

**CITY OF SEABROOK  
BOARDS/COMMISSION/CORPORATIONS  
APPLICATION AND INFORMATION STATEMENT**

QUALIFICATIONS FOR APPOINTMENT TO THE CITY OF SEABROOK BOARDS/COMMISSIONS/CORPORATIONS ARE AS FOLLOWS:

- You have been a resident of Seabrook for at least six months prior to the date of appointment. (One year for appointment to the P&Z Commission and Board of Adjustment.)
- You are a qualified City of Seabrook voter at the time of appointment. Certification # \_\_\_\_\_
- You have no felony conviction for which you have not been pardoned.
- You are not an adversary party to pending litigation against the City.
- You are not in arrears on any city taxes, water service charges or other obligations owed the City.

Please number the Boards/Commissions/Corporations you wish to serve on in order of preference. Please do not select more than three (3) boards on which you wish to serve.

Board of Adjustment/Building Standards \_\_\_\_\_ Civil Service Commission \_\_\_\_\_  
 EDC \_\_\_\_\_ Ethics Review Commission \_\_\_\_\_ Open Space & Trails Commission \_\_\_\_\_  
 P&Z Commission \_\_\_\_\_

**ALL INFORMATION ON THIS APPLICATION WILL BECOME PUBLIC RECORD.**

NAME: \_\_\_\_\_  
 HOME ADDRESS: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS : \_\_\_\_\_  
 DAY TIME PHONE: \_\_\_\_\_  
 PROFESSION: \_\_\_\_\_  
 BUSINESS NAME AND ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES:**

Name	Address	Daytime Phone #
_____	_____	_____
_____	_____	_____

How long have you lived in the City of Seabrook? \_\_\_\_\_

Name of Applicant \_\_\_\_\_

If you have been a member of a Seabrook Board/Commission/Corporation before, please indicate the Board, Commission or Corporation and the approximate dates of service:

\_\_\_\_\_

Have you ever been convicted of a crime, other than minor traffic violations?

What experience do you have that may qualify you for service on a particular Board, Commission or Corporation (i.e. licenses, degrees, and certificates)?

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

Please list any civic or community endeavors in which you have been involved:

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

I understand that applicants for board positions will be interviewed by City Council during a Council meeting. A list of typical questions is included with this application. Other questions may be asked during the interview. I will be contacted by the city secretary's office for an interview date and time.

I understand that if appointed, I must adhere to the Ethics Ordinance, including Section 2-239, that requires all members of the Board of Adjustment, EDC and Planning and Zoning Commission to complete a disclosure statement within 10 business days of appointment. (See attached.)

I agree to be bound by the Seabrook Charter, including Section 11.09, "Personal Interest" (See attached.)

I understand that State law requires that I undergo one hour of training concerning the Opening Meetings Act within 90 days of my appointment.

I hereby affirm the information provided herein is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Michele L. Glaser, City Secretary  
1700 First St.; Seabrook, TX 77586  
(281)291-5663; FAX (281)5710  
[mglaser@seabrooktx.gov](mailto:mglaser@seabrooktx.gov) or [mbrant@seabrooktx.gov](mailto:mbrant@seabrooktx.gov)

This application will remain on file for one year.

<b>OFFICE USE ONLY</b>	
Date Submitted ___/___/___	Received by: _____ Date(s) Interviewed _____
Comments: _____	
Date Appointed: _____	

## Board/Committee Applicant Questions

**The following questions are examples of the questions which may be asked by Council members during your interview.**

- 1           1.     How long have you been a resident of the city?  
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- 3           2.     Briefly tell us about yourself. For example, how long have you lived in  
4           Seabrook? Where do you live and what attracted you to Seabrook?  
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- 6           3.     Why are you applying for a board or committee position? How did you  
7           find out about the opening?  
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- 9           4.     Have you ever attended a board/commission meeting of the board in  
10          which you are interested in serving?  
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- 12          5.     For the boards or committees you are applying for are you familiar with  
13          any of the current members and have you had any involvement with the  
14          board or committee or any business or organization currently involved  
15          with the board or committee?  
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- 17          6.     Have you done any business with or requested any type of funding from  
18          the city as a private person or as an employee of a business or as a member  
19          of an organization? If yes, please explain.  
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- 21          7.     Please identify any city sponsored events or activities that you have had  
22          any involvement. How can these activities help you to serve the city on a  
23          board?  
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- 25          8.     Describe your professional or other volunteer experience that may be  
26          relevant to serving on a board or committee? Have you had leadership  
27          positions in those activities?  
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- 29          9.     What did you like about your volunteer experience that you have listed on  
30          your application?

