

**NOTICE OF REGULAR CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS**



MONDAY, JULY 2, 2018

6:00 P.M.

Notice is hereby given of a meeting of the Tomball City Council, to be held on Monday, July 2, 2018 at 6:00 P.M., City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1.0 Call to Order

2.0 Invocation

- Led by Pastor Sean Mooney, Relate Community Church

3.0 Pledges to U.S. and Texas Flags

4.0 Public Comments and Receipt of Petitions *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.]*

5.0 Reports and Announcements

- Tomball City Pool – 2018 Swim Season - Jerry Matheson Park Pool will operate with normal hours through August 19. From August 20 through September 2, the

pool will be open on Saturday and Sunday only. The pool will be closed every Monday during swim season 2018, except Memorial Day (May 28), July 4th, and Labor Day (September 3). Normal pool hours are: Tuesday – Friday: 10 a.m.-6 p.m. and Saturday & Sunday: 12 p.m.-8 p.m.

- **TOMBALL KID'S CLUB** – July 10, 12, 17, 19, 24, 26, and 31; August 2, 7, 9, 14, and 16 from 10:30 a.m.-12:30 p.m., at the **Tomball Community Center**. July 13, 20, and 27; August 3, 10, and 17 from 10:30 a.m.-12:30 p.m. at **LoneStar College-Tomball Community Library**
- **July 4, 2018 – July Fourth Celebration & Street Festival** – Business 249 at FM 2920
- July 7, 2018 – **2nd Saturday at the Depot**
- August 3, 2018 – **Tomball Night & Parade of Lights**
- September 15, 2018 – **GroovFest'18** at the Depot
- Reports by City staff and members of council about items of community interest on which no action will be taken

- 6.0 Approve the Minutes of the June 18, 2018 Special and Regular Tomball City Council Meetings
- 7.0 New Business:
 - 7.1 Award Contract for Broussard Community Park Site Lift Station, Project Bid Number 2018-10, to B-5 Construction Company, Inc. in the Amount of \$202,540.00
 - 7.2 Appoint Member to Unexpired Term, Position 1, Tomball Regional Health Foundation, for Term Ending September 1, 2018
 - 7.3 Appoint/Reappoint Members to the Tomball Economic Development Corporation Board of Directors for New Terms Expiring May 31, 2020
 - 7.4 Appoint Member to Vacancy of Alternate Member Position 3 on the Board of Adjustments for Term Expiring March 2, 2020
- 8.0 Adjournment

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 28th day of June 2018 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Doris Speer

Doris Speer
City Secretary, TRMC

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1002 or FAX (281) 351-6256 for further information.

AGENDAS MAY ALSO BE VIEWED ONLINE AT www.ci.tomball.tx.us.

Regular City Council
Agenda Item
Data Sheet

Meeting Date: July 2, 2018

Topic:

- Led by Pastor Sean Mooney, Relate Community Church

Background:

Origination:

Recommendation:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN		
Approval	Readings Passed	Other
☐ Yes ☐ No	☐ 1 st ☐ 2 nd	

Regular City Council

Agenda Item

Data Sheet

Meeting Date: July 2, 2018

Topic:

- Tomball City Pool – 2018 Swim Season - Jerry Matheson Park Pool will operate with normal hours through August 19. From August 20 through September 2, the pool will be open on Saturday and Sunday only. The pool will be closed every Monday during swim season 2018, except Memorial Day (May 28), July 4th, and Labor Day (September 3). Normal pool hours are: Tuesday – Friday: 10 a.m.-6 p.m. and Saturday & Sunday: 12 p.m.-8 p.m.
- **TOMBALL KID'S CLUB** – July 10, 12, 17, 19, 24, 26, and 31; August 2, 7, 9, 14, and 16 from 10:30 a.m.-12:30 p.m., at the **Tomball Community Center**. July 13, 20, and 27; August 3, 10, and 17 from 10:30 a.m.-12:30 p.m. at **LoneStar College-Tomball Community Library**
- **July 4, 2018 – July Fourth Celebration & Street Festival** – Business 249 at FM 2920
- July 7, 2018 – **2nd Saturday at the Depot**
- August 3, 2018 – **Tomball Night & Parade of Lights**
- September 15, 2018 – **GroovFest'18** at the Depot
- Reports by City staff and members of council about items of community interest on which no action will be taken

Background:

Origination:

Various

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

Approval	Readings Passed	Other
☐ Yes ☐ No	☐ 1 st ☐ 2 nd	

Regular City Council
Agenda Item
Data Sheet

Meeting Date: July 2, 2018

Topic:

Approve the Minutes of the June 18, 2018 Special and Regular Tomball City Council Meetings

Background:

Origination:

City Secretary

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN		
Approval ☐ Yes ☐ No	Readings Passed ☐ 1 st ☐ 2 nd	Other

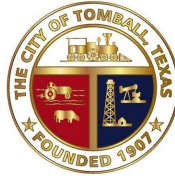
ATTACHMENTS:

Draft Minutes of the June 18, 2018 Special Tomball City Council Meeting

Draft Minutes of the June 18, 2018 Regular Tomball City Council Meeting

**MINUTES OF SPECIAL CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS**

MONDAY, JUNE 18, 2018



4:00 P.M.

