



**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: 6/28/23

Name: Janna Hoglund

Phone: \_\_\_\_\_ (Home)

Address: [REDACTED]

Phone: [REDACTED] (Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 5 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, 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-present  
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

*Current - None*

**Additional Pertinent Information/References:** \_\_\_\_\_  
References: Bruce Hillegeist, GTACC President, (281) 351-7222; \_\_\_\_\_  
Dr. Lee Ann Nutt, LSC- Tomball President, (281) 351-3378 \_\_\_\_\_  
(I have been living, working, and serving in the Tomball area since 2017; \_\_\_\_\_  
we are building a house within the city limits that will be completed soon) \_\_\_\_\_

**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 the TEDC Board I can contribute even more to making Tomball the best place to be in. I would like to help and support TEDC in achieving the organization's mission and strategic goals: strength of the overall economic development of Tomball, business retention and expansion, attraction and recruitment, development of Old Town, innovation and entrepreneurship, education and workforce development).

**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

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

 06/28/2023

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**

<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 176.008(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 176.008(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.008, 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 style="text-align: center;"><u>n/a</u></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;"><u>n/a</u></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>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>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 style="text-align: center;"><u>n/a</u></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 176.003(a-1).</p>	
<p>7</p> <p style="text-align: center;"><u>[Signature]</u>      <u>6/28/2023</u></p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

**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.	<b>OFFICE USE ONLY</b>
	Date Received

1 Name of Local Government Officer  
Janna Heglund

2 Office Held  
City Board

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

Janna Heglund  
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 \_\_\_\_\_

(2) Unsworn Declaration

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

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

Executed in Harris County, State of Texas, on the 28 day of June, 2023

Janna Heglund  
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.

*Janna Hoglund*  
Board Member's Signature

6/28/2023  
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 6/28/2023 (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.

  
Signature of Applicant for Appointment

Janna Hegland  
Printed Name of Applicant

6/28/2023  
Date:

# Janna V. Hoglund, MLIS

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832 633-7022; [hoglundjanna@gmail.com](mailto:hoglundjanna@gmail.com)

June 28, 2023

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 am actively engaged with the Greater Tomball community the library serves. Building and sustaining strategic partnerships is one of the key aspects of the community service and of bringing a positive impact. I serve on the Board of Directors of the Greater Tomball Area Chamber of Commerce, on the Board of Directors of Tomball Education Foundation, on the Advisory Board of Leadership North Houston. My library, my team, and myself have received multiple recognitions for the community service from local and state organizations and elected officials. I hold a Bachelor's Degree in Education, a Master's Degree in Library and Information Sciences. I am a graduate of Leadership North Houston, Class XXV.

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

- *GTACC Tomball Leadership Summit*, May 2023 (as the planning Committee Chair)
- *SPARK Partnership* (partnership between 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* (collaboration between the library, LSC-Tomball, Precinct 4, GTACC, TEDC, HCA-Houston Healthcare Tomball, City of Tomball). 2020 – present
- *Tomball Community Art Showcase* (collaboration between the library, TISD, LSC-Tomball) 2019- present

Partnership with Tomball Economic Development Corporation:

TEDC is an important partner to many local organizations, including LSC-Tomball Community Library. TEDC has been supporting the library several key initiatives including Tomball Innovation Lab and Tomball Teens Space upgrade and reorganization. Tomball Innovation Lab provides entrepreneurs, startups, and small businesses with access to resources, tools, and equipment that generate new business activity within the community. The Lab provides a space that nurtures research and development, innovation, and new product development while encouraging learning and collaboration. The Teens Space reorganization provides our local youth with access to technology, resources, educational opportunities, job preparation and career development, technological literacy to prepare them for the future and guide them into adulthood.

During the pandemic, TEDC and the library joined together to strengthen local businesses and residents through the Grow with Google initiative, which helped our businesses and residents with developing online, digital skills at the time of migration to the online environment.



TEDC and Library successful partnership was highlighted by the Southwest Region Economic Development Association during the 2022 SWREDA Annual Conference. Kelly Violette, TEDC Executive Director, and I had a chance to present about our successful collaboration and how it impacts our local economy.

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*

**RE: Board Application**

Tracylynn Garcia <tgarcia@tomballtx.gov>

Fri 7/14/2023 9:52 AM

To:janna hoglund <[REDACTED]>

Cc:Ki Provencher <kprovencher@tomballtx.gov>

Ok, thank you.

**From:** janna hoglund <[REDACTED]>

**Sent:** Friday, July 14, 2023 9:51 AM

**To:** Tracylynn Garcia <tgarcia@tomballtx.gov>

**Subject:** Fwd: Board Application

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

Hi Tracy

This is Janna Hoglund (library director). We just spoke on the phone.

I would like to request to add Tomball Regional Health Foundation as an option for service - on my submitted application. I forgot to put a checkmark next to TRHF when I applied.

Thank you. Let me know if any information is needed from me.

Janna

----- Forwarded message -----

**From:** janna hoglund <[REDACTED]>

**Date:** Wed, Jun 28, 2023 at 2:55 PM

**Subject:** Board Application

**To:** <cso@tomballtx.gov>

To Whom It May Concern,

Attached Please find the application to serve on a City Board

Thank you

Janna Hoglund  
[REDACTED]