



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: 9-10-22

Name: APRIL GRAY

Phone: _____ (Home)

Address: _____

Phone: SAME (Work)

City/State/Zip Tomball, TX 77375

Cell: SAME

Email: APRIL.GRAY@CHEVRON.COM

I have lived in Tomball 40 years.

I am ☒ am not ___ a U.S. Citizen

Occupation: I AM A REGULATORY SPECIALIST AT CHEVRON N/A E&P. I WORK WITH FEDERAL AND LOCAL REGULATORY AGENCIES, USCG AND AMERICAN BUREAU OF SHIPPING. I'M PART OF A TEAM BUILDING OFFSHORE PLATFORMS. I AM PRIMARILY WITHIN ENGINEERING & CONSTRUCTION TEAMS.

Professional and/or Community Activities: I WORK WITH ENGINEERING AND CONSTRUCTION. WITHIN MY COMMUNITY, I CURRENTLY SERVE AS AN ELECTION JUDGE DURING PRIMARIES AND GENERALS. I HAVE SERVED ON BOARDS AND COMMISSIONS FOR MY CITY.

Additional Pertinent Information/References: I HAVE SERVED ON NUMEROUS
BOARDS OR COMMITTEES FROM CHARTER REVIEW TO MY CURRENT
SEAT AS A MEMBER OF THE ADJUSTMENT BOARD.

Please attach a short biography to this application. SEE RESUME ATTACHED

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

I CONTINUE TO WANT TO SERVE MY CITY. I'M NOT INTERESTED IN
AN ELECTED POSITION. I FEEL MY PROFESSIONAL SKILLS CAN LEAD
THEMSELVES TO THE CITY BOARDS. I HAVE AN INTEREST IN THE
DIRECTION THIS CITY GROWS.

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
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)

APRIL D. GRAY

Email:

PROFESSIONAL EXPERIENCE:

Chevron North America, Exploration and Production, Houston, Texas 77002

2012 to Present

Chevron North American Exploration & Production operates as an energy company. The Company produces safe, reliable energy globally.

Regulatory Specialist Houston, Tx

Works collaboratively with diverse stakeholders, including internal and external partners, to promote consistency in regulatory application and interpretation across Gulf of Mexico operations. Proven ability to communicate and influence operations. Significant experience with development of regulatory plans and tools for USCG - ABS certification activities for deepwater facilities and execution of these plans. Develop and execute certification plans for complex project activities to support project milestones and delivery of business plan.

Major Capital Projects Support:

- Leverage relationships with both US and Korean Engineering and Construction groups, Regulators, and Classification Society during transitions from hull fabrication in Korea to integration of the hull and topsides in Corpus Christi, Texas.
- Member of the Big Foot Project Leadership Team and Offshore Steering Committee.
- Work with all stakeholders to ensure that regulatory guidelines are met by holding Regulatory Affairs Team (RAT) meetings consisting of representatives from each major contractor, project discipline engineers and ABS Project team members. These meetings discuss, close or plan a path forward on every outstanding ABS issue or comment in order to maintain project schedule.
- Assisted contractors and company engineers with appropriate responses to ABS and USCG in the effort to gain equipment or design approvals.
- Push any lagging activities to closure and highlight challenges and potential delays to management, as necessary.
- Developed a working regulatory plan with team members to successfully execute inspections to achieve regulatory milestones to allow for sailaway on time.
- Ran trial inspections on the platform prior to actual inspections with operations, HUC, start-up, and regulatory teams.
- Completed the USCG MISLE Book for the Big Foot Platform saving time for the Coast Guard Inspectors.
- Coordinated with ABS Survey for attendance offshore during tendon installation and platform sailaway and installation.
- Member of the BGF Incident Response team and represented Chevron to USCG, ABS and BSEE during tendon incident.
- Wrote Chevron's first Platform Lay Up Plan for USCG approval after the Big Foot tendon incident.
- Create vendor tracking register to ensure all required certifications are captured for each project.
- Created Big Foot regulatory data books housing all certifications for use during COI. These books were reviewed by USCG and found to be complete, accurate and acceptable.
- Review vendor data with regulatory authorities on a regular basis and expedite contractors and sub-contractors to obtain required information.
- Track major contractor's regulatory and classification activities on a weekly basis as a member of project cross functional team.
- Work with other team members to create usable outlines for the beginning of a Regulatory Handbook for the Gulf of Mexico.

SBM Atlantia – SBM Offshore Group, Houston, Texas

2003 to 2012

SBM Atlantia is an integrated provider for engineering, procurement, construction and installation of 'complete floating production solutions' for the deepwater market.

Regulatory Specialist

International field experience managing the regulatory activities necessary to complete vessel class certification under ABS, IMO, ILO, Flag State and Brazilian rules. Worked closely with yard and construction personnel to facilitate project completion. Manage a regulatory team of 4 specialist on a variety of projects from Drillships, FPSO conversions, Semi-Submersibles and TLPs. Created department workflows and systems to ensure proper processing and retrieval of regulatory data. Corporate representative on offshore projects to ABS, USCG and MMS. Coordinate, monitor and track submittals to ABS, USCG and MMS. Fluent in the use of ABS' Plan Approval System (O2E). Guide engineers on regulatory issues for International and GoM offshore projects from Kick-Off to completion.

