



Texas City Attorneys Association

Board of Directors Meeting

Austin

January 19, 2018

TCAA
Board of Directors
2017-2018

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Agenda

TCAA Board of Directors
Friday, January 19, 2018
8:30 a.m.
Omni Barton Creek Resort

*Buffet Breakfast will be available in the **Republic Boardroom** beginning at **8:30 a.m.** followed by a tour of the Omni Barton Creek meeting room facilities at **9:00 a.m.** Following the tour, we will meet in the **Republic Boardroom** to take up the Agenda.*

1. Consider the minutes from the October board meeting.
2. Welcome our newest board member: Jennifer Richie.
3. Riley Fletcher program and attendee list.
4. Houston conference evaluations.
5. Approve program for 2018 Summer Conference at Hyatt Lost Pines.
6. Approve 2017-2018 TML affiliate services agreement.
7. Texas Day at IMLA 2018 in Houston: confirm TCAA date and discuss speaker topics.
8. Selection of 2021 Summer Conference location.
9. TCAA member networking ideas.
10. City attorney outreach opportunities.
11. Other business.
12. Next board meeting to be held in Bastrop at 4:00 p.m. on June 13, 2018.
13. Adjourn.

TAB

1

Minutes

TCAA Board of Directors

Wednesday, October 4, 2017 – George R. Brown Convention Center, Houston, TX

Board President Karen Horner called the meeting to order at 3:15 p.m.

Board members present:

Karen Horner

Alan Bojorquez

Dottie Palumbo

Art Pertile

Sylvia Firth

Paige Mims

Kuruvilla Oommen

Slater Elza

Board members present by conference call:

Ron Stutes

TML staff present:

Scott Houston

Heather Lockhart

Heather Ford

Lavern Gaines

1. Consider the minutes from the June 2017, board meeting.

Motion by K.O. was made and seconded by Slater Elza to approve the minutes and the minutes were unanimously approved.

2. TCAA fall conference program and attendee list.

Staff provided the board with the list of attendees and the updated agenda for the conference.

3. TCAA board applicant list and map.

Staff provided the TCAA board applications that were submitted. (Note: the Nominating Committee recommended Jennifer Richie, City Attorney, Waco for appointment as director, and the recommendation was unanimously approved by the membership at the business meeting.)

4. TCAA budget update.

Staff provided a budget update. No action was required or taken.

5. Riley Fletcher Basic Municipal Law Seminar.

Staff provided possible dates for the Riley Fletcher Basic Municipal Law Seminar. A motion was made by Art Pertile and seconded by Dottie Palumbo to hold the seminar in the Dallas Metroplex on February 8-9, 2018, and the motion was unanimously adopted. Staff was directed to work with City of Dallas, or City of Grand Prairie to secure meeting space.

6. Approve Summer Conference date and location for 2020 and 2021.

Staff presented the RFPs received for the 2020 and 2021 TCAA summer conferences. A motion was made by Sylvia Firth and seconded by Paige Mims that TCAA accept the proposal from the Isla Grand in South Padre Island for the 2020 summer conference. The motion passed 8-1.

Through discussion, the board narrowed down the 2021 location to the Omni Barton Creek in Austin and the Hyatt Regency in San Antonio. A motion was made by Alan Bojorquez and seconded by Ron Stutes to tour the Omni Barton Creek and hold the winter TCAA board meeting at the facility. The board agreed to vote on the 2021 location after visiting the facility in January/February 2018. (Note: Lavern Gaines is working with the Omni Barton Creek to secure Thursday night accommodations and a Friday morning tour and meeting at the facility.)

7. TCAA Care Unit.

Staff asked for feedback on how to best use the TCAA Care Unit. The board suggested that staff update the spreadsheet annually, break down the volunteers into geographic areas, and ask for more specific information on areas the attorney feels comfortable advising on and disasters he or she has experienced.

8. IMLA Houston 2018 Logo.

Staff provided the logo that was developed for the 2018 IMLA Houston conference per the board's directive at the June 2017 meeting.

9. Other business.

TCCFUI seminar is October 20th. TML, TCAA, and TCCFUI will hold a S.B. 1004 small cell workshop on February 2, 2018.

10. Adjourn.

The next TCAA Board meeting to be held at the Omni Barton Creek Resort in Austin. Date and time TBD.

TAB

2

Jennifer Richie was appointed City Attorney for the City of Waco on July 17, 2012.

Prior to leading the Waco City Attorney's Office, Richie was a senior assistant city attorney for the City of Irving and an executive assistant city attorney for the City of Dallas. She also has practiced law at a large, private law firm in Dallas and clerked for the Hon. F.A. Little, Jr., U.S. District Court, W.D. Louisiana.

In 2008, Richie was named a "Rising Star" in the Texas Super Lawyer's issue of Texas Monthly magazine. Richie is on the board of directors of the Texas City Attorney's Association and a member of the Waco-McLennan County Bar Association, the Judge Abner V. McCall American Inn of Court, and the International Municipal Lawyer's Association. She also is a Sustaining Life Fellow of the DAYL Foundation, a Fellow of the Dallas Bar Foundation, and a past Chair of the Dallas Bar Association's Government Law Section.

Richie currently is the chair of the Atmos Cities Steering Committee, a coalition of 165 cities served by Atmos Energy Mid-Tex Division and a Board Alternate for the Commercial Consumer Segment of the Electric Reliability Council of Texas's (ERCOT) Board of Directors.

Richie serves on the board of the Waco Symphony and is a member of the Waco Rotary Club.

She graduated magna cum laude from Randolph-Macon Woman's College with honors in Art History and from the Paul M. Hebert Law Center, Louisiana State University where she was managing editor of the Louisiana Law Review. Richie is licensed to practice law in Texas and Louisiana and is admitted to practice law in the United States District Courts in the Northern and Southern Districts of Texas.

TAB

3

The Eighteenth Riley Fletcher Basic Municipal Law Seminar

February 8-9, 2018

Two Ways to Attend:

Live at Dallas City Hall or Live Videocast

8 Hours MCLE (Including .75 Ethics Hour)

Thursday, February 8, 2018

- 8:30 - 9:20 a.m.** **Registration**
- 9:20 - 9:30 a.m.** **Moderator and Welcome**
Dottie Palumbo, Bojorquez Law Firm, Austin and TCAA President
- 9:30 - 9:45 a.m.** **Types of City Government (.25 hour)**
Heather Lockhart, Assistant General Counsel, Texas Municipal League
- 9:45 - 10:15 a.m.** **Open Meetings (.5 hours)**
Karen Kennard, Shareholder, Greenberg Traurig, Austin
- 10:15 - 10:45 a.m.** **Public Information Act (.5 hour)**
Christy Drake-Adams, Assistant General Counsel, Texas Municipal League
- 10:45 - 11:00 a.m.** **Break**
- 11:00 - 11:30 a.m.** **Annexation (.5 hour)**
Scott Houston, Deputy Executive Director and General Counsel, Texas Municipal League
- 11:30 a.m. - 12:00 p.m.** **Personnel Law (.5 hour)**
Nicholas Palmer, Senior Assistant City Attorney, Dallas
- 12:00 - 12:30 p.m.** **Box Lunch**
- 12:30 - 1:15 p.m.** **Ethics (.75 hour)**
Alan Bojorquez, Bojorquez Law Firm, Austin
- 1:15 - 1:45 p.m.** **Liability (.5 hour)**
Slater Elza, Underwood Law Firm, Amarillo
- 1:45 - 2:15 p.m.** **Election Law (.5 hour)**
Christina Adkins, Elections Division Staff, Texas Secretary of State
- 2:15 - 2:45 p.m.** **Land Use (.5 hour)**
Julie Fort, Messer Rockefeller & Fort, PLLC, Frisco
- 2:45 - 3:00 p.m.** **Break**
- 3:00 - 3:30 p.m.** **Economic Development (.5 hour)**
Zindia Thomas, Assistant General Counsel, Texas Municipal League
- 3:30 - 4:00 p.m.** **Dealing with the Media (.5 hour)**
Jay Warren, Marketing Communications Manager, Arlington
- 4:00 p.m.** **Adjourn**

Friday, February 9, 2018

- 8:15 - 8:45 a.m.** **Breakfast**
- 8:45 - 9:15 a.m.** **Municipal Finance (.5 hour)**
Kuruvilla Oommen, City Attorney, Irving
- 9:15 - 9:45 a.m.** **Municipal Budget and Tax Rate (.5 hour)**
Jeff Moore, Brown & Hofmeister L.L.P., Richardson
- 9:45 - 10:15 a.m.** **Purchasing (.5 hour)**
Kevin Laughlin, Nichols Jackson Dillard Hager & Smith, Dallas
- 10:15 - 10:30 a.m.** **Break**
- 10:30 - 11:00 a.m.** **Ordinances (.5 hour)**
David Johnson, Assistant City Attorney, Arlington
- 11:00 - 11:30 a.m.** **Municipal Court (.5 hour)**
George Hyde & Caroline Kelley, Russell Rodriguez Hyde Bullock, L.L.P., Georgetown
- 11:30 a.m.** **Adjourn**

Riley Fletcher-Basi Municipal Law Seminar-Dallas

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TAB

4

Initial Report

2017 TCAA Fall Conference

November 1st 2017, 2:49 pm CDT

Q1 - Please provide your name.

Please provide your name.

Jennifer Richie

JIMMY DEFOYD

Gary Smith

Jim Wright

Clarissa M. Rodriguez

Mick McKamie

Kuruvilla Oommen

Q5 - Please provide your city or firm if applicable.

Please provide your city or firm if applicable.

Waco

City of Jacinto City

Richmond

Livingston

Denton, Navarro, Rocha, Bernal & Zech

Amarillo; McKamie Krueger LLP

City of Irving

Q6 - Please provide your job title.

Please provide your job title.
City Attorney
City Attorney
City Attorney
City Attorney
Senior Associate Attorney
City Attorney; Senior Partner
City Attorney

Q4 - Please rank the following sessions.

#	Question	Excellent	Good	Fair	No Opinion	Didn't Attend	Total
1	Accommodating Disabled Persons: Municipal Facilities	28.57%	42.86%	0.00%	0.00%	28.57%	7
2	Special Session Legislative Update	66.67%	16.67%	0.00%	0.00%	16.67%	6
5	Strategies and Pitfalls for Cities Involved in High-Profile Litigation	42.86%	57.14%	0.00%	0.00%	0.00%	7
8	Staying out of the Courthouse: Best Practices for Employee Discipline	28.57%	71.43%	0.00%	0.00%	0.00%	7
9	Recent Federal Cases of Interest to Cities	66.67%	16.67%	0.00%	0.00%	16.67%	6
10	Effective Fire and Police Recruitment Tools	28.57%	42.86%	14.29%	0.00%	14.29%	7
6	Give Me a Sign: ReReading Our Sign Codes	71.43%	14.29%	0.00%	0.00%	14.29%	7
7	Civil Appeals out of Your own Municipal Court, What Do You Need to Know?	28.57%	57.14%	0.00%	0.00%	14.29%	7
11	Scandal: How to Be a Real-Life Municipal Gladiator (What to Do When City Officials Are Charged with Crimes)	28.57%	42.86%	28.57%	0.00%	0.00%	7

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
1	Accommodating Disabled Persons: Municipal Facilities	1.00	5.00	2.57	1.59	2.53	7	71.43%	28.57%
2	Special Session Legislative Update	1.00	5.00	1.83	1.46	2.14	6	83.33%	16.67%
3	Strategies and Pitfalls for Cities Involved in High-Profile Litigation	1.00	2.00	1.57	0.49	0.24	7	100.00%	0.00%

4	Staying out of the Courthouse: Best Practices for Employee Discipline	1.00	2.00	1.71	0.45	0.20	7	100.00%	0.00%
5	Recent Federal Cases of Interest to Cities	1.00	5.00	1.83	1.46	2.14	6	83.33%	16.67%
6	Effective Fire and Police Recruitment Tools	1.00	5.00	2.29	1.28	1.63	7	85.71%	28.57%
7	Give Me a Sign: ReReeding Our Sign Codes	1.00	5.00	1.71	1.39	1.92	7	85.71%	14.29%
8	Civil Appeals out of Your own Municipal Court, What Do You Need to Know?	1.00	5.00	2.14	1.25	1.55	7	85.71%	14.29%
9	Scandal: How to Be a Real-Life Municipal Gladiator (What to Do When City Officials Are Charged with Crimes)	1.00	3.00	2.00	0.76	0.57	7	100.00%	28.57%

Q2 - Please indicate any topics you would like to be included at future sessions.

Please indicate any topics you would like to be included at future sessions.

City's authority to regulate sale of alcoholic beverages vs Texas Alcoholic Beverage Code

I've noticed the best topics are covered in Summer Conference; so-so at the Fall

Social Media and the Law for Public Officials

Municipal Bands in Texas

Q8 - Please indicate your experience with the following elements of the meeting.