1.0 Meeting was called to order by Mayor Fagan at 4:04 p.m. Other members present:

Councilman Ford
Councilman Stoll
Councilman Degges
Councilman Townsend
Councilman Klein Quinn

Others present:

City Manager – Robert Hauck
Assistant City Manager – David Esquivel
City Secretary – Doris Speer
Police Chief – Billy Tidwell
Fire Chief – Randy Parr
Finance Director – Glenn Windsor
HR Director – Lisa Coe
IT Manager – Doug Tippey
Director of Community Development – Craig Meyers
Director of Public Works – Beth Jones
CSO Admin. Assistant – Sasha Robinson
Assistant Fire Chief – Jonathon Fontenot
Fire Marshal – Joe Sykora
Senior Accountant – Kacie Richardson
Senior Accountant – Christine Brookshire

2.0 No public comments were received.

3.0 Workshop Session:

3.1 The Tomball City Council entered into a Workshop Session regarding the Proposed Fiscal Year 2018-2019 Budget.

4.0 Motion was made by Councilman Townsend, second by Councilman Klein Quinn, to adjourn.

Motion carried unanimously.

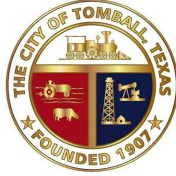
Meeting adjourned.

PASSED AND APPROVED this the 2nd day of July 2018.

Doris Speer, TRMC, MMC
City Secretary

Gretchen Fagan
Mayor

**MINUTES OF REGULAR CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS**



**MONDAY, JUNE 18, 2018
6:00 P.M.**

1.0 Meeting was called to order by Mayor Fagan. Other members present:

Councilman Ford
Councilman Stoll
Councilman Degges
Councilman Townsend
Councilman Klein Quinn

Others present:

City Manager – Robert Hauck
Assistant City Manager – David Esquivel
City Secretary – Doris Speer
Police Chief – Billy Tidwell
Fire Chief – Randy Parr
Finance Director – Glenn Windsor
HR Director – Lisa Coe
IT Manager – Doug Tippey
Director of Public Works– Beth Jones
Director of Community Development – Craig Meyers
Planner – Amelia Lindley
CSO Admin. Assistant – Sasha Robinson
Assistant Fire Chief – Jonathon Fontenot
Fire Marshal – Joe Sykora
Senior Accountant – Kacie Richardson
Senior Accountant – Christine Brookshire
Community Center Manager – Rosalie Dillon
Police Officer-Investigations – James Harral
TEDC Executive Director – Kelly Violette

2.0 The invocation was led by Pastor Bill Rasco, Spring Creek Church of Christ

3.0 Pledges to U. S. and Texas Flags were led by Randy Parr.

4.0 No public comments were received.

5.0 Reports and Announcements:

- Tomball City Pool – 2018 Swim Season - Jerry Matheson Park Pool will operate with normal hours through August 19. From August 20 through September 2, the pool will be open on Saturday and Sunday only. The pool will be closed every Monday during swim season 2018, except Memorial Day (May 28), July 4th, and Labor Day (September 3). Normal pool hours are: Tuesday – Friday: 10 a.m.-6 p.m. and Saturday & Sunday: 12 p.m.-8 p.m.
- **TOMBALL KID'S CLUB** – July 10, 12, 17, 19, 24, 26, and 31; August 2, 7, 9, 14, and 16 from 10:30 a.m.-12:30 p.m., at the **Tomball Community Center** and July 13, 20, and 27; August 3, 10, and 17 from 10:30 a.m.-12:30 p.m. at **LoneStar College-Tomball Community Library**
- July 4, 2018 – **July Fourth Celebration & Street Festival** – Business 249 at FM 2920
- July 7, 2018 – **2nd Saturday at the Depot**
- August 3, 2018 – **Tomball Night & Parade of Lights**
- September 15, 2018 – **GroovFest'18** at the Depot
- Reports by City staff and members of Council about items of community interest on which no action will be taken

6.0 Motion was made by Councilman Townsend, second by Councilman Klein Quinn, to approve the Minutes of the June 4, 2018 Regular Tomball City Council Meeting.

Motion carried unanimously.

7.0 Old Business:

7.1 Motion was made by Councilman Townsend, second by Councilman Stoll, to adopt on Second Reading, Ordinance No. 2018-21, an Ordinance of the City of Tomball, Texas, Amending the Code of Ordinances to Add a New Section 18-287, Detention Pond Operation and Maintenance, to Article VII, Drainage Design, of Chapter 18, Environment; Providing for Severability; Providing for a Penalty of an Amount Not To Exceed \$2,000 for Each Day of Violation of any Provision Hereof; Making Findings of Fact; and Providing for Other Related Matters. Vote was as follows:

Councilman Ford	<u>Aye</u>
Councilman Stoll	<u>Aye</u>
Councilman Degges	<u>Aye</u>

Councilman Townsend
Councilman Klein Quinn

Aye
Aye

Motion carried unanimously.

- 7.2 Motion was made by Councilman Townsend, second by Councilman Klein Quinn, to approve, on Second Reading, Resolution No. 2018-15-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Economic Development with an Economic Development Agreement by and between the Corporation and ARC Management, LLC, to make direct incentives to, or expenditures for, assistance with infrastructure costs to be required or suitable for the promotion of new or expanded business development related to the development and construction of a multibuilding office/warehouse park to be located at 14426-14434 Medical Complex Drive, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$186,700.00.

Motion carried unanimously.

- 7.3 Motion was made by Councilman Townsend, second by Councilman Ford, to approve, on Second Reading, Resolution No. 2018-16-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Economic Development Agreement by and between the Corporation and The Neutral Nest, to make direct incentives to, or expenditures for, rental assistance for new or expanded business enterprise to be located at 104 Commerce, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$6,300.00.

Motion carried unanimously.