- Completed three difficult Drillship projects in the Middle East to satisfactory handover to clients.
- Developed a regulatory submittal system to reduce time and cost on class approvals.
- Completed Thunder Hawk Project at a half million under regulatory budget.
- Involved in the regulatory process on seven successful GoM Projects and several international projects.

IHS ENERGY GROUP, Houston, Texas

1996 to 2002

Largest provider of petroleum data, software and consulting services both domestically and worldwide.

Client Support Specialist – Worldwide Support & Training

(2001 – 2002)

Provided effective and efficient front line support of domestic products and data to users and major petroleum corporations. Requests were received by on site visit, phone, email and industry networking. Represented the company's support functions, including product training, on site at client locations throughout Texas, Oklahoma and Louisiana.

- Developed an excellent reputation and improved client support efforts within the largest clients.
- Identified under used products and promoted them on site to achieve increased sales.
- Became a patient teacher to the most difficult and technologically challenged users.

Senior Staff Administrator – Int'l Economics & Consulting

(1998 – 2001)

Administrator to the President and a staff of 40 economists, engineers, analysts, researchers and editors. Produced department/product line budgets, tracked revenue and expenses, handled accounting functions and provided P/L reports. Organized and promoted public relations for my department to clients throughout the worldwide community. Created presentation productions for use in training, seminars and industry specific conferences.

Administrative Assistant – Economics Software & Consulting

(1996 – 1998)

Administrative support to the Vice President and a staff of 8 economists, petroleum engineers, risk analysts and software programmers. Responsible for manufacture and distribution of copyrighted economics evaluation and estimation software packages. Maintained inventory of all software packages and published products. Produced company wide client billing. Performed informational research and maintained an in-house library.

- Restructured registered user, client and subscriber databases into a flexible tool.
- Improved the client billing procedure by creating a more automated system.

OCEANEERING INT'L / OIL INDUSTRY ENGINEERING, Houston, Texas

1990 to 1996

Oceaneering is an advance applied technology company that provides engineered services and hardware to customers that operate in marine, space and other harsh environments.

Controller – Oceaneering Intervention Engineering

(1994 – 1996)

Managed a staff of three accounting professionals. Key contributor in obtaining company ISO 9001 Certification and sale of the company to Oceaneering. Produced and maintained corporate financial reports. Expanded on financial information and produced projections for corporate executives. Conducted corporate business with all taxing authorities on a federal, state, and local level. Responsible for obtaining and administering all necessary insurance required for manufacturing facilities and operations. Responsible for all corporate banking transactions including negotiations for procurement and operating capital with bankers and other financial professionals. Produced fiscal year corporate budgets.

- Restructured cash flow to meet scheduled payments to vendors and employees. Improving relations and corporate credit ratings and abilities.
- Arranged, coordinated and completed property acquisitions and procurement of operating capital.
- Key contributor of financial data and presentation material for a major corporate acquisition. Directed corporate consolidation and changeover operations.

General Operations/Engineering Support – Oil Industry Engineering

(1992 – 1993)

Heavily involved in and familiar with all facets of manufacturing operations from sales, engineering, procurement, assembly and final product shipping. Directly oversee maintenance of plant, buildings, and equipment. Ability to read machine and assembly drawings as necessary for procurement and preliminary inspection of machined parts. Developed and administered Employee Safety Program.

- Held key position in manufacturing operations under ISO 9000 quality assurance program and procedures.

Senior Administrator/Project Administrator – Oil Industry Engineering**(1991 –1992)**

Senior Administrator to the President & Vice President. Handled all personnel records and reporting. Created presentation material for corporate meetings and investors. Represented and acted on the corporations behalf in various legal matters such as patents, contracts and other activities. Produced, managed and updated the Corporate Book in accordance with the by-laws of The State of Texas. Compiled information for special projects and produced detailed presentation quality reports. Upgraded, implemented and controlled a building security system. Scheduled and supervised property and equipment maintenance, repair and upgrading.

- Processed two corporate product patents.
- Compiled and produced a presentation on the corporate financial history.

Accounting/Purchasing – Oil Industry Engineering**(1990 –1991)**

Established financial accounting, reporting and planning functions. Responsible for directing the company's purchasing functions, including procurement of materials, services and capital equipment.

- Reestablished the purchasing department during a corporate restructure.
- Integrated purchasing, shipping/receiving and accounting departments.

Education: 2002 University of Tulsa – Petroleum Engineering for Non-Engineers

2001 University of Tulsa – Basis Petroleum Geology for the Non-Geologist

2001 Hilton Computer Strategies – Transact SQL course

1999 Houston Fire Department – High Rise Fire and Emergency Training

1983 Department of Aviation, City of Houston - Airport Emergency Operations.

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.

NONE

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.

APRIL GRAY
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. *NONE*

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.

NONE

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

**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

APRIL GRAY

2 Office Held

BOARD OF ADJUSTMENTS

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

NONE

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

NONE

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).

NONE

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.

April Gray

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 APRIL GRAY and my date of birth is _____

My address is _____

(street) (city) (state) (zip code) (county)

Executed in Harris County, State of Texas, on the 10 day of Sept, 2022

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.

April Gray
Board Member's Signature

9-10-22
Date

April Gray
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 9-9-22 (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

April Gray
Printed Name of Applicant

9-10-22
Date: