

### 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 <u>absent</u> for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for <u>other</u> 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: 9/19/2022
Name: Matthew W Harris	Phone: 281-731-4971
Address:	(Home) Phone: 281-731-4971
City/State/Zip Tomball, TX 77375	(Work) Cell: 281-731-4971
Email: mwh32777@yahoo.com	
I have lived in Tomball 1.5 years.	I am X am not a U.S. Citizen
Occupation: Senior Manager - Global Environmenta	l, Health and Safety for Expeditors International
Professional and/or Community Activities:none cu	urrently

Additional Pertinent Information/References:	
Please attach a short biography to this application.	
Briefly tell us why you would like to be considere Board/Commission.	
Growing up in the Spring area, i have always been an active my company transferred to Washington State, but when an we were excited to do so. In Washington I was a member of opportunity to give back to my community through public set.	opportunity presented itself to return to Texas of our local HOA. I am looking for additional
Please complete the attached Conflict of Interest of Statement (CIS), Board Member Election on Exchowledgment of Receipt and Understanding from the Handbook.	Disclosure, and Appendix D (page 33)
Applications for the following Council-app Committees will be kept on file in the City Secr	
If you are interested in serving on more than one board, pl order of preference (i.e., 1, 2, 3, etc.)	ease indicate your preference by numbering in
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
( ) Tomball Regional Health Foundation	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

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

Matthew W Harris

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 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

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at the 7th business day dist the date the wardor becomes source of facts that explice the statement to be 5 see Section 176 005;e. Local Government Code.  See Section 176 005;e. 1). Local Government Code.  Remove of wonder who has a business relationship with local governmental ontity.  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 inaccusts.)  Name of local government officer about whom the information is being disclosed.  Name of local government of or other business relationship with the local government officer, or a family member of it officer, as described by Section 176.003(a)(3)(A). Also describe any family relationship with the local government officer about whom the information of the local government officer and the officer as described by Section 176.003(a)(3)(A). Also describe any family relationship with the local government officer as described by Section 176.003(a)(3)(A). Also describe any family relationship with the local government officer as described any section 176.003(a)(3)(b). Also describe any family relationship with the local government officer as a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?  I have local government officer or a family member of the officer AND the taxable income is not received from the local government officer or a family member of the officer as a family member of the officer and the local government officer or a family member of the officer and family member of the local government officer or a family member of the officer and family member of the officer a	its questionnaire its being illed in accordance with Chapter 1776, Local Government Code, by a vendor who is a business relationship as defined by Section 1775.001(11-a) with a local governmental entity and the index needs requirements under Section 1776.008(a).	Date Medawed
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Signature of vandor doing business with the povernmental entity Date	No. 10 Annual Control of the Annual Control	

# 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;

OF

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

FORM CIS

This questionnelle reliec	ts changes made to the law by HLB	23, 94th Lag., Regular Session.	OFFICE USE ONLY
government officer has	ve appropriase local governments become aware of facts that requir pter 176. Local Government Code	s the officer to file this statement	Onte Pecalist
1 Name of Local Gove	rnment Officer		
2 Office Held			
3 Name of vendor desc Code	albed by Sections 176.001(7) and	d 176.003(a). Local Government	
Description of the re- with vendor named		nent or other business relationshi	p and each lamily relationship
		and any tamily member if aggreg ne 12-manth period described by	
Date Gift Accepted	Description of G	ii <del>ila</del>	
Date Gift Accepted	Description of G	/At	
Date Gift Accepted	Description of Gift		
	(attach additor	nel formus as necessary)	
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		Signature of Lucal	Government Officer
	Please com	plete either option below:	
(1) Atfidavit			
MOTARY STAMP/SEAL			
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		OR	
(2) Unsworn Declaration	N.		
My mame is Matthew	W Harris	and may deale of birds is	
long maturess is		Tomball TX	77375 USA
Executed in Harris	Soundy State of TX	(state) (state) (state) (state)	) (zip codz) (country) nber_ zo 22 (rest)
		Signature of Local Govern	mmenti Officer (Declerati)

#### 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 <u>not</u> 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.

X I DO elect public access to my: (please in	dicate items you would like available, if any)
home address	
X home telephone number	
X personal email address	
cell or pager numbers not paid for by the City	y
emergency contact information	
information that reveals whether I have famil	y members.
I DO NOT elect public access to my home numbers, emergency contact information, or any members.  Board Member's Signature	e address, home telephone number, cell or page information that reveals whether I have family  9/19/2022  Date
Matthew W 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 9/19/2022 (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
Matthew w Harris
Printed Name of Applicant
Date:

#### Matthew W Harris

I was born in Denver CO in 1977 and moved to Texas when I was 11 years old. My childhood was filled with wonderful family and lots of competitive sports. I attended Klein High School and later attended Stephen F Austin university. Like many young people, I proved to not be quite ready for the responsibilities of college and returned home in 1995. From there, I entered the workforce and started in with what was to be my first career. I worked at a local Tex-Mex restaurant and found my niche as both a server/bartender and later a manager. The company allowed me to formalize my passion and I later attended school where I received a Culinary degree. I continued to work within the company, steadily climbing the ladder. After steady employment with the same firm for 10 years, I left for an opportunity to open and operate my own restaurants. As you can imagine, this is relentless work and eventually it became too much and I left the hospitality field all together.

It was here where I entered my second career, vastly different than the first. I started working for a global logistics firm in their air export department. Fortunately for me, the company quickly took notice of my insatiable desire to perform well and I again started climbing the ladder. After four years, I was offered a senior level position located in our corporate headquarters in Seattle. After three years in Seattle, the opportunity presented itself to return to Texas which is where I find myself now.