8.0 New Business:

- 8.1 Motion was made by Councilman Townsend, second by Councilman Ford, to approve Resolution No. 2018-17, a Resolution Declaring the Intention of the City of Tomball, Texas, to Institute Proceedings to Annex Certain Territory; Describing Such Territory; Setting the Dates, Times, and Places for Two Public Hearings at which All Interested Parties Shall Have an Opportunity to be Heard; Providing for Publication of Notices of Such Public Hearings; and Directing Preparation of a Municipal Service Plan for the Territory Proposed to be Annexed (Being a 0.6123 Acre Portion of Brown Road, (60.00 feet in width), According to a Deed Filed for Record in Volume 3194, Page 388 of the Harris County Deed Records and 3.0223 Acres of Land for Proposed Annexation Situated in the

Joseph House Survey, A-34 in Harris County, Texas, Same Being Comprised of All of Lot 1 in Block 1 of Fourteen Six Hundred Business Park, a Subdivision in Said Harris County, Texas According to the Map or Plat Thereof Filed for Record under Film Code No. 680728 of the Harris County Map Records) – [a Portion of Brown Road Right-of-Way and 14600 Brown Road], and setting the dates and times for the public hearings for July 16, 2018 at 6:00 p.m. and July 30, 2018 at 5:30 p.m.

Motion carried unanimously.

- 8.2 Motion was made by Councilman Townsend, second by Councilman Klein Quinn, to reappoint Barbara Tague and Dane Dunagin as Members to the Planning and Zoning Commission, to their respective Positions 1 and 3, for New Terms Expiring June 1, 2021.

Motion carried unanimously.

- 8.3 Consideration To Approve **Zoning Case P18-072**: Request By Rene Rodriguez Of LJA Engineering, Inc., On Behalf Of Tomball 39 Partners, LLP, To Amend Chapter 50 (Zoning) Of The Tomball Code Of Ordinances By Rezoning Approximately 3 Acres Of Land From The Commercial District And Approximately 36 Acres From The Agricultural District To The Single-Family 6 District. The Lots Are Legally Described As Tracts 198, 202 & 206 Tomball Outlots And Tracts 4L 21 & 22 Of The C.N. Pillot Survey, Abstract 632 And Are Generally Located On The South Side Of Theis Lane, West Of Pine Meadows Subdivision And The North Side Of Holderrieth Road, West Of South Cherry Street Within The City Of Tomball, Texas.

- Mayor Fagan opened the Public Hearing on **Zoning Case P18-072** at 6:18 p.m.

Receiving no public comments, Mayor Fagan closed the Public Hearing at 6:18 p.m.

- Motion was made by Councilman Townsend, second by Councilman Stoll, to read Ordinance No. 2018-20 by caption only on First Reading.

Motion carried unanimously.

- Motion was made by Councilman Townsend, second by Councilman Stoll, to adopt, on First Reading, Ordinance No. 2018-20, an Ordinance of the City of Tomball, Texas, Amending Chapter 50 (Zoning) of the Tomball Code of Ordinances by Changing The Zoning District Classification of Approximately 36 Acres of Land Zoned Agricultural and

Approximately 3 Acres of Land Zoned Commercial to the Single-Family 6 District. The Property is Legally Described Tracts 198, 202 & 206 Tomball Outlots and Tracts 4L 21 & 22 Of The C.N. Pillot Survey, Abstract 632, within the City Of Tomball, Harris County, Texas; Said Property Being Generally Located on the South Side of Theis Lane West of Pine Meadows Subdivision and the North Side of Holderrieth Road, West of South Cherry Street; Providing for the Amendment of the Official Zoning Map of the City; Providing for Severability; Providing for a Penalty of an Amount Not to Exceed \$2,000 for Each Day of Violation of Any Provision Hereof, Making Findings of Fact; and Providing for Other Related Matters. Vote was as follows:

Councilman Ford	<u>Aye</u>
Councilman Stoll	<u>Aye</u>
Councilman Degges	<u>Aye</u>
Councilman Townsend	<u>Aye</u>
Councilman Klein Quinn	<u>Aye</u>

Motion carried unanimously.

- 8.4 Motion was made by Councilman Stoll, second by Councilman Townsend, to award the Contract for Project No. 2018-14, 2018 Asphalt and Concrete Street Improvements, to Hayden Paving, Inc. in the Amount of \$160,032.00.

Motion carried unanimously.

- 8.5 Motion was made by Councilman Townsend, second by Councilman Stoll, to approve the Interlocal Agreement between the City of Tomball and the Tomball Independent School District (TISD), affording the Tomball Police Department the Ability to Assign Five (5) Student Resource Officers (SROs) to TISD Campuses and Authorize the City Manager to Execute the Interlocal Agreement.

Motion carried unanimously.

- 8.6 Motion was made by Councilman Stoll, second by Councilman Klein Quinn, to approve the Interlocal Agreement between the City of Tomball and the Tomball Independent School District, Affording the Tomball Police Department the Ability to Provide Police Services on a Contractual Basis for Specialized Events Occurring Before, During and After the Normal Campus Hours, and Authorizing the City Manager to Execute the Interlocal Agreement.

Motion carried unanimously.

9.0 Motion was made by Councilman Klein Quinn, second by Councilman Stoll, to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:24 p.m.

PASSED AND APPROVED this the 2nd day of July 2018.

Doris Speer, TRMC, MMC
City Secretary

Gretchen Fagan
Mayor

Regular City Council

Agenda Item

Data Sheet

Meeting Date: July 2, 2018

Topic:

Award Contract for Broussard Community Park Site Lift Station, Project Bid Number 2018-10, to B-5 Construction Company, Inc. in the Amount of \$202,540.00

Background:

E&P Project 2017-10009 will be for the construction of a lift station located at Broussard Community Park. This project will construct a new lift station at the park which will connect to the force main extending down E. Hufsmith to Snook Lane.

