



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: 9/11/24

Name: CINDY Phillips

Phone: _____
(Home)

Address: _____

Phone: _____

City/State/Zip _____

Cell: _____

Email: _____

I have lived in Tomball 10 years.

I am am not a U.S. Citizen

Occupation: SELF EMPLOYED. Phillips Cleaning Services LLC
BURKES Carpets tile, CLEAN TEAM BUILDING SOLUTIONS

Professional and/or Community Activities: BOARD OF ADJ., BOARD FOR
CHAMBER OF COMMERCE, LEADERSHIP North Houston

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.

To help service & preserve our 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)

- 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
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.
Phillips Cleaning & CleanTeam Supplies

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.
Cindy Phillips
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.
CLEAN FOR CONG Wesley Hunt.
SELL PRODUCTS TO CITY OF TAMPAH

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

7 [Signature]
Signature of vendor doing business with the governmental entity

9/11/24
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. 83, 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 178, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

CINDY Phillips

2 Office Held

BOARD OF ADJUSTMENTS

3 Name of vendor described by Sections 178.001(7) and 178.003(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 178.003(a)(2)(B).

Date Gift Accepted	_____	Description of Gift	_____
Date Gift Accepted	_____	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 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.

Cindy Phillips

Signature of Local Government Officer

Please complete either option below:



Sworn to and subscribed before me by Cindy Phillips this 16 day of Sept

2024 to certify which, witness my hand and seal of office

Diana E Garza Velazquez Diana E Garza Velazquez

Notary

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

(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____

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.

C. Phillips
Board Member's Signature

9 - 15 - 24
Date

CINDY PHILLIPS
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 9/15/24 (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

Cindy Phillips

Printed Name of Applicant

9/15/24

Date:

Cindy Phillips

"...Mrs. Phillips administrative and leadership skills are exceptional! She shows total dedication to any task she is given, her determination and positive attitude is a joy to work with, she loves to learn new things and no responsibility is too big or too small. "
Rosehill Christian School

Computer Skills:

DAC, MS Word, Excel, Quick Books, Outlook, Windows XP/Vista

Targeting Operations Manager

Leadership professional eager to leverage 14 years of experience in creating, managing and facilitating 3 companies. Highly organized, efficient and skilled in a variety of office support tasks, including:

- Office Organization & Administration
- Records & Database Management
- All Bookkeeping (A/P & A/R)
- Sales and management of 40 employees
- Spreadsheets & Reports
- Scheduling and Marketing
- Meeting & Event Planning
- Filing & Data Entry, Inventory

Experience

Clean Team Building Supplies— Tomball, Texas — Owner and operator
2014 to Present

Created from the ground up. Set up structure, sales team, marketing etc.

Results:

- Found a need in the market for supplies with my other existing company and utilized the opportunity

Phillips Cleaning Services, LLC — Tomball, Texas — CEO

2003-present

Created from the ground up. Set up structure, sales team, marketing etc.

Results:

- 70+ Employees
- 250 + annual contract
- Growing at record speed
- 3+ mil in sales

Appletree Markets—College station—Crisis Manager and corporate merchandiser
1991-2002

Results:

- Was appointed to restructure management for perishable dept. through bankruptcy
- Petitioned and had union removed from Appletree for survival purposes
- Stabilized profit in failing departments
- Trained and restructure all Deli and Bakery dept.

Education

Tomball High School — WB Ray High School 1991

Texas A&M – Did not graduate

Community Involvement

Board of Directors for GTACC, 2017-2019

Board of Adjustments for City of Tomball Alt. 2018-present

Citizen Police Academy VIP 2018