of December, 2023, to certify which, witness my hand and seal of office.

*[Handwritten Signature]*  
Signature of officer administering oath

Brenna Renee  
Printed name of officer administering oath

Notary Public  
Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
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## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

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If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

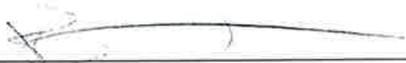
\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

  
Board Member's Signature

12/20/03  
Date

WILLIAM (BILL) DARNALL  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 10/6/23 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Bill Dorewall  
\_\_\_\_\_  
Printed Name of Applicant

10/10/23  
\_\_\_\_\_  
Date:



**Ordained Southern Baptist Pastor  
Retired Executive Vice President and Chief Operating Officer**

My desire is to take my professional skills and my pastoral skills and use that in a setting to help the administration, workers, and others in either education, a prison, law enforcement, or military setting as a chaplain or advisor.

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## EXECUTIVE PROFILE

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**Pastor, Men's Ministry Leader, Volunteer Chaplain:** Pastor of a prison church since 2021, volunteer chaplain since 2020, active in prison ministry since 2009, church ministry leader since 2002.

**Retired Manager:** Business development; client relationships; scope definitions and contract negotiation; project planning, cost, schedule, and execution. Projects included power island construction and boiler rebuilds, mechanical, piping, structural and electrical work.

**Key skills:** Strong written and verbal communication skills. Highly personable and capable of working at the Director level. Hands on, capable of managing all levels of administration.

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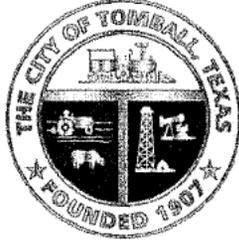
## CAREER OVERVIEW

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- **Certified Volunteer Chaplain's Assistant (CVCA) TDCJ, 2020 – current.** The mission of the Chaplaincy Department of the Texas Department of Criminal Justice is to positively impact public safety and reduce recidivism through moral rehabilitation by rendering pastoral care and quality programming to facilitate spiritual transformation.
- **Small Business Owner, 2016 – 2021.** Owned and operated [REDACTED] a \$2MM/Year Animal Hospital with 11,000 clients in Tomball, Texas.
- **Jubilee Prison Ministry, 2015 – 2019.** Executive Director assisting in the creation of and operations for a prison ministry whose mission is to change people's lives while incarcerated.
- **Mundy Companies, Executive Vice President and Chief Operating Officer, 2011 – 2015 (retired).**
- **Peterson Beckner Construction, Vice President, 2009 – 2011..**
- **BE&K and Harbert Engineering and Construction, Project Engineer, Project Controls Manager, Project Manager, Division Manager, 1984 – 2009.**
- Bachelor of Science in Engineering – Texas A&M University, 1984.
- Master of Theological Studies (MTS) – Midwestern Baptist Theological Seminary, 2023
- Student of Doctor of Ministry (DMin) – Midwestern Baptist Theological Seminary, Graduate 2025
- Ordained at Houston Northwest Church – 2022

**TECHNICAL SKILLS:** Excellent presentation and speaking skills. Advanced computer knowledge in networking and Microsoft Office.

**PERSONAL:** [REDACTED] physically active, and a leader in our church.



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Name: Danny R. Hudson

Address: [REDACTED]

City/State/Zip [REDACTED]

Email: danny.hudson@sbcglobal.net

Date: 2/21/24

Phone: 832-693-3878

Phone: 832-693-3878 (Home)

Cell: 832-693-3878 (Work)

I have lived in Tomball 20+ years.

I am XX am not \_\_\_ a U.S. Citizen

Occupation: Senior Vice President, Commercial/Development lending: Stellar Bank  
Have handled and advised clients through all aspects of planning, developing and constructing both residential and commercial projects.  
Recent merger of Allegiance Bank and Community Bank of Texas resulted in formation of Stellar Bank. I was recently granted position of Sr. Lender of our Tomball office and moved here from the bank's main location to oversee all lending activities.

Professional and/or Community Activities: Cy-Hope volunteer Houston Food Bank volunteer  
Homeless Ministry for 14 years "Under the Bridge Ministries"

Additional Pertinent Information/References: I have been in the banking industry since late 1982. I have lived and worked in Northwest Harris county the entire time. I moved to Tomball in 2000 and built a home on E. Hufsmith which is now a bed and breakfast. I have financed construction and development projects in Tomball and surrounding areas throughout the years. I have a hands on, working knowledge of the financial and economic impact projects have in the areas where they are constructed. I believe my lending background and experience will benefit this committee.

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I have lived in Tomball for over 20 years. I built a home from the ground up here and have also financed many different projects and companies that call Tomball home. While keeping abreast of our city's issues and needs, I have never actively participated in helping keep Tomball the special place that it has always been. I believe my background will help benefit our current leaders and volunteers that are running these committees. I would like to be hands on and help us maintain our environment while continuing to grow.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Danny Hudson**

Digitally signed by Danny Hudson  
Date: 2024.02.22 12:13:01 -06'00'



Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs0@tomballtx.gov](mailto:cs0@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

*Tracy Garcia  
+garcia@tomballtx.gov*

- Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

*Not Applicable*

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.005(a-1).

7  
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

*[Handwritten Signature]*  
*[Handwritten Signature]* 2/22/2024  
*Danny Harrison*

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

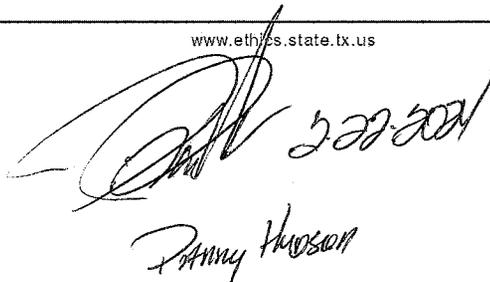
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

  
2022-001  
Danny Hudson

**LOCAL GOVERNMENT OFFICER CONFLICTS  
DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p>1 Name of Local Government Officer _____</p>	
<p>2 Office Held _____</p>	
<p>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code _____</p>	
<p>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. _____</p>	
<p>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>(attach additional forms as necessary)</p>	
<p>6 <b>SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p style="text-align: center;"><b>Please complete either option below:</b></p> <p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____ 20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;"><b>OR</b></p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____ 20_____. (month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 8/17/2020

*Not Applicable*

*[Signature]* 2/12/ 5024

*Danny Huoson*

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

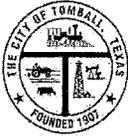
\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.





## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

~~home address~~

home telephone number

personal email address

~~cell or pager numbers not paid for by the City~~

~~emergency contact information~~

~~information that reveals whether I have family members.~~

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

2-22-2024  
Date

Danny Henson  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 2-22-2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment



Printed Name of Applicant



Date:



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Jose (Joe) Quiliza Pa
Address: 702 Hicks Street
City/State/Zip: Tomball
Email: quilizapaj@att.net

Date: September 21, 2022
Phone: [Redacted] (Home)
Phone: [Redacted] (Work)
Cell: 210-669-9881

I have lived in Tomball 8 years.

I am [checked] am not [ ] a U.S. Citizen

Occupation: Retired on July-31-2020. I am an FAA license Airframe & Power Plant Technician. Worked for Continental Airlines & United for 37 years in various positions in maintenance technical operations.

Professional and/or Community Activities: My last professional position was International Regional manager, in charge of on-call aircraft maintenance and contracts, and acquisition of new vendors in my area. Activities I was in the Continental Airlines cycling team, also volunteer as an usher at the 2017 Super Bowl at NRG Stadium, love to play Basketball, Soccer, Racketball and Swim are some of the activities I currently do.

Additional Pertinent Information/References: Jose Camanera, owner of Premier TRANSMISSION in DOWNTOWN Tomball main Street/JAMES Cindy Phillips, owner of Cleaning Solutions on HESS Street. and Jeff Norem, Retired Professor from Lone Star College.

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I am interested in the future development of Tomball, so that it retains its small town charm, while growth is good. recent development of the Tomball area has become a catalyst for reborn, which brings me to my interest to volunteer to the Planning and Zoning Commission in our city.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation
- Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

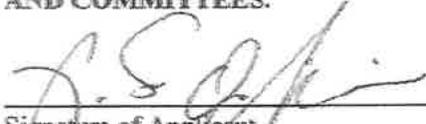
- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 20, 2003 Leg. Regular Session. This questionnaire is filed in accordance with Chapter 128, Local Government Code, by a vendor who has a business relationship as defined by Section 175.002(1-3) with a local governmental entity and the vendor means requirements under Section 175.005(a).

It is the purpose of this questionnaire to file with the records department of the local governmental entity that includes both the Vendor Support Office and the Office for Vendor Support, copies of each that are in the appropriate file with the Vendor Support Office, Local Government Code.

A vendor, contractor, or officer of the vendor knowingly violates Section 175.005, Local Government Code, for failure to file this section is a criminal offense.

**OFFICE USE ONLY**

Date Received:

1. Name of vendor who has a business relationship with local governmental entity.  
Joe S. Quilzapa

2.  Check this box if you are filing an update to a previously filed questionnaire. \*The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 15th business day after the date on which your business becomes that the originally filed questionnaire was incomplete or inaccurate.

3. Name of local government officer about whom the information is being disclosed.  
Joe S. Quilzapa  
Name of Officer:

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 175.002(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income from the vendor?  
 Yes  No

B. Is the vendor receiving or likely to receive taxable income from the investment income through the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes  No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.  
N/A

6.  Check this box if the vendor has given the local governmental officer or a family member of the officer one or more gifts as described in Section 175.002(a)(2)(B). Include the gift received in Section 175.002(a)(2)(B).

7. [Signature] Date: Sept/23/2022  
Signature of Vendor and Date of Filing with Governmental Entity

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

**1 Name of Local Government Officer**

JOSE (JOE ) S Quilizapa

**2 Office Held**

N/A

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

N/A

**4 Description of the nature and extent of employment or other business relationship with vendor named in item 3**

N/A

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

Date Gift Accepted       N/A       Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*Jose Quilizapa*

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath



## Board Member Election on Disclosure

An elected/appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

J.S. Avila  
Board Member's Signature

Sept/21/2022  
Date

Jose (Joe) S. Avila  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on Sept/21/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

  
\_\_\_\_\_  
Signature of Applicant for Appointment

Joe S. Quilizepa  
\_\_\_\_\_  
Printed Name of Applicant

Sept/21/2022  
\_\_\_\_\_  
Date:

Bio - Jose (Joe) S. Quilizapa

I was born in Coatepeque, El Salvador on March 14, 1958 and immigrated to the United States (Los Angeles, CA) on November 14, 1967. I grew up in Huntington Park, California and attended Huntington Park High School. I played football, basketball, and ran track and graduated in 1977.

I was enlisted in the army from 1977 to 1982 and worked in aviation maintenance and as an aviator in Schofield Barracks, 25th Infantry Division in Honolulu, Hawaii. While in Hawaii, I graduated from Embry-Riddle Aeronautical University with a B.S. degree in Aviation Management. From 1982 to 1987, I worked for Northrop/Grumman on F-18 Hornets and held top clearance to work on B-2 Bombers, specializing in egress systems and Environmental Control Systems (ECS).

In 1983, I joined Continental Airlines at Los Angeles International Airport (LAX) and relocated to Honolulu, Hawaii as a technician. In 1994, I moved to the Houston, TX Continental headquarters as a Tech Support Manager. Starting in 2004, I headed the maintenance operations department at the San Antonio Airport for 11 years, and was promoted to Senior International Manager of the Latin America and Caribbean region. In 2014, I was brought back to Houston International Airport to spearhead the Boeing 787 Program until I retired on July 31, 2020.

I have two children, Timothy, 40, and Jacob, 23, from my first marriage, and a daughter, Ava, who is a senior at Tomball High school, with my wife, Missy. I also have three grandchildren: Aiden, 16, a student at Tomball High School; Kobe, 8, who attends Tomball Elementary School; and Luka, who is 2-years-old.

In 2014, I first bought a house in Tomball at 25820 Navajo Place Drive, right next to Burroughs Park. Because I have always wanted to live closer to town, I sold the house and built a new house at 702 Hicks St. and love it. I have also invested in other property in the immediate Tomball area.

At this time in my retired life, I would like to give back to the community that I have become so fond of and serve in any way that I can to help maintain Tomball's character and charm.

**TEDC**

Planning & Zoning Commission/**CIPAC**  
Board of Adjustments



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 4/23/24

Name: Angie Johnson

Phone: [REDACTED] (cell)  
(Home)

Address: [REDACTED]

Phone: same  
(Work)

City/State/Zip [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am  am not  a U.S. Citizen

Occupation: \_\_\_\_\_

Contract Specialist

Professional and/or Community Activities: \_\_\_\_\_

Volunteer ESL teacher – 2 years at Harris County library at Lone Star, currently tutoring English for citizenship oral testing

Tomball High School band volunteer – support students and parents at games and competitions and volunteer at concession stands

Additional Pertinent Information/References: \_\_\_\_\_

Certified Texas Contract Developer and Certified Texas Contract Manager  
Create solicitations for state agency contracts and participate in bid evaluations and scoring instruments

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I'm interested in volunteering my time because I'd like to be more civically engaged and contribute to decision making that will be in the best interest to the City of Tomball. I believe I can use my professional background to participate in in city processes that will continue to shape growth and quality of life in my community.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (x) Planning & Zoning Commission/CIPAC
- (x) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- ( x ) Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

- ( ) Tomball Regional Health Foundation

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

(x) Tomball Legacy Fund, Inc.

Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.**

  
\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:      City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

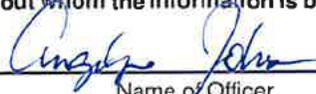
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

  
 \_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a)**: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B)**:

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1 Name of Local Government Officer**

Angelynn Johnson

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

n/a

**4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.**

n/a

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

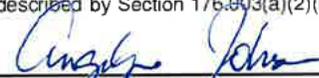
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- a contract between the local governmental entity and vendor has been executed; or
- the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

*Angie Johnson*

Board Member's Signature

4/23/24

Date

Angie Johnson

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 4/26/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of *Conduct* as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



\_\_\_\_\_  
Signature of Applicant for Appointment

Angelynn Johnson

\_\_\_\_\_  
Printed Name of Applicant

4/26/2024

\_\_\_\_\_  
Date:

## Angie Johnson Bio

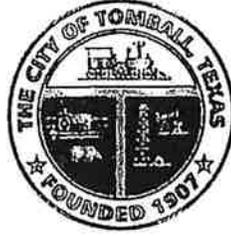
I have grown up in Tomball since 1980 and graduated from Tomball High School in 1988. I went on to graduate from the University of Houston and my background has mostly been in finance with positions as admin assistant, analyst, corporate trainer, and collateralized debt administrator for JP Morgan Chase, Bank of New York, and Citibank.

I switched careers in 2010 and spent three years working on a public safety radio communications upgrade for the City of Houston. By this time, I had participated in the citizens academies for Houston Police Department and Texas Department of Public safety and was active in their alumni associations, holding the treasurer position for the Houston Citizens Police Academy Alumni for several years.

My volunteer work includes volunteering for MADD and more recently at the Tomball branch of the Harris County Public Library system teaching English to non-native English speakers. My students inspired me to pursue my master's in education, and I completed my Masters in TESOL (Teaching English Speakers of Other Languages) from Sam Houston State University in 2023.

I currently work for the State of Texas, within the Texas Department of Public Safety as a Purchaser in Procurement and Contract Services. I develop and manage state contracts for all DPS divisions including Facilities, IT, Highway Patrol and the Texas Rangers, to name a few. I'm a Certified Texas Contract Developer (CTCM) and Certified Texas Contract Manger (CTCM) and follow strict compliance requirements daily. I'm familiar how local and state governments operate, having worked in the government sector since 2010.

I would like to be on a board through the City of Tomball to serve as voice for the citizens of Tomball, be involved in planning for the future of our community, and to be a part of the city's mechanisms for transparency.



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Name: Colleen Pye

Address: 207 Florence St

City/State/Zip Tomball, TX 77375

Email: info@colleenpye.com

I have lived in Tomball 7 years.

Occupation: Reactor

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Date: 9/9/2022

Phone: 281-932-2784  
(Home)

Phone: \_\_\_\_\_

Cell: 281-932-2784  
(Work)

I am  am not  a U.S. Citizen

Professional and/or Community Activities: Volunteer @ TEAM  
Support Local area businesses, Volunteer with  
Farmers Market (garden) coming up

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Additional Pertinent Information/References: \_\_\_\_\_

John Ford

Lisa Daniels

Please attach a short biography to this application.

Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.

I love this town. It's the friendliest place I have "EVER" lived. My husband and I support area restaurants and shoppes whenever we can. We put together a magazine for our "short term rentals" that feature area business. We also placed and paid for 4 non profits.

Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- Tomball Economic Development Corporation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)

- Tomball Regional Health Foundation

Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- Downtown Tomball Advisory Committee
- DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**



\_\_\_\_\_  
Signature of Applicant  
(Must be signed/signature typed in)

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cs@tomballtx.gov](mailto:cs@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 178.009(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

NA

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

NA  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

Signature of vendor doing business with the governmental entity

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received _____</p>
<p><b>1 Name of Local Government Officer</b></p> <p>_____</p>	
<p><b>2 Office Held</b></p> <p>_____</p>	
<p><b>3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b></p> <p>_____</p>	
<p><b>4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.</b></p> <p>_____</p>	
<p><b>5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b></p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
<p><b>6 SIGNATURE</b> I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer</p>	
<p><b>Please complete either option below:</b></p>	
<p><b>(1) Affidavit</b></p> <p>NOTARY STAMP/SEAL</p> <p>Sworn to and subscribed before me by _____ this the _____ day of _____</p> <p>20_____, to certify which, witness my hand and seal of office.</p> <p>Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath _____</p> <p style="text-align: center;">OR</p>	
<p><b>(2) Unsworn Declaration</b></p> <p>My name is _____ and my date of birth is _____</p> <p>My address is _____</p> <p style="text-align: center;">(street) (city) (state) (zip code) (country)</p> <p>Executed in _____ County, State of _____, on the _____ day of _____, 20____.</p> <p style="text-align: center;">(month) (year)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Local Government Officer (Declarant)</p>	

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or  
(ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Colleen Pye  
Board Member's Signature

9/9/2022  
Date

Colleen Pye  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 9/9/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Colleen Pye  
Signature of Applicant for Appointment

Colleen Pye  
Printed Name of Applicant

9/9/2022  
Date:

Dear Counsel and City Staff .

RE : Application for Board position

In request for a BIO of me.. I prefer a simple list

Reasons to choose me- ( Can not be any simple than that )

- My BIG purpose of my service... to listen to my community. .and make better for all .
- I am a MIDDLE OF THE ROAD THINKER.. I believe there are two sides to every story. ..and somewhere in between is a workable solution .
- I have been coming to Council meetings for 8 years. I came because when searching for LAND to build our new home... the knowledge base of the TOMBALL was nearly not existent in the real estate community. I wanted to change that.
- I believe if you want to be part of THE CHANGE .. You have to do something, rather than sit and complain.
- I have always been the person to not be afraid to do HARD work. In retail, as a Store Manager... I often swept and cleaned the restrooms... just to show I was not better than anyone else.
- I LIVE in this community. I support our local businesses as much as possible. I Attend events, dine at eating establishments, Pubs , wineries .. festivals.
- I listen to the people I see in town... and I listen to the ones that HAVE NEVER been here.. and hear what they think.
- I also HEAR what some say .. OH TOMBALL has CHANGED.. and how down they are about it. I remind them of all the wonderful things that are here in just the last 10 years.. the last 20.. the last 30 Years ( Yes.. I have been here for 30 years. (It was my favorite ANTIQUES ADDICTION PLACE ) You do not have to leave here .. to have a wonderful .. full life.
- I have a deep affection for our AGING COMMUNITY.. and strive to respect them through these changes . Encourage others to do the same.
- I volunteer / DONATE as much as possible. RESALE WITH A PURPOSE, TEAM.. RENEWAL CENTER .. FACEBOOK NEEDS... THE HEART wins every time..
- I speak up at COUNCIL .. I attend meetings regularly. I attend KAFFEEKLATSHC Hoping to make a difference that way.
- I am working with Ambassadors for the CHAMBER OF COMMERCE... 2024 has been a new commitment to service.
- I hold several designations in my 20 years as a realtor.. Biggest being a CRS ( Certified Residential Specialist ) and SRES ( Senior Real Estate Specialist )

Put ME IN.. ready to serve

Signed ,  
Colleen Pye  
207 Florence St  
Tomball, TX 77375  
Phone 281-932-2784



## CITY OF TOMBALL

### APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2023 will expire in 2025.

Please Type or Print Clearly:

Date: 1/11/20

Name: Devon Ketchner

Phone: 832-823-1962

Address:

(Home)

Phone:

(Work)

City/State/Zip

Cell:

Email: devon@traditionservices.com

I have lived in Tomball 9 years.

I am ! am not a U.S. Citizen

Occupation: I work as the head of purchasing and logistics for an HVAC and Plumbing company Tradition Services!

Professional and/or Community Activities: I enjoy exercise and ride my bike through the beautiful city of tomball whenever I Can, I take part in local 5k's and especially love hanging out at spring creek park. I will practice my archery or disk golf on the weekend there and think its a lovely part of our community. I love training martial arts and have experiance in jiu-jitsu, boxing, wrestling, and recently just started training for a muay thai competition. I have many many hobbies to keep up with so i stay fairly busy in Tomball!

Additional Pertinent Information/References: My boss Ted Mielke actually recommended I apply and I know he has done a good amount of work for the City of Tomball.

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**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

I believe that I can truly not only help keep Tomball Great but make sure it stays that way. The one thing I would hate is if a younger generation (my generation) took Tomball and led it into a false direction, I want to make sure this town keeps what makes it special and make sure that the community has someone younger on their side. I know it's not a big roll in the grand scheme of things but it's a start for me to help out where I can. I pride myself on being extremely hard working and diligent, I take pride in what I do and will get the job done by any means necessary!

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**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (2) Planning & Zoning Commission
- (3) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (1) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called)  
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- ( ) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

 von Ketchner

---

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

Devon Ketchner

---

Signature of Applicant

*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a)(1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes  No

B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B) excluding gifts described in Section 176.003(a-1).

**7** Devon Ketchner

Signature of vendor doing business with the governmental entity

01/11/2024

Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Devon Ketchner

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
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## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

home address

home telephone number

personal email address

cell or pager numbers not paid for by the City

emergency contact information

information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

01/11/2024

\_\_\_\_\_  
Date

**Devon Ketchner**

\_\_\_\_\_  
Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 01/11/2024 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.

Devon Ketchner

\_\_\_\_\_  
Signature of Applicant for Appointment  
Devon Ketchner

\_\_\_\_\_  
Printed Name of Applicant

01/11/2024

Date:

"Greetings all,

As a long-term resident of Tomball, I have had the privilege of Seeing our community grow into something beautiful. I have a deep love for the environment and a commitment to preserving the charm of Tomball. Currently, I am super honored to serve on the Board of Adjustments sitting in as Alt. Position 1. I would really like to be considered for the Tomball Economic Development Corporation. I mainly wanted to get into city council to make efforts to preserve the wildlife and environment in Tomball. I Believe we have a beautiful town and I want to make sure that the following generations get to experience what a great little town Tomball is. I'm very young, so I Believe I will be able to bring a new voice to the table, a voice supporting the next generation to come. I have worked in several construction development companies for the past 6 years and work in a corporate management position for one right now. I believe that the only way to achieve anything in life is hard work, and if you're willing to work hard you can make anything happen for yourself. With my background and passion for this town's future, I know I am ready to bring new and exciting ideas to Tomball City Council and contribute to Tomball's growth ensuring it remains a special place for years to come. Thank you for considering my application.

- Devon Ketchner"



**CITY OF TOMBALL**

**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**

As an Applicant for a City Board, Commission, or Committee, your application will be public information. You will be contacted before any appointments are considered to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire may be automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Tomball unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2022 will expire in 2024.

Please Type or Print Clearly:

Date: 12/6/22

Name: Matt Williams

Phone: \_\_\_\_\_ (Home)

Address: [REDACTED]

Phone: \_\_\_\_\_ (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 3 years.

I am  am not  a U.S. Citizen

Occupation: Business Development-Oil & Gas

Professional and/or Community Activities: AADE (Oil & Gas), Tomball Bible Church attendee (pending membership)

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a short biography to this application.**

**Briefly tell us why you would like to be considered for appointment to a City of Tomball Board/Commission.**

Become actively involved in the community through non-political means. I make every effort to spend dollars locally and want to ensure that everything possible is being done to promote and enhance the local community, both residents and businesses.

Additionally, I feel a need to serve my local community in a civic capacity and ensure that steps are being taken to continually improve Tomball, its residents, businesses, and visitors.

**Please complete the attached Conflict of Interest Questionnaire (CIQ), Conflict of Interest Statement (CIS), Board Member Election on Disclosure, and Appendix D (page 33) Acknowledgment of Receipt and Understanding from the Boards, Commissions, and Committees Handbook.**

**Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office for two years.**

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- (1) Planning & Zoning Commission
- ( ) Board of Adjustments

Meeting Information

Second Monday each month, 6 p.m.  
To Be Announced; Evenings

Separate Legal Entities

- (2) Tomball Economic Development Corporation
  
- ( ) Tomball Regional Health Foundation

Meeting Information

Six (6) regular scheduled meetings, usually on the second Tuesday of the Month, 5:30 p.m.; the annual meeting is in May (special meetings may be called) Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees

- (3) Downtown Tomball Advisory Committee  
DTAC does not require Tomball residency

Meeting Information

As called

Non-profit Corporation Boards

- ( ) Tomball Legacy Fund, Inc.  
Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

\*\*\*\*\*

**I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS,  
AND COMMITTEES.**

**Matthew D Williams** Digitally signed by Matthew D  
Williams  
Date: 2022.12.06 15:57:40 -06'00'

Signature of Applicant  
*(Must be signed/signature typed in)*

Please return this application to:

City Secretary  
City of Tomball  
401 Market Street  
Tomball, TX 77375  
[cso@tomballtx.gov](mailto:cso@tomballtx.gov)  
office: 281-290-1002  
fax: 281-351-6256

Attachments: Conflict of Interest Questionnaire  
Conflict of Interest Statement  
Election on Disclosure  
Acknowledgment of Receipt and Understanding (Page 33, Handbook)

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

1 Name of Local Government Officer

*N/A*

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 SIGNATURE**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

*[Handwritten Signature]*

Signature of Local Government Officer

**Please complete either option below:**

**(1) Affidavit**

NOTARY STAMP/SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

**(2) Unsworn Declaration**

My name is MATTHEW DANIEL WILLIAMS, and my date of birth is 7/6/1983

My address is \_\_\_\_\_

(street) (city) (state) (zip code) (country)

Executed in HARRIS County, State of TEXAS, on the 3 day of APRIL, 2024

*[Handwritten Signature]*

Signature of Local Government Officer (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

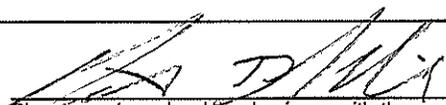
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

4/3/2024  
Date

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

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**(Please strike through any information that you do not wish to be made accessible to the public)**

Please complete the information below and return to the City Secretary's Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Matthew D Williams  
Digitally signed by Matthew D Williams  
Date: 2022.12.06 15:57:58 -06'00'

Board Member's Signature

12/6/2022

Date

Matthew D Williams

Board Member's Printed Name

**Appendix D**

**Acknowledgment of Receipt and Understanding**

I acknowledge that I have received a copy of the City of Tomball Boards, Commissions and Committees Handbook on 12/7/2022 (date).

I understand the eligibility requirements, policies, and procedures set forth in this Handbook.

I have read and understood the contents of this handbook and will act in accordance with these eligibility requirements, policies and procedures as a condition of my appointment to a board, commission, or committee.

I have read and understood the Standards of Conduct expected by the City of Tomball and I agree to act in accord with the Standards of Conduct as a condition of my appointment by the City of Tomball.

Finally, I understand that the contents of this Handbook are policies and guidelines established by the City Council of the City of Tomball and that the City Council may amend the Handbook at its discretion.

Please read this Handbook carefully to understand these conditions of appointment before you sign this document.



Signature of Applicant for Appointment

MATHEW D. WILLIAMS

Printed Name of Applicant

12/7/2022

Date:

Bio:

Matt Williams currently works for an Oil & Gas service company in a business development role located in Tomball, TX and is a 2x resident, first from 2010-2014 and again from 2020-Current. He recently revitalized a 1960's era home [REDACTED]. He has served as an alternate on the Board of Adjustments since 2022. My personal goals for government involvement are to remove barriers to commerce and growth that ensure the evolution of Tomball continues to create a robust sense of community, attract new business and growth, and makes the desire to live, conduct business, and work here easy for all.

Matt Williams

[REDACTED]  
[REDACTED]

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Approve a Professional Services Agreement with Ardurra for the 16-inch water line along Tomball Parkway, Project Number 2024-10010, for a not-to-exceed amount of \$448,420.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is to be reimbursed by the developer of the Grand Parkway Town Center and will be included in the budget as a Capital Improvement Project for fiscal year 2023-2024.

**Background:**

The Water Master Plan, completed in 2018 & 2023, identified improvements to the City’s water distribution system that would serve current and anticipated future water demands. The recommendations included construction of a 16-inch water line along Tomball Parkway from Holderrieth Road extending south to Boudreaux to service the Grand Parkway Elevated Storage Tank and proposed developments, including the Grand Parkway Town Center.

Staff has worked with Ardurra to verify the Water Master Plan recommendations and finalize the scope of work for the design. Design will begin immediately upon approval and is estimated to take 10-12 months with construction taking approximately six months, and project completion by February 2026.

The proposed Professional Services Agreement with Ardurra includes a scope of work to design and oversee construction of the proposed water line, survey, and required testing, for a not-to-exceed amount of \$448,420.00.

The project will be reimbursed by the developer of the Grand Parkway Town Center, as approved by City Council, and will be included in the budget as a Capital Improvement Project for fiscal year 2023-2024.

**Origination:** Project Management

**Recommendation:**

Staff recommends approving the Professional Services Agreement with Ardurra for the design of the 16-inch water line along Tomball Parkway for a not-to-exceed amount of \$448,420.00.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: \_\_\_\_\_

If yes, specify Account Number: #400-613-6409

If no, funds will be transferred from account: # \_\_\_\_\_ To Account: #

**Signed:** Meagan Mageo **Approved by:** \_\_\_\_\_  
Staff Member Date City Manager Date



August 2, 2024

David Esquivel, P.E.  
City Manager  
City of Tomball  
401 Market Street  
Tomball, TX 77375

**Subject: 16-inch Water Line design for City of Tomball**

Dear Mr. Esquivel,

Ardurra Group, Inc. (Ardurra) is pleased to submit this proposal to provide engineering design services for the design of 16-inch water line design for the City of Tomball.

### **PROJECT UNDERSTANDING**

The project consists of design and construction of approximately 8,900 LF of 16-inch waterline in City of Tomball. The proposed water line, starting from the east side of the intersection of Holderrieth Road and SH 249 and traversing across to the west side of SH 249, traversing across Holderrieth Road from the north side going south continuing along SH249 until Boudreaux Estates Drive, traversing west along Boudreaux Estates Drive to Rocky Road and south along Rocky Road to south of SH 99. The waterline will start on the north side of Holderrieth Road at the existing 12-inch waterline. The waterline will terminate at the intersection of Rocky Road and Interchange Road at the proposed location of a new waterline. The proposed waterline will be primarily installed by trenchless method of construction, except at few locations, where it will be installed by open cut method of construction. The proposed water line will be placed at a depth of 5 to 7 feet below existing ground and about 10 to 15 feet below existing ground at a few proposed locations.

### **SCOPE OF SERVICES**

- The scope of services is defined in Attachment A.

### **PROJECT FEE**

Ardurra will provide the proposed engineering services identified in the Scope of Services document for a lump sum fee of \$448,420.00. We have attached a spreadsheet which identifies the level of effort as Attachment B.

### **PROJECT SCHEDULE**

Ardurra Group, Inc. will complete the design of the water line in 10 months after the notice to proceed and submit the document for permits subsequent to that. It is anticipated that the permits may take an additional 2 months. A longer lead time may be required if rights-of-way are needed to be acquired for privately owned easement locations.

### **PROJECT EXCLUSIONS**

Items that are not specifically identified within the scope of services are excluded from the scope of services. These include environmental assessments, wetlands delineation, SUE, easement and/or



ROW acquisition and instruments, title research, special permits, construction inspection, public meetings, public hearings, traffic signal design, etc.

We appreciate the opportunity to submit this proposal and trust that we can perform the work satisfactorily per your needs. We will start the work upon receipt of your authorization to proceed. Should you have any questions about this proposal please do not hesitate to contact us directly. Should you have any questions on this proposal please do not hesitate to contact us directly.

Sincerely,  
**Arcurra Group, Inc.**

Jeff Peters, P.E.  
Market/Technical Director

Attachment

## ATTACHMENT "A"

### SCOPE OF SERVICES AND DELIVERABLE DOCUMENTS

#### CITY OF TOMBALL

##### 16-Inch Water line

A. General

The Engineer shall provide professional engineering services as described in the Contract, and as further defined by this Attachment A, Scope of Services. Reference to City Engineer throughout document refers to the City Engineer of Public Works. Reference to Engineer throughout document refers to the Ardurra Engineering team.

B. Description of Project

The Project is for construction of 16-inch Water line along with all associated appurtenances within an existing easements/public ROW for approximately 8,900 LF along Holderrieth Road, 249 feeder Road, Boudreaux Estates Dr and Rocky Rd.

Standard design for SWPPP, Traffic Control will be required. TxDOT permit required. ROW acquisition is partially assisted and no roadway reconstruction is anticipated for the proposed improvements.

Reference Standards and Criteria

- a) "City of Houston Infrastructure Design Manual" current upon Agreement approval, hereinafter referred to as "City Design Manual."
- b) TxDOT Design Manuals, Standard Details, and Specifications, current upon submittal.

C. Review of Existing Information

- a) Existing utility information, existing record drawings of previous contracts, and existing survey information are readily available to the Engineer and the public. The City shall provide access to such information. It is the responsibility of the Engineer to physically gather this information from all available sources.

D. Correspondence

- a) The Engineer shall reference the City's Project Title and City's Engineering & Planning Project Number on all correspondence and submittals.
- b) The Engineer shall manage the efforts of the Project team members and Consultants, assign manpower, delegate responsibilities, review work progress, monitor conformance to the scope regarding the budget and schedule, and otherwise direct the progress of the work.
- c) Periodic meetings shall be held to review the progress of the engineering effort, or to address other issues which may arise. The City Engineer shall initiate meetings that include the Engineer and his Consultants, and if necessary, the City Engineer and other applicable parties. The Engineer shall prepare and deliver meeting record memorandum of decisions and action items to the City within 3 working days after each meeting.
- d) The Engineer shall notify the City Engineer immediately of any deviation from the Scope of Engineering Services and Fee agreed to in this Scope of Services. The Engineer shall not perform services outside of the Contract scope without an Amendment to this Contract.
- e) Route all written communication with regulatory agencies, neighborhood associations, and City Council through the City Engineer.
- f) Submit invoices on City's standard form, or other approved format, to include a progress report documenting the status of each milestone and/or task noted in the fee schedule to record activities and deliverables completed within the invoice period and to note activities planned for next month.

## BASIC SERVICES

### 1. Phase II Design

Phase II Final Design will consist of developing design and construction bid documents, including plans, specifications, and estimates (PS&E), for 16-inch water line. The final design and construction bid documents will include the PS&E and all required bid forms. All the drawings and documents will be to the City standard requirements.

Specific Basic service tasks for development of the paving and sewer reconstruction package will include:

#### a) Meetings, Coordination and Management

- Development of the project will require meetings and coordination occurring both in person, virtually and by telephone. Regular meetings will occur to document and confirm the project status and progress. Additional meetings will occur for coordination with other agencies, utility owners, and other affected stakeholders. Meetings related to the project will be of reasonable frequency and duration.
- Engineer shall perform coordination necessary to obtain required reviews and approvals from applicable agencies and utility owners.
- Other agency and stakeholder coordination, including but not limited to:
  - TxDOT
  - Adjacent property owners and facility users
- Progress meetings
- Monthly progress reports & invoicing

#### b) Plan Set

The Plan Set Drawings will include the following:

- Cover Sheet
- Index of Drawings
- Survey control maps
- Legend, Abbreviations, Plan/Profile Notes
- General Construction Notes
- Soil Bore Layout

#### c) Engineering drawings and design

The Engineering Drawings will include the following:

- Overall Project Layout
- Horizontal Alignment and Data
- Plan & Profile layouts (1" = 20' H / 1" = 2' V)
- TCP plans
- SWPPP plans
- Miscellaneous details (non-standard)

#### d) Standard Details

The Standard Detail Drawings will include the following:

- Water details
- TCP details
- SWPPP details
- Project Sign

#### e) Other Documents

- Specifications & Project Manual

- Summary of estimated quantities and construction costs
- Exhibits and Letters for private utility conflicts
- Construction schedule estimate

**f) Agency Approvals and Signatures**

- The Engineer shall obtain required signatures from other governmental agencies, public utilities, and private utilities, which may impact the Project prior to final approval by the Department of Public Works and Engineering. Sufficient time in the project schedule should be allocated to secure these approvals. Utility signatures include, but are not limited to, SBC, CenterPoint Energy Entex, Inc., AT&T, and cable TV.
- Obtain necessary approvals (permits, license agreements, etc.) from TXDOT, and pipeline companies prior to final approval by the Department of Public Works and Engineering. Sufficient time in the project schedule should be allocated to secure these approvals prior to bid advertisement.

**2. Bidding Services**

- The Engineer shall assist the City in conducting the pre-bid conference, addendum, and submit meeting minutes within 3 working days.
- The Engineer shall prepare necessary addenda to address issues or clarifications necessary for completion of the bidding process.
- The Engineer shall furnish a tabulation of bids received with a written recommendation for the award of a construction contract and submit after the bid opening.

**3. Phase III - Construction Phase Services**

- The Engineer shall assist the City in conducting the pre-construction monthly meetings and submit meeting minutes within 3 working days.
- The Engineer shall review submittals, respond to RFIs, and prepare as-built drawings.

**4. Topographic Survey**

- Topographic Survey and list of deliverables is attached.

**5. Geotechnical Services**

- Geotechnical Services Scope and list of deliverables is attached.

**6. Reimbursable Expenses**

- Reproduction of bid sets for drawings, project manuals and required reports will be paid in accordance with contract requirements on a reimbursable basis.
- The actual cost of special licenses and permits, including required inspection fees, shall be reimbursed by the City.

**7. Exclusions**

- Environmental assessments, wetlands delineation, SUE, easement and/or ROW acquisition and instruments, title research, special permits, and construction inspection are not included in the scope of work.

**8. Cost Summary**

<b>Basic Design Services</b>		
<b>Project Management and Coordination</b>	\$ 45,352.00	Lump Sum
<b>Drawings &amp; Specifications</b>	\$ 258,078.00	Lump Sum
<b>Bid Phase Services</b>	\$ 7,371.00	Lump Sum
<b>Engineering Services during Construction</b>	\$ 36,024.00	Lump Sum
<b>Subtotal Basic Design Services</b>		<b>\$ 346,825.00</b>
<b>Additional Services</b>		
<b>Survey Services (Design)</b>	\$ 51,840.25	Lump Sum
<b>Geotechnical Services (Borings)</b>	\$ 48,254.80	Hourly
<b>Reimbursables</b>	\$ 1,499.95	Per Each
<b>Subtotal Additional Services</b>		<b>\$ 101,595.00</b>
<b>Total</b>		<b>\$ 448,420.00</b>



August 2<sup>nd</sup>, 2024

Mr. Patric Donart, P.E., CFM  
ARDURRA  
11750 Katy Freeway, Suite 300  
Houston, Tx 77079

Sub: Proposal for topographic survey for proposed 16-inch waterline, City of Tomball

Mr. Donart,

We are pleased to submit this revised proposal to perform a topographic survey for the proposed 16-inch waterline, City of Tomball. This proposal is based on our understanding from your e-mail dated 6/14/2024, 6/15/2024, 07/24/2024 and 08/02/2024.

#### 1.0 Scope of Service:

1.1 Limits of topographical survey is as follows:

Holderrieth Rd. (Major thoroughfare) under Tomball Prkwy (249) bridge and 100 feet past the Tomball Prkwy (249) right-of-way ~625 LF.

Tomball Prkwy (249) -Southbound Feeder Rd. (Major thoroughfare) from Holderrieth Rd. to Boudreaux Estates Dr. ~ 5,380LF.

Boudreaux Estates Dr. from Tomball Prkwy (249) – Southbound Feeder Rd. to Rocky Rd. ~ 1,300LF.

Rocky Rd. from Boudreaux Estates Dr. to Interchange Dr. ~ 1,600 LF.

1.2 Set Controls/TBM along the alignment. Tie the survey to nearest available City of Tomball/TXDOT/HECTRA survey control markers.

1.3 Survey Geotech Bores.

1.4 Prepare survey control drawings.

#### 2.0 Deliverables:

2.1 Autocad plan view only drawing with all the topographic features as surveyed in field, and apparent right-of-way and lot lines.

2.2 Survey control drawings at 60%, 90% and 100% submittals.

#### 3.0 Exceptions:

3.1 Plan & Profile drawing.

3.2 Private Utility Coordination.

3.3 Boundary survey or establish right-of-way.

3.4 Additional survey outside the survey limits as identified in above section 1.0.



August 2<sup>nd</sup>, 2024  
Mr. Patric Donart, P.E., CFM  
ARDURRA  
Survey Proposal for a Water in the City of Tomball  
Page 2 of 2

4.0 Client Responsibilities:

- 4.1 Provide the record drawings.
- 4.2 Provide access to site.
- 4.3 Private utility coordination.

5.0 Schedule:

Eight weeks from the date of notice to proceed for submitting the Autocad file of the topographic survey. Survey control drawings will be submitted eventually in accordance with the client's project schedule.

6.0 Fees:

Major Thoroughfare: (625 LF + 5,380 LF) @ \$5.50/LF =	\$33,027.50
Minor roads: (1,300 LF +1,600 LF) @ \$4.00/LF =	\$11,600.00
Survey geotech bore holes (Lumpsum) =	<u>\$2,500.00</u>
Total Amount:	<b><u>\$47,127.50</u></b>

We appreciate the opportunity to provide this proposal. Please review the proposal and let us know if you have any questions. Looking forward to working with you on this project.

Regards,

Vas Vellore, P.E., RPLS  
ASV Consulting Group, Inc.



# GEOTEST ENGINEERING, INC.

*Geotechnical Engineers & Materials Testing*

5600 Bintliff Drive

Houston, Texas 77036

Telephone: (713) 266-0588

Fax: (713) 266-2977

**Proposal No. 1140664699**

August 2, 2024

Mr. Sekhar Ambadapudi, PE  
Ardurra  
11750 Katy Freeway, Suite 300  
Houston, Texas 77079

**Reference: Geotechnical Investigation  
City of Tomball – 16-inch Waterline  
Tomball, Texas**

Dear Mr. Ambadapudi:

As per your request on June 17, 2024, Geotest Engineering, Inc. (Geotest) is pleased to submit this proposal for the above referenced project.

The project consists of design and construction of approximately 8,300 LF of 16-inch waterline in City of Tomball. The proposed water line, starting from the intersection of Holderroeth Road and SH 249 going south along SH249 and traversing west along Boudreaux Estates Drive to Rocky Road and south along Rocky Road to just south of SH 99. The project also includes water line crossing SH 249 connecting to new Costco facility on the east side of SH 249. The proposed waterline will be primarily installed by open cut method of construction, except at few locations, where it will be installed by trenchless method of construction. The proposed water line will be placed at a depth of 5 to 7 feet below existing ground at the open cut areas and about 10 to 15 feet below existing ground at the proposed trenchless locations.

## Purpose and Scope

The purpose of this study is to explore the subsurface conditions and to develop geotechnical recommendations pertinent to the proposed water line.

The scope of services is based on the information provided to us through e-mails dated June 17, 2024, June 18, 2024 and August 2, 2024 and consists of the following tasks:

- apply TxDOT permit for borings in TxDOT ROW

- calling Texas 811 and coordinating with utility locators to get areas for the proposed borings cleared and mark the boring locations and coordinate with representatives of utility companies to clear the marked boring locations;
- drilling and sampling:
  - two (2) borings each to a depth of 40 feet at SH 249 crossing.
  - twelve (12) borings each to a depth of 15 feet at the open cut locations.
  - two (2) borings each to a depth of 30 feet for trenchless construction.
  - Convert two (2) borings to piezometers to monitor long term water level measurements.

The proposed boring/piezometer program is presented on Attachment No. 1 and Plan of Borings, Figures 1;

- perform a Desktop Fault Study for the proposed waterline easement;
- perform laboratory tests on selected representative soil samples to determine the engineering properties of the soils and to select design soil parameters;
- perform engineering analyses in accordance with latest Houston Public Works Infrastructure Design Management Manual (IDM), including recommendations for open cut and trenchless construction, bedding and backfill, groundwater control and construction considerations;
- prepare a geotechnical report; and
- prepare a separate trench safety letter report.

It is understood that the survey information of the borings will be provided by Ardurra.

### Project Schedule

We should be able to start the field work within two (2) weeks after receiving your written authorization or one (1) week after receiving TxDOT permit access, whichever is latest. The fieldwork will be completed in about two (2) weeks, barring bad weather. The laboratory tests will be completed in about four (4) weeks. The geotechnical investigation report, which will include field and laboratory data and design recommendations, will be submitted in about ten (10) weeks after receiving the notice to proceed.

Cost

Based on the scope of work outlined above, the cost of the field investigation, laboratory testing, engineering analyses, and a final report will be a lump sum of \$43,868.00. The cost breakdown is given on Attachment No. 2.

We appreciate the opportunity to propose this project. We hope this proposal meets your approval. If you have any questions, please contact us.

Very truly yours,  
**GEOTEST ENGINEERING, INC.**



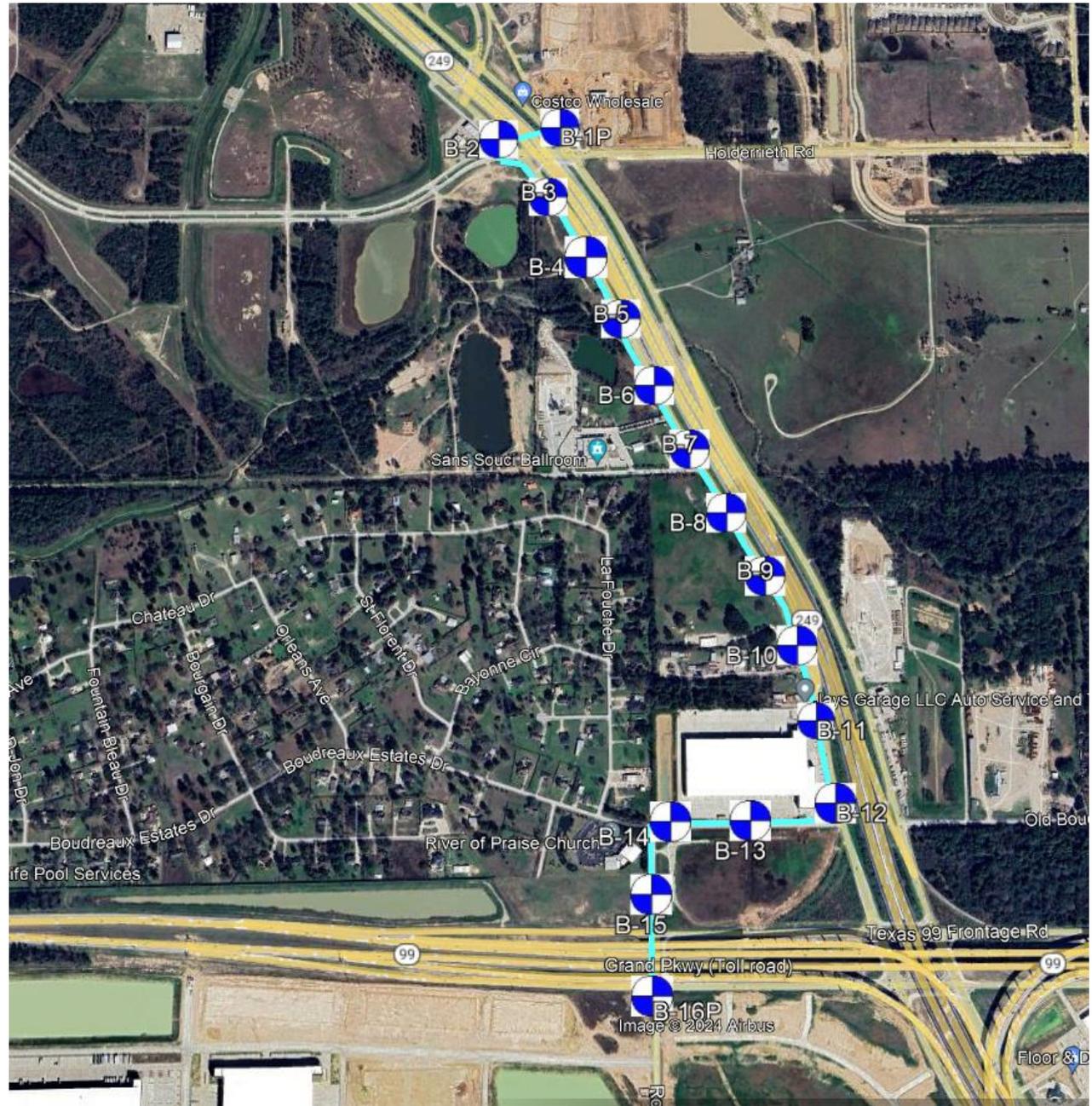
Naresh Kolli, P.E.  
Sr. Project Manager

MB\XN\ego  
Copies Submitted: (1-PDF)  
Enclosures: Attachment No. 1 – Proposed Boring/Piezometer Program  
Attachment No. 2 – Cost Breakdown  
Plan of Borings, Figure 1  
PC38\Geotechnical\Proposals\1140646699.DOC

**TABLE 1**  
**BORING/PIEZOMETER DEPTHS**

Location	Boring No.	Borings	Piezometers
		Depth (feet)	Depth (feet)
249 Crossing	GB-1P	40	40
	GB-2	40	
249 ROW	GB-3	15	
	GB-4	15	
	GB-5	15	
	GB-6P	15	
	GB-7	15	
	GB-8	15	
	GB-9	15	
	GB-10	15	
	GB-11P	15	
	GB-12	15	
Boudreaux Estates Rd ROW	GB-13	15	
	GB-14	15	
	GB-15	30	
	GB-16P	30	30
<b>Total</b>	<b>15</b>	<b>320</b>	<b>70</b>

<b>TABLE 2</b>				
<b>ITEMIZED FEE - GEOTECHNICAL SERVICES</b>				
<b>A. FIELD EXPLORATION</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Amount</b>
Mobilization/Demobilization (Truck Rig)	1	LS	\$700.00	\$700.00
Technician for Staking, Utilities Clearance, Field Coordination and borehole logging	48.0	hr.	\$90.00	\$4,320.00
Soil Drilling and Sampling (0'-20', Continuous)	260.0	ft.	\$25.00	\$6,500.00
Soil Drilling and Sampling (0'-50', Intermittent)	60.0	ft.	\$23.00	\$1,380.00
Grouting Holes	250.0	ft.	\$12.00	\$3,000.00
Piezometer Installation	70.0	ft.	\$24.00	\$1,680.00
Piezometer Abandonment	70.0	ft.	\$20.00	\$1,400.00
24-Hour and 30-day Ground Water Level Readings	8.0	hr.	\$90.00	\$720.00
Concrete Coring (4" dia upto 6" depth)	7.0	ea.	\$110.00	\$770.00
Concrete Coring-Additional Thickness	35.0	in.	\$12.00	\$420.00
Vehicle Charge	39.0	hr.	\$10.00	\$390.00
Graduate Engineer for Project Coordination, TxDOT County Permits for Field Work	4.0	hr.	\$115.00	\$460.00
			<b>Subtotal</b>	<b>\$21,740.00</b>
<b>B. GEOTECHNICAL LABORATORY TESTING</b>				
Moisture Content (ASTM D-2216)	82	ea.	\$11.00	\$902.00
Atterberg Limits (ASTM D-4318)	22	ea.	\$71.00	\$1,562.00
Passing No. 200 Sieve (ASTM D-1140)	16	ea.	\$55.00	\$880.00
Particle Size Analysis (ASTM D-421)	6	ea.	\$65.00	\$390.00
Unconsolidated-Undrained Triaxial Test (ASTM D-2850)	22	ea.	\$72.00	\$1,584.00
			<b>Subtotal</b>	<b>\$5,318.00</b>
<b>C. ANALYSES &amp; REPORT PREPARATION</b>				
Sr. Project Manager, P.E.	5.0	hr.	\$205.00	\$1,025.00
Project Engineer, P.E.	13.0	hr.	\$165.00	\$2,145.00
Graduate Engineer	50.0	hr.	\$115.00	\$5,750.00
Support Personnel, Word Processing	7.0	hr.	\$70.00	\$490.00
			<b>Subtotal</b>	<b>\$9,410.00</b>
<b>D. ALLOWANCES</b>				
Traffic Control (Major Street)	3.0	day	\$1,800.00	\$5,400.00
Traffic Control (Minor Street)	2.0	day	\$1,000.00	\$2,000.00
			<b>Subtotal</b>	<b>\$7,400.00</b>
			<b>Total</b>	<b>\$43,868.00</b>



Legend		Geotest Engineering, Inc.	
	Boring	City of Tomball - 16-inch Water line Harris County, Texas	
	Proposed Alignment		

FIGURE 1

City of Tomball - 16-inch Waterline Engineering Design Services

		FEE - LOE								Total Hours	Sub-Consultant Fee	Sub-total Fee
		\$ 325.00	\$ 240.00	\$ 197.00	\$ 165.00	\$ 157.00	\$ 145.00	\$ 126.00				
		No. Sheets	PROJECT PRINCIPAL	PROJECT MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	Sr. Designer	DESIGNER	GRADUATE ENGINEER			
<b>Project Management and Coordination</b>	Project Management		2	8	8	8				26	\$ 5,466.00	
	Progress Meetings (4 Meetings)		2	10		16			16	44	\$ 7,706.00	
	Record Drawings research			2	8	8			12	30	\$ 4,888.00	
	CPE & AT&T Utility Coordination				4	8			16	28	\$ 4,124.00	
	TXDOT Coordination and Permitting			8	12	24		24	40	108	\$ 16,764.00	
	Design Site Visits			4	4	16			16	40	\$ 6,404.00	
<b>Total Project Management and Coordination</b>											<b>\$ 45,352.00</b>	
<b>Drawings and Specifications</b>	Cover Sheet	1		1	1	2		0	8	12	\$ 1,775.00	
	Sheet Index	1		2	2	4		8	4	20	\$ 3,198.00	
	General Notes and Abbreviations	1		2	2	4		8	4	20	\$ 3,198.00	
	Survey Control (Coordination Only)	3				2		8	4	14	\$ 1,994.00	
	Overall sheet Layout	1		2	4	8	4	8	6	32	\$ 5,132.00	
	Soil and Bore layout	1			24	24	10	30	30	118	\$ 18,388.00	
	16" Waterline Plan & Profiles (21 Sheets)	20		20	40	80	160	160	120	580	\$ 89,320.00	
	STD Detail Sheets (Water line & Paving)	5		6	10	15	20	20	20	91	\$ 14,445.00	
	TCP Layouts	3		6	8	9	15	15	12	65	\$ 10,543.00	
	TCP Standard Details and Notes	6			6	8	12	12	6	44	\$ 6,882.00	
	SW3P Layouts	3		3	3	9	12	24	12	63	\$ 9,672.00	
	SW3P Standard Detail and plan notes	2				8	8	12	8	36	\$ 5,324.00	
	Addressing plan review comments (City/County)			4	8	12	18	36	54	132	\$ 19,366.00	
	Addressing plan review comments (TxDOT)			4	4	8	8	36	54	114	\$ 16,348.00	
	Project Manual/Bid Docs (60/90/100)			12	21	24			48	105	\$ 17,025.00	
Cost estimates (60/90/100)			4	16	32	36		36	124	\$ 19,580.00		
QA/QC (60% & 100%)			8	24	24	24		12	92	\$ 15,888.00		
<b>Total Design and Specifications</b>											<b>\$ 258,078.00</b>	
<b>Total Engineering Services Man Hours</b>		<b>47</b>	<b>4</b>	<b>78</b>	<b>138</b>	<b>263</b>	<b>241</b>	<b>329</b>	<b>334</b>	<b>1387</b>		
<b>Bid Phase Services</b>	Prebid Conference			2		2				4	\$ 810.00	
	Issue clarifications and prepare addenda			4		16				20	\$ 3,600.00	
	Bid evaluation and contract award recommendation			3	3	10				16	\$ 2,961.00	
<b>Total Bid Phase</b>											<b>\$ 7,371.00</b>	
<b>Construction Phase Services</b>	Kick-off and Progress Meetings (6 meetings)			15		24			36	75	\$ 12,096.00	
	Review Submittals			10		40			40	90	\$ 14,040.00	
	Respond to RFIs			10		20			20	50	\$ 8,220.00	
	Preparation of as-built drawings					4			8	12	\$ 1,668.00	
<b>Total Construction Phase</b>											<b>\$ 36,024.00</b>	
<b>Additional Services</b>	Topographic survey (incl. mark-up)									47127.5	\$ 51,840.25	
	Easement instruments and Title research (incl. mark-up)									0	\$ -	
	Geotechnical Investigation (incl. mark-up)									43868	\$ 48,254.80	
	Geotechnical Construction Testing (incl. mark-up)									0	\$ -	
<b>Total Additional Services</b>											<b>\$ 100,095.05</b>	
<b>Engineering Services</b>	<b>Reimbursables</b>											
	Mileage @ 45mi/ Round Trip		720	\$ 0.65						\$ 468.00	\$ 500.00	
	Prints		150	\$ 2.25						\$ 337.50	\$ 999.95	
	<b>Total Reimbursables</b>											<b>\$ 1,499.95</b>
<b>Total Engineering Services</b>											<b>\$ 448,420.00</b>	

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Approval to reject the bid received for Bid Number 2024-11, Baker Drive Water Plant (Project No. 2023-10019), and rebid the project. The project is included in the FY 2023-2024 Capital Improvement Project budget.

**Background:**

The Water Master Plan, completed in 2023, identified improvements to the City’s water distribution system that would serve current and anticipated future water demands. The recommendations included construction of the Baker Drive Water Plant.

Council approved a design contract with Freese & Nichols on August 21, 2023. Staff has worked with Freese & Nichols to design the water plant based on the recommendations and requirements in the Water Master Plan. The project was placed out for bid with submissions due on Tuesday, July 23, 2024. Due to Hurricane Beryl, the submission date was extended to Tuesday, July 30, 2024, to allow adequate time for interested parties to submit given the extended power outages.

Staff received one submission from W. W. Payton Corporation totaling \$11,675,000.00. The bid submitted exceeds to engineer’s estimate for construction of \$8,396,650.00. Based on the limited participation in the bidding process for the project and the escalated price submitted, it is the recommendation of staff and Freese & Nichols to reject the bid submitted and re-advertise the project to solicit additional bidders. The project will have minor changes based on conversations with other vendors including extending the bidding period and construction phase of the contract to meet the extended lead time for equipment and materials.

**Origination:** Project Management

**Recommendation:**

Staff recommends rejecting the bid received for Bid Number 2024-11, Baker Drive Water Plant, and authoring the rebid of the project.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: \_\_\_\_\_

If yes, specify Account Number: #400-613-6409

If no, funds will be transferred from account: # \_\_\_\_\_ To Account: # \_\_\_\_\_

**Signed:** Meagan Mageo **Approved by:** \_\_\_\_\_  
Staff Member Date City Manager Date

8/8/2024

Drew Huffman  
Public Works Director  
City of Tomball  
501 James St.  
Tomball, TX 77375

**Baker Drive Water Plant**

Dear Mr. Huffman:

Listed below is the summary of bids for the Baker Drive Water Plant Project. A total of one bid proposal was received on July 30<sup>th</sup>, 2024.

Summary of Bid:

	<b>W.W. Payton Corporation</b>	<b>Engineer's Estimate</b>
Base Bid	\$11,600,000.00	\$8,321,650.00
Allowances	\$75,000.00	\$75,000.00
Alternates	\$11,318,000.00	-
<b>Base Bid Total</b>	<b>\$11,675,000.00</b>	<b>\$8,396,650.00</b>

A copy of the bid tabulation is attached for your use and information.

Due to the limited participation in the bidding process for the project, Freese and Nichols recommends rejecting the bid proposal and re-advertising the project to solicit additional bidders.

Please call me at (713) 600-6866 if you have any questions.

Sincerely,

Freese and Nichols, Inc.



Nathan McMillan, P.E.  
Project Manager

Attachments – Certified Bid Tabulation

Item	Description	Unit	Quantity		W. W. Payton Corporation	Total
<b>Base Bid</b>						
<b>I: Base Bid Items</b>						
1	MOBILIZATION	LS	1		\$ 600,000.00	\$ 600,000.00
2	SITE WORK INCLUDING DETENTION, STORM PIPING, AND RE-GRADING	LS	1		\$ 150,000.00	\$ 150,000.00
3	REMOVE AND REPLACE CHAIN-FENCE	LF	795		\$ 100.00	\$ 79,500.00
4	DEMOLITION	LS	1		\$ 200,000.00	\$ 200,000.00
5	CONCRETE PAVEMENT	SY	460		\$ 150.00	\$ 69,000.00
6	WELL DISCHARGE PIPING AND EXTERIOR WATER TREATMENT SYSTEM, INCLUDING, AERATOR, FILTERS, FOUNDATIONS, APPURTENANCES, AND PIPING	LS	1		\$ 2,500,000.00	\$ 2,500,000.00
7	0.5 MG PRESTRESSED TYPE III CONCRETE GROUND STORAGE TANK, INCLUDING FOUNDATION, PIPING, AND APPURTENANCES	EA	1		\$ 2,500,000.00	\$ 2,500,000.00
8	YARD PIPING, INCLUDING VALVES, APPURTENANCES, AND FITTINGS	LS	1		\$ 864,000.00	\$ 864,000.00
9	TRENCH SAFETY	LF	450		\$ 1.00	\$ 450.00
10	BOOSTER PUMP STATION, INCLUDING (3) 500 GPM HORIZONTAL SPLIT CASE PUMPS, PIPING, FOUNDATION, APPURTENANCES, FITTINGS, AND VALVES	LS	1		\$ 800,000.00	\$ 800,000.00
11	CMU CONCRETE BUILDING WITH BRICK VENEER INCLUDING HVAC, LOUVER, HEATER AND SUPPLY FAN FOR CHLORINE ROOM	LS	1		\$ 900,000.00	\$ 900,000.00
12	ELECTRICAL AND CONTROL COMPONENTS	LS	1		\$ 1,500,000.00	\$ 1,500,000.00
13	GENERATOR, INCLUDING CONCRETE PAD	LS	1		\$ 700,000.00	\$ 700,000.00
14	TREATMENT EQUIPMENT INCLUDING CHLORINATION AND CORROSION INHIBITOR	LS	1		\$ 150,000.00	\$ 150,000.00
15	WELL VIDEO SURVEY INSPECTION AND WRITTEN REPORT	EA	4		\$ 2,000.00	\$ 8,000.00
16	FURNISH, INSTALL AND REMOVE STEEL TANK AND TEMPORARY PIPING FOR WELL CONTRACTOR OPERATIONS AND DISCHARGES	LS	1		\$ 10,000.00	\$ 10,000.00
17	PERFORM MECHANICAL CLEANING OF THE WELL SCREENS	HR	20		\$ 420.00	\$ 8,400.00
18	PERFORM WELL CHEMICAL ACID TREATMENT OF THE WELL SCREENS WITH 70% HYDROXYACETIC ACID (550 GALLONS), CHEMICAL ENHANCER AND CORROSION INHIBITOR	LS	1		\$ 60,000.00	\$ 60,000.00
19	PERFORM AIRLIFT PUMPING AND AGITATION WITH DOUBLE DISK SURGE BLOCK AGITATOR, AND NEUTRALIZATION OF CHEMICALS FOLLOWING WELL CHEMICAL TREATMENT	HR	20		\$ 450.00	\$ 9,000.00
20	CUT AND REMOVE 60 FEET OF THE UPPER BLANK LINER (LAP) LINER	LS	1		\$ 120,000.00	\$ 120,000.00
21	JET / AIRLIFT PUMP AND REMOVE SEDIMENT FILL FROM THE WELL	HR	30		\$ 500.00	\$ 15,000.00
22	PERFORM CHLORINE DISINFECTION OF THE WELL AND WELL SCREENS	LS	1		\$ 7,000.00	\$ 7,000.00
23	FURNISH AND INSTALL NEW FABRICATED STEEL WELL DISCHARGE HEAD WITH MACHINED HOLES FOR PVC PIPE, AIRLINE AND ANY OTHER ACCESSORY, PLUS 4 LIFTING LUGS WITH CORRECTLY SIZED WELL DISCHARGE AND FLANGE TO CONNECT TO SEPARATE WELL DISCHARGE PIPING	LS	1		\$ 30,000.00	\$ 30,000.00
24	FURNISH AND INSTALL VERTICAL TURBINE, LINE SHAFT PUMP BOWL WITH DESIGN CONDITIONS OF 800 GPM AT 585 FEET TDH WITH COUPLING, STAINLESS STEEL COLLETS AND WEAR RINGS, SUCTION PIPE AND STAINLESS STEEL CONE STRAINER INCLUDING NON-WITNESS PUMP BOWL TESTING AND WRITTEN REPORT	LS	1		\$ 60,000.00	\$ 60,000.00

25	FURNISH AND INSTALL 20-FOOT SECTION OF NEW 8-INCH (0.322" WALL THICKNESS) COLUMN PIPE, 3-INCH OIL TUBING AND 1-15/16-INCH LINE SHAFT, BEARINGS, COUPLINGS AND RUBBER TUBE STABILIZER	EA	27		\$ 3,850.00	\$ 103,950.00
26	FURNISH AND INSTALL 10-FOOT SECTION OF NEW 8-INCH (0.322" WALL THICKNESS) COLUMN PIPE, 3-INCH OIL TUBING AND 1-15/16-INCH LINE SHAFT, BEARINGS, COUPLINGS AND RUBBER TUBE STABILIZER	EA	1		\$ 2,000.00	\$ 2,000.00
27	FURNISH AND INSTALL 10-FOOT SECTION OF NEW 8-INCH (0.322" WALL THICKNESS) TOP SPECIAL THREADED COLUMN PIPE, 3-INCH OIL TUBING AND 1-15/16-INCH LINE SHAFT, BEARINGS AND COUPLINGS	EA	1		\$ 3,000.00	\$ 3,000.00
28	FURNISH AND INSTALL NEW 1-15/16-INCH X 3-INCH TENSION BEARING, NUT AND PLATE ASSEMBLY	EA	1		\$ 3,000.00	\$ 3,000.00
29	FURNISH 1-1/4-INCH PVC PIPE (SCH. 80) AND INSTALL SECURELY TO THE PUMP COLUMN PIPE FROM THE WELL PUMP TO ABOVE LAND SURFACE WITH THREADED CAP	FT	565		\$ 3.40	\$ 1,921.00
30	FURNISH 1/4-INCH STAINLESS STEEL AIRLINE WITH PVC WRAP WITH ALL FITTING(S) AND AN OIL-FILLED PRESSURE GAUGE AND INSTALL SECURELY TO THE PUMP COLUMN PIPE FROM THE WELL PUMP TO ABOVE LAND SURFACE	FT	565		\$ 5.60	\$ 3,164.00
31	FURNISH AND INSTALL A NEW OIL LUBRICATOR WITH 3-GALLON CAPACITY RESERVOIR, IMMERSION HEATER AND THERMOSTAT, SOLENOID AND FLOW REGULATING VALVE	LS	1		\$ 6,000.00	\$ 6,000.00
32	FURNISH AND INSTALL NEW 250 HP, TEFC, 1,780 RPM, 460 VOLT, 3-PHASE, PREMIUM EFFICIENT ELECTRIC WELL MOTOR WITH COMBINATION MOTOR DRIVE SHAFT AND NEW HEAD SHAFT NUT AND GIB KEYS WITH ALL NECESSARY ELECTRICAL CONNECTIONS	LS	1		\$ 115,000.00	\$ 115,000.00
33	CHLORINATE AND DISINFECT THE WELL PUMP EQUIPMENT AND WELL AND PERFORM WATER SAMPLING AND BACTERIOLOGICAL ANALYSES (REQUIRE 3 NEGATIVE BACTERIOLOGICAL SAMPLES)	LS	1		\$ 2,000.00	\$ 2,000.00
34	PERFORM WELL, PUMP AND MOTOR EQUIPMENT PERFORMANCE TESTING WITH VIBRATION ANALYSES AND PROVIDE WRITTEN REPORT	LS	1		\$ 1,000.00	\$ 1,000.00
35	PERFORM 36-HOUR PUMPING TEST WITH THE PERMANENT WELL PUMPING EQUIPMENT INSTALLED AND PROVIDE WRITTEN REPORT	LS	1		\$ 8,615.00	\$ 8,615.00
36	COLLECT WATER SAMPLES AND HAVE LABORATORY PERFORM ANALYSES FOR COMPLETE TCEQ PUBLIC WATER SUPPLY ANALYSES AND OTHER CONSTITUENTS AND PROVIDE COMPLETE LAB ANALYSES	LS	1		\$ 10,000.00	\$ 10,000.00
Sub Totals						\$ 11,600,000.00
<b>II: Allowances</b>						
37	GAS AND ELECTRIC UTILITY COORDINATION AND INSTALLATION	LS	1		\$ 75,000.00	\$ 75,000.00
Sub Totals						\$ 75,000.00
<b>III: Alternates</b>						
38	DECORATIVE METAL FENCE IN LIEU OF CHAIN LINK FENCE	LF	1		\$ 120,000.00	\$ 120,000.00
39	AUTOMATIC SLIDE GATE IN LIEU OF MANUAL SLIDE GATE	LS	1		\$ 40,000.00	\$ 40,000.00
40	0.5 MG GALLON WELDED STEEL GROUND STORAGE TANK	LS	1		\$ 2,300,000.00	\$ 2,300,000.00
41	0.5 MG GLASS-FUSED-TO-STEEL GROUND STORAGE TANK	LS	1		\$ 1,900,000.00	\$ 1,900,000.00
42	0.4 MG GALLON PRESTRESSED TYPE III CONCRETE GROUND STORAGE TANK	LS	1		\$ 2,400,000.00	\$ 2,400,000.00
43	0.4 MG GALLON WELDED STEEL GROUND STORAGE TANK	LS	1		\$ 2,270,000.00	\$ 2,270,000.00
44	0.4 MG GLASS-FUSED-TO-STEEL GROUND STORAGE TANK	LS	1		\$ 1,870,000.00	\$ 1,870,000.00
45	REMOVAL OF THE BRICK VENEER AROUND THE CHEMICAL ROOMS ON THE ELECTRICAL AND CHEMICAL BUILDING	LS	1		\$ (40,000.00)	\$ (40,000.00)

46	PERFORM WELL CHEMICAL ACID TREATMENT OF THE WELL SCREENS WITH 15% HYDROCHLORIC ACID (550 GALLONS), CHEMICAL ENHANCER AND CORROSION INHIBITOR	LS	1		\$ 30,000.00	\$ 30,000.00
47	15% HYDROCHLORIC ACID, CHEMICAL ENHANCER AND CORROSION INHIBITOR FOR ACID VOLUME THAT IS MORE OR LESS THAN SPECIFIED IN BID ITEM I-09	GAL	50		\$ 90.00	\$ 4,500.00
48	70% HYDROXYACETIC ACID, CHEMICAL ENHANCER AND CORROSION INHIBITOR FOR ACID VOLUME THAT IS MORE OR LESS THAN SPECIFIED IN BID ITEM A-15	GAL	50		\$ 130.00	\$ 6,500.00
49	REFINISH THE TOP OR BASE OF THE EXISTING WELL PUMP FOUNDATION FOR INSTALLATION AND SEALING OF THE NEW WELL DISCHARGE HEAD	LS	1		\$ 2,000.00	\$ 2,000.00
50	FURNISH AND INSTALL VERTICAL TURBINE, LINE SHAFT PUMP BOWL WITH DESIGN CONDITIONS OF 700 GPM AT 585 FEET TDH WITH COUPLING, STAINLESS STEEL COLLETS AND WEAR RINGS, SUCTION PIPE AND STAINLESS STEEL CONE STRAINER THAT DOES NOT INCLUDE NON-WITNESS PUMP BOWL TESTING AND WRITTEN REPORT	LS	1		\$ 55,000.00	\$ 55,000.00
51	FURNISH AND INSTALL NEW 200 HP, TEFC, 1,780 RPM, 460 VOLT, 3-PHASE, PREMIUM EFFICIENT ELECTRIC WELL MOTOR WITH COMBINATION MOTOR DRIVE SHAFT AND NEW HEAD SHAFT NUT AND GIB KEYS WITH ALL NECESSARY ELECTRICAL CONNECTIONS	LS	1		\$ 110,000.00	\$ 110,000.00
52	FURNISH, INSTALL AND REMOVE A CONTRACTOR PROVIDED PORTABLE GENERATOR AND ALL EQUIPMENT TO POWER THE NEW WELL PUMP AND WELL MOTOR FOR FIELD TESTING AND/OR OWNER OPERATION	LS	1		\$ 15,000.00	\$ 15,000.00
53	RENTAL OF A CONTRACTOR PROVIDED PORTABLE GENERATOR AND ALL EQUIPMENT TO POWER THE NEW WELL PUMP AND WELL MOTOR FOR FIELD TESTING AND/OR OWNER OPERATION	WK	8		\$ 10,000.00	\$ 80,000.00
54	FURNISH, INSTALL AND REMOVE A CONTRACTOR PROVIDED PORTABLE ENGINE, RIGHT-ANGLE GEAR DRIVE, 200 HP OR 250 HP ELECTRIC MOTOR AND ALL EQUIPMENT TO POWER THE NEW WELL PUMP FOR FIELD TESTING AND/OR OWNER OPERATION	LS	1		\$ 75,000.00	\$ 75,000.00
55	RENTAL OF A CONTRACTOR PROVIDED PORTABLE ENGINE, RIGHT-ANGLE GEAR DRIVE, 200 HP OR 250 HP ELECTRIC MOTOR AND ALL EQUIPMENT TO POWER THE NEW WELL PUMP FOR FIELD TESTING AND/OR OWNER OPERATION	WK	8		\$ 10,000.00	\$ 80,000.00
Sub Total of Potential Alternates						\$ 11,318,000.00
Grand Total without Alternates						\$ 11,675,000.00

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Approve a service agreement with Canon Financial Services for lease and support of the citywide copiers through a Department of Information Resources (DIR) Contract (Contract No. DIR-CPO-4437) for a total contract amount of \$275,000 for a total of five years beginning August 6, 2024 and expiring August 5, 2029, for an annual not-to-exceed amount of \$55,000.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount is included in the FY 2023-2024 budget and will be included in annual budget request during the term of the contract.

**Background:**

Canon Financial Services has been providing lease and support services to the City for many years through a contract that assigns a front-end support team, Marimon DBA Flex Technology, that is dedicated to the City of Tomball to provide required support and service of the copiers in place.

The proposed services agreement will be for a new five-year agreement and includes the lease of the actual copiers, service maintenance fees, and copier supplies, excluding paper. Additionally, the services agreement contains a paper consumption fee that can range per month depending on the quantity of copies and prints processed, this is a standard practice with the services provided.

Based on the City’s adopted Procurement Policy, staff is requesting approval of a service agreement renewal for lease and support of citywide copiers through an existing DIR Contract for a five-year term, expiring August 5, 2029. The table below identifies the annual estimated contract amount that will be included in the Information Technology annual budget. The proposed contract includes a 16% increase from our previous contract in 2020, an approximate increase of 3% annually. The increase also includes the addition of a printer at the Community Center which was previously not on the 2020 contract.

Annual Contract Amounts				
Contract Year One August 6, 2024 – August 5, 2025	Contract Year Two August 6, 2025 – August 5, 2026	Contract Year Three August 6, 2026 – August 5, 2027	Contract Year Four August 6, 2027 – August 5, 2028	Contract Year Five August 6, 2028 – August 5, 2029
\$55,000	\$55,000	\$55,000	\$55,000	\$55,000

\*Contract totals are based off printing estimates and may change based on the total number of copies printed annually.

The proposed service agreement with Canon Financial Services will be for a total not-to-exceed contract amount of \$275,000 over the five-year contract term.

**Origination:** Information Technology

**Recommendation:**

Staff recommends approving the services agreement with Canon Financial Services for a total contract amount of \$275,000, for an annual not-to-exceed amount of \$55,000.



# City Council Agenda Item Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Conduct a public hearing and consideration to approve **Zoning Case Z24-010**: Request by TYKHE LLC, represented by JLS Real Estate, to amend Chapter 50 (Zoning) of the Tomball Code of Ordinances, by rezoning approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from Commercial (C) to Light Industrial (LI). The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County, Texas.

Adopt, on First Reading, Ordinance No. 2024-23, an Ordinance of the City of Tomball, Texas, amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by changing the zoning district classification of approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from the Commercial (C) District to the Light Industrial (LI) District. The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County, Texas; providing for a penalty of an amount not to exceed \$2,000 for each day of violation of any provision hereof, making findings of fact; and providing for other related matters.

**Background:** See Staff Report.

**Origination:** TYKHE, LLC

**Recommendation:** Approval

**Party(ies) responsible for placing this item on agenda:** Craig T. Meyers, P.E.

**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. 2024-23**

**AN ORDINANCE OF THE CITY OF TOMBALL, TEXAS, AMENDING CHAPTER 50 (ZONING) OF THE TOMBALL CODE OF ORDINANCES BY CHANGING THE ZONING DISTRICT CLASSIFICATION OF APPROXIMATELY 6.500 ACRES OF LAND LEGALLY DESCRIBED AS PORTIONS OF LOT 187 & TRACTS 188, 191A, AND 192A OF TOMBALL OUTLOTS WITHIN THE JESSE PRUITT SURVEY, ABSTRACT 629 FROM THE COMMERCIAL (C) DISTRICT TO THE LIGHT INDUSTRIAL (LI) DISTRICT. THE PROPERTY IS LOCATED AT 1730 SOUTH CHERRY STREET, WITHIN THE CITY OF TOMBALL, HARRIS COUNTY, TEXAS; PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF, MAKING FINDINGS OF FACT; AND PROVIDING FOR OTHER RELATED MATTERS.**

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**Whereas**, TYKHE LLC, represented by JLS Real Estate, has requested to amend Chapter 50 (Zoning) of the Tomball Code of Ordinances by rezoning approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 within the City of Tomball, Harris County, Texas (the “Property”), from the Commercial District to the Light Industrial 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 and City Council held a public hearing on the requested rezoning; and

**Whereas**, the public hearing was held before the Planning & Zoning Commission and City Council 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 Light Industrial 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 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 in 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 \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

COUNCILMAN FORD \_\_\_\_\_  
COUNCILMAN GARCIA \_\_\_\_\_  
COUNCILMAN DUNAGIN \_\_\_\_\_  
COUNCILMAN COVINGTON \_\_\_\_\_  
COUNCILMAN PARR \_\_\_\_\_

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

COUNCILMAN FORD \_\_\_\_\_  
COUNCILMAN GARCIA \_\_\_\_\_  
COUNCILMAN DUNAGIN \_\_\_\_\_  
COUNCILMAN COVINGTON \_\_\_\_\_  
COUNCILMAN PARR \_\_\_\_\_

\_\_\_\_\_  
LORI KLEIN QUINN, Mayor

ATTEST:

\_\_\_\_\_  
TRACYLYNN GARCIA, City Secretary

Exhibit "A"

**Location:** 1730 South Cherry Street, City of Tomball, Harris County, Texas.



**NOTICE OF PUBLIC HEARING  
CITY OF TOMBALL  
PLANNING & ZONING COMMISSION (P&Z)  
AUGUST 12, 2024  
&  
CITY COUNCIL  
AUGUST 19, 2024**



Notice is Hereby Given that a Public Hearing will be held by the P&Z of the City of Tomball on **Monday, August 12, 2024 at 6:00 P.M.** and by the City Council of the City of Tomball on **Monday, August 19, 2024 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 Z24-10:** Request by TYKHE LLC, represented by JLS Real Estate, to amend Chapter 50 (Zoning) of the Tomball Code of Ordinances, by rezoning approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from Commercial (C) to Light Industrial (LI). The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County, Texas.

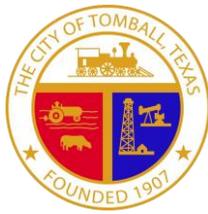
At the public hearings, parties of interest and citizens will have the opportunity to be heard. All citizens of the City of Tomball, and any other interested parties, are invited to attend. Applications are available for public inspection Monday through Friday, except holidays, at the Administrative Services Building, located at 501 James Street, Tomball, TX 77375. Further information may be obtained by contacting the Assistant City Planner, Benjamin Lashley, at (281) 290-1477 or at [blashley@tomballtx.gov](mailto:blashley@tomballtx.gov).

**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 9<sup>th</sup> day of August 2024 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Benjamin Lashley  
Benjamin Lashley  
Assistant 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](http://www.tomballtx.gov).



**City of Tomball  
Community Development Department**

**NOTICE OF PUBLIC HEARING**

**RE: Zone Change Case Number Z24-10**

**07/15/2024**

The Planning & Zoning Commission will hold a public hearing on **August 12, 2024 at 6:00 PM**, in City Council Chambers at City Hall, 401 Market Street, Tomball, Texas to recommend approval or denial to City Council on a request by TYKHE LLC, represented by JLS Real Estate, to amend Chapter 50 (Zoning) of the Tomball Code of Ordinances, by rezoning approximately 6.500 acres of land legally described as portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629 from Commercial (C) to Light Industrial (LI). The property is located at 1730 South Cherry Street, within the City of Tomball, Harris County, Texas.

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 that area which is bounded by the cross-hatched line on the map is being considered for **re-zoning**. The solid boundary line around the subject area is only a notification area. All owners of property within 300-feet of the subject property are required to be notified. Whether approved or denied by the Planning & Zoning Commission, this case will be heard by City Council for First Reading with public hearing on **August 19, 2024 at 6:00 PM** in City Council Chambers at City Hall, 401 Market Street, Tomball, Texas.

If you have any questions please contact Benjamin Lashley, Assistant City Planner, by telephone (281-290-1477) or by email address [blashley@tomballtx.gov](mailto:blashley@tomballtx.gov).

For the PLANNING & ZONING COMMISSION  
Please call (281) 290-1477 if you have any questions about this notice.

**CASE #: Z24-10**

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

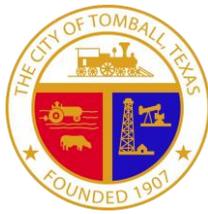
Email: [blashley@tomballtx.gov](mailto:blashley@tomballtx.gov)

I am in favor

I am opposed

Additional Comments:

Signature: \_\_\_\_\_

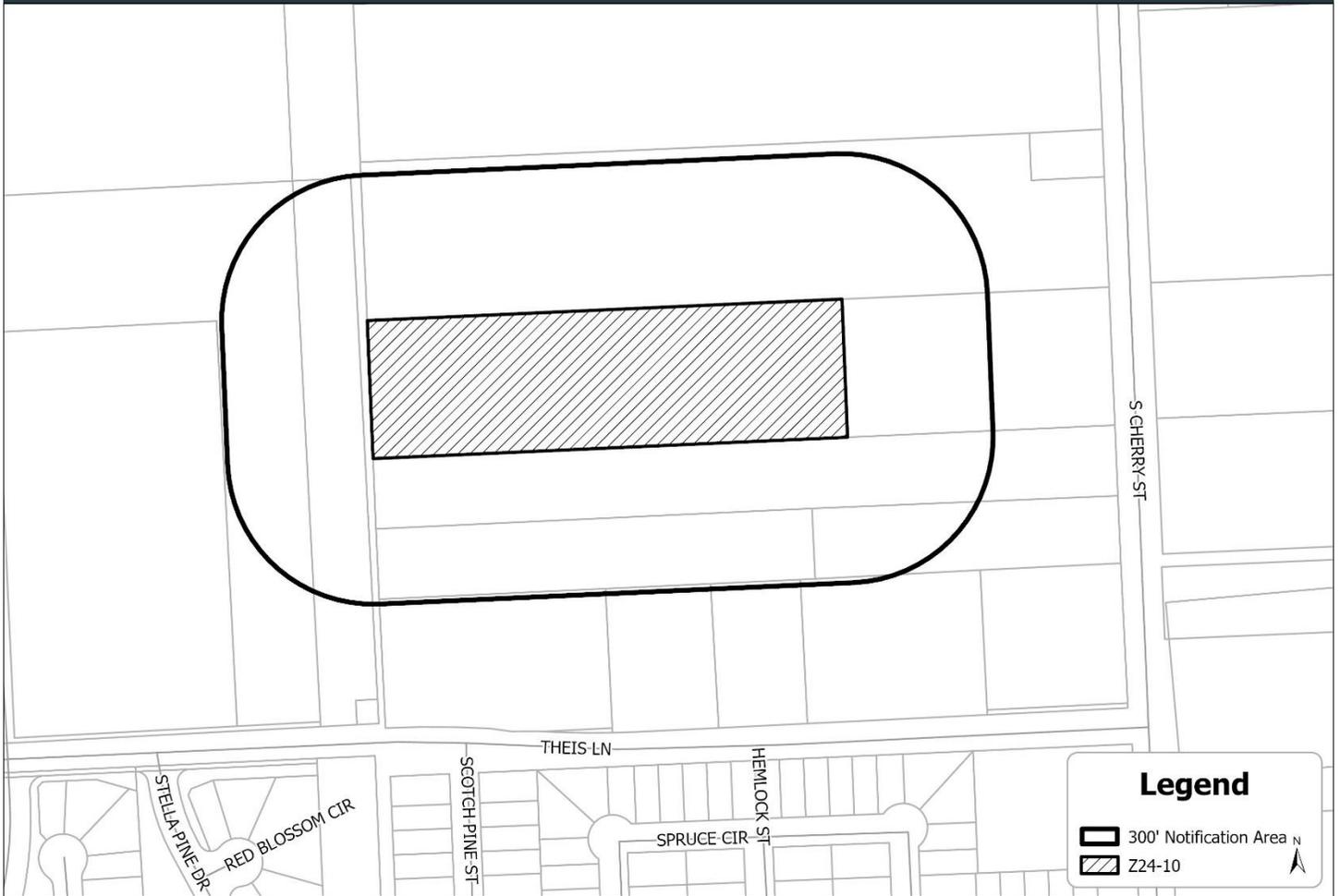


*City of Tomball*  
*Community Development Department*

**Z24-10**



# Notification Area



For the PLANNING & ZONING COMMISSION  
Please call (281) 290-1477 if you have any questions about this notice.

**CASE #: Z24-09**

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: TEXAS PROFESSIONAL BLDG LP  
Parcel I.D.: 1268010010001  
Address: 13406 MEDICAL COMPLEX DR

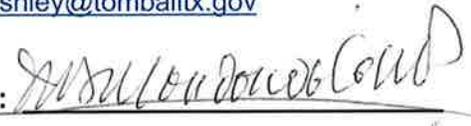
Mailing To: Community Development Department  
501 James St., Tomball TX 77375

Email: [blashley@tomballtx.gov](mailto:blashley@tomballtx.gov)

I am in favor

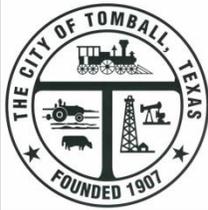
I am opposed

Additional Comments:

Signature: 

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501 James Street • TOMBALL, TEXAS 77375



**Rezoning  
Staff Report**

Planning & Zoning Commission Public Hearing Date: August 12, 2024  
City Council Public Hearing Date: August 19, 2024

**Rezoning Case:** Z24-010  
**Property Owner(s):** TYKHE, LLC  
**Applicant(s):** JLS Real Estate  
**Legal Description:** Portions of Lot 187 & Tracts 188, 191A, and 192A of Tomball Outlots within the Jesse Pruitt Survey, Abstract 629  
**Location:** 1730 South Cherry Street (Exhibit “A”)  
**Area:** 6.500 acres  
**Comp Plan Designation:** Business Park and Industrial (Exhibit “B”)  
**Present Zoning:** Commercial (C) District (Exhibit “C”)  
**Request:** Rezone from the Commercial (C) to the Light Industrial (LI) District

**Adjacent Zoning & Land Uses:**

**North:** Light Industrial (LI) / Vacant lot  
**South:** Commercial (C) / Professional office  
**East:** Commercial (C) / Corporate office and new office/warehouse development  
**West:** Agricultural (AG) / Drainage ditch (M121)

**BACKGROUND**

The subject property currently houses the BLTI, an Inframark Company, headquarters and includes 6.500 acres of undeveloped land to the west. The entire property was rezoned from the Agricultural (Ag) to Commercial (C) district in 2009. The applicant is requesting to rezone the undeveloped portion to Light Industrial (LI) in anticipation of acquiring this subdivision of land. This request aims to allow for the development of a multibuilding trade park that has the most expansive range of potential tenants. The adjacent undeveloped lot to the north was rezoned from the Agricultural (AG) to Light Industrial (LI) district in 2011.

## **ANALYSIS**

**Comprehensive Plan Recommendation:** The property is designated as “Business Park and Industrial” by the Comprehensive Plan’s Future Land Use Map. The Business Park and Industrial category is intended to be located near adequate thoroughfares which provide convenient access for vehicular traffic including freight.

According to the Comprehensive Plan land uses should consist of offices, warehousing, light manufacturing (with indoor operations), breweries/distilleries, equipment sales, contractor services, and corporate campuses. Appropriate secondary uses include utility services, government facilities, and transportation/freight uses.

The Comprehensive Plan identifies the following zoning districts as compatible with the Business Park and Industrial category: Light Industrial (LI), Commercial (C), Office (O), and Planned Development (PD).

The Comprehensive Plan identifies the need to carefully design sites that are adjacent to non-business park and industrial districts to include landscape buffering as well as the screening of outdoor storage and equipment from public rights-of-way.

**Staff Review Comments:** The request to rezone the subject property to Light Industrial (LI) is in conformance with the Future Land Use Plan’s goal and objective to establish an acclaimed Industrial District within Tomball. Furthermore, the subject property will have frontage onto S. Cherry Street which is designated as a Minor Arterial on Tomball’s Major Thoroughfare Plan. Roadways such as this are designed to accommodate the volume and character of traffic that can be expected within an Industrial district. The approval of the requested zoning will promote a new development that is consistent with the type of development patterns and character endorsed by the Future Land Use Plan for this area.

## **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 July 15, 2024. Any public comment forms will be provided in the Planning & Zoning Commission and City Council packets or during the public hearing.

## **RECOMMENDATION**

Based on the findings outlined in the analysis section of this staff report, City staff recommends approval of Zoning Case Z24-010.

## **EXHIBITS**

- A. Aerial Location Map
- B. Future Land Use Plan
- C. Zoning Map
- D. Site Photos

Exhibit "A"  
Aerial Location Map



# Location



**Legend**

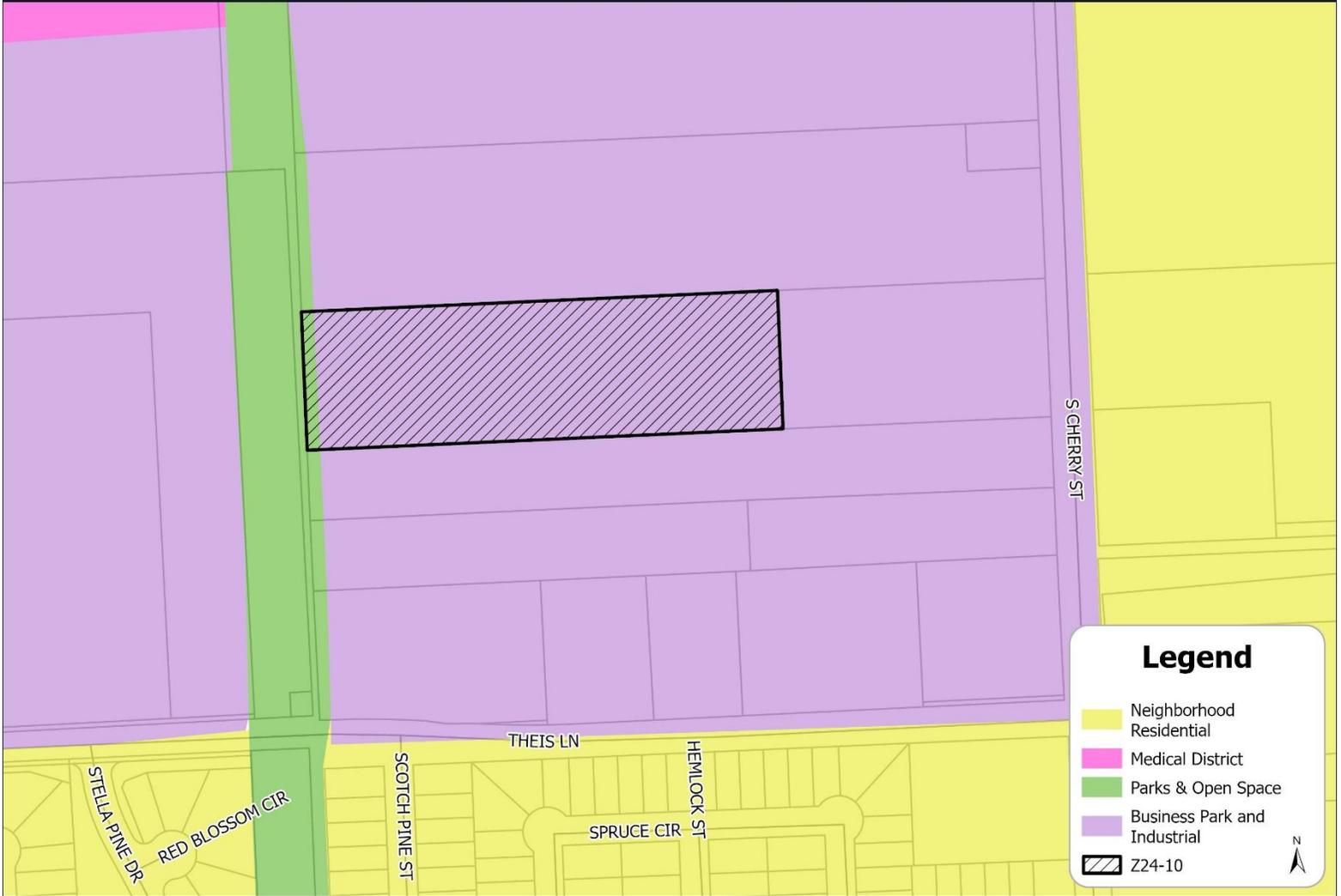
 Z24-10



Exhibit "B"  
Future Land Use Plan



# Future Land Use



**Legend**

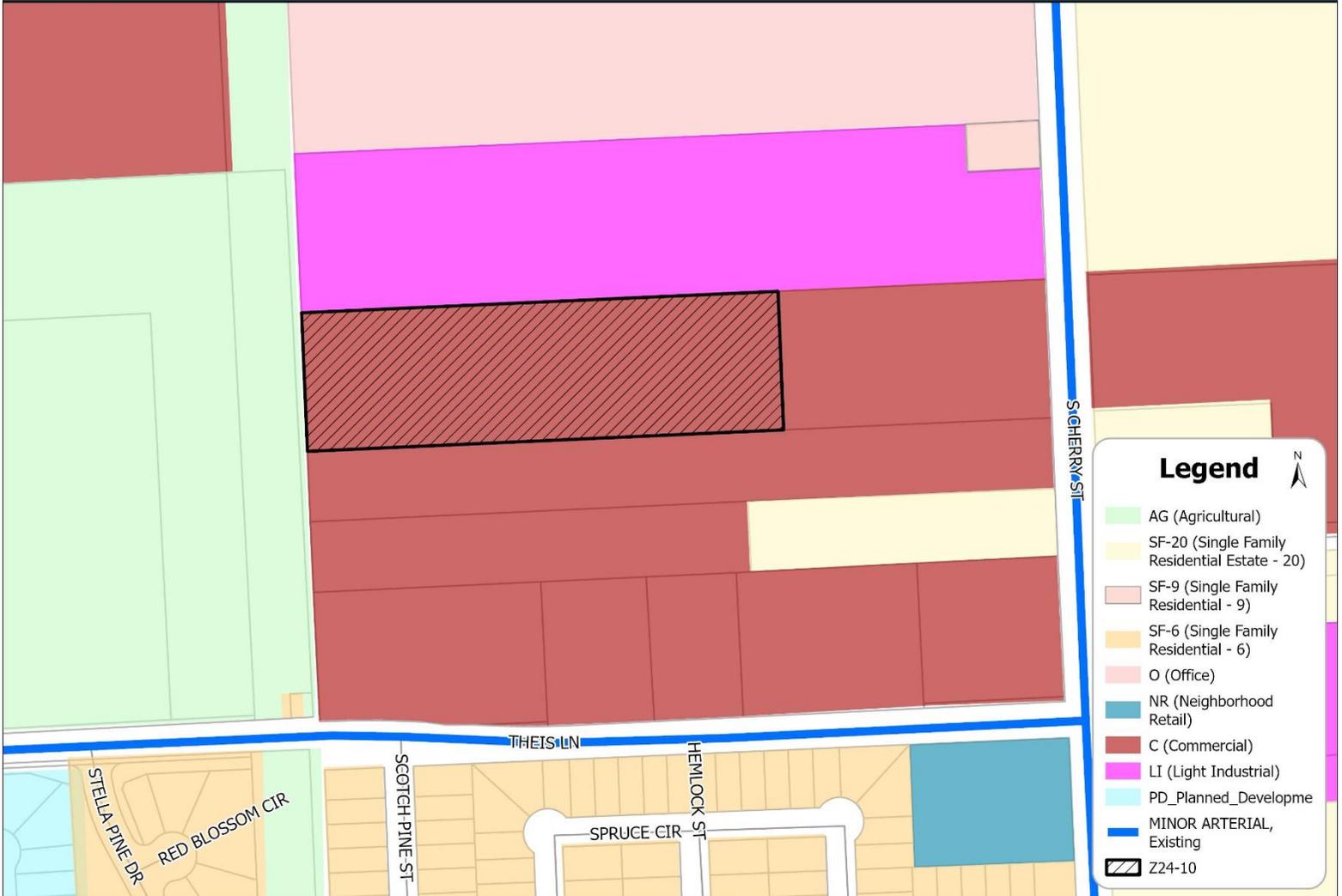
- Neighborhood Residential
- Medical District
- Parks & Open Space
- Business Park and Industrial
- Z24-10

N

Exhibit "C"  
Zoning Map



# Zoning



### Legend

- AG (Agricultural)
- SF-20 (Single Family Residential Estate - 20)
- SF-9 (Single Family Residential - 9)
- SF-6 (Single Family Residential - 6)
- O (Office)
- NR (Neighborhood Retail)
- C (Commercial)
- LI (Light Industrial)
- PD\_Planned\_Developme
- MINOR ARTERIAL, Existing
- Z24-10

**Exhibit "D"**  
**Site Photo(s)**

**Subject Site**



**Neighbor (North)**



## Neighbor (South)



## Neighbor (East)



## Neighbor (East)



## Neighbor (West)



Exhibit "E"  
Rezoning Application

DocuSign Envelope ID: 506442AA-9A51-42B7-8443-6B7682ADF5A1



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](http://ci-tomball-tx.smartgovcommunity.com)

**Applicant**

Name: JLS REAL ESTATE Title: Developer  
 Mailing Address: 11755 W Little York Road Ste. 900 City: Houston State: Texas  
 Zip: 77041 Contact: JOSHUA LASS-SUGHRUE  
 Phone: (713) 2984596 Email: jls@jlsinv.com

**Owner**

Name: TYKHE LLC Title: \_\_\_\_\_  
 Mailing Address: 24797 RED OAK ST City: Magnolia State: Texas  
 Zip: 77355 Contact: Bob Lee  
 Phone: (281) 9328462 Email: reemagnolia@outlook.com

**Engineer/Surveyor (if applicable)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Description of Proposed Project: S CHERRY TRADE PARK

Physical Location of Property: 1730 CHERRY RD  
 [General Location – approximate distance to nearest existing street corner]

Legal Description of Property: 0352860002413 1730 CHERRY RD  
 [Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Current Zoning District: (C): Commercial

Revised: 08/25/2023

Current Use of Property: Land

Proposed Zoning District: (LI) : Light Industrial

Proposed Use of Property: Industrial Buildings

HCAD Identification Number: 0352860002413

Acreage: Approx 6.5 ACRES  
Plus Access Easements

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.

[Signature] 7/3/2024  
 X Signature of Applicant Date

[Signature] 7/3/2024  
 X Signature of Owner Date

Robert M. Lee  
 OF RECORDERS

See Attached exhibit  
 of survey

## Submittal Requirements

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Tomball.

**Applications must be received by the City of Tomball at least 40 calendar days prior to the City Planning and Zoning Commission hearing date.**

- **Application Fee: \$1,000.00 (standard zoning) or \$1,500.00 (PD zoning)**
- **Completed application form**
- **\*Copy of Recorded/Final Plat**
- **Letter stating reason for request and issues relating to request**
- **Conceptual Site Plan (if applicable)**
- **Metes & Bounds of property**
- **Payment of all indebtedness attributed to subject property must be paid with application or an arrangement in accordance with Section 50-36(a)(3) of the Code of Ordinances as cited below:**

(No person who owes delinquent taxes, delinquent paving assessments, or any other fees, delinquent debts or obligations or is otherwise indebted to the City of Tomball, and which are directly attributed to a piece of property shall be allowed to submit any application for any type of rezoning, building permit, or plan review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof to the City of Tomball shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence of proof that all taxes, fees, etc. have been paid, or that other arrangements satisfactory to the City have been made for payment of said taxes, fees, etc.)

**The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.**

**\*Legal Lot Information:** If property is not platted, a plat will be required to be filed with the Community Development Department unless evidence of a legal lot is provided. To be an unplatted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to August 15, 1983, the date the City adopted a subdivision ordinance.

## Application Process

1. The official filing date is the date the application and fee are received by the City.
2. The City will review the application for completeness and will notify the applicant in writing within 10 days if the application is deemed incomplete.
3. Property owners within two-hundred (200) feet of the project site will be notified by letter within 10 calendar days prior to the public hearing date and legal notice will appear in the official newspaper of the City before the eighth calendar day prior to the date of the hearing.
4. A public hearing will be held by the Planning and Zoning Commission at 6:00 p.m. in the City Council chambers, unless otherwise noted. The Planning and Zoning Commission meetings are scheduled on the second Monday of the month. The staff will review the request with the Commission and after staff presentations the chair will open the public hearing. The applicant will have ten (10) minutes to present the request. The chair will then allow those present in favor of the request and those in opposition to the request to speak. The Commission may then ask staff or anyone present additional questions, after which the Commission may close or table the public hearing. The Commission may then vote to recommend approval or denial to the City Council. The Commission may also table the request to a future date before a recommendation is sent to the City Council.
5. A second public hearing will be scheduled before the City Council after fifteen (15) days of legal notice. The Council meetings are held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Mondays of the month at 6:00 p.m. in the City Council chambers (401 Market Street, Tomball, Texas, 77375).
6. The City Council will conduct a public hearing on the request in the same manner as the Planning and Zoning Commission. In the event that there has been a petition filed with the City Secretary with twenty percent (20%) of the adjoining property owners in opposition to the subject zoning request, it will require a three fourths (3/4) vote of the full Council to approve the request. Upon approval of the request by the City Council, an amended ordinance shall be prepared and adopted. The ordinance shall have two separate readings and will be effective at such time that it is adopted by City Council and signed by the Mayor and attested by the City Secretary.

**FAILURE TO APPEAR:** It is the applicant/property owner's responsibility to attend all Planning and Zoning Commission and City Council meetings regarding their case. Failure of the applicant or his/her authorized representative to appear before the Planning and Zoning Commission or the City Council for more than one (1) hearing without approved delay by the City Manager, or his/her designee, may constitute sufficient grounds for the Planning and Zoning Commission or the City Council to table or deny the application unless the City Manager or his/her designee is notified in writing by the applicant at least seventy-two (72) hours prior to the hearing. If the agenda item is tabled the Planning and Zoning Commission shall specify a specific date at which it will be reconsidered.

Exhibit A  
Survey



WD  
ETC  
M

20090160828  
04/20/2009 ER \$24.00

ER 011 - 39 - 1051

UNOFFICIAL COPY

Warranty Deed with Vendor's Lien

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

Date: APRIL 15, 2009

Grantor: FNR, LLC, a Texas limited liability company

Grantor's Mailing Address: 7020 Portwest Dr. #100  
Houston, TX 77024

Grantee: TYKHE, LLC

Grantee's Mailing Address: 13171 Misty Willow Dr.  
Houston, TX 77070

Consideration: TEN AND NO/100 DOLLARS and other good and valuable consideration and the further consideration of a note of even date that is in the principal amount of TWO HUNDRED TWENTY-ONE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$221,500.00) and is executed by Grantee, payable to the order of WELLS FARGO BANK, NATIONAL ASSOCIATION. The note is secured by a vendor's lien retained in favor of WELLS FARGO BANK, NATIONAL ASSOCIATION, in this deed and by deed of trust of even date, from Grantee to STEPHEN F. MARQUART, Trustee.

WELLS FARGO BANK, NATIONAL ASSOCIATION, at Grantee's request, having paid in cash to Grantor that portion of the purchase price of the property that is evidenced by the note described, the vendor's lien and superior title to the property are retained for the benefit of WELLS FARGO BANK, NATIONAL ASSOCIATION, and are transferred to WELLS FARGO BANK, NATIONAL ASSOCIATION, Houston Hedwig, 8800 Katy Freeway, Houston, TX 77024 without recourse on Grantor.

Property (including any improvements):

A 10.175 acres of land, being all of Lots One Hundred Eighty-Seven (187), One Hundred Eighty-Eight (188) and a tract of land being out of and a part of Lots One Hundred Ninety-One (191) and One Hundred Ninety-Two (192) of TOMBALL TOWNSITE, an addition in Harris County, Texas according to the map or plat thereof recorded in Volume 2, Page 65 of the Map Records of Harris County, Texas, and being more particularly described by metes and bounds in Exhibit "A", attached hereto and incorporated herein, for all intents and purposes

Reservations from Conveyance:

None

Exceptions to Conveyance and Warranty:

Validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing instruments, other than conveyances of the surface fee estate, that affect the Property; and taxes for 2009, which Grantee assumes and agrees to pay.

Warranty Deed with Vendor's Lien  
S-09114400  
Page 1

148/JM

INITIAL

1EE

ASGN  
1OR  
1EE

D

ER 011 - 39 - 1052

Grantor, for the consideration, receipt of which is acknowledged, and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty.

The vendor's lien against and superior title to the property are retained until each note described is fully paid according to its terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

Executed on the date as set out in the acknowledgment, but made EFFECTIVE as of the date first above written.

FNR, LLC

10R

By: Frederick W. Haughton  
Name: Frederick W. Haughton  
Title: Manager

THE STATE OF TX §  
COUNTY OF Harris §

This instrument was acknowledged before me on this the 16 day of April, 2009, by Frederick W. Haughton Manager of FNR, LLC, a Texas limited liability company, on behalf of said company.

Jane Mathews  
Notary Public, State of Texas

AFTER RECORDING, RETURN TO:

TyKhe, LLC  
13171 Misty Willow Dr.  
Houston TX 77070



EXHIBIT A

Field Notes for a 10.175 acre tract of land, being the same 10.2014 acre tract of land described under Harris County Clerk's File Numbers S832034, Tract II, S129869 and Volume 7483, Page 364 of the Deed Records of Harris County, Texas and being all of Outlot 187, the residue of Outlot 188 and a tract of land out of and a part of Outlots 191 and 192, of Tomball Townsite, an Addition in Harris County, situated in the Jesse Pruitt Survey, Abstract Number 629, according to the Map or Plat thereof recorded in Volume 2, Page 65, of the Map Records of the Said County and State. All bearings and coordinates are referred to the Texas Coordinate System of 1983, South-Central Zone, defined in the Texas Natural Resources Code, Section 20.071, Et. Seq. and are based on the published position ( 2001 Adj. ) of COOPERATIVE CORS STATION WLA 1, to convert grid distance to surface distance multiply by a combination scale factor of 0.99951143; said 10.175 acres being more particularly described by metes and bounds as follows:

BEGINNING: at a found 5/8 inch iron rod having coordinates of X = 3,040,066.717 and Y = 13,955,362.166 for the Southeast corner of the herein described tract, the Northeast corner of a 1.00 acre tract of land described under Harris County Clerk's File Number N076467, the Southeast corner of the said 10.2104 acre tract of land and also being in the West right-of-way line of South Cherry Street, based on 80' width;

THENCE: South 87° 29' 11" West, passing at a distance of 599.83 feet, a found 1/2 inch iron rod, with the South line of the said 10.2014 acre tract of land, the North line of the said 1.00 acre tract of land and the North line of a 8.1984 acre tract of land known as "Swinghammer Tract" recorded under Harris County Clerk's File Number R892532 and Film Code Number 376131 of the Map Records of the said County and State and continuing for a total distance of 1530.58 feet to a found 1/2 inch iron rod for the Southwest corner of the herein described tract, the Southwest corner of the said 10.2014 acre tract of land, the Northwest corner of the said 8.1984 acre tract of land and being in the East right-of-way line of a 30 foot Dedicated Unimproved Road of the said Tomball Townsite;

THENCE: North 02° 32' 28" West, a distance of 288.70 feet, with the said East right-of-way line of the 30 foot Dedicated Unimproved Road, the West line of the said Outlots 191 and 187, the West line of the said 10.2014 acre tract of land to a set 3/4 inch iron rod with plastic cap for the Northwest corner of the herein described tract, the Northwest corner of the said 10.2014 acre tract of land, the Northwest corner of said Outlot 187 and the Southwest corner of Outlot 183 and from said corner a found 5/8 inch iron rod bears North 87° 25' 15" East a distance of 0.80 feet;

THENCE: North 87° 25' 15" East, a distance of 1630.76, with the South line of the said Outlot 183, the South line of Outlot 184, the North line of the said 10.2014 acre tract of land, the North line of the said Outlots 187 and 188 to a set 3/4 inch iron rod with plastic cap for the Northeast corner of the herein described tract, the Northeast corner of the said 10.2014 acre tract of land and also being in the said West right-of-way line of South Cherry Street and from said corner a found 5/8 inch iron rod bears South 87° 25' 15" West, a distance of 0.56 feet;

THENCE: South 02° 29' 55" East, a distance of 290.45 feet, with the said West right-of-way line of South Cherry Street and the East line of the said 10.2014 acre tract of land, to the PLACE OF BEGINNING and containing 10.175 acres.

This is to certify that this description of land represents an actual survey made on the ground under my supervision, as shown by the accompanying plat and substantially complies with the current Texas Society of Professional Land Surveyors Standards and Specifications for a Category 1A, Condition III, Survey.

ER 011 - 39 - 1053

UNOFFICIAL

20090160828  
# Pages 4  
04/20/2009 09:31:37 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
BEVERLY KAUFMAN  
COUNTY CLERK  
Fees 24.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Beverly Kaufman*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

COPY



## REZONING REQUEST LETTER

City of Tomball – Planning Department  
Application for Rezoning

**Applicant:** JLS Real Estate

**Property:** 1730 CHERRY RD

**Project:** S CHERRY TRADE PARK

The applicant is requesting to have the property referenced in the application rezoned for (LI) Light Industrial. Approximately 6.5 acres plus access easements developed in a trade park similar to the flyer attached (EXHIBIT A).

The referenced property is currently zoned (C) Commercial and is vacant.

820 Gessner Ste 140 Houston, TX 77024  
11755 West Little York Ste #900  
(832) 559-2919

# FOR LEASE

WEST LITTLE YORK  
TRADE PARK – BLD 2

11755 W LITTLE YORK RD, HOUSTON, TX 77041



## BUILDING 2 FEATURES

- LEASE RATE: \$1.10 PSF/MO NNN
- ±7,700 TOTAL BUILDING SF
- ±1,000 SF OFFICE
- NEW CONSTRUCTION
- IN 15-BLDG INDUSTRIAL PARK
- STEEL CONSTRUCTION
- FREE STANDING BUILDING
- CRANE READY
- FENCED CONCRETE YARD
- 26' EAVE HEIGHT
- 3-PHASE 480V 200A POWER
- (2) 16' x 16' GRADE LEVEL DOORS



### FOR MORE INFORMATION

JOSHUA LASS-SUGHRUE  
FOUNDER  
OFFICE: (832) 821-5197  
MOBILE: (713) 298-4596  
JLS@JLSINV.COM  
JLSINV.COM

PERRY OSTER  
SENIOR ADVISOR  
OFFICE: (832) 915-2550  
MOBILE: (713) 492-7387  
PERRY.OSTER@JLSCRE.COM  
JLSINV.COM

The information contained herein has been given to us by the owner of the property or other sources we deem reliable, we have no reason to doubt its accuracy, but we do not guarantee it. All information should be verified prior to purchase or lease.

# WEST LITTLE YORK TRADE PARK – BUILDING 2



FOR MORE INFORMATION

JOSHUA LASS-SUGHRUE  
FOUNDER  
OFFICE: (832) 821-5197  
MOBILE: (713) 298-4596  
JLS@JLSINV.COM  
JLSINV.COM

PERRY OSTER  
SENIOR ADVISOR  
OFFICE: (832) 915-2550  
MOBILE: (713) 492-7387  
PERRY.OSTER@JLSCRE.COM  
JLSINV.COM

This information contained herein has been given to us by the owner of the property or other sources we deem reliable, we have no reason to doubt its accuracy, but we do not guarantee it. All information should be verified prior to purchase or lease.



# WEST LITTLE YORK TRADE PARK – BUILDING 4



## FOR MORE INFORMATION

JOSHUA LASS-SUGHRUE  
FOUNDER  
OFFICE: (832) 821-5197  
MOBILE: (713) 298-4596  
JLS@JLSINV.COM  
JLSINV.COM

PERRY OSTER  
SENIOR ADVISOR  
OFFICE: (832) 915-2550  
MOBILE: (713) 492-7387  
PERRY.OSTER@JLSCRE.COM  
JLSINV.COM

The information contained herein has been given to us by the owner of the property or other sources we deem reliable, we have no reason to doubt its accuracy, but we do not guarantee it. All information should be verified prior to purchase or lease.



# City Council Meeting Agenda Item Data Sheet

Meeting Date: Aug. 19, 2024

**Topic:**

Approve amendments to Administrative Policy No. 7, Credit Cards Acceptance Policy

**Background:**

As part of the FY 2025 Proposed Budget, staff recommended increasing the credit card convenience fee from 3% of all charges to 4% of all charges. This change is to bring the Administrative Policy into alignment with the proposed Master Fee Schedule.

**Origination:** Finance

**Recommendation:**

Staff recommends approval of an amendment to Administrative Policy No. 7 to increase the credit card convenience fee to 4%.

**Party(ies) responsible for placing this item on agenda:** Jessica Rogers, Assistant City Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: X If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Jessica Rogers 8/14/2024 Approved by \_\_\_\_\_  
Staff Member Date City Manager Date

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

<b>SUBJECT</b>  <b>CREDIT CARDS ACCEPTANCE POLICY</b>	<b>NUMBER:</b>  7	<b>EFFECTIVE DATE:</b>  July 20, 1998	<b>PAGE 1 OF 1</b>
	<b>REVISED:</b>  August 19, 2024	<b>APPROVED BY CITY MANAGER:</b>  August 19, 2024	
	<b>SUPERSEDES:</b>  September 7, 2021	<b>APPROVED BY CITY COUNCIL:</b>  August 19, 2024	

**CREDIT CARD POLICY**

Credit Cards are accepted for all payments to the City of Tomball. A convenience fee of 4% applies to the total charge.

**CITY OF TOMBALL  
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

SUBJECT	NUMBER: 7	EFFECTIVE DATE: July 20, 1998	PAGE 1 OF 1
<b>CREDIT CARDS ACCEPTANCE POLICY</b>	REVISED: <del>September 7, 2021</del> <u>August 19, 2024</u>	APPROVED BY CITY MANAGER: <del>September 7, 2021</del> <u>August 19, 2024</u>	
	SUPERSEDES: <del>July 20, 1998</del> <u>September 7, 2021</u>	APPROVED BY CITY COUNCIL: <del>September 7, 2021</del> <u>August 19, 2024</u>	

CREDIT CARD POLICY

Credit Cards are accepted for all payments to the City of Tomball. A convenience fee of ~~43~~% applies to the total charge.

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

#### Topic:

Approve Resolution No. 2024-28, a Resolution of the City of Tomball, Texas, approving the Master Fee Schedule for Fiscal Year 2024-2025.

#### Background:

Each year, the City of Tomball adopts a Master Fee Schedule that incorporates City fees, fines, permits, utility rates and other charges for services. Staff from the City Secretary's Office, Finance, Customer Service, Project Management, Community Development, Police, Fire, and Public Works reviewed their relevant fees and charges and propose updates based on the focus areas.

A redline and clean version of the Master Fee Schedule are attached for City Council review. Below is a high-level summary of the major changes proposed. Please note, due to the timing of the utility billing cycle, the new water/wastewater rates and the new solid waste rates will be effective in the September 2024-October 2024 service cycle and will appear on the utility bills issued to customers in November 2024.

#### Proposed changes to the Master Fee Schedule

- Administrative Fees
  - Updated Credit Card Processing Fee to 4%
  - Updated charges for notary services
  - Updated language for Public Information Charges for Providing Copies
- Development Permits, Inspections & Fees
  - Building Permits
    - Added clarification for when a Roofing Permit/Building Permit is needed
  - Inspections
    - Added clarification for the After-Hours Inspection Fee
  - Tap Fees for Water, Wastewater, and Gas
    - Increased Water Tap Fee based on cost of service
    - Added new 1.5-inch Water Tap
    - Increased Gas Tap Fee based on cost of service
- Fire Department Permits & Inspections
  - Fire Alarm System
    - Added clarification for Fire Alarm Devices
  - Special Services
    - Added clarification for After-Hours Inspection Fees
- Parks & Facility Rentals
  - Added options for rentals for Room D
- Utility Fees, Rates & Charges
  - Adjusted deposit for temporary hydrant meters
  - All water and wastewater rates adjusted based on Utility Rate Plan
  - All solid waste and recycling rates adjusted based on Solid Waste Rate Plan

**Origination:** Finance Department

**Recommendation:**

Staff recommends approval.

**Party(ies) responsible for placing this item on agenda:**

Jessica Rogers, Assistant City  
Manager

---

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

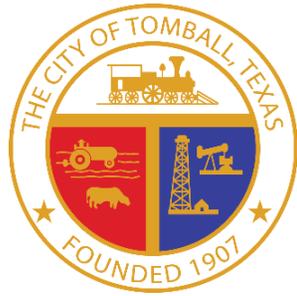
If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_

To account # \_\_\_\_\_

Signed Jessica Rogers 8/19/2024  
Staff Member Date

Approved by \_\_\_\_\_  
City Manager Date



---

**City of Tomball  
Master Fee Schedule  
FY 2024-2025**

*Effective September 20, 2024*

**Table of Contents**

Administrative Fees ..... 2

Alarm Permits & Fees..... 3

Alcohol/Liquor License & Permit Fees ..... 4

Animal Services Fees..... 5

Business Related Permits & Fees ..... 6

Development Permits, Inspections & Fees ..... 8

Fire Department Permits & Inspections..... ~~16~~16~~14~~

Municipal Court Fines & Fees ..... ~~19~~19~~17~~

Parks & Facility Rentals ..... ~~20~~20~~18~~

Pipelines, Wells, and Seismic Activities..... ~~22~~22~~20~~

Police Department Fees ..... ~~23~~23~~21~~

Utility Fees, Rates & Charges..... ~~24~~24~~22~~

Wired Telecommunications Services – Provider License Fees ..... ~~32~~32~~127~~

Miscellaneous Fees ..... ~~33~~33~~228~~

Appendix A: Municipal Court Fines and Fees Offenses ..... ~~34~~34~~329~~

**Administrative Fees**

<b>General Penalty for Violations of Code (Sec. 1-14, Code of Ordinances)</b>	
Violations of City of Tomball Ordinances shall be punishable by a fine not exceeding \$500.00, except as otherwise noted.	
Violations of Ordinances that govern fire, safety, zoning, public health, and sanitation shall be punishable by a fine not exceeding \$2,000.00.	
Violations of traffic laws which are punishable as a Class C misdemeanor shall be punished by a fine not exceeding \$200.00.	
<b>Credit Card Processing Fee</b>	
The City charges a processing fee of <del>three-four</del> percent ( <del>43</del> %) on all credit card transactions.	
<b>Nonsufficient Funds Fee</b>	
When a check has been returned to the City account as nonsufficient funds (NSF), the City will notify the issuer of the check that cash payment plus a \$30.00 nonsufficient funds fee is due and payable immediately. If customer does not redeem the NSF check and pay the NSF fee, the City may arrange for services to be canceled immediately.	
<b>Notary Public Fees</b>	
<i>Service</i>	<i>Fee</i>
For protesting a bill or note for nonacceptance or nonpayment, register and seal	\$4.00
For each notice of protest	\$1.00
For protesting in all other cases	\$4.00
For certificate and seal to a protest	\$4.00
For taking the acknowledgement or proof of a deed or other instrument in writing, for registration, including certificate and seal	<del>\$10.00</del> <del>6.00</del> for first signature; \$1.00 for each additional signature
For administering an oath or affirmation with certificate and seal	<del>\$10.00</del> <del>6.00</del>
<u>For all certificates under seal not otherwise provided for</u>	<u>\$10.00</u>
For a copy of a record or paper (uncertified copy) in the notary public's office	<del>\$1.00</del> <del>0.50</del> per page
For taking the deposition of a witness	<del>\$1.00</del> <del>0.50</del> for each 100 words
For swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$6.00
For a notarial act not provided for	\$6.00
<b>Public Information Charges for Providing Copies (Texas Administrative Code, Title 1, Chapter 70)</b>	
Charges to recover costs associated with public information requests shall be assessed in accordance with Texas Administrative Code ( <u>TAC</u> ), title 1, part 3, chapter 70, rule 70.3 Charges for Providing Copies of Public Information. <del>Charges are summarized below for convenience, but any r</del> Requestors should refer to the TAC for the most up to date costs.	

**Alarm Permits & Fees**

<b>Alarm Permit Application Fee (Sec. 16-48 – 58, Code of Ordinances)</b>	
The Tomball Code of Ordinances requires a person to obtain an alarm permit/registration before the person operates an alarm system. The Alarm Permit Application Fee is determined based on the type of property and alarm system.	
<i>Type of Property</i>	<i>Fee</i>
Residential property	No fee
Individual apartment unit	\$50.00
Nonresidential area of an apartment complex equipped with a burglary alarm, hold up, panic, or duress alarm, or fire alarm system	\$50.00
Commercial site equipped with a burglary alarm, hold up, panic, or duress alarm, or fire alarm system	\$50.00
<b>False Alarm Notification Fees (Sec. 16-59, Code of Ordinances)</b>	
If an alarm system transmits more than three false burglar alarms or fire alarm notifications within a 12-month period, the permittee shall pay a service fee for the fourth and each subsequent false alarm notification.	
<i>Residential Burglar/Fire False Alarm</i>	<i>Fee</i>
First through third false alarm	No fee
Fourth and fifth false alarm	\$25.00 per false alarm
Sixth through eighth false alarm	\$50.00 per false alarm
For each false alarm thereafter	\$100.00 per false alarm
<i>Commercial Burglar/Fire False Alarms</i>	<i>Fee</i>
First through third false alarm	No fee
Fourth and fifth false alarm	\$50.00 per false alarm
Sixth through eighth false alarm	\$75.00 per false alarm
For each false alarm thereafter	\$100.00 per false alarm
<i>Panic False Alarm</i>	<i>Fee</i>
First and second false alarm	No fee
For each false alarm thereafter	\$100.00 per false alarm
<b>Operating an Alarm System without a Permit or that Automatically Dials 911 (Sec. 16.77-78, Code of Ordinances)</b>	
Per the Tomball Code of Ordinances, a person commits an offense if the person operates, causes to be operated, or allows the operation of an alarm system:(1) without a permit issued under Article II, Ch. 16 of the Tomball Code of Ordinances; (2) in violation of Article II, Ch. 16 of the Tomball Code of Ordinances; (3) that automatically dials the 911 emergency communication system.	
A person who fails to comply with Article II, Ch. 16 of the Tomball Code of Ordinances commits a Class C Misdemeanor, which is punishable by a fine of not more than \$500.00, plus the associated fee, for each Police or Fire Department response to the activation of an unpermitted alarm system.	

**Alcohol/Liquor License & Permit Fees**

The Texas Alcoholic Beverage Code (TABC) provides that cities may levy and collect a fee not to exceed one-half the State fee for each permit issued for premises located within a city or town. Only the Mixed Beverage Permit and a Mixed Beverage Late Hours Permit have a three-year waiting period before fees may be collected by the City of Tomball. The process of liquor related fees begin with the signature of the City Secretary or the Assistant City Secretary on all applications made to TABC. Before any license is issued, the applicant shall pay to the City such fees as are authorized by state law. The permits listed below, along with their yearly rates, go into effect at the time the business begins operation, or shortly thereafter.

<b>Two-Year Fee Chart</b>			
<i>License Type</i>	<i>Description of License</i>	<i>T.A.B.C. 2-Year Fee</i>	<i>Tomball 2-Year Fee</i>
BE	Malt Beverage Retailer's On Premise License - Original/Years 1 and 2	\$2,000.00	\$1,000.00
	Malt Beverage Retailer's On Premise License - Renewal	\$1,500.00	\$750.00
BF	Malt Beverage Retailer's Off Premise License	\$120.00	\$60.00
BG	Wine & Malt Beverage Retailer's Permit (Harris County) Original/Years 1 and 2	\$2,000.00	\$1,000.00
	Wine & Malt Beverage Retailer's Permit (Harris County) - Renewal	\$1,500.00	\$750.00
BP	Brewpub License	\$1,000.00	\$500.00
BQ	Wine & Malt Beverage Retailer's Off Premise (Harris County)	\$120.00	\$60.00
BW	Brewers License	N/A	\$1,500.00
LH	Late Hours Mixed Beverage	Local fee not authorized	
MB	Mixed Beverage - Years 1 and 2	\$6,000.00	N/A
	Mixed Beverage - 1 <sup>st</sup> Renewal (Years 3 and 4)	\$4,500.00	\$1,125.00
	Mixed Beverage - 2 <sup>nd</sup> Renewal (Years 5 and 6)	\$3,000.00	\$1,150.00
	Mixed Beverage - 3 <sup>rd</sup> Renewal (Subsequent Years)	\$1,500.00	\$750.00
P	Package Store	\$1,000.00	\$500.00
Q	Wine-Only Package Store	\$150.00	\$75.00
SD	Brewers Self-Distribution	N/A	\$600.00
W	Wholesalers Permit	\$3,750.00	\$1,875.00

**Animal Services Fees**

<b>Kennel License (Sec. 8-202, Code of Ordinances)</b>			
Annual kennel license fee			\$10.00
<b>Recovery of Impounded Animals Fee</b>			
<i>Times Impounded</i>	<i>Impound Fee</i>	<i>Boarding Fee</i>	<i>Vaccination Fee*</i>
First time	\$25.00	\$5.00 per day	At cost
Second time	\$40.00	\$5.00 per day	At cost
Third and subsequent times	\$75.00	\$5.00 per day	At cost
<i>*Vaccination fee will be waived if owner can show proof the animal has been vaccinated within three months immediately preceding the impoundment (Sec. 8-178, Code of Ordinances).</i>			
<b>Impoundment Fee for Horses, Cows, Cattle or Other Livestock</b>			
Horses, cows, cattle	\$25.00, plus \$5.00 for feeding and care per animal, per day		
Other livestock	\$15.00, plus \$2.00 for feeding and care per animal, per day		
<b>Redeeming Animals (8-178, Code of Ordinances)</b>			
<p>The owner of impounded animal(s) shall have the right to redeem the animal(s) upon the payment of any and all fees which may be due and payable for the impoundment of such animal, including any fines imposed, within three days after notice of impoundment has been posted, published or delivered.</p> <p>The county health officer or the city humane officer shall be authorized to sell any animals impounded under the terms of this division and not redeemed within three days for the best price that can be obtained, provided that the original owners entitled to the possession of any animal sold pursuant to this section shall be entitled to redeem such animal upon paying the purchaser double the amount paid by him for the animal plus an amount equal to \$3.00 for each calendar day or fraction thereof for the care and feeding of such dog or cat and all veterinary expenses incurred by the purchaser. Any dog or cat not so redeemed within 30 days from the date of sale shall become the absolute property of the purchaser. (<a href="#">Sec. 8-68, Code of Ordinances</a>).</p>			

**Business Related Permits & Fees**

<b>Ambulance Transfer Services Permit (Sec. 16-162 – 172, Code of Ordinances)</b>	
Annual Company Permit Fee	\$500.00
Vehicle Inspection Fee	\$100.00
Vehicle Re-Inspection Fee	\$100.00
<b>Commercial Filming Permit</b>	
*Fee may be waived by City Manager for nonprofit organizations	
Commercial filming permit application processing fee	\$25.00*
Fee for use of City property and City equipment	Determined by request
<b>Correctional Facility Permit Application Fee</b>	
Original application fee	\$350.00
Renewal application fee	\$100.00
Transfer application fee upon change or ownership/operator	\$100.00
<b>Donation Container Permit Fee (Sec. 22-194, Code of Ordinances)</b>	
Annual donation container permit fee	\$25.00 per year
Impounded donation container fee	\$200.00
Daily storage fee	\$25.00
<b>Sexually Oriented Business Fees (Sec. 6-26, Code of Ordinances)</b>	
Annual fee for Sexually Oriented Business License	\$750.00
Annual fee for employee of sexually oriented business	\$50.00
<b>Tow Truck Rotation Company Fees</b>	
Initial application fee	\$100.00
Additional application fee	\$75.00
Annual fee (licenses expire Sept. 30 each year)	\$100.00 per vehicle
Supplemental fee for vehicles added during the year	\$75.00 per vehicle
Duplicate license for towing company vehicle	\$25.00
<b>Fees for Towing</b>	
Fees listed below are for non-consent tows for towing a vehicle from one location within the city to another within the city or the city's ETJ	
Light duty tow trucks – incident management	\$200.00
Light duty tow trucks – drop fee	\$75.00
<b>Additional service fees to be charged.</b> In the event that a tow service provider must perform services that are clearly beyond the norm in order to affect a tow, the tow service provider may request that an on-scene supervisor authorize an <b>additional fee not to exceed \$100.00</b> to compensate for the additional time and services rendered. To be valid, supervisory authorization must be notated on the Tow Slip of record.	
<b>COVERAGE FOR NON-CONSENT/INCIDENT MANAGEMENT WRECKERS ON THE CITY OF TOMBALL WRECKER ROTATION LIST:</b>	
Liability Coverage	\$500,000
On-Hook Cargo	\$50,000

<b>Vehicle Storage Fees</b>			
<p>A Vehicle Storage Fee (VSF) operator may not charge less than \$5.00 or more than \$20.00 for each day or part of a day for storage of a vehicle that is 25 feet or less in length. A VSF operator shall charge a fee of \$35.00 for each day or part of a day for storage of a vehicle that exceeds 25 feet in length.</p> <p>(1) A daily storage fee may be charged for any part of the day, except that a daily storage fee may not be charged for more than one day if the vehicle remains at the VSF less than 12 hours. In this paragraph a day is considered to begin and end at midnight.</p> <p>(2) A VSF that has accepted into storage a vehicle registered in this state shall not charge for more than five days of storage fees until a notice, as prescribed in <a href="#">Texas Administrative Code, §85.703</a> of these rules, is mailed or published.</p> <p>(3) A VSF operator that has accepted into storage a vehicle not registered in Texas shall not charge for more than five days before the date the request for owner information is sent to the appropriate governmental entity. Such requests shall be correctly addressed, with sufficient postage, and sent by certified mail, or electronic certified mail, return receipt requested, to the governmental entity with which the vehicle is registered requesting information relating to the identity of the last known registered owner and any lien holder of record.</p> <p>(4) A VSF operator shall charge a daily storage fee after notice, as prescribed in <a href="#">Texas Administrative Code, §85.703</a>, is mailed or published for each day or portion of a day the vehicle is in storage until the vehicle is removed and all accrued charges are paid.</p>			
<b>Notification Fee</b>			
<p>(1) A VSF may not charge a vehicle owner more than \$50.00 for notification. Notification must be sent certified mail, must be sent by the fifth day the vehicle is on the lot, and cannot be sent until the vehicle is on the lot for at least 24 hours. If a notification must be published, and the actual cost of publication exceeds 50% of the notification fee, the VSF operator may recover the additional amount of the cost of publication. The publication fee is in addition to the notification fee.</p> <p>(2) If a vehicle is removed by the vehicle owner within 24 hours after the date the VSF receives the vehicle, notification is not required by these rules.</p> <p>(3) If a vehicle is removed by the vehicle owner before notification is sent or within 24 hours from the time the VSF receives the vehicle, the VSF operator may not charge a notification fee to the vehicle owner.</p>			
<b>Tow Truck Rotation Driver Fees (Chapter 48, Code of Ordinances)</b>			
City of Tomball Driver’s License Fee		\$15.00 per year	
Renewal Fee		\$10.00 per year	
Replacement Fee		\$5.00 each	
<b>Vendor/Peddler Permit (Sec. 32-41-54, Code of Ordinances)</b>			
	<b>Per Day</b>	<b>Per Week</b>	<b>Per Month</b>
	\$10.00	\$25.00	\$50.00
	<b>Per 3 Months</b>	<b>Per 6 Months</b>	<b>Special Event</b>
	\$100.00	\$150.00	\$25.00 per day
Interstate permit	None; Registration only		
Bond requirement	\$1,000.00 Minimum Surety Bond, naming the City of Tomball as the certificate holder (Ch. 32, Sec. 32-46)		
Special event permit	\$25.00 per day as rental for the use of public property		

**Development Permits, Inspections & Fees**

<b>Community Development &amp; Engineering Fees</b>			
<b>Plat Fees</b>			
<b>Plat Type</b>	<b>Base Fee</b>	<b>Per Lot</b>	<b>Maximum per Plat</b>
Preliminary Plat, Final Plat, Replat, and Minor Plats	\$500.00	\$20.00	\$2,500
Joinder Lot			\$100.00
<b>Planning Fees</b>			
Rezoning		\$1,000.00	
Text Amendment		\$1,000.00	
Conditional Use Permit		\$1,000.00	
Planned Development (with concept or site plan)		\$1,500.00	
Non-residential site plan review – 2,000 square feet or less		\$250.00	
Non-residential site plan review – greater than 2,000 square feet		\$300.00 plus \$10.00 per acre	
Single-family site plan/Building elevation review		\$50.00	
Variance/Special Exception (Board of Adjustments)		\$500.00	
Zoning Verification Request		\$50.00	
Comprehensive Plan Amendment		\$1,000.00	
<b>Public Improvement District Fees</b>			
Nonrefundable application fee paid at the time of petition submission		\$2,500.00	
<b>Engineering Fees</b>			
Floodplain permit application	\$50.00		
TXDOT Right of Way Utility and Leasing Information System (RULIS)/UIR Permit Application	\$100.00		
Civil plan review fee <i>HB 3492 hourly rate: \$85.91</i>	\$101 per acre of development (minimum of \$101) \$86 per hour for each review after three reviews		
Development Construction Inspection Fee <i>HB 3492 hourly rate: \$102.19</i>	<b>Project Area</b>	<b>Fee</b>	
	0 to 0.50 acres	\$800	
	0.501 to 4.99 acres	\$1,200	
	4.991 acres and more	\$2,500 + \$1,133 per additional acre above 4.991 acres	
Right-of-way abandonment	\$1,000.00		
Fee-in-lieu-of construction of sidewalks	\$75.00 per linear foot of street frontage		
Performance bonds and maintenance bonds are required when project includes public infrastructure or detention projects. Contact the Community Development department for additional information.			

Building Permits	
<b>Residential Building Permits</b>	
Single-family residential building permit - new construction and remodels	-\$0.45 per square feet of building area; \$100.00 minimum
Residential foundation repair permit	\$100.00
<b>Commercial Building Permits</b>	
<b>Total Valuation (Building)</b>	<b>Fee</b>
\$1,000 and less	\$60.00 fee will be charged for <del>each</del> initial inspection
\$1,001 to \$50,000	\$60.00 for the first \$1,000 in value, plus \$5.00 for each additional thousand or fraction thereof
\$50,001 to \$100,000	\$305.00 for the first \$50,000 in value, plus \$4.00 for each additional thousand or fraction thereof
\$100,001 to \$500,000	\$505.00 for the first \$100,000 in value, plus \$3.00 for each additional thousand or fraction thereof
\$500,001 and greater	\$1,705.00 for the first \$500,000 in value, plus \$2.00 for each additional thousand or fraction thereof
<b>Building Plan Review Fee</b>	
Residential and Commercial Fee	Equal to 50% of the cost of the associated building permit
<b>Banner Sign Fee</b>	
Banner sign fee	\$25.00
<b>Structure Moving Fee</b>	
Fee to move any primary habitable building or structure (including manufactured homes) within city limits	\$110.00
<b>Demolition Permit/Fee</b>	
<b>Size of building/structure</b>	<b>Fee</b>
0 to 100,000 cubic feet	\$100.00
100,001 cubic feet and greater	\$100.00, plus \$1.00 for each additional 1,000 cubic feet or fraction thereof
<b>Roofing Permit</b>	
Residential roofing permit (re-roof only)	\$50.00
Residential roofing permit (with structural changes)	<del>Obtain a Residential Building Permit</del>
Commercial roofing permit (re-roof only)	<del>Obtain a Commercial Building Permit</del> \$100.00
Commercial roofing permit (with structural changes)	<del>Obtain a Commercial Building Permit</del>
<b>Penalties</b>	
Any work that is performed prior to the issuance of required permits will result in the assessment of penalty fees equal to double (2 times) the fees of the required permits. In addition, a Certificate of Occupancy must be issued prior to moving into a permitted structure or a \$250.00 penalty will apply, payable by the permit holder and City of Tomball utilities will be disconnected, resulting in the assessment of disconnection and reconnection fees.	

<b>Electrical Permits</b>	
Electrical permit base fee	\$42.00
<b>Plus the following when required (fee is per unit installed)</b>	
<b>Services (including subpanels)</b>	
Service less than 125 amp with meter loop	\$18.00
Service between 125 and 200 amp with meter loop	\$24.00
Service between 201 and 400 amp with meter loop	\$36.00
<b>Outlets (including all light switches and electrical openings)</b>	
Outlets and fixtures	\$0.60
<b>Appliances</b>	
Any electrical appliance (A/C, dryer, range, dishwasher, etc.)	\$6.00
<b>Motors (installed)</b>	
¾ h.p.	\$3.60
Greater than ¾ h.p. and less than 10 h.p.	\$8.40
Greater than or equal to 10 h.p.	\$12.00
<b>Transformers</b>	
Less than or equal to 1 kVA	\$2.40
Greater than 1 kVA and less than 10 kVA	\$14.40
Greater than or equal to 10 kVA	\$18.00
<b>Slab Inspections</b>	
Slab Inspection	\$18.00
Additional slab inspection	\$8.40
<b>Miscellaneous</b>	
All parking lot light pole	\$30.00
Electric, neon, illuminated Signs	\$9.60
Ditch cover, up to 100 linear feet	\$14.40
Ditch cover, more than 100 linear feet	\$14.40 for first 100 linear feet + \$7.20 for each additional 100 linear feet
<b>Temporary Installations</b>	
Temporary lighting installations	\$20.40
Temporary saw pole – 90 days	\$20.40
Temporary cut-ins made permanent	\$30.00
<b>Other Electrical Permits</b>	
Reconnection Fee (for power for generators)	\$18.00
Demolition (when for electric only)	\$36.00

<b>Plumbing Permits</b>	
Plumbing permit application fee	\$42.00
<b>Plus the following when required (fee is per unit installed)</b>	
<b>Services</b>	
Plumbing Fixture (floor drain or P-trap, water and drainage piping)	\$3.60
Water heater (any type, including insta-hot, inline, conventional)	\$3.60
Vacuum breaker or backflow protective devices installed	\$3.60
Sewer (new, replacement, repair or sewer line)	\$7.20
Water (new, replacement, repair or water-line )	\$7.20
<b>Gas</b>	
Medical Gas (Medgas)	\$3.60
Gas Opening	\$3.60
Gas Line	\$7.20
Gas Test	\$7.20
<b>Other Plumbing Permits</b>	
Demolition (when for plumbing only)	\$36.00
<b>Irrigation Permit</b>	
Residential irrigation permit fee	\$60.00
Commercial irrigation permit fee	\$180.00

<b>Mechanical Permits</b>		
Mechanical permit base fee	\$42.00	
<b>Total Valuation of Installation (labor &amp; materials)</b>	<b>Fee</b>	
\$0 to \$1,000	No additional fee (base fee only)	
\$1,001 and greater	Base fee plus \$12.00 for each additional thousand or fraction thereof	
Boiler or chillers inspection	\$120.00 (per unit)	
<b>Driveway Permits</b>		
<b>Permit Type</b>	<b>No Culvert</b>	<b>With Culvert</b>
Residential driveway permit	\$25.00	\$1,575.00
Commercial driveway permit	\$25.00	\$25.00 (inspection only - City does not set commercial culverts)
<b>Certificate of Occupancy</b>		
Certificate of completion/certificate of occupancy	None, included with new commercial and residential permits	
Change in occupancy (name change and use change)	\$60.00	
Temporary certificate of occupancy (valid for 14 days)	\$85.00	
Operating without a certificate of occupancy	\$250.00	
<b>Inspections</b>		
First inspection (includes building, mechanical, plumbing and electrical inspections)	Included in permit	
First re-inspection (second inspection)	\$50.00	
Second re-inspection (third inspection)	\$75.00	
Third re-inspection (fourth inspection)	\$100.00	
All re-inspections after third re-inspection (fee per inspection)	\$150.00	
After hours inspection fee (first 4 hours)	\$300.00	
Each additional hour	\$75.00	
*Must have prior approval		

<b>Water Tap Fees</b>	
<b>Water Tap Fees</b>	
<b>Meter Size</b>	<b>Fee</b>
5/8 inch to 3/4 inch	\$1,700.00
1.0 inch	\$1,950.00
1.5 inch	\$2,850.00
2.0 inch	\$3,050.00
Irrigation tap (1 inch)	<del>\$1,975.00</del> <del>1,950.00</del>
<del>Irrigation tap (1.5 inch)</del>	<del>\$2,850.00</del>
Irrigation tap (2 inch)	<del>\$2,875.00</del> <del>2,800.00</del>
The City will not install taps greater than a two inches (2.0). Installations this size will be the responsibility of the applicant. The meter cost will be billed at cost to the applicant, and the City will set the meter once all required work for the tap is completed and approved by the City.	
Connections on State Rights-of-Way (in addition to tap fee)	\$190.00
<b>Water Boring Fees</b>	
<b>Line Size</b>	<b>Fee</b>
1 inch line	\$1,000.00
2 inch line	\$1,200.00
The City will only complete bores for utility lines if the bore is 80 feet or less. The City will not complete bores in excess of 80 feet, located on minor arterial or greater roads, or in the State Right-of-Way. The applicant will be responsible for completing the bore.	
<b>Wastewater (Sewer) Tap Fees</b>	
<b>Connection Size</b>	<b>Fee</b>
4 inch	\$1,500.00
6 inch	\$1,775.00
The City will not install taps greater than six inches. This will be the responsibility of the applicant. In the event manhole coring is required, work shall be completed by the applicant (or applicant's contractor) with oversight by the City.	
Connections on State Rights-of-Way (in addition to tap fee)	\$250.00
<b>Wastewater Boring Fees</b>	
Up to 6 inch line	\$1,450.00
The City will not complete bores in excess of 80 feet, located on minor arterial or greater roads, or in the State Right-of-Way; the applicant will be responsible for completing the bore.	
<b>Sewer Service Reconnection</b>	
Sewer service reconnection fee	\$200.00

<b>Natural Gas Tap Fees</b>		
<i>BTUs</i>	<i>Meter Size</i>	<i>Fee</i>
0 to 345,000	200-275	<del>\$1,200.00</del> <u>\$1,625.00</u>
345,001 to 450,000	415-450	<del>\$1,800.00</del> <u>\$1,600.00</u>
450,001 to 1,760,000	750-880	<del>\$3,550.00</del> <u>\$2,250.00</u>
If pounds are needed, add emcorrector to total cost (fee)		\$1,175.00
Gas regulator upgrade fee		\$100.00
The City will not install taps greater than an 880 meter. Taps of this size will be the responsibility of the applicant. The meter cost will be billed at cost to the applicant, and the City will set the meter once all required work for the tap is completed and approved by the City.		
Connections on State rights-of-way (0 to 450,000 BTUs)		\$250.00
Connection on State rights-of-way (greater than 450,000 BTUs)		\$350.00
<b>Boring Fees</b>		
Bores up to 80 feet in length		\$1,000.00
The City will not complete bores in excess of 80 feet, located on minor arterial or greater roads, or in the State Right-of-Way; the applicant will be responsible for completing the bore.		

<b>Water and Wastewater Impact Fees</b>				
<i>Living Unit Equivalents (LUEs)</i>	<i>Water Meter Size</i>	<i>Water Impact Fee</i>	<i>Wastewater Impact Fee</i>	<i>Total Fees</i>
1.0	¾ inch	\$6,618	\$8,069	\$14,687
1.6	1 inch	\$10,588	\$12,910	\$23,498
5.3	1.5 inch	\$35,075	\$42,765	\$77,840
6.6	2 inch	\$43,678	\$53,255	\$96,933
13.3	3 inch	\$88,019	\$107,317	\$195,336
26.6	4 inch	\$176,038	\$214,635	\$390,673
53.3	6 inch	\$352,739	\$430,077	\$782,816
90.0	8 inch	\$595,620	\$726,210	\$1,321,830
166.6	10 inch	\$1,102,558	\$1,344,295	\$2,446,853
<b>Drainage Impact Fees</b>				
<i>Drainage Basin</i>			<i>Fee</i>	
M118			\$5,757.81 per acre	
M121E			\$7,886.69 per acre	
M121W			\$6,692.00 per acre	
M125			\$436.88 per acre	

**Fire Department Permits & Inspections**

<b>Fire Marshal Office Plan Review and Applications</b>				
<b>Life Safety Plan Review</b>				
<b>Size</b>	1 to 2,500 square feet	2,501 to 5,000 square feet	5,001 to 10,000 square feet	More than 10,000 square feet
<b>Fee</b>	\$25.00	\$50.00	\$75.00	\$100.00
<b>Fire Sprinkler System</b>				
Review Fee				\$200.00
Riser				\$10.00 each
Fire Department Connection				\$10.00 each
Per Each Sprinkler Head				\$1.00 each
<b>Fire Alarm System</b>				
Review Fee				\$200.00
Signal/Notification Device	Fire Alarm Device			\$2.00 each
<b>Paint Booth/Mixing Room</b>				
Review Fee				\$200.00
Nozzle				\$1.00 each
<b>Cooking Suppression System</b>				
Review Fee				\$200.00
Nozzle				\$1.00 each
<b>Fuel Storage Tank Installation or Removal</b>				
For 1 Tank per site				\$150.00
For 2 Tanks per site				\$200.00
For 3 or more Tanks per site				\$250.00
<b>Installation Penalty</b>				
No permit fee – equal to two times the cost of the total <del>plan review fee</del> permit fee				
<b>Special Services - To Be Paid Before 3:45 p.m.</b>				
Special Handling/Same Day Service – Plans	Expedited Plan Review			\$200.00
After hours inspection fee (up to 4 hours)				\$300.00
Each additional hour (rounded up to the next hour)				\$75.00 per hour
*Must have prior approval				
<b>Acceptance Testing/Fire Final Inspections</b>				
Initial inspection				Included in permit
First re-inspection (second inspection)				\$50.00
Second re-inspection (third inspection)				\$75.00
Third re-inspection (fourth inspection)				\$100.00
All re-inspections after third re-inspection (fee per inspection)				\$150.00
After hours inspection fee (up to 4 hours)				\$300.00
Each additional hour (rounded up to the next hour)				\$75.00 per hour
<b>State Licensed Facility Inspection - Group I Occupancy</b>				
Initial Inspection				Included in permit
First re-inspection (second inspection)				\$50.00
Second re-inspection (third inspection)				\$75.00
Third re-inspection (fourth inspection)				\$100.00
All re-inspections after third re-inspection (fee per inspection)				\$150.00
After hours inspection fee (up to 4 hours)				\$300.00
Each additional hour (rounded up to the next hour)				\$75.00 per hour

<b>Boarding Home Annual Permit</b>			
Inspection and Annual Permit			\$500.00
Each additional re-inspection			\$75.00
<b>Life Safety Inspection - Annual</b>			
Initial Inspection			Included in permit
First re-inspection (second inspection)			\$50.00
Second re-inspection (third inspection)			\$75.00
Third re-inspection (fourth inspection)			\$100.00
All re-inspections after third re-inspection (fee per inspection)			\$150.00
<del>After hours inspection fee (up to 4 hours)</del>			<del>\$300.00</del>
<del>Each additional hour (rounded up to the next hour)</del>			<del>\$75.00 per hour</del>
<b>Access Control Device Installation</b>			
Access control device installation plan review			\$200.00
<b>Fire Marshal Permits</b>			
<b>Permit</b>	<b>Permit Ref. No.</b>	<b>Renewable (R) or One-Time (O)</b>	<b>Fee</b>
Amusement Buildings	105.6.2	R	\$100.00
Aviation Facilities	105.6.3	R	\$150.00
Carnivals & Fairs	105.6.4	R	\$150.00
Cellulose Nitrate Film	105.6.5	R	\$100.00
Combustible Dust Producing Operations	105.6.6	R	\$100.00
Combustible Fibers	105.6.7	R	\$125.00
Compressed Gases	105.6.8	R	\$100.00
Covered Mall Buildings	105.6.9	R	\$50.00
Cryogenic Fluids	105.6.10	R	\$100.00
Cutting & Welding	105.6.11	R	\$75.00
Dry Cleaning Plants	105.6.12	R	\$100.00
Exhibits & Trade Shows	105.6.13	R	\$75.00
Explosives, including Fireworks	105.6.14	R	\$150.00
Flammable and Combustible Liquids	105.6.16	R	\$75.00
Floor Finishing, including Bowling Lanes	105.6.17	R	\$100.00
Fumigation and Insecticide Fogging	105.6.19	R	\$50.00
Hazardous Materials	105.6.20	R	\$150.00
HPM Facilities	105.6.21	R	\$150.00
High Pile Storage	105.6.22	R	\$75.00
Hot work Operations	105.6.23	R	\$75.00
Industrial Ovens	105.6.24	R	\$100.00
Lumber Yards and Wood Working Plants	105.6.25	R	\$100.00
Liquid or Gas Fueled vehicles in Assembly Buildings	105.6.26	R	\$100.00
LP Gas	105.6.27	R	\$100.00
Magnesium Working	105.6.28	R	\$150.00
Miscellaneous Combustible Storage	105.6.29	R	\$100.00
Open burning (commercial-trench)	105.6.30	R	\$150.00
Open Flames and Candles	105.6.32	R	\$50.00
Organic Coating	105.6.33	R	\$100.00
Places of Assembly (50-100)		R	\$75.00
Places of Assembly (101-299)	105.6.34	R	\$100.00
Places of Assembly (300 or More)		R	\$125.00

Pyrotechnic Special Effects Material	105.6.36	R	\$150.00
Repair Garage	105.6.39	R	\$100.00
Motor Vehicle Fuel Dispensing Facility	105.6.39	R	\$100.00
Rooftop Heliports	105.6.40	R	\$150.00
Spraying & Dipping	105.6.41	R	\$150.00
Tire Storage	105.6.42	R	\$100.00
Temporary Structures, Tents & Canopies	105.6.43	R	\$75.00
Wood Products	105.6.46	R	\$100.00
Fire Flow Test	105.6.50	O	\$150.00

### Municipal Court Fines & Fees

Municipal Court Collection Fees	
Time payment fee for cases set up on a payment plan (state fee, cannot be waived)	\$15.00
Omni fee for the reporting of case to Texas DPS for the withholding of license if defendant fails to appear and case has been referred to warrants	\$10.00
Failure to appear/violate promise to appear fine	\$25.00
Compliance reimbursement fee	\$20.00
Fees for Past Due Accounts (Sec. 2-240, Code of Ordinances)	
In accordance with V.T.C.A., Code of Criminal Procedure, art. 103.0031, there shall be imposed an additional fee of thirty percent (30%) on all debts and accounts receivable (i.e. fines, fees, restitution, other debts, and costs) that are more than sixty (60) days past due and have been referred to a private firm for collection.	