In an effort to obtain the most favorable pricing, sealed bids were solicited and a total of nine (9) bids were received.

After review of all submitted bids and financial information, B-5 Construction Company, Inc. was determined to be the responsible lowest bidder and will provide the City the best and highest value for this project.

It is staff's recommendation that the contract be awarded to B-5 Construction Company, Inc. for the total bid amount including the base bid and alternate bid which will include the construction of a cedar fence around the structure. The consultant's recommendation is to award the contract for construction of the lift station at Broussard Community Park to B-5 Construction Company, Inc. in the amount of \$202,540.00.

Origination:

Public Works Department

Recommendation:

Staff recommends award of the contract to B-5 Construction Company, Inc. in the amount of \$202,540.00.

Funding:

Yes

Account Number:400-613-6409

Party(ies) responsible for placing this item on agenda:

Meagan Mageo, Project Coordinator

ACTION TAKEN

Approval ☐ Yes ☐ No	Readings Passed ☐ 1 st ☐ 2 nd	Other
---	---	--------------

ATTACHMENTS:

Recommendation & Bid Tabulation

June 18, 2018

The Honorable Mayor and City Council
City of Tomball, Texas
501 James Street
Tomball, TX 77375

Re: Construction of Broussard Park Lift Station
City of Tomball, Texas

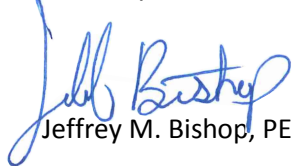
Dear Mayor and Council:

It is our understanding City Staff received bids for the referenced contract at the City of Tomball Public Works Building on June 14, 2018. Bids were publicly opened and read at that time.

It is our understanding nine (9) contractors submitted proposals for this work. A summary tabulation of the bids is enclosed for your review. B-5 Construction Co., Inc. submitted the lowest Base Bid proposal in the amount of \$199,170.00 with an alternate bid price of \$10,256.00 for construction of a wooden fence.

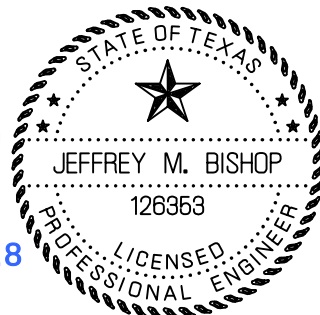
We have worked with B-5 Construction Co., Inc. in the past and find them to be an acceptable contractor. We recommend that the referenced contract be awarded to B-5 Construction Co., Inc. on the basis of its proposal in the amount of \$202,540.00, including construction of a wooden fence in lieu of a chain link fence.

Sincerely,



Jeffrey M. Bishop, PE

6/18/2018



JB2:amk

K:\W5422\W5422-0104-00 Broussard Park Waterline, Sanitary Sewer\3 Construction Phase\Contract Documents\W5422-0104-00 ROA.doc

Enclosure

cc: B-5 Construction Co., Inc.
Ms. Meagan Mageo - City of Tomball



BID TABULATION SHEET

Construction of Broussard Park Lift Station

City of Tomball

Bid No. 2018-10 Project No. 2017-10009

Date:

6/14/2018

BIDDERS

	B-5 Construction Co., Inc.	R J Construction Company, Inc.	Gilleland Smith Construction, Inc.	T&C Construction, Ltd.	Jollux Enterprises, LLC **	Peltier Brothers Construction, Ltd.	Hassell Construction Co., Inc.
Base Bid	\$199,170.00	\$234,000.00	\$236,880.00	\$243,940.00	\$245,600.00	\$247,851.00 *	\$283,040.00
Base Bid With Alternate	\$202,540.00	\$235,500.00	\$239,380.00	\$246,440.00	\$242,255.00	\$250,400.00 *	\$285,040.00
	Veritas Management Company, LLC dba Black Castle General Contractor	Diffco, LLC					
Base Bid	\$297,846.00	\$326,450.00 *					
Base Bid With Alternate	\$299,750.00	\$329,950.00 *					

* Denotes Mathematical Error by Contractor

** Contractor's Complete Bid Form was not Provided

Regular City Council

Agenda Item

Data Sheet

Meeting Date: July 2, 2018

Topic:

Appoint Member to Unexpired Term, Position 1, Tomball Regional Health Foundation, for Term Ending September 1, 2018

Background:

Ralph Foxworthy, Position No. 1, tendered his resignation from the Tomball Regional Health Foundation, due to his relocation outside the city.

Mr. Foxworthy's term expires on September 1, 2018, so a reappointment request will be presented to Council in August or September, included with the appointment/reappointment requests for Steven Vaughan, Position 3, and Lori Wilson, Position 5. Due to the long orientation, training and educational commitment process for the TRHF board, an appointment now would allow the new board member extra time to become familiar with the board's processes.

Mr. Foxworthy has recommended Robert Comer as his replacement. He has worked with Mr. Comer at Baker Hughes and believes he possesses the skills needed for this board. I have spoken with Mr Comer about the various Boards and he has expressed his desire to serve on the Hospital Foundation.

We have also received an application from Christina Nash for a position on the TRHF Board.

As Mayor, I wish to recommend the appointment of Rob Comer to Position 1; a copy of each application is provided. Council may also make nominations of eligible individuals if desired.

Origination:

Mayor Fagan

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda:

Doris Speer, City Secretary

ACTION TAKEN

Approval ☐ Yes ☐ No	Readings Passed ☐ 1 st ☐ 2 nd	Other
---	---	--------------

ATTACHMENTS:

Ralph Foxworthy - Resignation Letter

Christina Nash - 2018 Application

Rob Comer - 2018 Application

Ralph D. Foxworthy

Ralph.Foxworthy@att.net

713.842.0482 • The Woodlands, TX

April 16, 2018

Gretchen Fagan
Mayor, Tomball
401 Market Street
Tomball, Texas 77375

Mayor Fagan,

It is with a great level of sadness that I am informing you that I will no longer be able to serve as a Board Member on the Tomball Regional Health Foundation representing the City of Tomball. Karen and I have sold our home in Tomball and have moved to a smaller townhouse in the Woodlands as we begin our transition to retirement over the next few years.

I appreciate the opportunity you afforded me 5 year ago to become engaged with an organization that does such tremendous work in the Tomball, Magnolia, and Waller area. I feel an affinity to the projects that come before us and sometimes find it difficult to keep the business at hand in front of me instead, having my heart creep into the discussion.

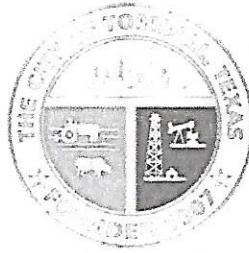
My hope is that the relationship between the board and the City Council will grow stronger and become more trusting, which will allow greater things to happen for the community. I can say that I have seen a definite maturity in the board, as it was formed, just 6 short years ago, and see it growing into a well-functioning organization. Hopefully, you and the Council feel that I represented the needs of the city and surrounding community during my time of service.

Warm Regards,

/s/Ralph D. Foxworthy

Ralph D. Foxworthy

CC: Vicki Clark, Vice Chairman of the Board of Directors



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be available to the public. You will be contacted before any action is taken on your appointment to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire are 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 2014 will expire in 2016.

Please Type or Print Clearly:

Date: June 20, 2018

Name: Christina Nash

Phone: [REDACTED]
(Home)

Address: [REDACTED]

Phone: _____
(Work)

City/State/Zip Tomball TX 77375

Cell: _____

Email: cnash.tx@gmail.com

I have lived in Tomball 20 years.

I am ☒ am not ☐ a U.S. Citizen

Occupation: Senior Field Trainer Analyst for the University of Texas at Austin

Professional and/or Community Activities: Houston Livestock Show and Rodeo for 10 years, Tomball ISD 15 years, DTAC for 1 year,

Additional Pertinent Information/References: Mark Stoll P#2

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office (281-290-1002) 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
(2) Planning & Zoning Commission
() Board of Adjustments

Meeting Information
Second Monday each month, 6 p.m.
To Be Announced; Evenings

Separate Legal Entities
(4) Tomball Economic Development Corporation

(1) Tomball Regional Health Foundation

Meeting Information
First Wednesday of January, April, July & October, 9 a.m. (special meetings may be called)
Fourth Wednesday each month, 4 p.m.

Ad Hoc/Advisory Committees
(3) Downtown Tomball Advisory Committee

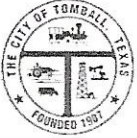
Meeting Information
As called

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



Signature of Applicant

Please return this application to: City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375



Board Member Election on Disclosure

An elected/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 cnash.tx@gmail.com

 ~~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.

Christine Nash

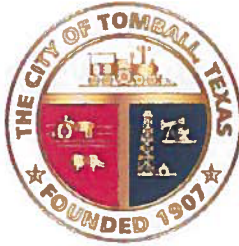
Board Member's Signature

6/20/18

Date

Christine Nash

Board Member's Printed Name



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be available to the public. You will be contacted before any action is taken on your appointment to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire are 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 2013 will expire in 2015.

Please Type of Print Clearly:

Name: ROBERT COMER

Address: [REDACTED]

City/State/Zip TOMBALL / TX / 77375

Email: COMER RB @ GMAIL . COM

Date: 6/26/2018

Phone: [REDACTED]

(Home)
Phone: 832-559-4747

(Work)
Cell: [REDACTED]

I have lived in Tomball 1.5 years.

I am ☒ am not ☐ a U.S. Citizen

NOTE: DTAC Board does not require Tomball residency

Occupation: Supply Chain Engineer @ Baker Hughes located at the corner of 2978 and 2920.

Professional and/or Community Activities: MEMBER OF REDEEMER CHURCH, PROFESSIONAL ACTIVITIES - BUILDING STRONG RELATIONSHIPS WITH SUPPLIERS AND STAKEHOLDERS, UNDERSTANDING, ECONOMIC ANALYSIS AND BUSINESS CASE DEVELOPMENT

Additional Pertinent Information/References: MY FAMILY MOVED HERE AFTER LIVING IN CREEK SIDE FOR 2 YEARS. MY WIFE WILL BEGIN HER FIRST YEAR OF TEACHING AT TOMBALL ELEMENTARY THIS YEAR.

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office (281-290-1002) for one year.

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

- (2) Tomball Economic Development Corporation

Meeting Information

First Wednesday of January, April, July & October, 9 a.m. (special meetings may be called)

- (1) Tomball Hospital Board

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

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



Signature of Applicant

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375



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

Board Member's Signature

6/26/2018

Date

ROBERT B. COMER

Board Member's Printed Name

ROBERT B. COMER

Houston, TX

| Comerrb@gmail.com

<https://www.linkedin.com/in/robertbcomer/>



GLOBAL STRATEGIC MANAGER

A charismatic, results-oriented Engineer highly regarded for applying industry best practices and cutting-edge technology to exponentially cut costs and streamline operations. Maintain a continuous focus on high-quality standards, compliance, and constant improvement. Surpass financial and service objectives via a combination of world-class delivery, lean operation methods, and best-practices. Consistently promoted to positions of increased responsibility for leadership skills and exceptional job performance. Known for deriving genuine pleasure from transforming high-potential staff into outstanding leaders. Excellent communication and interpersonal skills.

SELECTED HIGHLIGHTS

- Designed inventory reduction strategies to maximize systems and processes, cutting excess inventory \$200M in only 12 months. Developed and oversaw development programs for 4K+ employees of varying disciplines including engineers, scientists, field and office personnel while ensuring career progressions were timely and appropriate.
- Improved employee competency to +90%.
- Served as the primary Engineer for 200+ fracturing operations, overseeing all well-site quality control measures for treatments, including water and fluid quality.
- Oversee global sourcing strategies for a \$440M annual budget.
- Supervised, developed, and delivered 20+ personalized training plans.

CORE COMPETENCIES

- | | | |
|--------------------------|----------------------|-------------------------------|
| ▪ Due Diligence | ▪ Project Management | ▪ Relationship Management |
| ▪ Risk Management | ▪ Best Practices | ▪ Inventory & Asset Valuation |
| ▪ International Growth | ▪ Communication | ▪ Corporate Strategy |
| ▪ Synergy Implementation | ▪ Investment Support | ▪ Strategic Planning |

PROFESSIONAL EXPERIENCE

Baker Hughes Inc. | Tomball, TX | 2012 to Present

Strategic Sourcing Manager | 2017 to Present

- Manage a team of senior supply chain professionals including two Senior Category Managers, two Analysts, and two groups of four, in China and India.
- Oversee global sourcing strategies for a \$440M annual budget.
- Serve as the lead negotiator for mergers, acquisitions, JDAs, trademark, and patent licensing contracts, including two joint ventures, and one strategic acquisition.
- Efficiently manage global chemical tolling, customizing formulated products to exceed quality control standards.
- Lead initiatives to improve MSA terms and conditions, improving annual cash performance.

Category Manager for Specialty Chemicals | 2016 to 2017

- Developed and nurtured relationships with suppliers and vendors, rationalized suppliers by 30%.
- Skillfully negotiated prices and commercial terms for a +\$150M annual spend.
- Consistently ensured vendors and suppliers met compliance standards for import and export products.
- Directed supply chain product implementations, including inventory depletion and purchases of new material.
- Generated and executed strategies to leverage scale and volumes, reducing the cost of goods approximately 35%.

Global Materials Manager | 2015 to 2016

- Implemented sales initiatives, eliminating \$11M+ in excess inventory.
- Solely accountable for designing inventory reduction strategies to maximize systems and processes, cutting excess inventory \$200M in only 12 months.
- Expert in navigating and utilizing SAP for project planning and purchasing.

Global Materials Manager, Continued

- Solved complex supply chain problems promptly.
- Adjusted procedures as needed to maximize department effectiveness.

Stimulation and Flow Assurance Curriculum Manager | 2015

- Attentively performed root cause analysis to determine the origin of quality and performance issues and designed innovative trainings to fill those gaps.
- Created and oversaw development programs for 4K+ employees of varying disciplines including engineers, scientists, field and office personnel while ensuring career progressions were timely and appropriate.
- Designed and ensured effective delivery of 20+ personalized training plans.
- Managed and accounted for all pressure pumping key performance indicators, related to the certification competency programs, to meet global and domestic regulatory guidelines and customer needs.
- **Key Accomplishments:**
- Re-designed business-critical technical academies.
- Increased employee competency to +90%.

Stimulation and Cement Technical Instructor | 2014

- Organized and trained 350+ Engineers through technical courses designed to accelerate competency rates.
- Increased scope of technical instruction, meeting changing market demands.
- Mentored 15 new and experienced engineers through challenging technical and operational situations.
- Recognized as the subject matter expert and point of contact for fracturing theory and design.

Stimulation and Cement Engineer | 2012 to 2014

- Primary Engineer for 200+ fracturing operations, overseeing all well-site quality control measures for treatments, including water and fluid quality.
- Implemented operational key performance indicators for fracture treatments, valued over \$1.5M a week.
- Developed new strategies to better store and access equipment, improving efficiency ratings and reducing times to locate and check in and out assets.
- **Key Accomplishments:**
- Quantified the performance of field chemistries, growing customer NPV 20%, and company profitability.
- Spearheaded a LEAN equipment maintenance and utilization program, reducing DSO and Lapse days by +50%.
- Created and implemented a safety program, accomplishing capture rates of 90% of incidents.

GE Consumer and Industrial | Cleveland, OH | 2009 | Lighting Division Sourcing Co-op

- Led three in-plant projects, identifying solutions to inefficiencies.
- Qualified new global suppliers, utilizing Six-Sigma analytics.
- Supervised and designed cost-saving projects, quickly growing company profitability \$50K.
- Conducted part performance and reliability studies on a portfolio of 10 products.
- Eliminated 25% in material costs by leveraging existing equipment for new processes.