#	Question	Excellent		Good		Fair		No Opinion		Total
1	Relevancy of Session Topics	42.86%	3	57.14%	4	0.00%	0	0.00%	0	7
2	Reasonableness of Seminar Pricing	71.43%	5	14.29%	1	0.00%	0	14.29%	1	7
3	Publicity	42.86%	3	57.14%	4	0.00%	0	0.00%	0	7
4	Location of Seminar	57.14%	4	42.86%	3	0.00%	0	0.00%	0	7
5	Meeting Facility	28.57%	2	71.43%	5	0.00%	0	0.00%	0	7
6	On-Site Staff	100.00%	7	0.00%	0	0.00%	0	0.00%	0	7
7	Overall Opinion of the Seminar	57.14%	4	42.86%	3	0.00%	0	0.00%	0	7

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
1	Relevancy of Session Topics	1.00	2.00	1.57	0.49	0.24	7	100.00%	57.14%
2	Reasonableness of Seminar Pricing	1.00	4.00	1.57	1.05	1.10	7	85.71%	28.57%
3	Publicity	1.00	2.00	1.57	0.49	0.24	7	100.00%	57.14%
4	Location of Seminar	1.00	2.00	1.43	0.49	0.24	7	100.00%	42.86%
5	Meeting Facility	1.00	2.00	1.71	0.45	0.20	7	100.00%	71.43%
6	On-Site Staff	1.00	1.00	1.00	0.00	0.00	7	100.00%	0.00%
7	Overall Opinion of the Seminar	1.00	2.00	1.43	0.49	0.24	7	100.00%	42.86%

Q3 - Please provide any additional comments about the seminar.

Please provide any additional comments about the seminar.

I found the audio PA quality to be a problem. Low volume, feedback, etc.

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SPEAKER AGENDA

***Texas City Attorneys Association
Summer Conference – Hyatt Lost Pines Resort, Bastrop
June 13-15, 2018***

13 Hours MCLE Credit, Including 2 Ethics Hours

Wednesday, June 13 (3 hours)

- 12:30 - 4:00 p.m. **Registration and Refreshments**
- 1:00 - 1:30 p.m. **Regulating Game Rooms**, TBD, City of Fort Worth (.5 hour)
- 1:30 - 2:00 p.m. **Hot Issues in Zoning; Tiny Houses, Shipping Containers, and RVs**, Leonard Schneider, Liles Parker, Kingwood (.5 hour)
- 2:00 - 2:30 p.m. **Navigating the New Annexation Requirements**, Scott Houston, Texas Municipal League, Austin.
- 2:30 - 3:00 p.m. **When Can My City Delete a Facebook Comment?** Heather Lockhart, Texas Municipal League, Austin (.5 hour)
- 3:00 - 4:00 p.m. **Municipal Court Operations and the Role of Elected Officials**, Julie Fort & Ashley McSwain, Messer Rockefeller & Fort, Frisco (1 hour, including .25 ethics hour)
- 4:00 - 5:30 p.m. **TCAA Board of Directors Meeting**
- 5:30 - 7:30 p.m. **Welcoming Reception** at Lost Pines hosted by Bickerstaff Heath Delgado Acosta, LLP & McCreary Veselka Bragg & Allen, P.C.

Thursday, June 14 (6.5 hours)

- 7:30 a.m. **Registration and Breakfast**
- 8:00 - 8:45 a.m. **Opening Remarks**, Dottie Palumbo, & TCAA President & Alan Bojorquez, City Attorney, Bastrop
- Awards Presentations**
- 8:45 - 9:15 a.m. **Hot Topics in Municipal Finance**, Derrick Mitchell, Bracewell LLP, Houston (.5 hour)
- 9:15 - 10:00 a.m. **Employment Law Update**, Sheila Gladstone and Ashley Thomas, Lloyd Gosselink Rochelle & Townsend, P.C., Austin (.75 hour)
- 10:00 - 10:15 a.m. **Break**

- 10:15 - 11:00 a.m. **Recent State Cases of Interest to Cities**, Laura Mueller, Bojorquez Law Firm, Austin (.75 hour)
- 11:00 - 11:30 a.m. **Top 5 (Or So) Home Rule Charter Issues**, Charlie Zech, Denton Navarro Rocha Bernal & Zech, San Antonio (.5 hour)
- 11:30 a.m. - 12:45 p.m. **Lunch on Your Own**
- 12:45 - 1:15 p.m. **Library and Meeting Room Policies**, Diane Wetherbee (?) (.5 hour)
- 1:15 - 1:45 p.m. **Suing the Code Enforcement Scofflaw**, Ron Stutes, Potter Minton, Tyler (.5 hour)
- 1:45 - 2:15 p.m. **Hot Topics in Election Law**, Secretary of State's Office (.5 hour)
- 2:15 - 3:00 p.m. **Mapping and Navigating the Path Forward on Automated and Connected Vehicles: A Road Trip Through Preemption to Code Considerations for Safe Deployment** , Gregory Rodriguez, Best Best & Krieger, San Diego; Kimberly Michelson, City of Houston; Thomas Bamonte, North Central Texas Council of Governments (.75 hour)
- 3:00 - 3:15 p.m. **Break**
- 3:15 - 4:00 p.m. **Purchasing Property for Groundwater Supply Development**, Theresa James, City Attorney, San Angelo, and Jason Hill, Lloyd Goselink Rochell & Townsend, P.C., Austin (.75 hour)
- 4:00 - 4:30 p.m. **Texas Competitive Low Income Housing Tax Credits**, Dean Roggia, Irving (.5 hour)
- 4:30 - 5:00 p.m. **Of Brewpubs and Breweries, Growlers and Crowlers: Craft Brewing and Distilling and the Texas Municipality**, David Ritter, Brown & Hofmeister, L.L.P, Richardson (.5 hour)
- 5:00 p.m. **Adjourn**
- 6:00 - 9:00 p.m. **Reception** hosted by McKamie Krueger, L.L.P.
- 6:00 - 10:00 p.m. **Parent's Night Out** - *Hotel has this every day and night for a fee

Friday, June 15 (3.5 hours)

- 8:00 - 8:30 a.m. **Breakfast**
- 8:30 - 9:15 a.m. **Integrating the Morton Act and Colorado County v. Staff into Law Enforcement Disciplinary Practices**, George Hyde, Russell Rodriguez Hyde Bullock, LLP, Georgetown (.75 ethics hour)

- 9:15 – 9:45 a.m. **How High’s the Water? Public Entity Flood Litigation and Liability in Texas**, Jose de la Fuente and/or James Parker, Lloyd Gosselink Rochelle & Townsend, P.C., Austin (.5 hour)
- 9:45 - 10:30 a.m. **Common Municipal Fair Labor Standards Act (FLSA) Issues**, Miles Risley and Barbara Quirk, City of Corpus Christi (.75 hour)
- 10:30 – 10:45 a.m. **Break**
- 10:45 - 11:15 a.m. **Animal Law**, Bianca Bentzin, Chief Prosecutor, Austin (.5 hour)
- 11:15 - 12:15 p.m. **Drafting a Municipal Codes of Ethics**, Alan Bojorquez, Bojorquez Law Firm, Austin (1 hour ethics)
- 12:15 p.m. **Adjourn**

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**Texas City Attorneys Association
2016-17 SERVICES AGREEMENT**

This agreement is entered into on the day below written by and between the **Texas Municipal League**, hereinafter referred to as "TML", and the TEXAS CITY ATTORNEYS ASSOCIATION, hereinafter referred to as "Affiliate" or "TCAA."

- I. Base Services to be Provided. TML will provide the services listed under this Section to the Affiliate at a cost to Affiliate of \$15 per Affiliate member per year:
- A. Review Affiliate constitution/bylaws to ensure compatibility with TML's constitution.
 - B. Assemble and maintain Affiliate membership records.
 - C. Design draft versions of Affiliate membership certificates, awards, or recognition plaques.
 - D. Design, conduct, and analyze a membership interest survey, upon request.
 - E. Conduct the membership dues billing process to include: (1) an initial billing; (2) a reminder mailing after 45 days; (3) and where applicable, a membership suspension letter following Board approval.
 - F. Assist in the formulation of membership recruitment strategies.
 - G. Assist in the development of prospective membership records and maintain such records.
 - H. Design draft versions of appropriate membership recruitment literature including a cover memorandum, membership services information, and an application form.
 - I. Conduct one membership recruitment mailing or emailing annually upon request, with appropriate membership promotional literature.
 - J. With regard to new Affiliate members, mail a membership application acknowledgment to the prospective new member and mail a copy of such acknowledgment to the appropriate Affiliate Board member. Mail a membership notification letter and a membership packet to the new member after the membership has been approved by the Affiliate Board.
- II. Financial Services to be Provided. TML will provide the financial services listed under this Section to the Affiliate at an annual cost to TCAA of 1% of the Fund Balance as recorded on November 30, 2015. For TCAA this is \$1,705.18 annually or \$142.10 monthly given a balance of \$170,518.62.
- A. Provide the appropriate Affiliate officers with a monthly financial statement to include a balance sheet and line item comparison of actual revenues and expenditures to budgeted revenues and expenditures.
 - B. Assist the Affiliate Board with the development of its annual budget and service plan.

- C. Arrange for an annual review of Affiliate financial transactions. If an audit is preferred or required by constitution, TML will obtain a cost estimate from its auditor for the Affiliate's approval.
 - D. Manage Affiliate funds to ensure timely and accurate receipt of revenues, payment of expenses, and maximum investment earnings.
 - E. Assist in the preparation and filing of Affiliate tax returns.
- III. Additional Services to be Provided. TML will provide the following additional services to Affiliate at the following cost to Affiliate.
- A. **TCAA Newsletter - Web and e-newsletter.**
 Compensation: In consideration for work on the TCAA e-newsletter, the Affiliate will compensate TML for TML's actual costs. The Affiliate's obligation to reimburse TML for actual costs not to exceed \$15,096 annually. The appropriate Affiliate account will be debited monthly for the costs following publication/distribution. (408 hours at \$37 per hour)
 - B. **Meeting planning/coordination on-site logistical assistance for TCAA Mid-Year Conference.**
 Compensation: In consideration for meeting planning services, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$4,218), plus actual staff travel expenses. (114 hours at \$37 per hour)
 - C. **Board and Committee Meeting planning/coordination assistance.**
 Compensation: In consideration for board and committee planning and coordination, the Affiliate's obligation to reimburse TML for actual costs of \$1,332 annually, plus actual staff travel expenses. This amount is calculated upon the preparation and attendance of three Board meetings. (36 hours at \$37 per hour)
 - D. **Meeting planning/coordination on-site logistical assistance for the Riley Fletcher Basic Municipal Law Seminar.**
 Compensation: In consideration for meeting planning services for the Riley Fletcher Basic Municipal Law Seminar, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$1,998), plus actual staff travel expenses. (54 hours at \$37 per hour)
 - E. **TCAA Website Maintenance**
 Compensation: In consideration for maintenance, and monitoring of TCAA site for one-year with an estimated cost of \$888. The appropriate Affiliate account will be debited monthly for these costs. (24 hours at \$37 per hour)
 - F. **TCAA LisTCAA Listserv**
 Compensation: The Affiliate will reimburse TML for cost of \$592 (16 hours at \$37 per hour). The appropriate Affiliate account will be debited monthly.
 - G. **Blast Email Notifications (estimate for budgeting purposes only)**
 TML will prepare and send blast email notifications at the request of TCAA. These notifications will be billed at \$111 per blast email. These blast emails are outside of the emails for publicity of programs and activities detailed in this agreement. TCAA and

TML agree that this work will be done on an as needed basis and billed accordingly. (for budgeting purposes - estimating \$555 (5 blast emails per year for a total of 15 hours at \$37 per hour))

H. **Graphics and Videography Services**

Affiliate will reimburse TML separately for graphics and videography services associated with a project.

IV. Terms of Agreement. The programs and activities identified in this Agreement are activities which TML will indemnify TCAA for liability arising out of errors, omissions, or other actions by TCAA at or during such activities and programs. For any other programs or activities performed or provided by TCAA which are not set forth in this Agreement or which are excluded from coverage under the coverage provided to TML by the Texas Municipal League Intergovernmental Risk Pool, TML does not indemnify TCAA, and TCAA agrees to indemnify TML for any such errors or omissions or other actions.

This agreement will be in full force and effect until June 30, 2017. On June 30, 2017, and on June 30th of each year thereafter, this agreement will be automatically renewed for a term of one year. However, this agreement may be terminated by either TML or Affiliate on June 30th of any year, beginning with June 30, 2017, provided written notice of such termination is received by the other party on or before March 1st of that year.

In the event of termination, all expenses incurred by TML for the provision of services relative to and as authorized by this agreement shall be paid by Affiliate. No expenses shall be incurred by TML on behalf of Affiliate after TML receives written notice to terminate this agreement.