The complete **Municipal Court Fines and Fees Offense Schedule** is attached as **Appendix A**.

**Parks & Facility Rentals**

<b>Community Center Rental Fees</b>				
<i>Rentals for Monday through Friday (until 3 p.m.)</i>				
Rates listed per hour; 2-hour minimum rentals required				
<i>Renter</i>	<i>Room A</i>	<i>Room B</i>	<i>Room C</i>	<i>Room D</i>
Nonprofit club/organizations which do not charge for services	\$50.00	\$30.00	\$15.00	<u>\$15.00</u>
Tomball residents: individuals <del>and, for-profit businesses,</del> non-profits which charge for services	\$75.00	\$50.00	\$20.00	<u>\$20.00</u>
Non-Tomball residents: individuals <del>and, for-profit businesses,</del> non-profits which charge for services	\$100.00	\$75.00	\$30.00	<u>\$30.00</u>
<del>For-profit businesses that charge for services</del>	<del>\$200.00</del>	<del>\$150.00</del>	<del>\$60.00</del>	<del>\$60.00</del>
<i>Rentals for Friday (after 3 p.m.), Saturday, and Sunday</i>				
Rates listed per hour; 2-hour minimum rentals required				
<i>Renter</i>	<i>Room A</i>	<i>Room B</i>	<i>Room C</i>	<i>Room D</i>
Nonprofit club/organizations which do not charge for services	\$75.00	\$50.00	<del>\$15.00</del> <u>\$30.00</u>	<u>\$30.00</u>
Tomball residents: individuals <del>, for-profit businesses, and</del> non-profits which charge for services	\$100.00	\$75.00	\$50.00	<u>\$50.00</u>
Non-Tomball residents: individuals <del>and, for-profit businesses,</del> non-profits which charge for services	\$125.00	\$100.00	\$75.00	<u>\$75.00</u>
<del>For-profit businesses that charge for services</del>	<del>\$225.00</del>	<del>\$175.00</del>	<del>\$85.00</del>	<del>\$85.00</del>
<i>Kitchen Rental Fee</i>				
Rental of Banquet Room A includes the use of the kitchen. No other room includes the use of the kitchen with the rental.				
<i>Community Center Fee Waiver Policy</i>				
The following groups shall have their rental fees waived:				
<ul style="list-style-type: none"> <li>Tomball-based nonprofit youth organizations who provide proof of nonprofit status</li> </ul>				
The following Tomball-based groups and organizations may request a waiver of fees from the City:				
<ul style="list-style-type: none"> <li>Group/organization generates sales tax dollars for Tomball</li> <li>Group/organization supports City functions, events or programs</li> <li>Group/organization is a nonprofit benefitting the City of Tomball in some manner</li> </ul>				
<i>Deposits for Rentals</i>				
All rentals require payment of a refundable deposit, payable at the time of reservation confirmation. Refund of the deposit is contingent upon satisfying any payment for damages to the facility by the renting party.				
<b>Park Facility Reservation Fees</b>				
<i>Park/Facility</i>	<i>Resident</i>	<i>Nonresident</i>		
Railroad Depot Plaza Gazebo – Half Day	\$50.00	\$100.00		
Railroad Depot Plaza Gazebo – Full Day	\$100.00	\$125.00		
Juergens Park Pavilion – Half Day	\$50.00	\$100.00		
Juergens Park Pavilion – Full Day	\$100.00	\$125.00		

Jerry Matheson Park Pavilion – Half Day	\$50.00	\$100.00
Jerry Matheson Park Pavilion – Full Day	\$100.00	\$125.00
Theis Attaway Nature Center Pavilion – Half Day	\$50.00	\$100.00
Theis Attaway Nature Center Pavilion – Full Day	\$100.00	\$125.00
<b>Tennis &amp; Pickleball Court Rentals</b>		
<b>Rental Type</b>	<b>Resident</b>	<b>Nonresident</b>
Individual court rental	\$5.00 for 2 hours	\$10.00 for 2 hours
League court rental		
Spring season: February through May	\$150.00 per season	\$170.00 per season
Fall Season: September through December		

**Pipelines, Wells, and Seismic Activities**

<b>Pipeline Permits (Sec. 18-104, Code of Ordinances)</b>	
Bond	\$500,000.00
Filing Fee	\$1,000.00
<b>Well and Seismic Activities Permits (Sec. 18-54-58, Code of Ordinances)</b>	
Original application fee	\$10,000.00
Expediting application fee	\$15,000.00
Renewal application for well, training well, training well site, or seismic activities	\$500.00
Bond Requirement	\$1,000,000.00
<b>Nonconforming Wells (Sec. 18-28, Code of Ordinances)</b>	
Filing fee for each well registration	\$100.00

**Police Department Fees**

<b>General Fees</b>	
Offense report (public page)	\$2.00 each
Local arrest record checks/letters	\$2.00 each
Accident report	\$6.00 each
Fingerprint cards – all other purposes	\$5.00 per card
Impounded vehicles, impounding fee	Not to exceed \$10.00

**Utility Fees, Rates & Charges**

<b>City of Tomball Utilities – Deposit</b>	
Residential deposit	\$200.00
Commercial deposit	Average annual bill of previous occupant multiplied by two (2) or \$300.00, whichever is greater
Temporary hydrant meter deposit	<del>\$4,500.00</del> <del>3,000.00</del>
<b>City of Tomball Utilities – Monthly Administrative Service Charge</b>	
City utility administrative service charge	\$1.00 per month per account
<b>City of Tomball Garbage Bag Fees</b>	
First two (2) rolls of garbage bags per residence per year	Free
Each subsequent 50-bag roll	\$12.00
<b>City of Tomball Utilities Administrative Fees</b>	
<b>Connection and Disconnection Fees</b>	
The charges for connections and disconnections of utility services provided by the City, including those provided at customer request or convenience, or as a result of delinquent accounts, shall be as follows:	
During normal scheduled service periods (7 a.m. to 4:45 p.m., weekdays), does not include new service	\$50.00
During unscheduled service periods (after hours and weekends), including new service	\$100.00
<b>Damages to Utility Functions and Tampering Fees</b>	
Damage to any utility facilities, tampering with valves, meters, etc.	\$200.00
<b>Delinquent Account Fees</b>	
In the event that a utility bill is not paid by the due date, a 10 percent penalty is assessed on the current charges. Residential customers who are age 65 and over or considered disabled by the Social Security Administration may be exempt from penalty fees for late payment upon application accompanied by verifying documentation. This exemption may not exceed the final date of benefits designated by the Social Security Administration.	

<b>City of Tomball Water Utility Rates &amp; Fees</b>			
<b>North Harris County Regional Water Authority Charges</b>			
The City collects a fee on all water bills, based on rates established by the North Harris County Regional Water Authority (NHCRWA), for each 1,000 gallons used on behalf of NHCRWA. The rate is set by the NHCRWA. You can learn more about this fee by visiting <a href="https://www.nhcrwa.com/">https://www.nhcrwa.com/</a> .			
<b>Monthly Rates for Potable Water Sales</b>			
<i>Customer Class</i>	<i>Usage (gallons) during billing month</i>	<i>Base Rate</i>	<i>Consumption Charge for each 1,000 gallons used</i>
Small residential	Up to 10,000	<del>\$11.55</del> <u>\$12.50</u>	<del>\$3.02</del> <u>\$3.11</u>
Medium residential	10,001 to 15,000	<del>\$13.29</del> <u>\$12.50</u>	<del>\$3.77</del> <u>\$3.88</u>
Large residential	15,001 or more	<del>\$15.29</del> <u>\$12.50</u>	<del>\$4.72</del> <u>\$4.86</u>
Small commercial	Up to 5,000	<del>\$19.56</del> <u>\$28.30</u>	<del>\$3.66</del> <u>\$3.77</u>
Medium commercial	5,001 to 51,000	<del>\$31.48</del> <u>\$28.30</u>	<del>\$4.58</del> <u>\$4.72</u>
Large commercial	51,000 or more	<del>\$55.11</del> <u>\$28.30</u>	<del>\$5.72</del> <u>\$5.89</u>
<b>Bulk Water Sales</b>			
Bulk sales rate	All usage	<del>\$92.27</del> <u>\$95.10</u>	<del>\$5.12</del> <u>\$5.12</u>
Additionally, if a meter is desired for bulk sales, a deposit of \$1,000.00 will be required. Bulk water sales will also be charged applicable administrative fees and the NHCRWA fees.			
<b>Water Meter Testing Fee</b>			
In the event a customer request a meter to be tested and the meter is found to be in working order, the account will be assessed a meter testing fee based on the meter size.			
<i>Meter Size</i>	<i>Testing Fee</i>		
0.75 inch and 1 inch	<del>\$175.00</del> <u>\$225.00</u>		
1.5 inch and 2.0 inch	<del>\$250.00</del> <u>\$225.00</u>		
3.0+ in meters	\$325.00		
<b>Meter Box Repair Fee</b>			
In the event damage is incurred to a meter box belonging to the City, a Meter Box Repair Fee of \$225.00 will assessed to the responsible party. The City reserves the right to contract with a third-party to make necessary repairs and an invoice will be sent to the responsible party for payment of all damages and repairs. The Meter Box Repair Fee will serve as the base fee. Additional damages may incur higher fees for repairs.			

<b>City of Tomball Wastewater (Sanitary Sewer) Utility Rates</b>	
<i>Residential Sanitary Sewer Rates, with Potable Water Service</i>	
Monthly Base Charge	<del>\$10.23</del> <u>\$12.30</u>
Volume rate per 1,000 gallons	<del>\$3.57</del> <u>\$4.28</u>
Residential usage based on winter average. Rates for summer months are calculated at the same rate as winter rates and may be based upon the previous winter months' average monthly water consumption. The rate shall be the lesser of the actual water consumption or the previous winter month's average consumption.	
<i>Commercial Sanitary Sewer Rates, with Potable Water Service</i>	
Monthly base charge	<del>\$24.91</del> <u>\$29.95</u>
<i>Volume rate per 1,000 gallons</i>	
0 to 5,000 gallons	<del>\$4.53</del> <u>\$5.44</u>
5,001 to 51,000 gallons	<del>\$5.65</del> <u>\$6.78</u>
More than 51,000 gallons	<del>\$7.07</del> <u>\$8.48</u>
<i>Residential Sanitary Sewer Rates, without Potable Water Service</i>	
Monthly base rate	<del>\$41.93</del> <u>\$50.50</u>
<i>Commercial Sanitary Sewer Rates, without Potable Water Service</i>	
Monthly base rate	<del>\$69.78</del> <u>\$83.74</u>
Fee per drain (in excess of 10)	\$2.78

<b>City of Tomball Natural Gas Utility Rates</b>	
Base rate	\$11.75
Consumption	\$11.75 for each thousand cubic feet (MCF) after the first thousand cubic feet (MCF)
<b>Gas Meter Testing Fee</b>	
In the event a customer requests a meter to be tested and the meter is found to be in working order, the account will be accessed a meter testing fee based on the meter size or type.	
<b>Meter Size/Type</b>	<b>Testing Fee</b>
Domestic – American	\$350.00
400 Series	\$375.00
Industrial Diaphragm (800 to 1,000)	\$525.00
Industrial Diaphragm (1,000 to 10,000)	\$775.00
Rotary	\$775.00
<b>Excess Flow Valve</b>	
Installation of an excess flow valve to an existing natural gas service line	\$500.00

Garbage and Trash Collection and Disposal Service Rates		
The City of Tomball's solid waste provider for FY 2024-2025 is <del>GFL</del> Frontier Waste Solutions. <del>The fees associated with garbage collection and disposal are set by GFL.</del> The rates below do not include applicable sales taxes.		
<b>Residential Service</b>		
<del>Bag Service</del>		
<del>\$15.70</del>		
Base Service Charge		\$23.98 monthly
<b>Cart Service (Base Service Charge + Cart Rental Fees)</b>		
Base Service Charge		\$23.98 monthly
95-gallon MSW cart		\$1.75 monthly/per cart
95-gallon recycling cart		\$1.75 monthly/per cart
65-gallon MSW cart		\$1.75 monthly/per cart
65-gallon recycling cart		\$1.75 monthly/per cart
18-gallon recycling bin		\$1.00 monthly/per bin
Poly cart service — refuse only		\$18.70
Poly cart service — recycling only		\$18.70
Poly cart service — refuse and recycling		\$21.70
<b>Special Collection — Large Bulk Unusual Accumulations (Bulk)</b>		
Service-Disposal fee		<del>\$40.00</del> \$15.00
Disposal cost (per yard)	Rate Per Hour for Vehicle and Crew	<del>\$20.00</del> \$220.00
<b>Small Commercial with Poly Cart</b>		
<b>Number of Carts Service One Collection per Week</b>	<b>Additional Cart — once per week collection Two Collections per Week Additional Cart — twice per week collection Weekly Recycling Collection Frequency of Collection</b>	<b>Rate per month</b>
One MSW Cart	1	\$36.25
One MSW Cart	2	\$46.25
Two MSW Carts	1	\$48.00
Two MSW Carts	2	\$67.50
One Recycling Cart	1	\$36.25
Additional Recycling Cart		\$6.75
		\$30.00
		\$10.00
Cart Replacement (MSW and/or Recycling)		\$85.00
<b>Dumpsters</b>		
<b>Size</b>	<b>Frequency</b>	<b>Rate per Month</b>
2 Yard	1	<del>\$75.00</del> \$95.43
2 Yard	3	\$142.00
3 Yard	1	<del>\$90.00</del> \$117.15

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3 Yard	2	<del>\$140.00</del> <u>\$177.08</u>
3 Yard	3	<del>\$215.00</del> <u>260.16</u>
3 Yard	4	<del>\$270.00</del> <u>321.44</u>
3 Yard	5	<del>\$335.00</del> <u>397.71</u>
3 Yard	6	<del>\$400.00</del> <u>473.99</u>
3 Yard Additional Container Collection/Pick Up	1	<del>\$85.00</del> <u>\$129.41</u>
<del>3 Yard Additional Container</del>	<del>2</del>	<del>\$130.00</del>
<del>3 Yard Additional Container</del>	<del>3</del>	<del>\$200.00</del>
<del>3 Yard Additional Container</del>	<del>4</del>	<del>\$250.00</del>
<del>3 Yard Additional Container</del>	<del>5</del>	<del>\$310.00</del>
<del>3 Yard Additional Container</del>	<del>6</del>	<del>\$370.00</del>
4 Yard	1	<del>\$100.00</del> <u>\$125.31</u>
4 Yard	2	<del>\$155.00</del> <u>\$190.69</u>
4 Yard	3	<del>\$230.00</del> <u>\$277.83</u>
4 Yard	4	<del>\$290.00</del> <u>\$344.60</u>
4 Yard	5	<del>\$360.00</del> <u>\$413.81</u>
4 Yard	6	<del>\$430.00</del> <u>\$509.39</u>
4 Yard Additional Collection/Pick Up	1	<u>\$129.41</u>
<del>4 Yard Additional Container</del>	<del>1</del>	<del>\$90.00</del>
<del>4 Yard Additional Container</del>	<del>2</del>	<del>\$145.00</del>
<del>4 Yard Additional Container</del>	<del>3</del>	<del>\$215.00</del>
<del>4 Yard Additional Container</del>	<del>4</del>	<del>\$270.00</del>
<del>4 Yard Additional Container</del>	<del>5</del>	<del>\$330.00</del>
<del>4 Yard Additional Container</del>	<del>6</del>	<del>\$400.00</del>
6 Yard	1	<del>\$125.00</del> <u>\$158.01</u>
6 Yard	2	<del>\$200.00</del> <u>\$239.73</u>
6 Yard	3	<del>\$300.00</del> <u>\$354.14</u>
6 Yard	4	<del>\$370.00</del> <u>\$438.58</u>
6 Yard	5	<del>\$460.00</del> <u>\$544.30</u>
6 Yard	6	<del>\$550.00</del> <u>\$648.33</u>
6 Yard Additional Collection/Pick Up		<u>\$129.41</u>
<del>6 Yard Additional Container</del>	<del>1</del>	<del>\$115.00</del>
<del>6 Yard Additional Container</del>	<del>2</del>	<del>\$180.00</del>
<del>6 Yard Additional Container</del>	<del>3</del>	<del>\$275.00</del>
<del>6 Yard Additional Container</del>	<del>4</del>	<del>\$340.00</del>
<del>6 Yard Additional Container</del>	<del>5</del>	<del>\$425.00</del>
<del>6 Yard Additional Container</del>	<del>6</del>	<del>\$510.00</del>
8 Yard	1	<del>\$150.00</del> <u>\$167.54</u>
8 Yard	2	<del>\$245.00</del> <u>\$291.48</u>
8 Yard	3	<del>\$355.00</del> <u>\$380.01</u>
8 Yard	4	<del>\$450.00</del> <u>\$461.73</u>
8 Yard	5	<del>\$550.00</del> <u>\$577.50</u>
8 Yard	6	<del>\$650.00</del> <u>\$690.55</u>
8 Yard Additional Collection/Pick Up		<u>\$129.41</u>
<del>8 Yard Additional Container</del>	<del>1</del>	<del>\$135.00</del>

8 Yard Additional Container	2	\$225.00
8 Yard Additional Container	3	\$320.00
8 Yard Additional Container	4	\$375.00
8 Yard Additional Container	5	\$490.00
8 Yard Additional Container	6	\$565.00

**Additional Dumpster Fees**

Description	Occurrence	Monthly Fee
Additional Collection	Per Collection	\$100.00
Exchange Charge	Per Exchange	\$60.00
Casters	Monthly One-time fee	\$90.00/1.37
Locks	One-time Monthly fee	\$90.00/2.37

**Roll-off Containers (Temporary or Permanent)**

Size	Delivery Fee	Daily Rent	Hauling Rate	Trip Charge Disposal (per ton)
20 Yard	\$120.00/175.00	\$6.00/8.50	\$262.04/225.00	\$61.95/485.00
30 Yard	\$120.00/175.00	\$6.00/8.50	\$283.30/250.00	\$61.95/485.00
40 Yard	\$120.00/175.00	\$6.00/8.50	\$297.47/275.00	\$61.95/485.00

**Self-Contained & Stationary Compactor (Standard Pricing for All Sizes)**

Hauling Rate Size	Monthly Rental Charge	Disposal Rate per Ton Haul Rate	Trip Charge Disposal (per ton)
30 Yard	\$550.00	\$273.00/50.00	\$61.95/485.00
35 Yard	\$550.00	\$273.00	\$61.95
40 Yard	\$550.00	\$389.53	\$61.95

Washout per Container	\$175.00
Relocated/Block Fee (per Haul)	\$65.00

**Damage Waiver Fees**

Damage waiver fees can be added to commercial accounts at the customer's request to cover damaged or stolen containers. In the event a container is stolen, if the customer provides a police report the replacement cost may be waived.

Size	Fee/Day	Replacement Cost (with Damage Waiver)	Replacement Cost (with no Damage Waiver)	Delivery Fee
2 Yard	\$0.35	\$201.50	\$403.00	\$65.00
3 Yard	\$0.35	\$248.50	\$497.00	\$65.00
4 Yard	\$0.35	\$283.50	\$567.00	\$65.00
6 Yard	\$0.45	\$386.50	\$773.00	\$65.00
8 Yard	\$0.45	\$447.00	\$894.00	\$65.00
20 Yard	\$2.70	\$2,349.50	\$4,699.00	\$65.00
30 Yard	\$2.70	\$2,510.00	\$5,020.00	\$65.00
40 Yard	\$2.70	\$2,744.50	\$5,489.00	\$65.00



**Wired Telecommunications Services – Provider License Fees**  
(Sec. 38-203, Code of Ordinances)

Monthly Charge per Access Line (Subscriber/Customer) \$2.10

(Sec. 38-202 – Compensation)

- (a) Construction permit fee. The applicant shall pay to the city a permit fee in accordance with the values provided in the table below.
- (b) Rights-of-way fee. The permit holder shall pay to the city a rights-of-way fee that is calculated as of month-end for access lines and as of year-end for all other facilities by applying the appropriate fee to each facility type owned, placed, or maintained by the permit holder. The rights-of-way fee for access lines shall be as proscribed by the state public utilities commission. Rights-of-way fees for all facilities other than access lines shall be prorated for the first year in which a construction permit fee is paid, and shall be paid at the time of the permit application.

Equipment Type	Construction Permit Fee	Rights-of-way Fee
Transport Facilities	\$500.00 for first 5 nodes, \$250.00 for each additional node	\$28.00 per month per node <sup>1,4</sup>
Network Nodes	\$500.00 for first 5 nodes, \$250.00 for each additional node	\$250.00 per year per node <sup>2,3</sup>
Node Support Poles	\$1,000.00 per pole	\$250.00 per year per pole <sup>2</sup>

<sup>1</sup> Unless equal or greater amount is paid under Chapter 283 of the V.T.C.A., Local Government Code ch. 283 or V.T.C.A., Utility Code ch. 66.  
<sup>2</sup> As adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60<sup>th</sup> day following the written notice.  
<sup>3</sup> Collocated network nodes on city service poles shall also pay an annual collocation fee at a rate not greater than \$20.00 per year per service pole.  
<sup>4</sup> A network provider may not install its own transport facilities unless the provider: (1) has a permit to use the public right-of-way; and (2) pays to the city a monthly public right-of-way rate for transport facilities in an amount equal to \$28.00 multiplied by the number of the network provider's network nodes located in the public right-of-way for which the installed transport facilities provide backhaul unless or until the time the network provider's payment of fees to the city exceeds its monthly aggregate per-node compensation to the city. A network provider that wants to connect a network node to the network using the public right-of-way may:

- (1) Install its own transport facilities as provided in this section; or
- (2) Obtain transport service from a person that is paying municipal fees to occupy the public right-of-way that are the equivalent of not less than \$28.00 per node per month. A public right-of-way rate required by this section is in addition to any other public right-of-way rate required by the city.

- (c) **Annexation and disannexation.** Within 30 days following the date of the passage of any action effecting the annexation of any property to or the disannexation of any property from the city's corporate boundaries, the city agrees to furnish user written notice of the action and an accurate map of the city's corporate boundaries showing, if available, street names and number details. For the purpose of compensating the city under this chapter, a permit holder shall start including or excluding facilities within the affected area in the permit holder's count of facilities within 30 days of annexation or disannexation.
- (d) **Telecommunications service providers uncollectibles.** City and telecommunication service provider understand and agree that telecommunication service provider has a statutory right to pass through to its customers on a pro rata basis any compensation paid to the city for access to the rights-of-way. Any other provision of this chapter notwithstanding, telecommunication service provider shall not be obligated to pay the city for any access lines for which revenues remain uncollectible.
- (e) **Facilities provided to other telecommunications service providers.** To the extent allowed by applicable state and federal law, any telecommunications service providers that purchase unbundled network elements or other facilities for the purpose of rebundling those facilities to create telecommunications service for sale to persons within the city shall pay to the city a rights-of-way fee that is calculated as of month-end by applying the appropriate line fee, as specified in subsection (1) above, to each access line created by rebundling services or facilities.
- (f) **Fee application to leased facilities.** Pursuant to V.T.C.A., Utilities Code § 54.206.

**Miscellaneous Fees**

<b>Outdoor Sound Amplification Equipment (Sec. 18-194, Code of Ordinances)</b>	
Permit for amplification of music or human speech	\$10.00
<b>Manufactured Home Park or Recreational Vehicle Park</b>	
<i>Construction or Enlargement Fees</i>	
Application for construction/enlargement	\$100.00 plus \$10.00 per unit in excess of 25 units
<i>Park Operations License Fees (Chapter 26, Code of Ordinances)</i>	
Annual operations license	\$100.00 plus \$3.00 for each space within the park

**Appendix A: Municipal Court Fines and Fees Offenses**

**The facts and circumstance of each case determines the amount of the fine the court assesses. The range of punishment of most traffic related state offenses or fine for most municipal court violations are as follows:** Class C violations are punishable by a maximum fine of \$500, except that zoning, fire safety, and health violations may have fines of up to \$2000 per offense. Most traffic related state offenses have a maximum fine of \$200. There are many exceptions. Individuals should contact the Tomball Municipal Court regarding any fines or fees.

NOTE: Defendants receiving a Disregard Warning Sign-Workers Present or possessing a CDL are NOT eligible for Driving Safety Course or Deferred. All fines double if violations is in a construction zone with workers present.

Offense: Fire Marshal File in Tomball Municipal Court
<p><b>Sec. 1-14. - General penalty for violations of Code; continuing violations.</b></p> <p>(a) Whenever in this Code or any other ordinance of the city, an act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or wherever in such Code or ordinance the doing of an act is required or the failure to do any act is declared to be unlawful, and no specific penalty is provided therefor, the violation of any such provision of this Code or any such ordinance shall be punished by a fine not exceeding \$500.00, except for:</p> <ul style="list-style-type: none"> <li>(1) Violations of municipal ordinances that govern fire, safety, zoning, public health and sanitation, including dumping of refuse, vegetation and litter violations in which the maximum fine shall be \$2,000.00 for each offense; and</li> <li>(2) Violations of traffic laws which are punishable as a Class C misdemeanor shall be punished by a fine not to exceed \$200.00.</li> </ul> <p>However, no penalty shall be greater or less than the penalty provided for the same or similar offense under the laws of the state.</p> <p>(b) Each day any violation of this Code or of any ordinance shall continue shall constitute a separate offense. Any violation of any provision of this Code which constitutes an immediate danger to the health, safety, and welfare of the public may be enjoined in a suit brought by the village for such purposes. If any violation of this Code is designated as a nuisance under the provisions of this Code, such nuisance may be summarily abated by the city in addition to the imposition of a fine or imprisonment.</p> <p>(c) Unless otherwise specifically stated within the provisions of this Code, any violation of this Code or of any ordinance set forth herein that is punishable by a fine that does not exceed \$500.00 does not require a culpable mental state, and a culpable mental state is hereby not required to prove any such offense.</p> <p>(d) Unless otherwise specifically stated within the provisions of this Code, any violation of this Code or of any ordinance set forth herein that is punishable by a fine that exceeds \$500.00 shall require a culpable mental state of intentionally, knowingly, recklessly or with criminal negligence engaging in conduct constituting the violation.</p> <p>(e) In any prosecution in the municipal court of the city or of any other court of competent jurisdiction, a complaint charging a violation of this Code need not negate the existence of any affirmative defense but the existence of such may be raised by the defendant in any such prosecution by way of defense as provided in the Texas Penal Code.</p> <p>(f) A complaint charging a violation of any provision of this Code in the municipal court of the city or any other court of competent jurisdiction need not negative the existence of any exception but the existence of the same may be raised by the defendant in such prosecution by way of defense.</p> <p>(g) The imposition of a penalty under the provisions of this Code shall not prevent the revocation or suspension of any license, franchise or permit issued or granted under the provisions of this Code.</p>

(h) The city council shall have the power to remit, in whole or in part and upon such conditions as may be deemed proper, by vote of two-thirds of the members present, any fine or penalty belonging to the city which may be imposed or incurred under any provision of this Code, ordinance or resolution adopted by the council or under the Penal Code of the state.

(Code 1978, §§ 1-10, 1-11, 2-25; Code 1993, §§ 1-14, 1-15, 2-28)

**State Law reference**— Limitation on penalties, V.T.C.A., Local Government Code § 54.001; punishments, V.T.C.A., Penal Code [ch. 12](#).

<b>Code</b>	<b>Offense</b>	<b>Minimum Fine</b>
111	Fire Code Violations	\$200.00

**SCHEDULE OF MINIMUM FINE AND STATE FEES (SUBJECT TO CHANGE)**

**Parking Enforcement Violation Handicap**

1 <sup>st</sup> violation with please of guilty within 14 days	\$250.00
After 14 days plea of guilty, 1 <sup>st</sup> offense	\$500.00

**Offense: Speeding**

<b>Speeding</b>	<b>Fine</b>	<b>Court Costs</b>	<b>Total</b>	<b>Workers Present</b>	<b>Total</b>
1-15	\$86.00	\$134.00	\$220.00	\$25.00	\$245.00
16	\$92.00	\$134.00	\$226.00	\$25.00	\$251.00
17	\$98.00	\$134.00	232.00	\$25.00	\$257.00
18	\$104.00	\$134.00	\$238.00	\$25.00	\$263.00
19	\$110.00	\$134.00	\$244.00	\$25.00	\$269.00
20	\$116.00	\$134.00	\$250.00	\$25.00	\$275.00
21	\$122.00	\$134.00	\$256.00	\$25.00	\$281.00
22	\$128.00	\$134.00	\$262.00	\$25.00	\$287.00
23	\$134.00	\$134.00	\$268.00	\$25.00	\$293.00
24	\$140.00	\$134.00	\$274.00	\$25.00	\$299.00
25	\$146.00	\$134.00	\$280.00	\$25.00	\$305.00
26	\$152.00	\$134.00	\$286.00	\$25.00	\$311.00
27	\$158.00	\$134.00	\$292.00	\$25.00	\$317.00
28	\$164.00	\$134.00	\$298.00	\$25.00	\$323.00
29	\$170.00	\$134.00	\$304.00	\$25.00	\$329.00
30	\$176.00	\$134.00	\$310.00	\$25.00	\$335.00
31	\$182.00	\$134.00	\$316.00	\$25.00	\$341.00
32	\$188.00	\$134.00	\$322.00	\$25.00	\$347.00
33	\$194.00	\$134.00	\$328.00	\$25.00	\$353.00
34 and over	\$200.00	\$134.00	\$334.00	\$25.00	\$359.00

**Offense: Speeding in a School Zone**

<b>Speeding</b>	<b>Fine</b>	<b>Court Costs</b>	<b>Total</b>	<b>Workers Present</b>	<b>Total</b>
1-15	\$86.00	\$159.00	\$245.00	\$25.00	\$270.00
16	\$92.00	\$159.00	\$251.00	\$25.00	\$276.00
17	\$98.00	\$159.00	\$257.00	\$25.00	\$282.00
18	\$104.00	\$159.00	\$263.00	\$25.00	\$288.00
19	\$110.00	\$159.00	\$269.00	\$25.00	\$294.00
20	\$116.00	\$159.00	\$275.00	\$25.00	\$300.00
21	\$122.00	\$159.00	\$281.00	\$25.00	\$306.00
22	\$128.00	\$159.00	\$287.00	\$25.00	\$312.00
23	\$134.00	\$159.00	\$293.00	\$25.00	\$318.00
24	\$140.00	\$159.00	\$299.00	\$25.00	\$324.00

25	\$146.00	\$159.00	\$305.00	\$25.00	\$330.00
26	\$152.00	\$159.00	\$211.00	\$25.00	\$336.00
27	\$158.00	\$159.00	\$317.00	\$25.00	\$342.00
28	\$164.00	\$159.00	\$323.00	\$25.00	\$348.00
29	\$170.00	\$159.00	\$329.00	\$25.00	\$354.00
30	\$176.00	\$159.00	\$335.00	\$25.00	\$360.00
31	\$182.00	\$159.00	\$341.00	\$25.00	\$366.00
32	\$188.00	\$159.00	\$347.00	\$25.00	\$372.00
33	\$194.00	\$159.00	\$353.00	\$25.00	\$378.00
34 and over	\$200.00	\$159.00	\$359.00	\$25.00	\$384.00
<b>Offense: Speeding in a Construction Zone</b>					
<b>Speeding</b>	<b>Fine</b>	<b>Court Costs</b>	<b>Total</b>	<b>Workers Present</b>	<b>Total</b>
1-15	\$172.00	\$134.00	\$306.00	\$25.00	\$331.00
16	\$184.00	\$134.00	\$318.00	\$25.00	\$343.00
17	\$196.00	\$134.00	\$330.00	\$25.00	\$355.00
18	\$208.00	\$134.00	\$342.00	\$25.00	\$367.00
19	\$220.00	\$134.00	\$354.00	\$25.00	\$379.00
20	\$232.00	\$134.00	\$366.00	\$25.00	\$391.00
21	\$244.00	\$134.00	\$378.00	\$25.00	\$403.00
22	\$256.00	\$134.00	\$390.00	\$25.00	\$415.00
23	\$268.00	\$134.00	\$402.00	\$25.00	\$427.00
24	\$280.00	\$134.00	\$414.00	\$25.00	\$439.00
25	\$292.00	\$134.00	\$426.00	\$25.00	\$451.00
26	\$304.00	\$134.00	\$438.00	\$25.00	\$463.00
27	\$316.00	\$134.00	\$450.00	\$25.00	\$475.00
28	\$328.00	\$134.00	\$462.00	\$25.00	\$487.00
29	\$340.00	\$134.00	\$474.00	\$25.00	\$499.00
30	\$352.00	\$134.00	\$486.00	\$25.00	\$511.00
31	\$364.00	\$134.00	\$498.00	\$25.00	\$523.00
32	\$376.00	\$134.00	\$510.00	\$25.00	\$535.00
33	\$388.00	\$134.00	\$522.00	\$25.00	\$547.00
34 and over	\$400.00	\$134.00	\$534.00	\$25.00	\$559.00
<b>Additional Offenses</b>					
<b>Offense Code</b>	<b>Offense Code Type</b>	<b>Offense Description</b>			<b>Total Due</b>
5	O	Article Vi Erosion & Sediment Control Sec 18-259(D)			\$581.00
19	O	Sec 34-11 Changeable Electronic Variable Message Sign			\$581.00
20	O	Violation Of Sec. 50-36			\$581.00
21	O	Violation Of Sec. 50-76			\$581.00
22	O	Violation Of Sec 50-82			\$581.00
23	O	Violation Of Sec. 50-112			\$581.00
24	O	Violation Of Sec 50-113			\$581.00
25	O	Violation Of Sec 50-115			\$581.00
26	O	Violation Of Section 38-160			\$581.00
27	O	Violation Of Section 46-21			\$581.00
28	O	Violation Sec 20-28 Ifc (Sec 308.1.4) Open Flame Cooking Devices			\$581.00
29	O	Requirements For Traps			\$581.00
30	O	City Ordinance Violation Working W/O Permit			\$581.00
31	O	Violation Of Sec.50-117 Home Occupancy			\$581.00
32	O	Violation of Sec. 50-79 Outside Storage			\$581.00
39	O	Violation of Sec. 36-107 Accumulation of Solid Waste Around Container			\$581.00

1	R	REDLIGHT CODE ENFORCEMENT (Repealed)	\$75.00
9	P	Handicap Parking Violation	\$517.00
10	O	City Ordinance - Violate City Ordinance Nuisance	\$581.00
11	O	City Ordinance - Burning Without Permit	\$581.00
12	O	City Ordinance - Burning, Deliberate Or Negligent	\$581.00
14	O	City Ordinance -- <u>Amplified</u> Noise	\$581.00
15	O	City Ordinance - No Taxi Driver Permit	\$581.00
16	O	City Ordinance - Install Fire-Extinguishing System W/O Permit	\$581.00
17	O	City Ordinance-Electrical-Work W/O Permit	\$581.00
18	O	Co-Use Of Certain Wireless Communication Device While Driving Prohibited	\$281.00
019	<u>Q</u>	<u>City Ordinance – Animal Noise</u>	<u>\$281.00</u>
249	T	Obscured License Plates	\$177.00
251	T	Park In Main Traveled Way	\$274.00
271	T	No Valid Class B Drivers License	\$189.00
272	T	No Valid Class A Drivers License	\$189.00
273	T	No Valid Inspection Sticker	\$177.00
275	T	No Valid Class M Drivers License	\$189.00
285	T	Improper Start From Stop/Parked Position	\$274.00
289	T	Expired Dealer Paper Plates	\$177.00
318	T	Illegal Right Turn From Inside Left Lane	\$274.00
319	T	Fail To Yield R-O-W R.R. Crossing	\$274.00
327	T	Fail To Yield R-O-W From Parked Position	\$274.00
340	T	Straight From Turn Only Lane	\$224.00
342	S	Solicitation By Pedestrians 552.007 (A)	\$381.00
345	T	U-Turn Not In Safety	\$224.00
367	T	No Parking Lights When Needed	\$114.00
373	T	Driving Left Of Center	\$224.00
374	T	Driving Left Of Double Yellow Stripe	\$224.00
428	T	No Thru Trucks Over 2 Axles	\$224.00
444	T	Display Alternating Lights To Rear	\$134.00
445	T	Unapproved Lighting Equipment	\$134.00
448	T	Improper Tread Depth	\$134.00
451	T	No Headlights	\$224.00
452	T	No Brake Lights	\$134.00
454	T	No Tow Lights On Towed Vehicle	\$184.00
455	T	No Rear View Mirror	\$134.00
460	T	Hubcaps Overextended To Left 8" Spiked	\$134.00
462	T	Fail To Set Park Brake	\$134.00
473	T	Passing Within Intersection	\$224.00
474	T	Passing On Unimproved Shoulder Of Road	\$224.00
475	T	Pass With Insufficient Clearance	\$224.00
477	T	Passing On Right Not In Safety	\$224.00
479	T	Passing School Bus Unloading	\$634.00
480	T	Passing School Bus-Loading	\$634.00
482	T	Pass Within 100 Ft. Of Intersection	\$224.00
483	T	Pass Within 100 Ft. Of Railroad Crossing	\$224.00
489	T	Stopped Within Intersection	\$224.00
503	T	Fail To Signal Stop	\$224.00
505	T	Backing Not In Safety	\$274.00
510	T	Unattended Vehicle	\$244.00
511	T	Leaving Child Unattended In Vehicle	\$316.00
517	T	Block Moving Lane Of Traffic	\$274.00
525	P	Illegally Parked-Prohibited By Signs	\$250.00

529	P	Parked In Bus. Or Res. District 545.301	\$94.00
532	O	City Ordinance - Illegal Parking Over 24 Hours	\$91.00
534	O	City Ordinance - Hitchhiking-Solicitation By Pedestrians	\$224.00
535	S	Walking In Roadway	\$224.00
536	T	Open Door Into Lane Of Traffic	\$134.00
537	T	Tamper With Barricades	\$154.00
548	T	Fail To Report Accident-Pedestrian	\$224.00
549	T	Fail To Use Due-Care Hit Pedestrian	\$224.00
550	T	Fail To Report Accident To Police Dept.	\$204.00
560	T	Fail To Stop And Render Aid	\$281.00
563	T	Fail To Stop And Give Info-Object Traffic Area	\$174.00
591	T	Cut Across Parking Lot	\$224.00
595	T	Passing On Shoulder Of Road	\$224.00
596	T	Driving On Shoulder Of Roadway	\$274.00
600	T	Fail To Cover Load	\$134.00
603	O	City Ordinance - Trash Disposal	\$281.00
604	T	Fail To Properly Secure Trailer	\$144.00
605	T	Fail To Secure Vehicle	\$144.00
606	T	Fail To Secure Load	\$134.00
641	T	No Safety Chain Trailer	\$184.00
695	T	Bicycle Not Equipped With Lights	\$115.00
696	T	Bicycle Fail To Yield Row Left	\$114.00
700	O	City Ordinance - Unleashed Dog/Cat Running At Large	\$114.00
701	O	No Sign Permit	\$281.00
702	O	City Ordinance - Violation Of Sec 18-166	\$581.00
704	O	City Ordinance - Nuisance-Odors	\$281.00
705	T	Obstructing Fire Hydrant	\$281.00
706	O	City Ordinance - Nuisance-All Types Noises	\$281.00
707	O	City Ordinance - Dog/Cat/Vaccination And Licensing	\$134.00
708	O	City Ordinance - Plumbing & Gas Ordinance	\$281.00
710	O	City Ordinance - Prohibited Signs	\$281.00
711	O	City Ordinance-Prohibited Smoking Products/Paraphernalia	\$281.00
712	O	City Ordinance - Waste Material Containers Collection	\$281.00
713	O	City Ordinance - Driveway Ordinance Sec.14-4 E	\$281.00
715	O	City Ordinance - Nuisances-Noise	\$281.00
718	S	Paint Spray Booth Ifc 1504.1	\$1,000.00
719	O	City Ordinance - Prohibited Use Of Wireless Comm Device While Driving	\$224.00
721	O	No Stopping/Standing/Pk In Roadway	\$281.00
722	O	Section 18-164 Nuisance	\$581.00
725	S	Nuisance-Rubbish, Structures, Etc.	\$281.00
726	O	City Ordinance - Livestock In Residential Area	\$281.00
730	O	City Ordinance - Drive-Ways Sec.14-4(D)(E)	\$281.00
731	S	Train Obstructing Crossing	\$154.00
742	O	City Ordinance-Alarm System Installation W/O Permit	\$581.00
746	S	Minor - Tob/Cig Prod/Poss/Pur/Consume	\$281.00
750	O	City Ordinance - Digging Out	\$224.00
751	O	City Ordinance - Horn, Vehicle Sounding Of	\$281.00
753	O	City Ordinance - Fail To Have Current Reg. For Animals	\$134.00
754	O	City Ordinance - Animal Quarantine	\$134.00
755	O	City Ordinance - Fire Code Locked Exits	\$581.00
756	O	City Ordinance - Discharge Waste In Public Sewer	\$281.00
757	O	City Ordinance - Tire Storage And Mosquito Control	\$331.00
758	O	City Ordinance - Noisy Vehicles	\$281.00

759	O	City Ordinance - Illegal Dumping	\$2,000.00
760	O	City Ordinance - Junk Vehicle Parts	\$281.00
761	O	City Ordinance - Junk Vehicle	\$281.00
762	O	City Ordinance - Obstruction Sidewalk/Easement/Street	\$581.00
763	O	City Ordinance - Water-Emergency Rationing	\$281.00
765	O	City Ordinance - Fireworks	\$1,000.00
766	O	City Ordinance - Collection By City Only	\$581.00
767	O	City Ordinance - Certificate Of Occupancy	\$281.00
769	S	Storage/Use Hazardous Materials	\$1,000.00
770	S	Occupancy Prohib Before Approval	\$581.00
771	S	Combustible Waste Dumpster Permit	\$581.00
772	O	C/C Maint Sprinkler System	\$1,000.00
773	O	C/C Maint Fire Alarm System	\$1,000.00
775	O	City Ordinance - No Development Permit	\$281.00
776	O	City Ordinance - Soliciting With No Permit	\$300.00
777	S	Access To Electrical Panels	\$331.00
778	S	Exit Sign Must Be Lighted	\$581.00
779	O	City Ordinance - Driveway Surface	\$281.00
780	O	City Ordinance - Violation Sec 36-27	\$2,081.00
781	O	City Ordinance - Discharge Wastewater	\$281.00
789	O	City Ordinance - Unlicensed Wrecker	\$281.00
790	O	City Ordinance - Unlicensed Wrecker Driver	\$281.00
791	O	City Ordinance - Abandonment Of Nonconforming Uses And Structures & Cessation Of Use Of	\$281.00
792	O	City Ordinance- No Building Permit	\$281.00
793	O	City Ordinance- Attention Getting Device	\$281.00
803	S	Furnish Alcohol To Minor	\$281.00
804	O	City Ordinance - Dischg Firearm In City Limits	\$281.00
812	S	D.O.C. Public Exposure	\$316.00
815	S	Assault By Threat	\$316.00
816	S	Assault By Physical Contact	\$316.00
830	S	Sale Of Alcohol To Certain Persons	\$281.00
832	S	Possess Intoxicants On School Property	\$281.00
847	S	Theft Of Service	\$316.00
855	S	Littering	\$281.00
863	S	Consume Alcohol During Prohibited Hours	\$281.00
864	S	Contempt For Disobeying Court Order	\$81.00
865	S	Contempt Of Court	\$281.00
867	O	City Ordinance - Curfew-Nighttime	\$214.00
868	O	City Ordinance - Curfew-Daytime	\$214.00
869	S	Fail To Attend School	\$265.00
871	S	Electrical Hazards	\$331.00
872	S	Exit Signs Fire Code	\$581.00
873	S	Disruption Of Transportation	\$281.00
874	S	Disruption Of Classes	\$281.00
875	S	Criminal Trespass	\$316.00
876	S	Trespass -School Grounds	\$281.00
878	S	Disruption Of School Activities	\$281.00
1000	S	Criminal Mischief/Class C	\$316.00
1002	S	Tampering W/ A Govt Record( School Enrollment)	\$581.00
1010	S	Reckless Damage Or Destruction	\$316.00
1020	S	Theft	\$316.00
1105	T	Use Wireless Communication Device In School Zone	\$359.00

1106	T	Use A Wireless Communication Device For Electronic Messaging While Driving	\$233.00
1130	S	Failure To Identify	\$316.00
1170	S	D.O.C. Obscene Language	\$316.00
1171	S	D.O.C. Offensive Gesture/Display	\$316.00
1172	S	D.O.C. Noxious/Unreasonable Odor (Chemical)	\$316.00
1173	S	D.O.C. Abuse Or Threaten (Offensive Manner)	\$281.00
1174	S	D.O.C. Unreasonable Noise	\$316.00
1175	S	D.O.C. Fighting With Another	\$281.00
1176	S	D.O.C. Window Peeping-Dwelling	\$316.00
1177	S	D.O.C. Window Peeping/Hotel Or Motel	\$316.00
1178	S	D.O.C. Discharges Firearm/Public Roadway	\$316.00
1180	S	Make Firearm Accessible To A Child	\$316.00
1181	S	Obscene Display	\$316.00
1210	S	Smoking Tobacco-Prohibited Areas	\$316.00
1220	S	Public Intoxication	\$316.00
1230	S	Possession/Consumption Of Alcohol In Motor Vehicle	\$316.00
2000	S	Consume Alcoholic Beverages On Off-Premised License Account	\$281.00
2001	S	Sale To Certain Persons	\$281.00
2010	S	Consumption Of Alcoholic Beverages Near A School	\$281.00
2090	S	Sale Of Tobacco Products To A Minor	\$281.00
2091	S	Sell Cig/Tob Products W/O Permit	\$281.00
2100	S	Possession Of Drug Paraphernalia	\$281.00
2200	T	Fail To Set Park Brake	\$134.00
273E	T	Fictitious Inspection Sticker	\$281.00
2900	S	Equipment Not In Compliance W/ Federal Standards 49 C.F.R.571.108	\$281.00
3001	T	Speeding <i>See Chart</i>	
3002	T	Unsafe Speed/Too Fast For Conditions	\$274.00
3003	T	Impeding Traffic	\$274.00
3004	T	Racing/ Drag Racing/ Acceleration Contest For Speed	\$274.00
3005	T	Fail To Yield R-O-W	\$274.00
3006	T	Ran Stop Sign	\$274.00
3007	T	Ran Red Light	\$274.00
3008	T	Disregard Flashing Yellow Signal	\$274.00
3009	T	Changed Lane When Unsafe	\$274.00
3011	T	Turned Left From Wrong Lane	\$274.00
3012	T	Turned Right From Wrong Lane	\$274.00
3013	T	Cut Corner Left Turn	\$274.00
3014	T	Improper Turn	\$274.00
3015	T	Drove On Wrong Side Of Road	\$274.00
3016	T	Drove Wrong Way On One-Way Roadway	\$274.00
3017	T	Following Too Closely	\$284.00
3018	T	Passed - Insufficient Clearance	\$274.00
3019	T	Disregard No Passing Zone	\$274.00
3020	T	Illegal Pass On Right	\$274.00
3021	T	Failed To Stop For School Bus (Or Remain Stopped)	\$634.00
3022	T	Failed To Pass To Right Safely/Improper Passing	\$274.00
3024	T	Unsafe Start From Parked, Stopped, Standing	\$274.00
3025	T	Fail To Maint. Fina. Resp. 2nd/Off.	\$581.00
3026	T	Parking On Roadway	\$274.00
3028	T	Crossing Physical Barrier	\$274.00
3031	T	Unrestrained Child Under 8 Years Of Age	\$254.00
3032	T	No Seat Belt - Driver	\$194.00
3033	T	No Seat Belt - Passenger	\$194.00

3034	T	Child (8 -16) Not Secured By Safety Belt	\$194.00
3038	T	Operate Vehicle With Child In Open Bed	\$274.00
3039	T	Speeding Over 15mph (Cdl Only)	\$134.00
3045	T	Fail To Give Information/Render Aid<\$200	\$221.00
3049	T	Fail To Maint. Fina. Resp	\$296.00
3050	T	Fail To Control Speed	\$274.00
3051	T	Operating Veh Below Posted Min Speed	\$274.00
3052	T	Fail To Yield R-O-W To Vehicle In Intersection (Stop Sign)	\$274.00
3053	T	Failed To Yield R-O-W At Yield Sign	\$274.00
3054	T	Fail To Yield R-O-W At Open Intersection	\$274.00
3055	T	Fail To Yield R-O-W Turning Left	\$274.00
3056	T	Fail To Yield R-O-W (Private Drive/Alley ,Building)	\$274.00
3057	T	Fail To Yield R-O-W To Emergency Vehicle	\$274.00
3058	T	Fail To Yield R-O-W On Green Arrow Signal	\$274.00
3059	T	Disregard Official Traffic Control Device	\$274.00
3060	T	Failed To Stop At Designated Point (Stop Sign)	\$274.00
3061	T	Fail To Stop-Designated Point (At Yield Sign)	\$274.00
3062	T	Lack Of Caution Turning On Green Arrow	\$274.00
3063	T	Failed To Stop At Proper Place (Traffic Light)	\$274.00
3064	T	Fail To Stop At Proper ( Not At Intersection)	\$274.00
3065	T	Disregard Warning Sign At Construction	\$274.00
3066	T	Drove Through Safety Zone	\$274.00
3067	T	Disregard Flashing Red Signal (At Stop Sign, Etc)	\$274.00
3068	T	Failed To Stop At Proper Place (Flashing Red Signal)	\$274.00
3069	T	Disregard Lane Control Signal	\$274.00
3070	T	Failed To Maintain Single Lane	\$274.00
3071	T	Disregard No Lane Change Sign	\$274.00
3072	T	Disregard Signal At Rr Crossing	\$274.00
3073	T	Disregard Rr Crossing Gate Or Flagman	\$274.00
3074	T	Failed To Stop At Marked Rr Crossing	\$274.00
3075	T	Oper Of Heavy Equip Disregarded Signal Of Approaching Train	\$274.00
3076	T	Turned Across Dividing Section	\$274.00
3077	T	Improper Rt Turn Too Wide	\$274.00
3078	T	Disregard Turn Marks	\$274.00
3079	T	Made U Turn On Curve Or Hill	\$274.00
3080	T	Turned When Unsafe	\$274.00
3081	T	Crossing Property (Cut Corner)	\$274.00
3082	T	Fail To Y-O-W On Left When Passing An Obstruction	\$274.00
3084	T	Fail To Signal Lane Change	\$274.00
3085	T	Failed To Give One-Half Of Roadway	\$274.00
3086	T	Fail To Pass On Right	\$274.00
3088	T	Drove On Wrong Side Of Divided Highway	\$274.00
3089	T	Drove Center Lane (Not Passing/Not Turning Left)	\$274.00
3090	T	Drove Wrong Way In Designated Lane	\$274.00
3091	T	Wrong Side Of Road - No Passing	\$274.00
3092	T	Cut In After Passing	\$274.00
3096	T	Failed To Signal Turn	\$274.00
3097	T	Failed To Signal Intent Prior To 100 Ft	\$274.00
3099	T	Improper Turn Or Hand Signal	\$274.00
3101	T	Driving While License Suspended/Invalid	\$381.00
3103	S	No Driver's License	\$189.00
3106	S	Violate DI Restriction	\$189.00
3107	S	Permit Unlawful Use Of DI	\$189.00

3112	T	Motorcycle No Endorsement	\$189.00
3115	T	Failed To Yield To Pedestrian On Sidewalk	\$274.00
3116	T	Failed To Yield To Pedestrians In Crosswalk	\$274.00
3120	T	Motorcycle Passenger Without Approved Headgear	\$147.00
3121	T	Disregard Police Officer	\$274.00
3124	T	Failed To Give Way When Overtaken	\$274.00
3125	T	Increase Speed While Being Overtaken	\$274.00
3127	T	Drove Onto (From) Controlled Access Highway Where Prohibited	\$274.00
3131	T	Failed To Stop For Approaching Train	\$274.00
3138	T	Failed To Stop (Alley, Driveway, Bld)	\$274.00
3149	S	Wrong Mvr -Assigned To Other Veh	\$181.00
3155	T	Failed To Dim Headlights - Meeting	\$189.00
3156	T	Failed To Dim Headlights - Following	\$189.00
3161	S	No Mounted Head Lamp	\$156.00
3162	T	Defective Head Lamp	\$209.00
3163	T	Headlamp(S) Glaring, Not Adjusted	\$209.00
3166	T	No Tail Lamps(S)-Not Equipped	\$209.00
3167	T	Defective Tail Lamp(S)	\$209.00
3168	T	Tail Lamp(S) Improperly Located	\$209.00
3169	T	No Stop Lamp(S)	\$209.00
3170	T	Defective Stop Lamp(S)	\$209.00
3172	T	Defective Turn Signal Lamp(S)	\$209.00
3174	T	Defective Parking Lamp(S)	\$209.00
3175	T	Improper Use Of Back-Up Lamps	\$209.00
3186	T	White Lights Showing To Rear	\$209.00
3194	T	Coasting	\$274.00
3198	T	Drove Without Lights (When Required)	\$274.00
3202	T	Violate Operating Hours-Minor	\$189.00
3204	T	Passing Emergency Vehicle	\$274.00
3205	T	Expired Motor Vehicle Inspection	\$177.00
3207	T	Motorcycle Operator Without Approved Headgear	\$151.00
3210	T	Motorcycle Oper W/Pass W/O Approved Headgear	\$151.00
3225	T	Unnecessary Use Of Horn	\$334.00
3227	T	Muffler Violation	\$214.00
3229	T	Defective Exhaust Emission System	\$214.00
3231	T	Illegal Window Tinting	\$209.00
3233	T	Defective Windshield Wiper	\$209.00
3251	T	No Front Seat Belts (Required)	\$194.00
3252	P	Parked Within An Intersection	\$187.00
3253	P	Parked On A Crosswalk	\$82.00
3259	T	Expired Driver's License	\$189.00
3260	T	Expired Commercial Driver's License	\$189.00
3263	T	Fail To Display Driver's License	\$189.00
3264	T	Fail To Change Address Driver's License	\$189.00
3272	T	Fail To Comply With Requirements On Striking Unattended Vehicle	\$274.00
3273	T	Duties Upon Striking A Fixed Object	\$221.00
3274	T	No License Plate Light	\$209.00
3277	T	Unauthorized Red, White or Blue Flashing Lights	\$156.00
3284	P	Parked Double	\$82.00
3287	T	Fail To Yield R-O-W Turning On Red Signal	\$274.00
3288	T	Fail To Yield R-O-W Changing Lanes	\$274.00
3300	T	More Than One License (Cdl)	\$189.00
3301	T	No Commercial Driver's License (Cdl)	\$189.00

3302	T	Change Name/Mailing Address Later Than 30 Days (Cdl)	\$189.00
3303	T	Fail To Get A Texas Cdl After 30days Of Residence In This State	\$189.00
3304	T	False Statement On Cdl Application Or Certificate	\$189.00
3305	T	Endorsement Violation On Cdl	\$234.00
3306	T	Restriction Violation - Cdl	\$181.00
3309	S	Open Container- Driver	\$581.00
3312	T	Negligent Collision	\$274.00
3314	S	Interfere With Funeral Procession	\$369.00
3315	T	Drove On Sidewalk	\$274.00
3316	T	Backed Upon Shoulder (Or Roadway) Of Controlled Access Highway/Illegal Backing	\$274.00
3320	T	Obstructing Traffic	\$274.00
3323	S	Open Container-Passenger	\$581.00
3333	T	Violate Promise To Appear	\$226.00
3337	S	Failure To Appear/Bail Jumping	\$226.00
3341	T	Driving Around Warning Signs/ Barricades	\$274.00
3342	T	Disregard Warning Signs Or Barricades	\$274.00
3364	T	Parent/Guardian Permitted Unlicensed Minor To Drive	\$154.00
3365	T	Non-Guardian Permitted Unlicensed Driver to Drive	\$154.00
3519	S	Jaywalking	\$281.00
3528	S	Pedestrian Walking Wrong Way	\$281.00
3550	P	Blocking Handicap Access	\$581.00
3551	P	Park/Stand/Stop Between Safety Zone And Curb	\$567.00
3552	P	Park/Stand In Front Of Public/Private Drive	\$185.00
3553	S	Handicap Parking Violations	\$567.00
3554F	P	Parked In A Fire Lane (Fire Marshall)	\$567.00
3555	P	Park Bicycle On Sidewalk/Impede Traffic	\$82.00
3556	P	Parking/Stopping/Standing On A Sidewalk	\$82.00
3557	P	Parking/Stopping/Standing On Railroad Tracks	\$82.00
3561	P	Parked Facing Traffic	\$82.00
3564	P	Parked With Wheels Over 18 Inches From Curb Or Edge Of Roadway	\$82.00
3565	P	Parked Within 50 Feet Of Railroad Crossing	\$82.00
3569	P	Parking/Standing Within 15 Feet Of A Fire Hydrant	\$567.00
3570	P	Park Or Stand Within 20 Ft Of Crosswalk At Intersection	\$82.00
3571	P	Park Or Stand Within 20 Ft Of Driveway To Fire Station	\$82.00
3572	P	Park Or Stand Within 30 Ft Of A Traffic Control Device	\$82.00
3582	T	Disregard Pedestrian Control Signal	\$274.00
3589	T	Crossed Fire Hose Without Permission	\$634.00
3590	T	Drove Into Block Where Fire Engine Stopped	\$274.00
3591	T	Following Ambulance	\$334.00
3594	P	Obstructing Fire Apparatus	\$281.00
3622	T	Improperly Secured Tailgate	\$209.00
3627	T	Vehicle W/O Required Equip Or In Unsafe Condition	\$156.00
3656	T	Display Expired Registration	\$177.00
3658	T	Display Unclean License Plates	\$177.00
3667	T	Oper. Mtr. Veh. W/Out License Plt Or W/One L/Plt	\$177.00
3668	T	Operate Unregistered Motor Vehicle	\$177.00
3722	T	Over Allowable Gross Weight-Permit Violation	\$254.00
3800	S	Minor - In Possession Alcohol	\$281.00
3801	S	Minor - Attempt To Purchase Alcohol	\$281.00
3802	S	Minor - Purchase Alcohol	\$281.00
3803	S	Minor - Consumption Of Alcohol	\$281.00
3804	S	Minor - Misrepresentation Of Age	\$154.00
3805	S	Minor - Public Intoxication	\$281.00

3806	S	Minor - Driving Under The Influence	\$281.00
3907	S	Massage Therapist No Registration health Code 455.151a	\$581.00
3908	S	Massage Therapist Advertising Unregister health Code 455.205c	\$581.00
4162	S	Unlawful Transport Or Use Of Diesel Fuel	\$281.00
840E	T	Fleeing From A Police Officer	\$281.00
9005	S	Overweight 20,001-40,000	\$5,081.00
3005A	T	Fail To Yield R-O-W To Vehicle Entering From Highway	\$274.00
3005B	T	Fail To Yield R-O-W To Vehicle Leaving Highway	\$274.00
3005C	T	Fail To Yield R-O-W Intersection W/Traf Cntrl Device	\$274.00
3015A	T	Drove On Wrong Side Of Road/Bridge	\$274.00
3015B	T	Drove On Wrong Side Of Road/Intersection	\$274.00
3015C	T	Drove On Wrong Side Of Road/Rr Grade	\$274.00
3052A	T	Failed To Yield At Stop Intersection	\$274.00
3096A	T	Failed To Signal Turn	\$274.00
3103A	T	Fail To Obtain Tx Dl Within 90 Days	\$189.00
3116A	T	Fail To Yield To Pedestrian In Crosswalk (No Signals)	\$274.00
3162A	T	Defective Head Lamps (Motorcycle)	\$209.00
3213E	T	Defective Brakes	\$209.00
3554F	P	Parked In Fire Lane	\$500.00
3591A	T	Following Fire Apparatus	\$274.00
9002E	S	Fail To Inspect/Use Emergency Equipment	\$201.00
9008B	S	Failure To Display Medical Certificate	\$201.00
9049A	S	Cmv Miscellaneous	\$201.00
9051A	S	No Valid Certificate Of Inspection-Cmv	\$201.00

**RESOLUTION NO. 2024-28**

**A RESOLUTION OF THE CITY OF TOMBALL, TEXAS,  
APPROVING THE MASTER FEE SCHEDULE FOR FISCAL YEAR  
2024-2025.**

\* \* \* \* \*

**WHEREAS**, the Tomball City Council desires to enhance government transparency through the adoption of a Master Fee Schedule for the convenience of the public; and

**WHEREAS**, the Tomball City Council finds it advantageous to adopt a Master Fee Schedule for Fiscal Year 2024-2025, to provide easier access to information regarding City services and associated fees for Tomball residents and commercial interests; **NOW, THEREFORE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:**

**Section 1.** The City Council finds that the facts and matters set forth in the preamble of this Resolution are true and correct.

**Section 2.** A Master Fee Schedule for the City of Tomball, Texas for Fiscal Year 2024-2025 is hereby adopted, a copy of which is attached hereto as Exhibit “A” and incorporated herein. The Master Fee Schedule shall become effective immediately upon its approval by the City Council of the City of Tomball.

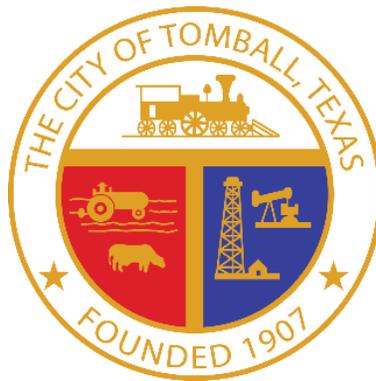
**Section 3.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other 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.

PASSED, APPROVED, AND RESOLVED this 19th day of August 2024.

\_\_\_\_\_  
Lori Klein Quinn  
Mayor

ATTEST:

\_\_\_\_\_  
Tracylynn Garcia  
City Secretary



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**City of Tomball  
Master Fee Schedule  
FY 2024-2025**

*Effective September 20, 2024*

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### Administrative Fees

<b>General Penalty for Violations of Code (Sec. 1-14, Code of Ordinances)</b>	
Violations of City of Tomball Ordinances shall be punishable by a fine not exceeding \$500.00, except as otherwise noted.	
Violations of Ordinances that govern fire, safety, zoning, public health, and sanitation shall be punishable by a fine not exceeding \$2,000.00.	
Violations of traffic laws which are punishable as a Class C misdemeanor shall be punished by a fine not exceeding \$200.00.	
<b>Credit Card Processing Fee</b>	
The City charges a processing fee of four percent (4%) on all credit card transactions.	
<b>Nonsufficient Funds Fee</b>	
When a check has been returned to the City account as nonsufficient funds (NSF), the City will notify the issuer of the check that cash payment plus a \$30.00 nonsufficient funds fee is due and payable immediately. If customer does not redeem the NSF check and pay the NSF fee, the City may arrange for services to be canceled immediately.	
<b>Notary Public Fees</b>	
<i>Service</i>	<i>Fee</i>
For protesting a bill or note for nonacceptance or nonpayment, register and seal	\$4.00
For each notice of protest	\$1.00
For protesting in all other cases	\$4.00
For certificate and seal to a protest	\$4.00
For taking the acknowledgement or proof of a deed or other instrument in writing, for registration, including certificate and seal	\$10.00 for first signature; \$1.00 for each additional signature
For administering an oath or affirmation with certificate and seal	\$10.00
For all certificates under seal not otherwise provided for	\$10.00
For a copy of a record or paper (uncertified copy) in the notary public's office	\$1.00 per page
For taking the deposition of a witness	\$1.00 for each 100 words
For swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$6.00
For a notarial act not provided for	\$6.00
<b>Public Information Charges for Providing Copies (Texas Administrative Code, Title 1, Chapter 70)</b>	
Charges to recover costs associated with public information requests shall be assessed in accordance with Texas Administrative Code (TAC), title 1, part 3, chapter 70, rule 70.3 Charges for Providing Copies of Public Information. Requestors should refer to the TAC for the most up to date costs.	

### Alarm Permits & Fees

<b>Alarm Permit Application Fee (Sec. 16-48 – 58, Code of Ordinances)</b>	
The Tomball Code of Ordinances requires a person to obtain an alarm permit/registration before the person operates an alarm system. The Alarm Permit Application Fee is determined based on the type of property and alarm system.	
<i>Type of Property</i>	<i>Fee</i>
Residential property	No fee
Individual apartment unit	\$50.00
Nonresidential area of an apartment complex equipped with a burglary alarm, hold up, panic, or duress alarm, or fire alarm system	\$50.00
Commercial site equipped with a burglary alarm, hold up, panic, or duress alarm, or fire alarm system	\$50.00
<b>False Alarm Notification Fees (Sec. 16-59, Code of Ordinances)</b>	
If an alarm system transmits more than three false burglar alarms or fire alarm notifications within a 12-month period, the permittee shall pay a service fee for the fourth and each subsequent false alarm notification.	
<i>Residential Burglar/Fire False Alarm</i>	<i>Fee</i>
First through third false alarm	No fee
Fourth and fifth false alarm	\$25.00 per false alarm
Sixth through eighth false alarm	\$50.00 per false alarm
For each false alarm thereafter	\$100.00 per false alarm
<i>Commercial Burglar/Fire False Alarms</i>	<i>Fee</i>
First through third false alarm	No fee
Fourth and fifth false alarm	\$50.00 per false alarm
Sixth through eighth false alarm	\$75.00 per false alarm
For each false alarm thereafter	\$100.00 per false alarm
<i>Panic False Alarm</i>	<i>Fee</i>
First and second false alarm	No fee
For each false alarm thereafter	\$100.00 per false alarm
<b>Operating an Alarm System without a Permit or that Automatically Dials 911 (Sec. 16.77-78, Code of Ordinances)</b>	
Per the Tomball Code of Ordinances, a person commits an offense if the person operates, causes to be operated, or allows the operation of an alarm system:(1) without a permit issued under Article II, Ch. 16 of the Tomball Code of Ordinances; (2) in violation of Article II, Ch. 16 of the Tomball Code of Ordinances; (3) that automatically dials the 911 emergency communication system.	
A person who fails to comply with Article II, Ch. 16 of the Tomball Code of Ordinances commits a Class C Misdemeanor, which is punishable by a fine of not more than \$500.00, plus the associated fee, for each Police or Fire Department response to the activation of an unpermitted alarm system.	

## Alcohol/Liquor License & Permit Fees

The Texas Alcoholic Beverage Code (TABC) provides that cities may levy and collect a fee not to exceed one-half the State fee for each permit issued for premises located within a city or town. Only the Mixed Beverage Permit and a Mixed Beverage Late Hours Permit have a three-year waiting period before fees may be collected by the City of Tomball. The process of liquor related fees begin with the signature of the City Secretary or the Assistant City Secretary on all applications made to TABC. Before any license is issued, the applicant shall pay to the City such fees as are authorized by state law. The permits listed below, along with their yearly rates, go into effect at the time the business begins operation, or shortly thereafter.

Two-Year Fee Chart			
<i>License Type</i>	<i>Description of License</i>	<i>T.A.B.C. 2-Year Fee</i>	<i>Tomball 2-Year Fee</i>
BE	Malt Beverage Retailer's On Premise License - Original/Years 1 and 2	\$2,000.00	\$1,000.00
	Malt Beverage Retailer's On Premise License - Renewal	\$1,500.00	\$750.00
BF	Malt Beverage Retailer's Off Premise License	\$120.00	\$60.00
BG	Wine & Malt Beverage Retailer's Permit (Harris County) Original/Years 1 and 2	\$2,000.00	\$1,000.00
	Wine & Malt Beverage Retailer's Permit (Harris County) - Renewal	\$1,500.00	\$750.00
BP	Brewpub License	\$1,000.00	\$500.00
BQ	Wine & Malt Beverage Retailer's Off Premise (Harris County)	\$120.00	\$60.00
BW	Brewers License	N/A	\$1,500.00
LH	Late Hours Mixed Beverage	Local fee not authorized	
MB	Mixed Beverage - Years 1 and 2	\$6,000.00	N/A
	Mixed Beverage - 1 <sup>st</sup> Renewal (Years 3 and 4)	\$4,500.00	\$1,125.00
	Mixed Beverage - 2 <sup>nd</sup> Renewal (Years 5 and 6)	\$3,000.00	\$1,150.00
	Mixed Beverage - 3 <sup>rd</sup> Renewal (Subsequent Years)	\$1,500.00	\$750.00
P	Package Store	\$1,000.00	\$500.00
Q	Wine-Only Package Store	\$150.00	\$75.00
SD	Brewers Self-Distribution	N/A	\$600.00
W	Wholesalers Permit	\$3,750.00	\$1,875.00

### Animal Services Fees

<b>Kennel License (<a href="#">Sec. 8-202, Code of Ordinances</a>)</b>			
Annual kennel license fee			\$10.00
<b>Recovery of Impounded Animals Fee</b>			
<i><b>Times Impounded</b></i>	<i><b>Impound Fee</b></i>	<i><b>Boarding Fee</b></i>	<i><b>Vaccination Fee*</b></i>
First time	\$25.00	\$5.00 per day	At cost
Second time	\$40.00	\$5.00 per day	At cost
Third and subsequent times	\$75.00	\$5.00 per day	At cost
<small>*Vaccination fee will be waived if owner can show proof the animal has been vaccinated within three months immediately preceding the impoundment (<a href="#">Sec. 8-178, Code of Ordinances</a>).</small>			
<b>Impoundment Fee for Horses, Cows, Cattle or Other Livestock</b>			
Horses, cows, cattle	\$25.00, plus \$5.00 for feeding and care per animal, per day		
Other livestock	\$15.00, plus \$2.00 for feeding and care per animal, per day		
<b>Redeeming Animals (<a href="#">8-178, Code of Ordinances</a>)</b>			
<p>The owner of impounded animal(s) shall have the right to redeem the animal(s) upon the payment of any and all fees which may be due and payable for the impoundment of such animal, including any fines imposed, within three days after notice of impoundment has been posted, published or delivered.</p> <p>The county health officer or the city humane officer shall be authorized to sell any animals impounded under the terms of this division and not redeemed within three days for the best price that can be obtained, provided that the original owners entitled to the possession of any animal sold pursuant to this section shall be entitled to redeem such animal upon paying the purchaser double the amount paid by him for the animal plus an amount equal to \$3.00 for each calendar day or fraction thereof for the care and feeding of such dog or cat and all veterinary expenses incurred by the purchaser. Any dog or cat not so redeemed within 30 days from the date of sale shall become the absolute property of the purchaser. (<a href="#">Sec. 8-68, Code of Ordinances</a>).</p>			

**Business Related Permits & Fees**

<b>Ambulance Transfer Services Permit (Sec. 16-162 – 172, Code of Ordinances)</b>	
Annual Company Permit Fee	\$500.00
Vehicle Inspection Fee	\$100.00
Vehicle Re-Inspection Fee	\$100.00
<b>Commercial Filming Permit</b>	
*Fee may be waived by City Manager for nonprofit organizations	
Commercial filming permit application processing fee	\$25.00*
Fee for use of City property and City equipment	Determined by request
<b>Correctional Facility Permit Application Fee</b>	
Original application fee	\$350.00
Renewal application fee	\$100.00
Transfer application fee upon change or ownership/operator	\$100.00
<b>Donation Container Permit Fee (Sec. 22-194, Code of Ordinances)</b>	
Annual donation container permit fee	\$25.00 per year
Impounded donation container fee	\$200.00
Daily storage fee	\$25.00
<b>Sexually Oriented Business Fees (Sec. 6-26, Code of Ordinances)</b>	
Annual fee for Sexually Oriented Business License	\$750.00
Annual fee for employee of sexually oriented business	\$50.00
<b>Tow Truck Rotation Company Fees</b>	
Initial application fee	\$100.00
Additional application fee	\$75.00
Annual fee (licenses expire Sept. 30 each year)	\$100.00 per vehicle
Supplemental fee for vehicles added during the year	\$75.00 per vehicle
Duplicate license for towing company vehicle	\$25.00
<b>Fees for Towing</b>	
Fees listed below are for non-consent tows for towing a vehicle from one location within the city to another within the city or the city's ETJ	
Light duty tow trucks – incident management	\$200.00
Light duty tow trucks – drop fee	\$75.00
<b>Additional service fees to be charged.</b> In the event that a tow service provider must perform services that are clearly beyond the norm in order to affect a tow, the tow service provider may request that an on-scene supervisor authorize an <b>additional fee not to exceed \$100.00</b> to compensate for the additional time and services rendered. To be valid, supervisory authorization must be notated on the Tow Slip of record.	
<b>COVERAGE FOR NON-CONSENT/INCIDENT MANAGEMENT WRECKERS ON THE CITY OF TOMBALL WRECKER ROTATION LIST:</b>	
Liability Coverage	\$500,000
On-Hook Cargo	\$50,000

<b>Vehicle Storage Fees</b>			
<p>A Vehicle Storage Fee (VSF) operator may not charge less than \$5.00 or more than \$20.00 for each day or part of a day for storage of a vehicle that is 25 feet or less in length. A VSF operator shall charge a fee of \$35.00 for each day or part of a day for storage of a vehicle that exceeds 25 feet in length.</p> <p>(1) A daily storage fee may be charged for any part of the day, except that a daily storage fee may not be charged for more than one day if the vehicle remains at the VSF less than 12 hours. In this paragraph a day is considered to begin and end at midnight.</p> <p>(2) A VSF that has accepted into storage a vehicle registered in this state shall not charge for more than five days of storage fees until a notice, as prescribed in <a href="#">Texas Administrative Code, §85.703</a> of these rules, is mailed or published.</p> <p>(3) A VSF operator that has accepted into storage a vehicle not registered in Texas shall not charge for more than five days before the date the request for owner information is sent to the appropriate governmental entity. Such requests shall be correctly addressed, with sufficient postage, and sent by certified mail, or electronic certified mail, return receipt requested, to the governmental entity with which the vehicle is registered requesting information relating to the identity of the last known registered owner and any lien holder of record.</p> <p>(4) A VSF operator shall charge a daily storage fee after notice, as prescribed in <a href="#">Texas Administrative Code, §85.703</a>, is mailed or published for each day or portion of a day the vehicle is in storage until the vehicle is removed and all accrued charges are paid.</p>			
<b>Notification Fee</b>			
<p>(1) A VSF may not charge a vehicle owner more than \$50.00 for notification. Notification must be sent certified mail, must be sent by the fifth day the vehicle is on the lot, and cannot be sent until the vehicle is on the lot for at least 24 hours. If a notification must be published, and the actual cost of publication exceeds 50% of the notification fee, the VSF operator may recover the additional amount of the cost of publication. The publication fee is in addition to the notification fee.</p> <p>(2) If a vehicle is removed by the vehicle owner within 24 hours after the date the VSF receives the vehicle, notification is not required by these rules.</p> <p>(3) If a vehicle is removed by the vehicle owner before notification is sent or within 24 hours from the time the VSF receives the vehicle, the VSF operator may not charge a notification fee to the vehicle owner.</p>			
<b>Tow Truck Rotation Driver Fees (Chapter 48, Code of Ordinances)</b>			
City of Tomball Driver’s License Fee		\$15.00 per year	
Renewal Fee		\$10.00 per year	
Replacement Fee		\$5.00 each	
<b>Vendor/Peddler Permit (Sec. 32-41-54, Code of Ordinances)</b>			
	<b>Per Day</b>	<b>Per Week</b>	<b>Per Month</b>
	\$10.00	\$25.00	\$50.00
	<b>Per 3 Months</b>	<b>Per 6 Months</b>	<b>Special Event</b>
	\$100.00	\$150.00	\$25.00 per day
Interstate permit	None; Registration only		
Bond requirement	\$1,000.00 Minimum Surety Bond, naming the City of Tomball as the certificate holder (Ch. 32, Sec. 32-46)		
Special event permit	\$25.00 per day as rental for the use of public property		

### Development Permits, Inspections & Fees

Community Development & Engineering Fees			
<b>Plat Fees</b>			
<b>Plat Type</b>	<b>Base Fee</b>	<b>Per Lot</b>	<b>Maximum per Plat</b>
Preliminary Plat, Final Plat, Replat, and Minor Plats	\$500.00	\$20.00	\$2,500
Joinder Lot			\$100.00
<b>Planning Fees</b>			
Rezoning		\$1,000.00	
Text Amendment		\$1,000.00	
Conditional Use Permit		\$1,000.00	
Planned Development (with concept or site plan)		\$1,500.00	
Non-residential site plan review – 2,000 square feet or less		\$250.00	
Non-residential site plan review – greater than 2,000 square feet		\$300.00 plus \$10.00 per acre	
Single-family site plan/Building elevation review		\$50.00	
Variance/Special Exception (Board of Adjustments)		\$500.00	
Zoning Verification Request		\$50.00	
Comprehensive Plan Amendment		\$1,000.00	
<b>Public Improvement District Fees</b>			
Nonrefundable application fee paid at the time of petition submission		\$2,500.00	
<b>Engineering Fees</b>			
Floodplain permit application	\$50.00		
TXDOT Right of Way Utility and Leasing Information System (RULIS)/UIR Permit Application	\$100.00		
Civil plan review fee <i>HB 3492 hourly rate: \$85.91</i>	\$101 per acre of development (minimum of \$101) \$86 per hour for each review after three reviews		
Development Construction Inspection Fee <i>HB 3492 hourly rate: \$102.19</i>	<b>Project Area</b>	<b>Fee</b>	
	0 to 0.50 acres	\$800	
	0.501 to 4.99 acres	\$1,200	
	4.991 acres and more	\$2,500 + \$1,133 per additional acre above 4.991 acres	
Right-of-way abandonment	\$1,000.00		
Fee-in-lieu-of construction of sidewalks	\$75.00 per linear foot of street frontage		
Performance bonds and maintenance bonds are required when project includes public infrastructure or detention projects. Contact the Community Development department for additional information.			

<b>Building Permits</b>	
<b>Residential Building Permits</b>	
Single-family residential building permit - new construction and remodels	\$0.45 per square feet of building area; \$100.00 minimum
Residential foundation repair permit	\$100.00
<b>Commercial Building Permits</b>	
<b>Total Valuation (Building)</b>	<b>Fee</b>
\$1,000 and less	\$60.00 fee will be charged for initial inspection
\$1,001 to \$50,000	\$60.00 for the first \$1,000 in value, plus \$5.00 for each additional thousand or fraction thereof
\$50,001 to \$100,000	\$305.00 for the first \$50,000 in value, plus \$4.00 for each additional thousand or fraction thereof
\$100,001 to \$500,000	\$505.00 for the first \$100,000 in value, plus \$3.00 for each additional thousand or fraction thereof
\$500,001 and greater	\$1,705.00 for the first \$500,000 in value, plus \$2.00 for each additional thousand or fraction thereof
<b>Building Plan Review Fee</b>	
Residential and Commercial Fee	Equal to 50% of the cost of the associated building permit
<b>Banner Sign Fee</b>	
Banner sign fee	\$25.00
<b>Structure Moving Fee</b>	
Fee to move any primary habitable building or structure (including manufactured homes) within city limits	\$110.00
<b>Demolition Permit/Fee</b>	
<b>Size of building/structure</b>	<b>Fee</b>
0 to 100,000 cubic feet	\$100.00
100,001 cubic feet and greater	\$100.00, plus \$1.00 for each additional 1,000 cubic feet or fraction thereof
<b>Roofing Permit</b>	
Residential roofing permit (re-roof only)	\$50.00
Residential roofing permit (with structural changes)	Obtain a Residential Building Permit
Commercial roofing permit (re-roof only)	\$100.00
Commercial roofing permit (with structural changes)	Obtain a Commercial Building Permit
<b>Penalties</b>	
Any work that is performed prior to the issuance of required permits will result in the assessment of penalty fees equal to double (2 times) the fees of the required permits. In addition, a Certificate of Occupancy must be issued prior to moving into a permitted structure or a \$250.00 penalty will apply, payable by the permit holder and City of Tomball utilities will be disconnected, resulting in the assessment of disconnection and reconnection fees.	

Electrical Permits	
Electrical permit base fee	\$42.00
<b><i>Plus the following when required (fee is per unit installed)</i></b>	
<b><i>Services (including subpanels)</i></b>	
Service less than 125 amp with meter loop	\$18.00
Service between 125 and 200 amp with meter loop	\$24.00
Service between 201 and 400 amp with meter loop	\$36.00
<b><i>Outlets (including all light switches and electrical openings)</i></b>	
Outlets and fixtures	\$0.60
<b><i>Appliances</i></b>	
Any electrical appliance (A/C, dryer, range, dishwasher, etc.)	\$6.00
<b><i>Motors (installed)</i></b>	
¾ h.p.	\$3.60
Greater than ¾ h.p. and less than 10 h.p.	\$8.40
Greater than or equal to 10 h.p.	\$12.00
<b><i>Transformers</i></b>	
Less than or equal to 1 kVA	\$2.40
Greater than 1 kVA and less than 10 kVA	\$14.40
Greater than or equal to 10 kVA	\$18.00
<b><i>Slab Inspections</i></b>	
Slab Inspection	\$18.00
Additional slab inspection	\$8.40
<b><i>Miscellaneous</i></b>	
All parking lot light pole	\$30.00
Electric, neon, illuminated Signs	\$9.60
Ditch cover, up to 100 linear feet	\$14.40
Ditch cover, more than 100 linear feet	\$14.40 for first 100 linear feet + \$7.20 for each additional 100 linear feet
<b><i>Temporary Installations</i></b>	
Temporary lighting installations	\$20.40
Temporary saw pole – 90 days	\$20.40
Temporary cut-ins made permanent	\$30.00
<b><i>Other Electrical Permits</i></b>	
Reconnection Fee (for power for generators)	\$18.00
Demolition (when for electric only)	\$36.00

<b>Plumbing Permits</b>	
Plumbing permit application fee	\$42.00
<i>Plus the following when required (fee is per unit installed)</i>	
<i>Services</i>	
Plumbing Fixture (floor drain or P-trap, water and drainage piping)	\$3.60
Water heater (any type, including insta-hot, inline, conventional)	\$3.60
Vacuum breaker or backflow protective devices installed	\$3.60
Sewer (new, replacement, repair or sewer line)	\$7.20
Water (new, replacement, repair or water-line )	\$7.20
<i>Gas</i>	
Medical Gas (Medgas)	\$3.60
Gas Opening	\$3.60
Gas Line	\$7.20
Gas Test	\$7.20
<i>Other Plumbing Permits</i>	
Demolition (when for plumbing only)	\$36.00
<i>Irrigation Permit</i>	
Residential irrigation permit fee	\$60.00
Commercial irrigation permit fee	\$180.00

<b>Mechanical Permits</b>		
Mechanical permit base fee		\$42.00
<i>Total Valuation of Installation (labor &amp; materials)</i>	<i>Fee</i>	
\$0 to \$1,000	No additional fee (base fee only)	
\$1,001 and greater	Base fee plus \$12.00 for each additional thousand or fraction thereof	
Boiler or chillers inspection		\$120.00 (per unit)
<b>Driveway Permits</b>		
<i>Permit Type</i>	<i>No Culvert</i>	<i>With Culvert</i>
Residential driveway permit	\$25.00	\$1,575.00
Commercial driveway permit	\$25.00	\$25.00 (inspection only - City does not set commercial culverts)
<b>Certificate of Occupancy</b>		
Certificate of completion/certificate of occupancy		None, included with new commercial and residential permits
Change in occupancy (name change and use change)		\$60.00
Temporary certificate of occupancy (valid for 14 days)		\$85.00
Operating without a certificate of occupancy		\$250.00
<b>Inspections</b>		
First inspection (includes building, mechanical, plumbing and electrical inspections)		Included in permit
First re-inspection (second inspection)		\$50.00
Second re-inspection (third inspection)		\$75.00
Third re-inspection (fourth inspection)		\$100.00
All re-inspections after third re-inspection (fee per inspection)		\$150.00
After hours inspection fee (first 4 hours)		\$300.00
Each additional hour		\$75.00
*Must have prior approval		

<b>Water Tap Fees</b>	
<b>Water Tap Fees</b>	
<b>Meter Size</b>	<b>Fee</b>
5/8 inch to 3/4 inch	\$1,700.00
1.0 inch	\$1,950.00
1.5 inch	\$2,850.00
2.0 inch	\$3,050.00
Irrigation tap (1 inch)	\$1,975.00
Irrigation tap (1.5 inch)	\$2,850.00
Irrigation tap (2 inch)	\$2,875.00
The City will not install taps greater than a two inches (2.0). Installations this size will be the responsibility of the applicant. The meter cost will be billed at cost to the applicant, and the City will set the meter once all required work for the tap is completed and approved by the City.	
Connections on State Rights-of-Way (in addition to tap fee)	\$190.00
<b>Water Boring Fees</b>	
<b>Line Size</b>	<b>Fee</b>
1 inch line	\$1,000.00
2 inch line	\$1,200.00
The City will only complete bores for utility lines if the bore is 80 feet or less. The City will not complete bores in excess of 80 feet, located on minor arterial or greater roads, or in the State Right-of-Way. The applicant will be responsible for completing the bore.	
<b>Wastewater (Sewer) Tap Fees</b>	
<b>Connection Size</b>	<b>Fee</b>
4 inch	\$1,500.00
6 inch	\$1,775.00
The City will not install taps greater than six inches. This will be the responsibility of the applicant. In the event manhole coring is required, work shall be completed by the applicant (or applicant's contractor) with oversight by the City.	
Connections on State Rights-of-Way (in addition to tap fee)	\$250.00
<b>Wastewater Boring Fees</b>	
Up to 6 inch line	\$1,450.00
The City will not complete bores in excess of 80 feet, located on minor arterial or greater roads, or in the State Right-of-Way; the applicant will be responsible for completing the bore.	
<b>Sewer Service Reconnection</b>	
Sewer service reconnection fee	\$200.00

<b>Natural Gas Tap Fees</b>		
<i>BTUs</i>	<i>Meter Size</i>	<i>Fee</i>
0 to 345,000	200-275	\$1,625.00
345,001 to 450,000	415-450	\$1,800.00
450,001 to 1,760,000	750-880	\$3,550.00
If pounds are needed, add emcorrector to total cost (fee)		\$1,175.00
Gas regulator upgrade fee		\$100.00
The City will not install taps greater than an 880 meter. Taps of this size will be the responsibility of the applicant. The meter cost will be billed at cost to the applicant, and the City will set the meter once all required work for the tap is completed and approved by the City.		
Connections on State rights-of-way (0 to 450,000 BTUs)		\$250.00
Connection on State rights-of-way (greater than 450,000 BTUs)		\$350.00
<b>Boring Fees</b>		
Bores up to 80 feet in length		\$1,000.00
The City will not complete bores in excess of 80 feet, located on minor arterial or greater roads, or in the State Right-of-Way; the applicant will be responsible for completing the bore.		

<b>Water and Wastewater Impact Fees</b>				
<i>Living Unit Equivalents (LUEs)</i>	<i>Water Meter Size</i>	<i>Water Impact Fee</i>	<i>Wastewater Impact Fee</i>	<i>Total Fees</i>
1.0	¾ inch	\$6,618	\$8,069	\$14,687
1.6	1 inch	\$10,588	\$12,910	\$23,498
5.3	1.5 inch	\$35,075	\$42,765	\$77,840
6.6	2 inch	\$43,678	\$53,255	\$96,933
13.3	3 inch	\$88,019	\$107,317	\$195,336
26.6	4 inch	\$176,038	\$214,635	\$390,673
53.3	6 inch	\$352,739	\$430,077	\$782,816
90.0	8 inch	\$595,620	\$726,210	\$1,321,830
166.6	10 inch	\$1,102,558	\$1,344,295	\$2,446,853
<b>Drainage Impact Fees</b>				
<i>Drainage Basin</i>			<i>Fee</i>	
M118			\$5,757.81 per acre	
M121E			\$7,886.69 per acre	
M121W			\$6,692.00 per acre	
M125			\$436.88 per acre	

### Fire Department Permits & Inspections

Fire Marshal Office Plan Review and Applications				
<b><i>Life Safety Plan Review</i></b>				
<b>Size</b>	1 to 2,500 square feet	2,501 to 5,000 square feet	5,001 to 10,000 square feet	More than 10,000 square feet
<b>Fee</b>	\$25.00	\$50.00	\$75.00	\$100.00
<b><i>Fire Sprinkler System</i></b>				
Review Fee				\$200.00
Riser				\$10.00 each
Fire Department Connection				\$10.00 each
Per Each Sprinkler Head				\$1.00 each
<b><i>Fire Alarm System</i></b>				
Review Fee				\$200.00
Fire Alarm Device				\$2.00 each
<b><i>Paint Booth/Mixing Room</i></b>				
Review Fee				\$200.00
Nozzle				\$1.00 each
<b><i>Cooking Suppression System</i></b>				
Review Fee				\$200.00
Nozzle				\$1.00 each
<b><i>Fuel Storage Tank Installation or Removal</i></b>				
For 1 Tank per site				\$150.00
For 2 Tanks per site				\$200.00
For 3 or more Tanks per site				\$250.00
<b><i>Installation Penalty</i></b>				
No permit fee – equal to two times the cost of the total permit fee				
<b><i>Special Services - To Be Paid Before 3:45 p.m.</i></b>				
–Expedited Plan Review				\$200.00
After hours inspection fee (up to 4 hours) Each additional hour (rounded up to the next hour) *Must have prior approval				\$300.00 \$75.00 per hour
<b><i>Acceptance Testing/Fire Final Inspections</i></b>				
Initial inspection				Included in permit
First re-inspection (second inspection)				\$50.00
Second re-inspection (third inspection)				\$75.00
Third re-inspection (fourth inspection)				\$100.00
All re-inspections after third re-inspection (fee per inspection)				\$150.00
<b><i>State Licensed Facility Inspection - Group I Occupancy</i></b>				
Initial Inspection				Included in permit
First re-inspection (second inspection)				\$50.00
Second re-inspection (third inspection)				\$75.00
Third re-inspection (fourth inspection)				\$100.00
All re-inspections after third re-inspection (fee per inspection)				\$150.00
<b><i>Boarding Home Annual Permit</i></b>				
Inspection and Annual Permit				\$500.00
Each additional re-inspection				\$75.00

<b>Life Safety Inspection - Annual</b>			
Initial Inspection	Included in permit		
First re-inspection (second inspection)	\$50.00		
Second re-inspection (third inspection)	\$75.00		
Third re-inspection (fourth inspection)	\$100.00		
All re-inspections after third re-inspection (fee per inspection)	\$150.00		
<b>Access Control Device Installation</b>			
Access control device installation plan review	\$200.00		
<b>Fire Marshal Permits</b>			
<i>Permit</i>	<i>Permit Ref. No.</i>	<i>Renewable (R) or One-Time (O)</i>	<i>Fee</i>
Amusement Buildings	105.6.2	R	\$100.00
Aviation Facilities	105.6.3	R	\$150.00
Carnivals & Fairs	105.6.4	R	\$150.00
Cellulose Nitrate Film	105.6.5	R	\$100.00
Combustible Dust Producing Operations	105.6.6	R	\$100.00
Combustible Fibers	105.6.7	R	\$125.00
Compressed Gases	105.6.8	R	\$100.00
Covered Mall Buildings	105.6.9	R	\$50.00
Cryogenic Fluids	105.6.10	R	\$100.00
Cutting & Welding	105.6.11	R	\$75.00
Dry Cleaning Plants	105.6.12	R	\$100.00
Exhibits & Trade Shows	105.6.13	R	\$75.00
Explosives, including Fireworks	105.6.14	R	\$150.00
Flammable and Combustible Liquids	105.6.16	R	\$75.00
Floor Finishing, including Bowling Lanes	105.6.17	R	\$100.00
Fumigation and Insecticide Fogging	105.6.19	R	\$50.00
Hazardous Materials	105.6.20	R	\$150.00
HPM Facilities	105.6.21	R	\$150.00
High Pile Storage	105.6.22	R	\$75.00
Hot work Operations	105.6.23	R	\$75.00
Industrial Ovens	105.6.24	R	\$100.00
Lumber Yards and Wood Working Plants	105.6.25	R	\$100.00
Liquid or Gas Fueled vehicles in Assembly Buildings	105.6.26	R	\$100.00
LP Gas	105.6.27	R	\$100.00
Magnesium Working	105.6.28	R	\$150.00
Miscellaneous Combustible Storage	105.6.29	R	\$100.00
Open burning (commercial-trench)	105.6.30	R	\$150.00
Open Flames and Candles	105.6.32	R	\$50.00
Organic Coating	105.6.33	R	\$100.00
Places of Assembly (50-100)	105.6.34	R	\$75.00
Places of Assembly (101-299)		R	\$100.00
Places of Assembly (300 or More)		R	\$125.00
Pyrotechnic Special Effects Material	105.6.36	R	\$150.00
Repair Garage	105.6.39	R	\$100.00
Motor Vehicle Fuel Dispensing Facility	105.6.39	R	\$100.00
Rooftop Heliports	105.6.40	R	\$150.00

Spraying & Dipping	105.6.41	R	\$150.00
Tire Storage	105.6.42	R	\$100.00
Temporary Structures, Tents & Canopies	105.6.43	R	\$75.00
Wood Products	105.6.46	R	\$100.00
Fire Flow Test	105.6.50	O	\$150.00

### Municipal Court Fines & Fees

Municipal Court Collection Fees	
Time payment fee for cases set up on a payment plan (state fee, cannot be waived)	\$15.00
Omni fee for the reporting of case to Texas DPS for the withholding of license if defendant fails to appear and case has been referred to warrants	\$10.00
Failure to appear/violate promise to appear fine	\$25.00
Compliance reimbursement fee	\$20.00
Fees for Past Due Accounts <u>(Sec. 2-240, Code of Ordinances)</u>	
In accordance with V.T.C.A., Code of Criminal Procedure, art. 103.0031, there shall be imposed an additional fee of thirty percent (30%) on all debts and accounts receivable (i.e. fines, fees, restitution, other debts, and costs) that are more than sixty (60) days past due and have been referred to a private firm for collection.	

The complete **Municipal Court Fines and Fees Offense Schedule** is attached as **Appendix A**.

## Parks & Facility Rentals

<b>Community Center Rental Fees</b>				
<b>Rentals for Monday through Friday (until 3 p.m.)</b>				
Rates listed per hour; 2-hour minimum rentals required				
<b>Renter</b>	<b>Room A</b>	<b>Room B</b>	<b>Room C</b>	<b>Room D</b>
Nonprofit club/organizations which do not charge for services	\$50.00	\$30.00	\$15.00	\$15.00
Tomball residents: individuals and non-profits which charge for services	\$75.00	\$50.00	\$20.00	\$20.00
Non-Tomball residents: individuals and non-profits which charge for services	\$100.00	\$75.00	\$30.00	\$30.00
For-profit businesses that charge for services	\$200.00	\$150.00	\$60.00	\$60.00
<b>Rentals for Friday (after 3 p.m.), Saturday, and Sunday</b>				
Rates listed per hour; 2-hour minimum rentals required				
<b>Renter</b>	<b>Room A</b>	<b>Room B</b>	<b>Room C</b>	<b>Room D</b>
Nonprofit club/organizations which do not charge for services	\$75.00	\$50.00	\$30.00	\$30.00
Tomball residents: individuals and non-profits which charge for services	\$100.00	\$75.00	\$50.00	\$50.00
Non-Tomball residents: individuals and non-profits which charge for services	\$125.00	\$100.00	\$75.00	\$75.00
For-profit businesses that charge for services	\$225.00	\$175.00	\$85.00	\$85.00
<b>Kitchen Rental Fee</b>				
Rental of Banquet Room A includes the use of the kitchen. No other room includes the use of the kitchen with the rental.				
<b>Community Center Fee Waiver Policy</b>				
The following groups shall have their rental fees waived:				
<ul style="list-style-type: none"> <li>• Tomball-based nonprofit youth organizations who provide proof of nonprofit status</li> </ul>				
The following Tomball-based groups and organizations may request a waiver of fees from the City:				
<ul style="list-style-type: none"> <li>• Group/organization generates sales tax dollars for Tomball</li> <li>• Group/organization supports City functions, events or programs</li> <li>• Group/organization is a nonprofit benefitting the City of Tomball in some manner</li> </ul>				
<b>Deposits for Rentals</b>				
All rentals require payment of a refundable deposit, payable at the time of reservation confirmation. Refund of the deposit is contingent upon satisfying any payment for damages to the facility by the renting party.				

<b>Park Facility Reservation Fees</b>		
<b><i>Park/Facility</i></b>	<b><i>Resident</i></b>	<b><i>Nonresident</i></b>
Railroad Depot Plaza Gazebo – Half Day	\$50.00	\$100.00
Railroad Depot Plaza Gazebo – Full Day	\$100.00	\$125.00
Juergens Park Pavilion – Half Day	\$50.00	\$100.00
Juergens Park Pavilion – Full Day	\$100.00	\$125.00
Jerry Matheson Park Pavilion – Half Day	\$50.00	\$100.00
Jerry Matheson Park Pavilion – Full Day	\$100.00	\$125.00
Theis Attaway Nature Center Pavilion – Half Day	\$50.00	\$100.00
Theis Attaway Nature Center Pavilion – Full Day	\$100.00	\$125.00
<b><i>Tennis &amp; Pickleball Court Rentals</i></b>		
<b><i>Rental Type</i></b>	<b><i>Resident</i></b>	<b><i>Nonresident</i></b>
Individual court rental	\$5.00 for 2 hours	\$10.00 for 2 hours
League court rental Spring season: February through May Fall Season: September through December	\$150.00 per season	\$170.00 per season

### Pipelines, Wells, and Seismic Activities

<b>Pipeline Permits (Sec. 18-104, Code of Ordinances)</b>	
Bond	\$500,000.00
Filing Fee	\$1,000.00
<b>Well and Seismic Activities Permits (Sec. 18-54-58, Code of Ordinances)</b>	
Original application fee	\$10,000.00
Expediting application fee	\$15,000.00
Renewal application for well, training well, training well site, or seismic activities	\$500.00
Bond Requirement	\$1,000,000.00
<b>Nonconforming Wells (Sec. 18-28, Code of Ordinances)</b>	
Filing fee for each well registration	\$100.00

### Police Department Fees

General Fees	
Offense report (public page)	\$2.00 each
Local arrest record checks/letters	\$2.00 each
Accident report	\$6.00 each
Fingerprint cards – all other purposes	\$5.00 per card
Impounded vehicles, impounding fee	Not to exceed \$10.00

### Utility Fees, Rates & Charges

<b>City of Tomball Utilities – Deposit</b>	
Residential deposit	\$200.00
Commercial deposit	Average annual bill of previous occupant multiplied by two (2) or \$300.00, whichever is greater
Temporary hydrant meter deposit	\$4,500.00
<b>City of Tomball Utilities – Monthly Administrative Service Charge</b>	
City utility administrative service charge	\$1.00 per month per account
<b>City of Tomball Garbage Bag Fees</b>	
First two (2) rolls of garbage bags per residence per year	Free
Each subsequent 50-bag roll	\$12.00
<b>City of Tomball Utilities Administrative Fees</b>	
<b><i>Connection and Disconnection Fees</i></b>	
The charges for connections and disconnections of utility services provided by the City, including those provided at customer request or convenience, or as a result of delinquent accounts, shall be as follows:	
During normal scheduled service periods (7 a.m. to 4:45 p.m., weekdays), does not include new service	\$50.00
During unscheduled service periods (after hours and weekends), including new service	\$100.00
<b><i>Damages to Utility Functions and Tampering Fees</i></b>	
Damage to any utility facilities, tampering with valves, meters, etc.	\$200.00
<b><i>Delinquent Account Fees</i></b>	
In the event that a utility bill is not paid by the due date, a 10 percent penalty is assessed on the current charges. Residential customers who are age 65 and over or considered disabled by the Social Security Administration may be exempt from penalty fees for late payment upon application accompanied by verifying documentation. This exemption may not exceed the final date of benefits designated by the Social Security Administration.	

<b>City of Tomball Water Utility Rates &amp; Fees</b>			
<b>North Harris County Regional Water Authority Charges</b>			
The City collects a fee on all water bills, based on rates established by the North Harris County Regional Water Authority (NHCRWA), for each 1,000 gallons used on behalf of NHCRWA. The rate is set by the NHCRWA. You can learn more about this fee by visiting <a href="https://www.nhcrwa.com/">https://www.nhcrwa.com/</a> .			
<b>Monthly Rates for Potable Water Sales</b>			
<b>Customer Class</b>	<b>Usage (gallons) during billing month</b>	<b>Base Rate</b>	<b>Consumption Charge for each 1,000 gallons used</b>
Small residential	Up to 10,000	\$12.50	\$3.11
Medium residential	10,001 to 15,000	\$12.50	\$3.88
Large residential	15,001 or more	\$12.50	\$4.86
Small commercial	Up to 5,000	\$28.30	\$3.77
Medium commercial	5,001 to 51,000	\$28.30	\$4.72
Large commercial	51,000 or more	\$28.30	\$5.89
<b>Bulk Water Sales</b>			
Bulk sales rate	All usage	\$95.10	\$5.12
Additionally, if a meter is desired for bulk sales, a deposit of \$1,000.00 will be required. Bulk water sales will also be charged applicable administrative fees and the NHCRWA fees.			
<b>Water Meter Testing Fee</b>			
In the event a customer request a meter to be tested and the meter is found to be in working order, the account will be assessed a meter testing fee based on the meter size.			
<b>Meter Size</b>			<b>Testing Fee</b>
0.75 inch and 1 inch			\$225.00
1.5 inch and 2.0 inch			\$250.00
3.0+ in meters			\$325.00
<b>Meter Box Repair Fee</b>			
In the event damage is incurred to a meter box belonging to the City, a Meter Box Repair Fee of \$225.00 will assessed to the responsible party. The City reserves the right to contract with a third-party to make necessary repairs and an invoice will be sent to the responsible party for payment of all damages and repairs. The Meter Box Repair Fee will serve as the base fee. Additional damages may incur higher fees for repairs.			

<b>City of Tomball Wastewater (Sanitary Sewer) Utility Rates</b>	
<b><i>Residential Sanitary Sewer Rates, with Potable Water Service</i></b>	
Monthly Base Charge	\$12.30
Volume rate per 1,000 gallons	\$4.28
Residential usage based on winter average. Rates for summer months are calculated at the same rate as winter rates and may be based upon the previous winter months' average monthly water consumption. The rate shall be the lesser of the actual water consumption or the previous winter month's average consumption.	
<b><i>Commercial Sanitary Sewer Rates, with Potable Water Service</i></b>	
Monthly base charge	\$29.95
<i>Volume rate per 1,000 gallons</i>	
0 to 5,000 gallons	\$5.44
5,001 to 51,000 gallons	\$6.78
More than 51,000 gallons	\$8.48
<b><i>Residential Sanitary Sewer Rates, without Potable Water Service</i></b>	
Monthly base rate	\$50.50
<b><i>Commercial Sanitary Sewer Rates, without Potable Water Service</i></b>	
Monthly base rate	\$83.74
Fee per drain (in excess of 10)	\$2.78

<b>City of Tomball Natural Gas Utility Rates</b>	
Base rate	\$11.75
Consumption	\$11.75 for each thousand cubic feet (MCF) after the first thousand cubic feet (MCF)
<b><i>Gas Meter Testing Fee</i></b>	
In the event a customer requests a meter to be tested and the meter is found to be in working order, the account will be assessed a meter testing fee based on the meter size or type.	
<b><i>Meter Size/Type</i></b>	<b><i>Testing Fee</i></b>
Domestic – American	\$350.00
400 Series	\$375.00
Industrial Diaphragm (800 to 1,000)	\$525.00
Industrial Diaphragm (1,000 to 10,000)	\$775.00
Rotary	\$775.00
<b><i>Excess Flow Valve</i></b>	
Installation of an excess flow valve to an existing natural gas service line	\$500.00

Garbage and Trash Collection and Disposal Service Rates		
The City of Tomball’s solid waste provider for FY 2024-2025 is Frontier Waste Solutions. The rates below do not include applicable sales taxes.		
<b>Residential Service</b>		
<b>Bag Service</b>		
Base Service Charge	\$23.98 monthly	
<b>Cart Service (Base Service Charge + Cart Rental Fees)</b>		
Base Service Charge	\$23.98 monthly	
95-gallon MSW cart	\$1.75 monthly/per cart	
95-gallon recycling cart	\$1.75 monthly/per cart	
65-gallon MSW cart	\$1.75 monthly/per cart	
65-gallon recycling cart	\$1.75 monthly/per cart	
18-gallon recycling bin	\$1.00 monthly/per bin	
<b>Special Collection – Unusual Accumulations (Bulk)</b>		
Disposal fee	\$15.00	
Rate Per Hour for Vehicle and Crew	\$220.00	
<b>Small Commercial with Poly Cart</b>		
<b>Number of Carts</b>	<b>Frequency of Collection</b>	<b>Rate per month</b>
One MSW Cart	1	\$36.25
One MSW Cart	2	\$46.25
Two MSW Carts	1	\$48.00
Two MSW Carts	2	\$67.50
One Recycling Cart	1	\$36.25
Additional Recycling Cart	1	\$6.75
<b>Dumpsters</b>		
<b>Size</b>	<b>Frequency</b>	<b>Rate per Month</b>
2 Yard	1	\$95.43
3 Yard	1	\$117.15
3 Yard	2	\$177.08
3 Yard	3	\$260.16
3 Yard	4	\$321.44
3 Yard	5	\$397.71
3 Yard	6	\$473.99
3 Yard Additional Collection/Pick Up	1	\$129.41
4 Yard	1	\$125.31
4 Yard	2	\$190.69
4 Yard	3	\$277.83
4 Yard	4	\$344.60
4 Yard	5	\$413.81
4 Yard	6	\$509.39
4 Yard Additional Collection/Pick Up	1	\$129.41
6 Yard	1	\$158.01
6 Yard	2	\$239.73
6 Yard	3	\$354.14

6 Yard	4	\$438.58		
6 Yard	5	\$544.30		
6 Yard	6	\$648.33		
6 Yard Additional Collection/Pick Up		\$129.41		
8 Yard	1	\$167.54		
8 Yard	2	\$291.48		
8 Yard	3	\$380.01		
8 Yard	4	\$461.73		
8 Yard	5	\$577.50		
8 Yard	6	\$690.55		
8 Yard Additional Collection/Pick Up		\$129.41		
<b>Additional Dumpster Fees</b>				
<b>Description</b>	<b>Occurrence</b>	<b>Monthly Fee</b>		
Casters	Monthly fee	\$11.37		
Locks	Monthly fee	\$2.37		
<b>Roll-off Containers (Temporary or Permanent)</b>				
<b>Size</b>	<b>Delivery Fee</b>	<b>Daily Rent</b>	<b>Hauling Rate</b>	<b>Disposal (per ton)</b>
20 Yard	\$120.00	\$6.00	\$262.04	\$61.95
30 Yard	\$120.00	\$6.00	\$283.30	\$61.95
40 Yard	\$120.00	\$6.00	\$297.47	\$61.95
<b>Self-Contained &amp; Stationary Compactor (Standard Pricing for All Sizes)</b>				
<b>Size</b>	<b>Monthly Rental Charge</b>	<b>Haul Rate</b>	<b>Disposal (per ton)</b>	
30 Yard	\$550.00	\$273.00	\$61.95	
35 Yard	\$550.00	\$273.00	\$61.95	
40 Yard	\$550.00	\$389.53	\$61.95	
Washout per Container			\$175.00	
Relocated/Block Fee (per Haul)			\$65.00	

**Wired Telecommunications Services – Provider License Fees**  
(Sec. 38-203, Code of Ordinances)

Monthly Charge per Access Line (Subscriber/Customer) \$2.10

(Sec. 38-202 – Compensation)

- (a) Construction permit fee. The applicant shall pay to the city a permit fee in accordance with the values provided in the table below.
- (b) Rights-of-way fee. The permit holder shall pay to the city a rights-of-way fee that is calculated as of month-end for access lines and as of year-end for all other facilities by applying the appropriate fee to each facility type owned, placed, or maintained by the permit holder. The rights-of-way fee for access lines shall be as proscribed by the state public utilities commission. Rights-of-way fees for all facilities other than access lines shall be prorated for the first year in which a construction permit fee is paid, and shall be paid at the time of the permit application.

Equipment Type	Construction Permit Fee	Rights-of-way Fee
Transport Facilities	\$500.00 for first 5 nodes, \$250.00 for each additional node	\$28.00 per month per node <sup>1, 4</sup>
Network Nodes	\$500.00 for first 5 nodes, \$250.00 for each additional node	\$250.00 per year per node <sup>2, 3</sup>
Node Support Poles	\$1,000.00 per pole	\$250.00 per year per pole <sup>2</sup>

<sup>1</sup> Unless equal or greater amount is paid under Chapter 283 of the V.T.C.A., Local Government Code ch. 283 or V.T.C.A., Utility Code ch. 66.  
<sup>2</sup> As adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60<sup>th</sup> day following the written notice.  
<sup>3</sup> Collocated network nodes on city service poles shall also pay an annual collocation fee at a rate not greater than \$20.00 per year per service pole.  
<sup>4</sup> A network provider may not install its own transport facilities unless the provider: (1) has a permit to use the public right-of-way; and (2) pays to the city a monthly public right-of-way rate for transport facilities in an amount equal to \$28.00 multiplied by the number of the network provider's network nodes located in the public right-of-way for which the installed transport facilities provide backhaul unless or until the time the network provider's payment of fees to the city exceeds its monthly aggregate per-node compensation to the city. A network provider that wants to connect a network node to the network using the public right-of-way may:

- (1) Install its own transport facilities as provided in this section; or
- (2) Obtain transport service from a person that is paying municipal fees to occupy the public right-of-way that are the equivalent of not less than \$28.00 per node per month. A public right-of-way rate required by this section is in addition to any other public right-of-way rate required by the city.

- (c) *Annexation and disannexation.* Within 30 days following the date of the passage of any action effecting the annexation of any property to or the disannexation of any property from the city's corporate boundaries, the city agrees to furnish user written notice of the action and an accurate map of the city's corporate boundaries showing, if available, street names and number details. For the purpose of compensating the city under this chapter, a permit holder shall start including or excluding facilities within the affected area in the permit holder's count of facilities within 30 days of annexation or disannexation.
- (d) *Telecommunications service providers uncollectibles.* City and telecommunication service provider understand and agree that telecommunication service provider has a statutory right to pass through to its customers on a pro rata basis any compensation paid to the city for access to the rights-of-way. Any other provision of this chapter notwithstanding, telecommunication service provider shall not be obligated to pay the city for any access lines for which revenues remain uncollectible.
- (e) *Facilities provided to other telecommunications service providers.* To the extent allowed by applicable state and federal law, any telecommunications service providers that purchase unbundled network elements or other facilities for the purpose of rebundling those facilities to create telecommunications service for sale to persons within the city shall pay to the city a rights-of-way fee that is calculated as of month-end by applying the appropriate line fee, as specified in subsection (1) above, to each access line created by rebundling services or facilities.
- (f) *Fee application to leased facilities.* Pursuant to V.T.C.A., Utilities Code § 54.206.