EDUCATION

Ohio State University, Columbus, OH

Bachelor of Science – Chemical Engineering, Minor in Economics and Statistics

Activities: AICHE, youth sports leagues, coaching and officiating

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS	Meyers and FracPro, Microsoft Office, Minitab, Autodesk, MATLAB, C/C++, JMP, R, Chemcad, SAP, tableau and spitfire, pivot tables, strong knowledge of chemical and mechanical business practices and design to manufacture
LANGUAGES	Conversational Arabic - Lived overseas in Cairo, Egypt (2000 to 2007)
VOLUNTEER EXPERIENCE	Boys and Girls Club of America, local Churches

Detailed Professional References Available upon Request



Regular City Council

Agenda Item

Data Sheet

Meeting Date: July 2, 2018

Topic:

Appoint/Reappoint Members to the Tomball Economic Development Corporation Board of Directors for New Terms Expiring May 31, 2020

Background:

The Tomball Economic Development Corporation terms for Lori Klein Quinn, Bill Sumner, Richard Bruce, and Tom Crofoot have expired. Each of the current members has indicated his/her desire to continue serving on the TEDC.

Dane Dunagin and Will Benson have also presented applications to serve on the TEDC Board. Mr. Dunagin and Mr. Benson are currently serving on the Planning & Zoning Commission.

I would like to recommend the reappointment of Lori Klein Quinn, Bill Sumner, Richard Bruce, and Tom Crofoot to their respective positions, in order to maintain the continuity of the Board regarding the ongoing Business & Technology Park development and the recent Strategic Planning session that is in line with the City's vision for growth.

Nominations will also be accepted at the Council meeting.

Origination:

Mayor Fagan

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda:

Doris Speer

ACTION TAKEN		
Approval ☐ Yes ☐ No	Readings Passed ☐ 1 st ☐ 2 nd	Other

ATTACHMENTS:

Attendance 2016-2018

Application - Will Benson

Application - Dane Dunagin

TEDC Attendance Records for Board Terms 2016-2018

Meeting Date	Meeting Type	Tom Crofoot	Bill Sumner	Richard Bruce	Lori Klein-Quinn
2/9/2016	Regular	Present	Present	Absent	Present
5/17/2016	Regular	Present	Present	Present	Present
8/16/2016	Regular	Present	Absent	Present	Present
11/15/2016	Regular	Present	Present	Present	Present
2/7/2017	Regular	Present	Present	Present	Present
4/4/2017	Special	Absent	Absent	Present	Present
5/16/2017	Regular	Present	Present	Absent	Present
8/15/2017	Regular	Present	Present	Present	Present
9/15/2017	Special	Present	Absent	Present	Present
10/9/2017	Special	Present	Present	Absent	Present
10/26/2017	Special	Present	Present	Present	Present
11/14/2017	Regular	Present	Present	Present	Present
2/6/2018	Regular	Present	Absent	Present	Present
5/15/2018	Regular	Present	Present	Present	Present
6/4/2018	Special	Present	Present	Present	Present



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be available to the public. You will be contacted before any action is taken on your appointment to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire are 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 2014 will expire in 2016.

Please Type of Print Clearly:

Date: 6-12-2018

Name: William A. Benson, Jr.

Phone:

(Home)

Address: 830 Baker Dr

Phone:

(Work)

City/State/Zip Tomball, TX 77375

Cell: 281-932-7836

Email: Will@bensondev.com

I have lived in Tomball 5 years.

I am X am not ___ a U.S. Citizen

NOTE: DTAC Board does not require Tomball residency

Occupation: President, Benson Development

Real Estate Developer of Office, Industrial, and Residential Product

Professional and/or Community Activities: Present: P&Z Commission Member, Steering Committee Member for 2018 Comprehensive Plan Update

Past: City Charter Review Committee Member, TISD Strategic Plan Committee Board of Directors Salem Lutheran Church, Advisory Board Associated Credit Union

Additional Pertinent Information/References: Staff level experience with Economic Development at the City of Pearland, and Planning staff experience with the City of Sugar Land. Intern with City of Bryan while attending Texas A&M

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office (281-290-1002) 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

- (X) Tomball Economic Development Corporation

Meeting Information

First Wednesday of January, April, July & October, 9 a.m. (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

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375



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.

Board Member's Signature

6-12-2018

Date

William A. Benson, Jr.

Board Member's Printed Name



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be available to the public. You will be contacted before any action is taken on your appointment to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire are 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 2014 will expire in 2016.

Please Type or Print Clearly:

Date: MAY 30 2018

Name: JAMES DANE DUNAGIN

Phone: [REDACTED]
(Home)

Address: [REDACTED]

Phone: [REDACTED]

City/State/Zip Tomball Tx 77375

Cell: [REDACTED]

Email: [REDACTED]

I have lived in Tomball 20 years.

I am am not a U.S. Citizen

NOTE: DTAC Board does not require Tomball residency

Occupation: Retired from Baker Hughes

Professional and/or Community Activities: Pand Z committee

Additional Pertinent Information/References:

Bill Sumner

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office (281-290-1002) 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

First Wednesday of January, April, July & October, 9 a.m. (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

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


Signature of Applicant

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375



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.

Board Member's Signature

Date

Board Member's Printed Name

Regular City Council

Agenda Item

Data Sheet

Meeting Date: July 2, 2018

Topic:

Appoint Member to Vacancy of Alternate Member Position 3 on the Board of Adjustments for Term Expiring March 2, 2020

Background:

The Board of Adjustments (BOA) consists of five (5) regular member positions and up to four (4) alternate member positions with staggered two-year terms.

There is currently one alternate vacancy on the Board and Ms. Harris has expressed her desire to serve on the Board as an alternate member.

Recommendation is to appoint Susan Harris as Alternate 3. Nominations will also be accepted during the Council meeting.