V. Required Changes to this Agreement. This agreement shall be amended, upon 30 days written notice, to conform the agreement to any policy adopted or amended by the TML board or membership.

VI. Notice of Changes/Termination. A written notice of any changes or termination provided under the provisions of Section IV of this agreement shall be sent certified mail, return receipt requested. Such notice shall be deemed to have been received when the receiving party signs the return receipt. Notices must be addressed to the respective, current contact persons. Presently, these persons and their addresses are:

Texas City Attorneys Association

Kathryn H. Davis
City Attorney

City of Killeen
P.O. Box 1329
Killeen, TX 76540

TML

Scott Houston
TML Deputy Executive Director and General
Counsel

Texas Municipal League
1821 Rutherford Lane, Suite 400
Austin, TX 78754

VII. Additional Work Projects. Other activities that fall outside of the programs and activities identified in this Agreement may be performed, after approval by TCAA, at a rate of \$37 per hour. TML will provide TCAA an estimate of hours for the new programs and/or activities and an estimate of the costs to perform the new program and/or activities.

VIII. Miscellaneous Provisions

- A. TML and Affiliate shall each designate a primary contact person for communications related to matters addressed in this agreement. It is understood that TML's primary contact person will enlist the support of other TML staff members to assist with the implementation of activities in this agreement. TML's primary contact person for Affiliate is Scott Houston, TML Deputy Executive Director and General Counsel. The Affiliate's primary contact person is the current Affiliate President. Either party may change contact persons by providing the other party with written notice in compliance with Section VI.
- B. This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties under this agreement are performable in Travis County, Texas.
- C. If any one or more provisions of this agreement shall be held invalid, illegal, or unenforceable, the other provisions shall not be affected.
- D. TML has allocated resources to provide the services outlined in this agreement. Therefore, following this agreement's execution, TML shall be paid the full amount detailed in this agreement, regardless of the Affiliate's decision to undertake or not undertake all the activities included in this Agreement. The Affiliate has the latitude to make any adjustments within projects and project line items it deems necessary. If any adjustments are made to the projects in this Agreement, the Affiliate shall immediately notify TML's primary contact person.

Executed this 16 day of February, 2016.


By: Kathryn H. Davis, Affiliate President


By: Bennett Sandlin, TML Executive Director

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2021 Conference Location Snapshot

2021	Date(s)	Hotel	Room Rate	# Rooms	F/B Minimum	Incentives	Other Concessions
San Antonio	June 14-20	The Westin Riverwalk	\$209 s/d City side \$239 s/d River side No resort fee	225 peak nights total room nights: 550	\$60,000	Comp meeting room with \$45,000 F&B Comp WIFI in guest rooms 3 Mbps of complimentary WiFi with additional bandwidth at 40% off published pricing	1 per 50 2-Corner Suite Upgrades at City side rate 1-Complimentary Suite 10 Staff Rooms at \$139 5 Comp Valet Passes (up to 3 nights) 7% Food and Beverage discounts
San Antonio	June 14-20	Hyatt Regency Riverwalk	\$209 single \$1250 Presidential \$850 Regency \$675 Riverbend \$675 Atrium No resort fee	225 peak nights total room nights: 550	\$30,000	Comp WIFI in meeting room Comp internet in guestroom 85% attrition 1 per 40 comp	1-Comp suite for President 1-Comp suite for executive director 1-Upgrade one-bedroom Suite for meeting planner at group rate 5 Staff rooms at 50% off group rate 25% discount toward prevailing daily self-parking rate for overnight guest
Bastrop	June 7-13	The Hyatt Regency Lost Pines	\$239 single/double plus \$20 resort fee \$419 Junior Suites (13) \$20 resort fee	225 peak nights total room nights: 550	\$41,000	Comp WIFI in meeting room 10% discount of A/V	Three comp Junior Suites 1 per 50 10 staff rooms at \$146 6-Conference Suites \$500 4-VIP Suites \$700
Austin	June 7-13 June 14-19	Omni Barton Creek Resort & Spa	\$25 Resort Fee \$229 single \$249 double \$259 Triple \$269 Quad \$949 3-Bedroom Villa \$25 resort fee	225 peak nights total room nights: 550	\$40,000	1 per 50 comp 10% off food and beverage 10% off audio visual \$6000 flat internet fee for 3-days 10% off spa 10% off golf	Comp suite for President Suite for Executive Director at group rate Suite for meeting planner at group rate 10 staff rooms at 30% off group rate

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