



**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: 9/20/20

Name: Richard L. Anderson, Jr.

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

Address: [REDACTED]

Phone: \_\_\_\_\_  
(Work)

City/State/Zip [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 14 years.

I am  am not  a U.S. Citizen

Occupation: Retired Houston Police Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**

I served on the Charter Review Commission in 2013, and was impressed by the dedication, knowledge, and foresight of the board members. As soon as I was nominated for the Planning & Zoning Board, I jumped at the opportunity. Being a part of the review board and witnessing the growth of Tomball has been very rewarding. Thank you for the chance to be a part of this dynamic city government.

**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

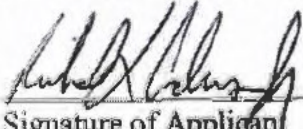
- Tomball Legacy Fund, Inc.
- Position 7, Tomball Legacy Fund, does not require Tomball residency

Meeting Information

As called

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**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)



In the name and by the authority of

**The State of Texas**

**OATH OF OFFICE**

I, Richard Anderson, do solemnly swear  
(or affirm), that I will faithfully execute the duties of the office of  
Tomball Planning and Zoning Commission, Position 4 of the State of Texas,  
and will to the best of my ability preserve, protect, and defend the Constitution and laws of the  
United States and of this State, so help me God.

  
\_\_\_\_\_

Affiant

SWORN TO and subscribed before me by affiant on this 7th day of  
October, 2022.

  
\_\_\_\_\_

Signature of Person Administering Oath

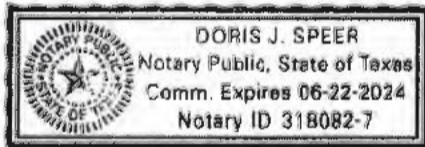
Doris J Speer  
\_\_\_\_\_

Printed Name

City Secretary  
\_\_\_\_\_

Title

(Seal)





PLEASE TYPE OR PRINT LEGIBLY

PROVIDE ALL REQUESTED INFORMATION

# STATEMENT OF ELECTED/APPOINTED OFFICER

(Pursuant to Tex. Const. art. XVI, '1(b), amended 1989)

I, Richard Anderson, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

10-7-22  
Date

[Signature]  
Affiant's Signature

Tomball Planning and Zoning Commission, Position 4  
Position to Which Elected/Appointed

Tomball, Harris County, Texas  
City and/or County

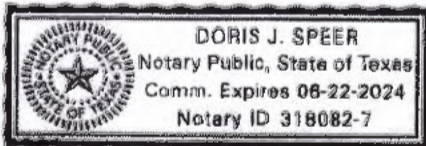
SWORN TO and subscribed before me by affiant on this 7th day of October, 2022.

[Signature]  
Signature of Person Authorized to Administer Oaths/Affidavits

Doris J Speer  
Printed Name

City Secretary  
Title

(Seal)



Form No. 2201

**Doris Speer**

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**From:** Office of the Attorney General <noreply@texasattorneygeneral.gov>  
**Sent:** Friday, October 7, 2022 1:00 PM  
**To:** Doris Speer  
**Subject:** Open Meetings Act Training Confirmation and Certificate

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## CERTIFICATE *of* COURSE COMPLETION

### Open Meetings Act

I, **Richard Anderson**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 7th of October, 2022.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.





## 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.

Thomas L. Anderson Jr  
Board Member's Signature)

9-16-2022  
Date

Richard Johnson  
Board Member's Printed Name



**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

*Richard L. Anderson, Jr*

2 Office Held

*PLANNING & ZONING 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 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.

*Richard L. Anderson, Jr*

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 *Richard L. Anderson, Jr* and my date of birth is *12/03/1962*

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)

**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.

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.

**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



**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 9-20-2022 (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

Richard L. Anderson Jr  
\_\_\_\_\_  
Printed Name of Applicant

9-20-2022  
\_\_\_\_\_  
Date:



**Richard L. Anderson, Jr.**



**Objective:** To serve as a board member on the Planning and Zoning Committee for the city of Tomball

**Biography**

**Personal:**



**Professional:**

I retired from the Houston Police Department in November of 2017, after 33 years of service. I worked in several divisions during my tenure, including: Robbery Division, Gang Division, and Internal Affairs Division. My wife retired from the Houston Police Department in March of 2017, after 36 years of service.

**Education:**

University of Houston  
Bachelor Business Administration – Finance 1996

Mountain State University  
Masters – Organizational Leadership 2006

**City of Tomball Committees:**

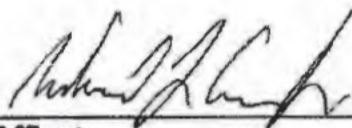
I served on the Charter Review Commission in August of 2013. This committee was informative and well run by the Commission Chairman Steven Vaughn. It was shortly after this that I was contacted and asked if I was interested in participating as a board member for the Planning and Zoning Committee. I have served on this committee with many different members all of whom have a wide variety of opinions on how best to serve the city of Tomball. I have enjoyed serving on this committee and hope that the mayor and city council will allow me to continue to serve.

In the name and by the authority of

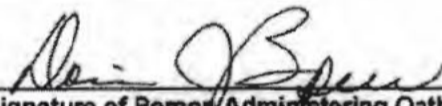
# The State of Texas

## OATH OF OFFICE

I, Richard Anderson, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Planning and Zoning Commission Board Member, City of Tumball of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

  
\_\_\_\_\_  
Affiant

SWORN TO and subscribed before me by affiant on this 3rd day of January, 2014.

  
\_\_\_\_\_  
Signature of Person Administering Oath  
Doris J. Speer  
\_\_\_\_\_  
Printed Name  
City Secretary  
\_\_\_\_\_  
Title

(Seal)



Form #2204

See Reverse Side  
for Instructions  
Revised August 1999

PLEASE TYPE OR PRINT LEGIBLY

PROVIDE ALL REQUESTED INFORMATION

# STATEMENT OF ELECTED/APPOINTED OFFICER

(Pursuant to Tex. Const. art. XVI, '1(b), amended 1989)

I, Richard Anderson, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

1-3-2014  
Date

*Richard Anderson*  
Affiant's Signature

Planning and Zoning Commission Board Member  
Position to Which Elected/Appointed

Tomball, Harris County  
City and/or County

SWORN TO and subscribed before me by affiant on this 3rd day of

January, 2014.

*Doris J. Speer*  
Signature of Person Authorized to Administer Oaths/Affidavits

Doris J. Speer  
Printed Name

City Secretary  
Title

(Seal)

Form No. 22