Origination:

Mayor Gretchen Fagan

Recommendation:**Party(ies) responsible for placing this item on agenda:**

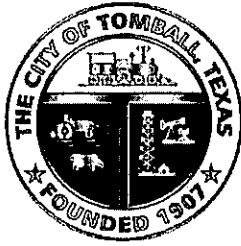
Craig T. Meyers, P.E., Community Development Director

ACTION TAKEN

Approval ☐ Yes ☐ No	Readings Passed ☐ 1 st ☐ 2 nd	Other
---	---	--------------

ATTACHMENTS:

2018 Application - Susan Harris



CITY OF TOMBALL

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

As an Applicant for a City Board, Commission, or Committee, your application will be available to the public. You will be contacted before any action is taken on your appointment to confirm your continued interest in serving. All appointments are made by the Tomball City Council. Incumbents whose terms expire are 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 2014 will expire in 2016.

Please Type or Print Clearly:

Name: Susan Harris

Address: [REDACTED]

City/State/Zip Tomball Texas 77355

Email: [REDACTED]

Date: 5/16/07

Cell Phone: 832 704-0911

(Home) Phone: 281 401 7580

(Work) Cell: _____

I have lived in Tomball 4 years.

I am X am not ___ a U.S. Citizen

NOTE: DTAC Board does not require Tomball residency

Occupation: RN at Tomball Regional Medical Center
Director Rehab, Bariatric Coordinator, community
Care Champion

Professional and/or Community Activities: Please see Attached CV

Additional Pertinent Information/References:

Barbara Tagore
Dr. Brian Johnson
Alan Pletcher references

Applications for the following Council-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office (281-290-1002) 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

First Wednesday of January, April, July & October, 9 a.m. (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

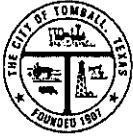
As called

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

Mr. Harris
Signature of Applicant

Please return this application to:

City Secretary
City of Tomball
401 Market Street
Tomball, TX 77375



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.

Jana Harris
Board Member's Signature

5/16/17
Date

Susan Harris
Board Member's Printed Name

Susan Harris RN, BSN, MBA

Tomball, Texas 77375
Cell: 832-704-0911

Professional Summary

A dedicated hospital nurse with many years of experience, who still provides compassionate leadership in a large community hospital, while charged with managing hospital personnel, admissions, and maintaining the highest quality of care for our patients. A nurse who is committed to continuous staff development and education. A leader who understands the importance setting the proper tone for all our staff and our physicians.

Education

Masters of Business Administration – Magna cum Laude
Jones International University
Colorado Springs, CO, USA

Bachelor of Nursing (BSN)–cum Laude
University of Texas 2011
Arlington, Texas, U.S.A.

Associate Degree in Nursing (ADN)
Felician College 1980
Lodi, New Jersey, U.S.A.

Professional Experience

Director of Rehab- April 2016- present.

Director of Nursing on a Rehab unit. Plans, directs, and administers services to develop and maintain efficient and safe care for the patient. Responsible for budgets, equipment, interdepartmental interaction, staffing, training and public relations/marketing. Responsible to assure that staff is committed to and implement the Community Cares initiatives for patient, staff and physician satisfaction. Collaborates with Rehab Program Director and Medical Director to coordinate nursing care with therapy care.

Community Cares Champion- June 2016- present.

Actively educating and working with staff to increase HCAHPS scores and ensure that the patient experience outstanding whether they are a visitor, family of a patient, or the patient themselves.

Bariatric Coordinator- February 2015- present

Developing a new service line from the ground up, including policies, certifications, and education for staff. Developing seminars, and support groups for patients before and after surgery. Working closely with marketing to reach out to the community on the new Bariatric Service line.

Occupational Health Nurse- April 2015- July 2015

Worked as an interim occupational health nurse giving TB tests and vaccines, screening new employees, monitoring employees that are injured on the job or on workman's compensation, and doing drug screens.

Lead Hospital Supervisor- March 2013- 2016

Tomball Regional Medical Center

Manager of the Hospital Supervisors, and the Hospital Float Pool. Developing and expanding the Nursing Float Pool. Educating and insuring credentials and licensure of the float pool and Hospital Supervisors. Insuring the highest quality of performance of the float pool and hospital supervisor staff. Maintaining adequate staff on the nursing units, while decreasing the usage of agency nurses.

Hospital Supervisor- April 2007 – March 2013

Tomball Regional Medical Center – Tomball, Texas

Provided skilled supervision of the day to day operations of the hospital according to the policies and guidelines set by the hospital administration. Monitoring nursing and support departments to maintain the highest quality of care for our patients and that the needs of the hospital were met.

Day Surgery Staff Nurse- January 2005 to May 2007

Northeast Medical Center Hospital- Humble, Texas

Worked in day surgery evaluating patients prior to surgery, preparing them for surgery that day and recovering them until they are discharged.

Hospital Supervisor- February 1983 to January 2005

Northeast Medical Center Hospital- Humble Texas

Provided administrative and clinical leadership to the nursing and support departments of the hospital.

Staff Nurse- May 1980 to February 1983

Northwest Medical Center Hospital- Houston, Texas

Staff RN working in Labor and Delivery for one year then transferring to a surgical floor for the next two.

Leadership

Development/Service

2017- Voted One of the Houston Chronicle's Top 150 Nurses in the Houston Area

**2015- Clinical Director of the year
Tomball Regional Medical Center**

Member

American Rehab nurses Association 2016- present
Texas Nursing Association 2015- present
American Nurses Association 2015- present
Tomball Professional Business Women's Club- 2015- present

Certification/Training

- NIMS emergency management training 2012 (CMOC)
(Catastrophic Medical Operations Center)
- BLS Certified 2017
- ACLS certified 2017
- PALS certified 2016
- TNCC certified 2014