**Board/Committee Applicant Questions**

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- 10. Is your schedule flexible enough to allow you to attend night meetings for the committee/board/commission that you are interested in serving? Do you have adequate time to prepare for the meetings as needed and participate in events as described in the application information? If time commitment becomes a problem, would you be willing to voluntarily resign?
  
- 11. Are you familiar with any of the city’s ordinances such as Zoning and Subdivision Ordinances? (This will be of particular importance to applicants for the Planning and Zoning Commission and the Board of Adjustment.)
  
- 12. Are you familiar with the City’s Comprehensive Plan? (This affects many boards, but is especially important for P&Z Commission members.)
  
- 13. For BOA and P&Z Commission applicants, do you have any specific knowledge of the zoning permit or building permit process?
  
- 14. Are you familiar with the City Charter?
  
- 15. What do you like best about Seabrook?
  
- 16. What do you like least about Seabrook?
  
- 17. Considering what you like best and what you like least about Seabrook what is your vision of our city 5 to 10 years from now?

## **EXCERPT FROM THE SEABROOK CHARTER**

### **Section 11.09. Personal interest.**

All members of the City Council, and all officers and employees of the City, shall be subject to and shall comply with the provisions of general state law regarding personal, financial or conflicting interests in transactions with the City, including but not limited to Chapter 171 of the Texas Local Government Code. The City Council shall provide, by ordinance, regulations and procedures for the implementation and enforcement of said Chapter.

*(Election of 5-7-2005; Charter Election of 5-8-2010)*

## **EXCERPT FROM THE CODE OF ORDINANCES**

### **Sec. 2-239. Disclosure.**

The city manager, economic development director, all members of the city's council, planning and zoning commission, board of adjustment, economic development corporations, and any and all other economic development committees and subcommittees shall, within ten working days of election, appointment or membership, complete a disclosure statement listing all interests in real property located within the city limits or the extraterritorial jurisdiction of the city, whether owned outright or under a mortgage, leased, held in trust, or that are owned, leased, or held in trust by the employee's or committee member's spouse or dependent children. This list shall include the location (street address and/or legal description), size (general dimensions), and current use of the property. Additionally, each member or employee shall disclose any of his or her ownership of stock in any company under contract to the city, when such stock ownership comprises greater than one percent of such company's total capital stock. This section shall become effective for the current city manager, economic development director, and all current members of applicable city boards within 30 days of final approval of this section by the city council. Thereafter, all members or employees shall file an amended statement within 30 days of the acquisition of any additional real property interests or stock as defined above. This requirement shall apply during the term of any election, appointment or employment. Any willful violation of this section shall constitute

malfeasance in office and any official or employee guilty thereof shall thereby forfeit the office or position.

*(Code 1996, § 2-239; Ord. No. 2001-30, § 1, 12-18-2001; Ord. No. 2008-16, § 2, 8-5-2008,*

**CITY OF SEABROOK DISCLOSURE FORM**  
**FOR CERTAIN ELECTED AND APPOINTED OFFICIALS**

In accordance with City of Seabrook Ordinance No. 2001-30, adopted and approved by City Council on December 18, 2001, and as codified as Article II, Section 2-239 of the Seabrook City Code, certain employees, and members of specific City boards and committees must complete a disclosure statement showing all property interests, stock ownership, and contributions. All information should be printed legibly in blue or black ink or typed. Each page (including additional pages if needed) shall include the official's name, date and page number. All information shall be identified as answering questions "a", "b" or "c". Upon completion, this form is to be signed before a Notary Public and submitted to the city secretary's office.

