

**Please read the following before completing.** Any District employee who owns interest in a business while employed at the Harris County Flood Control District must give written notice and obtain approvals using this form. This includes any District employee who owns their own business, does consulting work, or who hires or places District employees to work for other employers. See Personnel Guideline 2.6 - Conflict of Interest for more information. Please complete the form and forward the original to your manager and a copy to the Human Resources Division Director. The form will be returned to you after signatures are obtained.

## Employee Information

Title: Director of Operations 1 359116

Supervisor: Mike Talbott

### Business Ownership or Service

Start Date:

**General Nature of Work:**

☐ Yes ☒ No☐ Yes ☒ No☐ Yes ☒ No☐ Yes ☒ No

**COMMENTS:**

My brother-in-law, Frank Stephens, works for KIT Professionals, Inc.. He may occasionally submit plans to Harris County Permits and the Watershed Department for review and approval. KIT Professionals, Inc. does not currently have any contracts with HCFCD.

I certify the above information is true and correct to the best of my knowledge. I understand and agree that the Harris County Flood Control District may lawfully require me to end my own or my relative's business interest, ownership, or service if it is determined that there is a conflict with my Harris County Flood Control District duties and responsibilities.

**RECORDER'S MEMORANDUM**

Date: 2/1/16

**Approval:**

Approved/Conflict (Circle One)  
DEPARTMENT MANAGER:

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blackouts, additions and changes were present at the time the instrument was filed and recorded:

Date:

Approved/Conflict (Circle One)  
DIVISION DIRECTOR:

Date:

Approved/Conflict (Circle One)  
HUMAN RESOURCES DIVISION DIRECTOR:

Date:

~~Approved~~ Conflict (Circle One)  
DISTRICT DIRECTOR:

Date: