

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made by the law by H.B. 26, 84th Leg., Regular Session.

OFFICE USE ONLY

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 must file this questionnaire.

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 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates this section. An offense under this section is a misdemeanor.

1 Name of vendor who has a business relationship with local governmental entity.

TR Facility Services

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 records administrator not later than the 7th business day after the date on which you become aware of facts that require the statement to be filed.)

3 Name of local government officer from whom the information is being disclosed.

Melissa Gibbs  
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 disclosed. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive any financial benefit, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive any financial benefit from 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 does not serve as an officer or director or ownership interest in one person or partnership.

TR Facility Services is (majority) owned by (London B. [unclear])

6  Check this box if the vendor has a family relationship with a 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 [unclear]  
Signature of [unclear]

# CONFLICT OF INTEREST QUESTIONNAIRE

## For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at [http://www.statutes.legis.state.tx.us/Docs/LG/html/LG\\_176.htm](http://www.statutes.legis.state.tx.us/Docs/LG/html/LG_176.htm). For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the general public;
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

### Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with a local governmental entity, or a family member of the officer that has received taxable income, other than investment income, that exceeds \$2,500 in the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

### Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor does business with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware of a gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the date of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity;
- (B) submits to the local governmental entity an application, proposal, or bid, or bids, correspondence, or another writing related to a potential contract with the local governmental entity;

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by subsection (1);
- (B) that the vendor has given one or more gifts described by subsection (1); or
- (C) of a family relationship with a local government officer.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM 05

(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.

**OFFICE USE ONLY**

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 Sections 176.001(7) and 176.003(a), Local Government Code.

Date Received: \_\_\_\_\_

1 Name of Local Government Officer

Melissa Sciba

2 Office Held

Principal

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

TR Facility Services

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

Majority owner of TR Facility Services is also the majority owner of TR Facility Services, Inc.

5 List gifts accepted by the local government officer and each family member during the 12-month period described by Section 176.003(a)(2)(B) from vendor named in item 3 exceeding \$100.

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

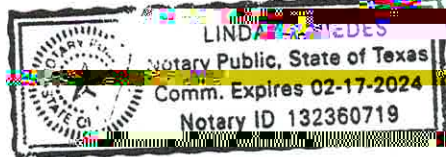
Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional information as necessary)

6 AFFIRMATION

I swear under penalty of perjury that the above statement is true and correct, and 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 period from \_\_\_\_\_ to \_\_\_\_\_.



*M. Sciba*

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Melissa Sciba on this the 14th day of August, 2023.

*Linda R. Steedes*

Signature of officer administering oath

Linda R. Steedes

Printed name of officer administering oath

*M. Sciba*

Title of officer administering oath

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity, its administrator, president, or other person designated as the executive officer of a local governmental entity or an agent of a local governmental entity. The officer must file this statement on or before the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer fails to file this statement. An offense under this section is a misdemeanor.

Refer to

## INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbers on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer; or b) has received one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code, from the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period preceding the date that the local government officer or family member of the officer from the vendor or a third party in the aggregate exceeds \$100 in value.
- 6. Affidavit.** Signature of local government officer.

**Local Government Code § 176.001(7)** defines a vendor as a person within the third degree of consanguinity or the second degree of affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

### Local Government Code § 176.003(a)(2)(A):

(a) A local government officer:

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:
  - (i) a contract between the local governmental entity and the vendor is in effect;
  - (ii) the local governmental entity is considering entering into a contract with the vendor.