### Miscellaneous Fees

<b>Outdoor Sound Amplification Equipment</b> ( <u>Sec. 18-194, Code of Ordinances</u> )	
Permit for amplification of music or human speech	\$10.00
<b>Manufactured Home Park or Recreational Vehicle Park</b>	
<i>Construction or Enlargement Fees</i>	
Application for construction/enlargement	\$100.00 plus \$10.00 per unit in excess of 25 units
<i>Park Operations License Fees</i> (Chapter 26, Code of Ordinances)	
Annual operations license	\$100.00 plus \$3.00 for each space within the park

## Appendix A: Municipal Court Fines and Fees Offenses

**The facts and circumstance of each case determines the amount of the fine the court assesses. The range of punishment of most traffic related state offenses or fine for most municipal court violations are as follows:** Class C violations are punishable by a maximum fine of \$500, except that zoning, fire safety, and health violations may have fines of up to \$2000 per offense. Most traffic related state offenses have a maximum fine of \$200. There are many exceptions. Individuals should contact the Tomball Municipal Court regarding any fines or fees.

NOTE: Defendants receiving a Disregard Warning Sign-Workers Present or possessing a CDL are NOT eligible for Driving Safety Course or Deferred. All fines double if violations is in a construction zone with workers present.

Offense: Fire Marshal File in Tomball Municipal Court
<p><b>Sec. 1-14. - General penalty for violations of Code; continuing violations.</b></p> <p>(a) Whenever in this Code or any other ordinance of the city, an act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or wherever in such Code or ordinance the doing of an act is required or the failure to do any act is declared to be unlawful, and no specific penalty is provided therefor, the violation of any such provision of this Code or any such ordinance shall be punished by a fine not exceeding \$500.00, except for:</p> <ul style="list-style-type: none"> <li>(1) Violations of municipal ordinances that govern fire, safety, zoning, public health and sanitation, including dumping of refuse, vegetation and litter violations in which the maximum fine shall be \$2,000.00 for each offense; and</li> <li>(2) Violations of traffic laws which are punishable as a Class C misdemeanor shall be punished by a fine not to exceed \$200.00.</li> </ul> <p>However, no penalty shall be greater or less than the penalty provided for the same or similar offense under the laws of the state.</p> <p>(b) Each day any violation of this Code or of any ordinance shall continue shall constitute a separate offense. Any violation of any provision of this Code which constitutes an immediate danger to the health, safety, and welfare of the public may be enjoined in a suit brought by the village for such purposes. If any violation of this Code is designated as a nuisance under the provisions of this Code, such nuisance may be summarily abated by the city in addition to the imposition of a fine or imprisonment.</p> <p>(c) Unless otherwise specifically stated within the provisions of this Code, any violation of this Code or of any ordinance set forth herein that is punishable by a fine that does not exceed \$500.00 does not require a culpable mental state, and a culpable mental state is hereby not required to prove any such offense.</p> <p>(d) Unless otherwise specifically stated within the provisions of this Code, any violation of this Code or of any ordinance set forth herein that is punishable by a fine that exceeds \$500.00 shall require a culpable mental state of intentionally, knowingly, recklessly or with criminal negligence engaging in conduct constituting the violation.</p> <p>(e) In any prosecution in the municipal court of the city or of any other court of competent jurisdiction, a complaint charging a violation of this Code need not negate the existence of any affirmative defense but the existence of such may be raised by the defendant in any such prosecution by way of defense as provided in the Texas Penal Code.</p> <p>(f) A complaint charging a violation of any provision of this Code in the municipal court of the city or any other court of competent jurisdiction need not negative the existence of any exception but the existence of the same may be raised by the defendant in such prosecution by way of defense.</p> <p>(g) The imposition of a penalty under the provisions of this Code shall not prevent the revocation or suspension of any license, franchise or permit issued or granted under the provisions of this Code.</p>

(h) The city council shall have the power to remit, in whole or in part and upon such conditions as may be deemed proper, by vote of two-thirds of the members present, any fine or penalty belonging to the city which may be imposed or incurred under any provision of this Code, ordinance or resolution adopted by the council or under the Penal Code of the state.

(Code 1978, §§ 1-10, 1-11, 2-25; Code 1993, §§ 1-14, 1-15, 2-28)

**State Law reference**— Limitation on penalties, V.T.C.A., Local Government Code § 54.001; punishments, V.T.C.A., Penal Code [ch. 12](#).

<i>Code</i>	<i>Offense</i>	<i>Minimum Fine</i>
111	Fire Code Violations	\$200.00

**SCHEDULE OF MINIMUM FINE AND STATE FEES (SUBJECT TO CHANGE)**

**Parking Enforcement Violation Handicap**

1 <sup>st</sup> violation with please of guilty within 14 days	\$250.00
After 14 days plea of guilty, 1 <sup>st</sup> offense	\$500.00

**Offense: Speeding**

<i>Speeding</i>	<i>Fine</i>	<i>Court Costs</i>	<i>Total</i>	<i>Workers Present</i>	<i>Total</i>
1-15	\$86.00	\$134.00	\$220.00	\$25.00	\$245.00
16	\$92.00	\$134.00	\$226.00	\$25.00	\$251.00
17	\$98.00	\$134.00	232.00	\$25.00	\$257.00
18	\$104.00	\$134.00	\$238.00	\$25.00	\$263.00
19	\$110.00	\$134.00	\$244.00	\$25.00	\$269.00
20	\$116.00	\$134.00	\$250.00	\$25.00	\$275.00
21	\$122.00	\$134.00	\$256.00	\$25.00	\$281.00
22	\$128.00	\$134.00	\$262.00	\$25.00	\$287.00
23	\$134.00	\$134.00	\$268.00	\$25.00	\$293.00
24	\$140.00	\$134.00	\$274.00	\$25.00	\$299.00
25	\$146.00	\$134.00	\$280.00	\$25.00	\$305.00
26	\$152.00	\$134.00	\$286.00	\$25.00	\$311.00
27	\$158.00	\$134.00	\$292.00	\$25.00	\$317.00
28	\$164.00	\$134.00	\$298.00	\$25.00	\$323.00
29	\$170.00	\$134.00	\$304.00	\$25.00	\$329.00
30	\$176.00	\$134.00	\$310.00	\$25.00	\$335.00
31	\$182.00	\$134.00	\$316.00	\$25.00	\$341.00
32	\$188.00	\$134.00	\$322.00	\$25.00	\$347.00
33	\$194.00	\$134.00	\$328.00	\$25.00	\$353.00
34 and over	\$200.00	\$134.00	\$334.00	\$25.00	\$359.00

**Offense: Speeding in a School Zone**

<i>Speeding</i>	<i>Fine</i>	<i>Court Costs</i>	<i>Total</i>	<i>Workers Present</i>	<i>Total</i>
1-15	\$86.00	\$159.00	\$245.00	\$25.00	\$270.00
16	\$92.00	\$159.00	\$251.00	\$25.00	\$276.00
17	\$98.00	\$159.00	\$257.00	\$25.00	\$282.00
18	\$104.00	\$159.00	\$263.00	\$25.00	\$288.00
19	\$110.00	\$159.00	\$269.00	\$25.00	\$294.00
20	\$116.00	\$159.00	\$275.00	\$25.00	\$300.00
21	\$122.00	\$159.00	\$281.00	\$25.00	\$306.00
22	\$128.00	\$159.00	\$287.00	\$25.00	\$312.00
23	\$134.00	\$159.00	\$293.00	\$25.00	\$318.00
24	\$140.00	\$159.00	\$299.00	\$25.00	\$324.00

25	\$146.00	\$159.00	\$305.00	\$25.00	\$330.00
26	\$152.00	\$159.00	\$211.00	\$25.00	\$336.00
27	\$158.00	\$159.00	\$317.00	\$25.00	\$342.00
28	\$164.00	\$159.00	\$323.00	\$25.00	\$348.00
29	\$170.00	\$159.00	\$329.00	\$25.00	\$354.00
30	\$176.00	\$159.00	\$335.00	\$25.00	\$360.00
31	\$182.00	\$159.00	\$341.00	\$25.00	\$366.00
32	\$188.00	\$159.00	\$347.00	\$25.00	\$372.00
33	\$194.00	\$159.00	\$353.00	\$25.00	\$378.00
34 and over	\$200.00	\$159.00	\$359.00	\$25.00	\$384.00

**Offense: Speeding in a Construction Zone**

<i>Speeding</i>	<i>Fine</i>	<i>Court Costs</i>	<i>Total</i>	<i>Workers Present</i>	<i>Total</i>
1-15	\$172.00	\$134.00	\$306.00	\$25.00	\$331.00
16	\$184.00	\$134.00	\$318.00	\$25.00	\$343.00
17	\$196.00	\$134.00	\$330.00	\$25.00	\$355.00
18	\$208.00	\$134.00	\$342.00	\$25.00	\$367.00
19	\$220.00	\$134.00	\$354.00	\$25.00	\$379.00
20	\$232.00	\$134.00	\$366.00	\$25.00	\$391.00
21	\$244.00	\$134.00	\$378.00	\$25.00	\$403.00
22	\$256.00	\$134.00	\$390.00	\$25.00	\$415.00
23	\$268.00	\$134.00	\$402.00	\$25.00	\$427.00
24	\$280.00	\$134.00	\$414.00	\$25.00	\$439.00
25	\$292.00	\$134.00	\$426.00	\$25.00	\$451.00
26	\$304.00	\$134.00	\$438.00	\$25.00	\$463.00
27	\$316.00	\$134.00	\$450.00	\$25.00	\$475.00
28	\$328.00	\$134.00	\$462.00	\$25.00	\$487.00
29	\$340.00	\$134.00	\$474.00	\$25.00	\$499.00
30	\$352.00	\$134.00	\$486.00	\$25.00	\$511.00
31	\$364.00	\$134.00	\$498.00	\$25.00	\$523.00
32	\$376.00	\$134.00	\$510.00	\$25.00	\$535.00
33	\$388.00	\$134.00	\$522.00	\$25.00	\$547.00
34 and over	\$400.00	\$134.00	\$534.00	\$25.00	\$559.00

**Additional Offenses**

<i>Offense Code</i>	<i>Offense Code Type</i>	<i>Offense Description</i>	<i>Total Due</i>
5	O	Article Vi Erosion & Sediment Control Sec 18-259(D)	\$581.00
19	O	Sec 34-11 Changeable Electronic Variable Message Sign	\$581.00
20	O	Violation Of Sec. 50-36	\$581.00
21	O	Violation Of Sec. 50-76	\$581.00
22	O	Violation Of Sec 50-82	\$581.00
23	O	Violation Of Sec. 50-112	\$581.00
24	O	Violation Of Sec 50-113	\$581.00
25	O	Violation Of Sec 50-115	\$581.00
26	O	Violation Of Section 38-160	\$581.00
27	O	Violation Of Section 46-21	\$581.00
28	O	Violation Sec 20-28 Ifc (Sec 308.1.4) Open Flame Cooking Devices	\$581.00
29	O	Requirements For Traps	\$581.00
30	O	City Ordinance Violation Working W/O Permit	\$581.00
31	O	Violation Of Sec.50-117 Home Occupancy	\$581.00
32	O	Violation of Sec. 50-79 Outside Storage	\$581.00
39	O	Violation of Sec. 36-107 Accumulation of Solid Waste Around Container	\$581.00

1	R	REDLIGHT CODE ENFORCEMENT (Repealed)	\$75.00
9	P	Handicap Parking Violation	\$517.00
10	O	City Ordinance - Violate City Ordinance Nuisance	\$581.00
11	O	City Ordinance - Burning Without Permit	\$581.00
12	O	City Ordinance - Burning, Deliberate Or Negligent	\$581.00
14	O	City Ordinance – Amplified Noise	\$581.00
15	O	City Ordinance - No Taxi Driver Permit	\$581.00
16	O	City Ordinance - Install Fire-Extinguishing System W/O Permit	\$581.00
17	O	City Ordinance-Electrical-Work W/O Permit	\$581.00
18	O	Co-Use Of Certain Wireless Communication Device While Driving Prohibited	\$281.00
019	O	City Ordinance – Animal Noise	\$281.00
249	T	Obscured License Plates	\$177.00
251	T	Park In Main Traveled Way	\$274.00
271	T	No Valid Class B Drivers License	\$189.00
272	T	No Valid Class A Drivers License	\$189.00
273	T	No Valid Inspection Sticker	\$177.00
275	T	No Valid Class M Drivers License	\$189.00
285	T	Improper Start From Stop/Parked Position	\$274.00
289	T	Expired Dealer Paper Plates	\$177.00
318	T	Illegal Right Turn From Inside Left Lane	\$274.00
319	T	Fail To Yield R-O-W R.R. Crossing	\$274.00
327	T	Fail To Yield R-O-W From Parked Position	\$274.00
340	T	Straight From Turn Only Lane	\$224.00
342	S	Solicitation By Pedestrians 552.007 (A)	\$381.00
345	T	U-Turn Not In Safety	\$224.00
367	T	No Parking Lights When Needed	\$114.00
373	T	Driving Left Of Center	\$224.00
374	T	Driving Left Of Double Yellow Stripe	\$224.00
428	T	No Thru Trucks Over 2 Axles	\$224.00
444	T	Display Alternating Lights To Rear	\$134.00
445	T	Unapproved Lighting Equipment	\$134.00
448	T	Improper Tread Depth	\$134.00
451	T	No Headlights	\$224.00
452	T	No Brake Lights	\$134.00
454	T	No Tow Lights On Towed Vehicle	\$184.00
455	T	No Rear View Mirror	\$134.00
460	T	Hubcaps Overextended To Left 8" Spiked	\$134.00
462	T	Fail To Set Park Brake	\$134.00
473	T	Passing Within Intersection	\$224.00
474	T	Passing On Unimproved Shoulder Of Road	\$224.00
475	T	Pass With Insufficient Clearance	\$224.00
477	T	Passing On Right Not In Safety	\$224.00
479	T	Passing School Bus Unloading	\$634.00
480	T	Passing School Bus-Loading	\$634.00
482	T	Pass Within 100 Ft. Of Intersection	\$224.00
483	T	Pass Within 100 Ft. Of Railroad Crossing	\$224.00
489	T	Stopped Within Intersection	\$224.00
503	T	Fail To Signal Stop	\$224.00
505	T	Backing Not In Safety	\$274.00
510	T	Unattended Vehicle	\$244.00
511	T	Leaving Child Unattended In Vehicle	\$316.00
517	T	Block Moving Lane Of Traffic	\$274.00
525	P	Illegally Parked-Prohibited By Signs	\$250.00

529	P	Parked In Bus. Or Res. District 545.301	\$94.00
532	O	City Ordinance - Illegal Parking Over 24 Hours	\$91.00
534	O	City Ordinance - Hitchhiking-Solicitation By Pedestrians	\$224.00
535	S	Walking In Roadway	\$224.00
536	T	Open Door Into Lane Of Traffic	\$134.00
537	T	Tamper With Barricades	\$154.00
548	T	Fail To Report Accident-Pedestrian	\$224.00
549	T	Fail To Use Due-Care Hit Pedestrian	\$224.00
550	T	Fail To Report Accident To Police Dept.	\$204.00
560	T	Fail To Stop And Render Aid	\$281.00
563	T	Fail To Stop And Give Info-Object Traffic Area	\$174.00
591	T	Cut Across Parking Lot	\$224.00
595	T	Passing On Shoulder Of Road	\$224.00
596	T	Driving On Shoulder Of Roadway	\$274.00
600	T	Fail To Cover Load	\$134.00
603	O	City Ordinance - Trash Disposal	\$281.00
604	T	Fail To Properly Secure Trailer	\$144.00
605	T	Fail To Secure Vehicle	\$144.00
606	T	Fail To Secure Load	\$134.00
641	T	No Safety Chain Trailer	\$184.00
695	T	Bicycle Not Equipped With Lights	\$115.00
696	T	Bicycle Fail To Yield Row Left	\$114.00
700	O	City Ordinance - Unleashed Dog/Cat Running At Large	\$114.00
701	O	No Sign Permit	\$281.00
702	O	City Ordinance - Violation Of Sec 18-166	\$581.00
704	O	City Ordinance - Nuisance-Odors	\$281.00
705	T	Obstructing Fire Hydrant	\$281.00
706	O	City Ordinance - Nuisance-All Types Noises	\$581.00
707	O	City Ordinance - Dog/Cat/Vaccination And Licensing	\$134.00
708	O	City Ordinance - Plumbing & Gas Ordinance	\$281.00
710	O	City Ordinance - Prohibited Signs	\$281.00
711	O	City Ordinance-Prohibited Smoking Products/Paraphernalia	\$281.00
712	O	City Ordinance - Waste Material Containers Collection	\$281.00
713	O	City Ordinance - Driveway Ordinance Sec.14-4 E	\$281.00
715	O	City Ordinance - Nuisances-Noise	\$281.00
718	S	Paint Spray Booth Ifc 1504.1	\$1,000.00
719	O	City Ordinance - Prohibited Use Of Wireless Comm Device While Driving	\$224.00
721	O	No Stopping/Standing/Pk In Roadway	\$281.00
722	O	Section 18-164 Nuisance	\$581.00
725	S	Nuisance-Rubbish, Structures, Etc.	\$281.00
726	O	City Ordinance - Livestock In Residential Area	\$281.00
730	O	City Ordinance - Drive-Ways Sec.14-4(D)(E)	\$281.00
731	S	Train Obstructing Crossing	\$154.00
742	O	City Ordinance-Alarm System Installation W/O Permit	\$581.00
746	S	Minor - Tob/Cig Prod/Poss/Pur/Consume	\$281.00
750	O	City Ordinance - Digging Out	\$224.00
751	O	City Ordinance - Horn, Vehicle Sounding Of	\$281.00
753	O	City Ordinance - Fail To Have Current Reg. For Animals	\$134.00
754	O	City Ordinance - Animal Quarantine	\$134.00
755	O	City Ordinance - Fire Code Locked Exits	\$581.00
756	O	City Ordinance - Discharge Waste In Public Sewer	\$281.00
757	O	City Ordinance - Tire Storage And Mosquito Control	\$331.00
758	O	City Ordinance - Noisy Vehicles	\$281.00

759	O	City Ordinance - Illegal Dumping	\$2,000.00
760	O	City Ordinance - Junk Vehicle Parts	\$281.00
761	O	City Ordinance - Junk Vehicle	\$281.00
762	O	City Ordinance - Obstruction Sidewalk/Easement/Street	\$581.00
763	O	City Ordinance - Water-Emergency Rationing	\$281.00
765	O	City Ordinance - Fireworks	\$1,000.00
766	O	City Ordinance - Collection By City Only	\$581.00
767	O	City Ordinance - Certificate Of Occupancy	\$281.00
769	S	Storage/Use Hazardous Materials	\$1,000.00
770	S	Occupancy Prohib Before Approval	\$581.00
771	S	Combustible Waste Dumpster Permit	\$581.00
772	O	C/C Maint Sprinkler System	\$1,000.00
773	O	C/C Maint Fire Alarm System	\$1,000.00
775	O	City Ordinance - No Development Permit	\$281.00
776	O	City Ordinance - Soliciting With No Permit	\$300.00
777	S	Access To Electrical Panels	\$331.00
778	S	Exit Sign Must Be Lighted	\$581.00
779	O	City Ordinance - Driveway Surface	\$281.00
780	O	City Ordinance - Violation Sec 36-27	\$2,081.00
781	O	City Ordinance - Discharge Wastewater	\$281.00
789	O	City Ordinance - Unlicensed Wrecker	\$281.00
790	O	City Ordinance - Unlicensed Wrecker Driver	\$281.00
791	O	City Ordinance - Abandonment Of Nonconforming Uses And Structures & Cessation Of Use Of	\$281.00
792	O	City Ordinance- No Building Permit	\$281.00
793	O	City Ordinance- Attention Getting Device	\$281.00
803	S	Furnish Alcohol To Minor	\$281.00
804	O	City Ordinance - Dischg Firearm In City Limits	\$281.00
812	S	D.O.C. Public Exposure	\$316.00
815	S	Assault By Threat	\$316.00
816	S	Assault By Physical Contact	\$316.00
830	S	Sale Of Alcohol To Certain Persons	\$281.00
832	S	Possess Intoxicants On School Property	\$281.00
847	S	Theft Of Service	\$316.00
855	S	Littering	\$281.00
863	S	Consume Alcohol During Prohibited Hours	\$281.00
864	S	Contempt For Disobeying Court Order	\$81.00
865	S	Contempt Of Court	\$281.00
867	O	City Ordinance - Curfew-Nighttime	\$214.00
868	O	City Ordinance - Curfew-Daytime	\$214.00
869	S	Fail To Attend School	\$265.00
871	S	Electrical Hazards	\$331.00
872	S	Exit Signs Fire Code	\$581.00
873	S	Disruption Of Transportation	\$281.00
874	S	Disruption Of Classes	\$281.00
875	S	Criminal Trespass	\$316.00
876	S	Trespass -School Grounds	\$281.00
878	S	Disruption Of School Activities	\$281.00
1000	S	Criminal Mischief/Class C	\$316.00
1002	S	Tampering W/ A Govt Record( School Enrollment)	\$581.00
1010	S	Reckless Damage Or Destruction	\$316.00
1020	S	Theft	\$316.00
1105	T	Use Wireless Communication Device In School Zone	\$359.00

1106	T	Use A Wireless Communication Device For Electronic Messaging While Driving	\$233.00
1130	S	Failure To Identify	\$316.00
1170	S	D.O.C. Obscene Language	\$316.00
1171	S	D.O.C. Offensive Gesture/Display	\$316.00
1172	S	D.O.C. Noxious/Unreasonable Odor (Chemical)	\$316.00
1173	S	D.O.C. Abuse Or Threaten (Offensive Manner)	\$281.00
1174	S	D.O.C. Unreasonable Noise	\$316.00
1175	S	D.O.C. Fighting With Another	\$281.00
1176	S	D.O.C. Window Peeping-Dwelling	\$316.00
1177	S	D.O.C. Window Peeping/Hotel Or Motel	\$316.00
1178	S	D.O.C. Discharges Firearm/Public Roadway	\$316.00
1180	S	Make Firearm Accessible To A Child	\$316.00
1181	S	Obscene Display	\$316.00
1210	S	Smoking Tobacco-Prohibited Areas	\$316.00
1220	S	Public Intoxication	\$316.00
1230	S	Possession/Consumption Of Alcohol In Motor Vehicle	\$316.00
2000	S	Consume Alcoholic Beverages On Off-Premised License Account	\$281.00
2001	S	Sale To Certain Persons	\$281.00
2010	S	Consumption Of Alcoholic Beverages Near A School	\$281.00
2090	S	Sale Of Tobacco Products To A Minor	\$281.00
2091	S	Sell Cig/Tob Products W/O Permit	\$281.00
2100	S	Possession Of Drug Paraphernalia	\$281.00
2200	T	Fail To Set Park Brake	\$134.00
273E	T	Fictitious Inspection Sticker	\$281.00
2900	S	Equipment Not In Compliance W/ Federal Standards 49 C.F.R.571.108	\$281.00
3001	T	Speeding <i>See Chart</i>	
3002	T	Unsafe Speed/Too Fast For Conditions	\$274.00
3003	T	Impeding Traffic	\$274.00
3004	T	Racing/Drag Racing/Acceleration Contest For Speed	\$274.00
3005	T	Fail To Yield R-O-W	\$274.00
3006	T	Ran Stop Sign	\$274.00
3007	T	Ran Red Light	\$274.00
3008	T	Disregard Flashing Yellow Signal	\$274.00
3009	T	Changed Lane When Unsafe	\$274.00
3011	T	Turned Left From Wrong Lane	\$274.00
3012	T	Turned Right From Wrong Lane	\$274.00
3013	T	Cut Corner Left Turn	\$274.00
3014	T	Improper Turn	\$274.00
3015	T	Drove On Wrong Side Of Road	\$274.00
3016	T	Drove Wrong Way On One-Way Roadway	\$274.00
3017	T	Following Too Closely	\$284.00
3018	T	Passed - Insufficient Clearance	\$274.00
3019	T	Disregard No Passing Zone	\$274.00
3020	T	Illegal Pass On Right	\$274.00
3021	T	Failed To Stop For School Bus (Or Remain Stopped)	\$634.00
3022	T	Failed To Pass To Right Safely/Improper Passing	\$274.00
3024	T	Unsafe Start From Parked, Stopped, Standing	\$274.00
3025	T	Fail To Maint. Fina. Resp. 2nd/Off.	\$581.00
3026	T	Parking On Roadway	\$274.00
3028	T	Crossing Physical Barrier	\$274.00
3031	T	Unrestrained Child Under 8 Years Of Age	\$254.00
3032	T	No Seat Belt - Driver	\$194.00
3033	T	No Seat Belt - Passenger	\$194.00

3034	T	Child (8 -16) Not Secured By Safety Belt	\$194.00
3038	T	Operate Vehicle With Child In Open Bed	\$274.00
3039	T	Speeding Over 15mph (Cdl Only)	\$134.00
3045	T	Fail To Give Information/Render Aid<\$200	\$221.00
3049	T	Fail To Maint. Fina. Resp	\$296.00
3050	T	Fail To Control Speed	\$274.00
3051	T	Operating Veh Below Posted Min Speed	\$274.00
3052	T	Fail To Yield R-O-W To Vehicle In Intersection (Stop Sign)	\$274.00
3053	T	Failed To Yield R-O-W At Yield Sign	\$274.00
3054	T	Fail To Yield R-O-W At Open Intersection	\$274.00
3055	T	Fail To Yield R-O-W Turning Left	\$274.00
3056	T	Fail To Yield R-O-W (Private Drive/Alley ,Building)	\$274.00
3057	T	Fail To Yield R-O-W To Emergency Vehicle	\$274.00
3058	T	Fail To Yield R-O-W On Green Arrow Signal	\$274.00
3059	T	Disregard Official Traffic Control Device	\$274.00
3060	T	Failed To Stop At Designated Point (Stop Sign)	\$274.00
3061	T	Fail To Stop-Designated Point (At Yield Sign)	\$274.00
3062	T	Lack Of Caution Turning On Green Arrow	\$274.00
3063	T	Failed To Stop At Proper Place (Traffic Light)	\$274.00
3064	T	Fail To Stop At Proper ( Not At Intersection)	\$274.00
3065	T	Disregard Warning Sign At Construction	\$274.00
3066	T	Drove Through Safety Zone	\$274.00
3067	T	Disregard Flashing Red Signal (At Stop Sign, Etc)	\$274.00
3068	T	Failed To Stop At Proper Place (Flashing Red Signal)	\$274.00
3069	T	Disregard Lane Control Signal	\$274.00
3070	T	Failed To Maintain Single Lane	\$274.00
3071	T	Disregard No Lane Change Sign	\$274.00
3072	T	Disregard Signal At Rr Crossing	\$274.00
3073	T	Disregard Rr Crossing Gate Or Flagman	\$274.00
3074	T	Failed To Stop At Marked Rr Crossing	\$274.00
3075	T	Oper Of Heavy Equip Disregarded Signal Of Approaching Train	\$274.00
3076	T	Turned Across Dividing Section	\$274.00
3077	T	Improper Rt Turn Too Wide	\$274.00
3078	T	Disregard Turn Marks	\$274.00
3079	T	Made U Turn On Curve Or Hill	\$274.00
3080	T	Turned When Unsafe	\$274.00
3081	T	Crossing Property (Cut Corner)	\$274.00
3082	T	Fail To Y-O-W On Left When Passing An Obstruction	\$274.00
3084	T	Fail To Signal Lane Change	\$274.00
3085	T	Failed To Give One-Half Of Roadway	\$274.00
3086	T	Fail To Pass On Right	\$274.00
3088	T	Drove On Wrong Side Of Divided Highway	\$274.00
3089	T	Drove Center Lane (Not Passing/Not Turning Left)	\$274.00
3090	T	Drove Wrong Way In Designated Lane	\$274.00
3091	T	Wrong Side Of Road - No Passing	\$274.00
3092	T	Cut In After Passing	\$274.00
3096	T	Failed To Signal Turn	\$274.00
3097	T	Failed To Signal Intent Prior To 100 Ft	\$274.00
3099	T	Improper Turn Or Hand Signal	\$274.00
3101	T	Driving While License Suspended/Invalid	\$381.00
3103	S	No Driver's License	\$189.00
3106	S	Violate DI Restriction	\$189.00
3107	S	Permit Unlawful Use Of DI	\$189.00

3112	T	Motorcycle No Endorsement	\$189.00
3115	T	Failed To Yield To Pedestrian On Sidewalk	\$274.00
3116	T	Failed To Yield To Pedestrians In Crosswalk	\$274.00
3120	T	Motorcycle Passenger Without Approved Headgear	\$147.00
3121	T	Disregard Police Officer	\$274.00
3124	T	Failed To Give Way When Overtaken	\$274.00
3125	T	Increase Speed While Being Overtaken	\$274.00
3127	T	Drove Onto (From) Controlled Access Highway Where Prohibited	\$274.00
3131	T	Failed To Stop For Approaching Train	\$274.00
3138	T	Failed To Stop (Alley, Driveway, Bld)	\$274.00
3149	S	Wrong Mvr -Assigned To Other Veh	\$181.00
3155	T	Failed To Dim Headlights - Meeting	\$189.00
3156	T	Failed To Dim Headlights - Following	\$189.00
3161	S	No Mounted Head Lamp	\$156.00
3162	T	Defective Head Lamp	\$209.00
3163	T	Headlamp(S) Glaring, Not Adjusted	\$209.00
3166	T	No Tail Lamps(S)-Not Equipped	\$209.00
3167	T	Defective Tail Lamp(S)	\$209.00
3168	T	Tail Lamp(S) Improperly Located	\$209.00
3169	T	No Stop Lamp(S)	\$209.00
3170	T	Defective Stop Lamp(S)	\$209.00
3172	T	Defective Turn Signal Lamp(S)	\$209.00
3174	T	Defective Parking Lamp(S)	\$209.00
3175	T	Improper Use Of Back-Up Lamps	\$209.00
3186	T	White Lights Showing To Rear	\$209.00
3194	T	Coasting	\$274.00
3198	T	Drove Without Lights (When Required)	\$274.00
3202	T	Violate Operating Hours-Minor	\$189.00
3204	T	Passing Emergency Vehicle	\$274.00
3205	T	Expired Motor Vehicle Inspection	\$177.00
3207	T	Motorcycle Operator Without Approved Headgear	\$151.00
3210	T	Motorcycle Oper W/Pass W/O Approved Headgear	\$151.00
3225	T	Unnecessary Use Of Horn	\$334.00
3227	T	Muffler Violation	\$214.00
3229	T	Defective Exhaust Emission System	\$214.00
3231	T	Illegal Window Tinting	\$209.00
3233	T	Defective Windshield Wiper	\$209.00
3251	T	No Front Seat Belts (Required)	\$194.00
3252	P	Parked Within An Intersection	\$187.00
3253	P	Parked On A Crosswalk	\$82.00
3259	T	Expired Driver's License	\$189.00
3260	T	Expired Commercial Driver's License	\$189.00
3263	T	Fail To Display Driver's License	\$189.00
3264	T	Fail To Change Address Driver's License	\$189.00
3272	T	Fail To Comply With Requirements On Striking Unattended Vehicle	\$274.00
3273	T	Duties Upon Striking A Fixed Object	\$221.00
3274	T	No License Plate Light	\$209.00
3277	T	Unauthorized Red, White or Blue Flashing Lights	\$156.00
3284	P	Parked Double	\$82.00
3287	T	Fail To Yield R-O-W Turning On Red Signal	\$274.00
3288	T	Fail To Yield R-O-W Changing Lanes	\$274.00
3300	T	More Than One License (Cdl)	\$189.00
3301	T	No Commercial Driver's License (Cdl)	\$189.00

3302	T	Change Name/Mailing Address Later Than 30 Days (Cdl)	\$189.00
3303	T	Fail To Get A Texas Cdl After 30days Of Residence In This State	\$189.00
3304	T	False Statement On Cdl Application Or Certificate	\$189.00
3305	T	Endorsement Violation On Cdl	\$234.00
3306	T	Restriction Violation - Cdl	\$181.00
3309	S	Open Container- Driver	\$581.00
3312	T	Negligent Collision	\$274.00
3314	S	Interfere With Funeral Procession	\$369.00
3315	T	Drove On Sidewalk	\$274.00
3316	T	Backed Upon Shoulder (Or Roadway) Of Controlled Access Highway/Illegal Backing	\$274.00
3320	T	Obstructing Traffic	\$274.00
3323	S	Open Container-Passenger	\$581.00
3333	T	Violate Promise To Appear	\$226.00
3337	S	Failure To Appear/Bail Jumping	\$226.00
3341	T	Driving Around Warning Signs/ Barricades	\$274.00
3342	T	Disregard Warning Signs Or Barricades	\$274.00
3364	T	Parent/Guardian Permitted Unlicensed Minor To Drive	\$154.00
3365	T	Non-Guardian Permitted Unlicensed Driver to Drive	\$154.00
3519	S	Jaywalking	\$281.00
3528	S	Pedestrian Walking Wrong Way	\$281.00
3550	P	Blocking Handicap Access	\$581.00
3551	P	Park/Stand/Stop Between Safety Zone And Curb	\$567.00
3552	P	Park/Stand In Front Of Public/Private Drive	\$185.00
3553	S	Handicap Parking Violations	\$567.00
3554F	P	Parked In A Fire Lane (Fire Marshall)	\$567.00
3555	P	Park Bicycle On Sidewalk/Impede Traffic	\$82.00
3556	P	Parking/Stopping/Standing On A Sidewalk	\$82.00
3557	P	Parking/Stopping/Standing On Railroad Tracks	\$82.00
3561	P	Parked Facing Traffic	\$82.00
3564	P	Parked With Wheels Over 18 Inches From Curb Or Edge Of Roadway	\$82.00
3565	P	Parked Within 50 Feet Of Railroad Crossing	\$82.00
3569	P	Parking/Standing Within 15 Feet Of A Fire Hydrant	\$567.00
3570	P	Park Or Stand Within 20 Ft Of Crosswalk At Intersection	\$82.00
3571	P	Park Or Stand Within 20 Ft Of Driveway To Fire Station	\$82.00
3572	P	Park Or Stand Within 30 Ft Of A Traffic Control Device	\$82.00
3582	T	Disregard Pedestrian Control Signal	\$274.00
3589	T	Crossed Fire Hose Without Permission	\$634.00
3590	T	Drove Into Block Where Fire Engine Stopped	\$274.00
3591	T	Following Ambulance	\$334.00
3594	P	Obstructing Fire Apparatus	\$281.00
3622	T	Improperly Secured Tailgate	\$209.00
3627	T	Vehicle W/O Required Equip Or In Unsafe Condition	\$156.00
3656	T	Display Expired Registration	\$177.00
3658	T	Display Unclean License Plates	\$177.00
3667	T	Oper. Mtr. Veh. W/Out License Plt Or W/One L/Plt	\$177.00
3668	T	Operate Unregistered Motor Vehicle	\$177.00
3722	T	Over Allowable Gross Weight-Permit Violation	\$254.00
3800	S	Minor - In Possession Alcohol	\$281.00
3801	S	Minor - Attempt To Purchase Alcohol	\$281.00
3802	S	Minor - Purchase Alcohol	\$281.00
3803	S	Minor - Consumption Of Alcohol	\$281.00
3804	S	Minor - Misrepresentation Of Age	\$154.00
3805	S	Minor - Public Intoxication	\$281.00

3806	S	Minor - Driving Under The Influence	\$281.00
3907	S	Massage Therapist No Registration health Code 455.151a	\$581.00
3908	S	Massage Therapist Advertising Unregister health Code 455.205c	\$581.00
4162	S	Unlawful Transport Or Use Of Diesel Fuel	\$281.00
840E	T	Fleeing From A Police Officer	\$281.00
9005	S	Overweight 20,001-40,000	\$5,081.00
3005A	T	Fail To Yield R-O-W To Vehicle Entering From Highway	\$274.00
3005B	T	Fail To Yield R-O-W To Vehicle Leaving Highway	\$274.00
3005C	T	Fail To Yield R-O-W Intersection W/Traf Cntrl Device	\$274.00
3015A	T	Drove On Wrong Side Of Road/Bridge	\$274.00
3015B	T	Drove On Wrong Side Of Road/Intersection	\$274.00
3015C	T	Drove On Wrong Side Of Road/Rr Grade	\$274.00
3052A	T	Failed To Yield At Stop Intersection	\$274.00
3096A	T	Failed To Signal Turn	\$274.00
3103A	T	Fail To Obtain Tx Dl Within 90 Days	\$189.00
3116A	T	Fail To Yield To Pedestrian In Crosswalk (No Signals)	\$274.00
3162A	T	Defective Head Lamps (Motorcycle)	\$209.00
3213E	T	Defective Brakes	\$209.00
3554F	P	Parked In Fire Lane	\$500.00
3591A	T	Following Fire Apparatus	\$274.00
9002E	S	Fail To Inspect/Use Emergency Equipment	\$201.00
9008B	S	Failure To Display Medical Certificate	\$201.00
9049A	S	Cmv Miscellaneous	\$201.00
9051A	S	No Valid Certificate Of Inspection-Cmv	\$201.00

# City Council Meeting Agenda Item Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose(s):

- Sec. 551.071 - Consultation with the City Attorney regarding a Matter that the Attorney's Duty Requires to be Discussed in Closed Session
- Sec. 551.074 – Personnel Matters; Deliberation of the Appointment, Employment, and Duties of a Public Officer or Employee-Director of Finance

**Background:**

**Origination:**

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** \_\_\_\_\_