**FOR EMPLOYEES OR COMMITTEE MEMBERS, AS DESCRIBED IN ORDINANCE NO. 2001-30:** This information is due within ten (10) business days following appointment and within ten (10) business days of the acquisition of any additional property interests as described above. Failure to comply with this requirement constitutes cause for removal from a committee or board appointment, or disciplinary action of covered employees. To determine who is a board or committee member, or an employee who must complete this form, refer to the Seabrook City Code, Article II, Section 2-239 (Ord. No. 2001-30).

**OFFICIAL'S NAME:** \_\_\_\_\_

**OFFICE HELD:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PERMANENT RESIDENCE ADDRESS (Street Address and Apartment Number, if applicable. If none, describe location of residence (do not include P.O. Box or Rural Rt.)**

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

**TOTAL NUMBER OF PAGES OF DISCLOSURE INFORMATION FORM:** \_\_\_\_\_

**Disclosure Information Form**

**Printed Name of City Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- A. List all property owned or held in trust within the city limits and extraterritorial jurisdiction of the City. Include legal description, location (address), size (general dimensions) and current use. This includes property that which you own outright, under a mortgage, is leased, held in trust, or properties that are owned, leased, or held in trust by your spouse or dependent children. Attach additional pages if needed. **If none, please state "none".**

**Disclosure Information Form**

**Printed Name of City Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- B. List the dollar amount and identify by name and address the source of all fees, salaries, or gifts of value exceeding twenty-five dollars (\$25.00) received from companies or individuals under contract with the City during the twelve-month period prior to filing for public office or appointment. Attach additional pages if needed. **If none, please state "none".**

**Disclosure Information Form**

**Printed Name of City Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- C. List ownership of any stock in companies under contract to the City if your ownership exceeds two (2) percent of the company's outstanding stock. Attach additional pages if needed. **If none, please state "none".**

**AFFIDAVIT**

I, \_\_\_\_\_, understand the requirements listed in the Seabrook City Code, Article II, Section 2-239, "Disclosure" and I have completed this form in accordance with these provisions. I swear that the disclosure information listed above or as attached on separate pages is true and correct.

\_\_\_\_\_  
Signature of Official

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Officer Administering Oath

(Seal)

\_\_\_\_\_  
Name and Title of Officer Administering Oath



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**SECTION 3. PROCEDURE FOR NOTIFICATION OF DELINQUENCY.**

The city secretary or designee or board secretary shall attempt to notify a board member by phone or e-mail approximately 15 days before the 90 day deadline if s/he has not completed the training. However, failure to notify the member is not an excuse for not completing the training. If the board member does not complete the open meetings act training within the required 90 days, the city secretary shall send a certified letter to the board member informing him/her that s/he has not completed the training and may no longer participate in the board meetings. The Chair of the applicable board/commission, the Mayor and Council, the City Attorney and the City Manager will receive a copy of the letter. The board member will be notified that his/her name will be placed on the next available regular council agenda for consideration of removal from the board/commission for failure to complete the training. The member may also be notified by e-mail and/or by phone.

**SECTION 4. REMOVAL AND NOTIFICATION OF REMOVAL.**

The city secretary will place consideration of possible removal on the Consent Agenda on the next regular Council meeting (for which the agenda deadline has not passed.) Council may remove a member by majority vote. If a board member is removed by Council, the City Secretary will notify the member by certified mail with a copy of the letter sent to the board/commission chairperson. In addition, the city secretary may also notify the member and chairperson by phone or e-mail.

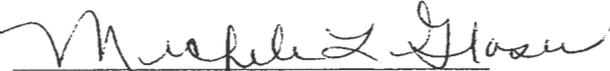
**SECTION 5. IMPLEMENTATION.**

Board members currently serving (other than members of the Planning and Zoning Commission, Board of Adjustment and Economic Development Commission) \* shall have 90 days after appointment or 45 days from the date of passage of this Resolution, whichever is greater, to complete training.

AND IT IS SO ORDERED.

PASSED, APPROVED AND ADOPTED THIS 3<sup>RD</sup> DAY OF APRIL, 2007.

  
\_\_\_\_\_  
Robin C. Riley, Mayor

  
\_\_\_\_\_  
Michele L. Glaser, City Secretary

\*Note to Council: All current P&Z, BOA and EDC members have met the Open Meetings training requirement.