



Texas City Attorneys Association

Board of Directors Meeting

Houston

October 17, 2018



Agenda

TCAA Board of Directors
Wednesday, October 17, 2018
Grotto
1001 Avenida de las Americas, Suite A
7 p.m.

1. Consider the minutes from the June board meeting in Bastrop.
2. Consider the minutes from the September board meeting by phone.
3. TCAA fall conference program and attendee list.
4. TCAA board applicant list and map.
5. TCAA budget update.
6. Authorize staff to solicit proposals for Summer Conference date and location for 2022 and 2023.
7. Consider local club or society affiliation policy.
8. Set date, time, and place for next TCAA board meeting.
9. Other business.
10. Adjourn.

**TCAA
Board of Directors
2017-2018**

President

Dottie Palumbo
Bojorquez Law Firm
12325 Hymeadow Drive
Austin, TX 78750
512-250-0411 office
512-250-0749 fax
dottie@texasmunicipallawyers.com

First Vice President

Sylvia Firth
City Attorney
300 N. Campbell Street, 2nd Floor
P.O. Box 1890
El Paso, Texas 79901-1890
915 212-0033 office
915 212-0035 fax
FirthSB@elpasotexas.gov

Second Vice President

Paige Mims
City Attorney
P.O. Box 860358
Plano, TX 75086-0358
(972) 941-5235 office
(972) 424-0099 fax
paigem@plano.gov

Recorder

Alan Bojorquez
Bojorquez Law Firm
12325 Hymeadow Drive
Austin, TX 78750
512-250-0411 office
512-250-0749 fax
alan@texasmunicipallawyers.com

Directors

Ron Stutes
Potter Minton
110 N. College
500 Plaza Tower
Tyler, TX 78702
903-597-8311 office
903-593-0846 fax
ronstutes@potterminton.com

Kuruvilla Oommen
City Attorney
825 W. Irving Blvd
Irving, TX 75060
972-721-4825 office
972-721-2750 fax
koommen@cityofirving.org

Slater Elza
Underwood Law Firm
P.O. Box 9158
Amarillo, TX 79105
806-379-0347 office
806-242-0526 fax
Slater.Elza@uwlaw.com

Kevin Pagan
City Attorney
P.O. Box 220
McAllen, TX 78505
956-681-1090
kpagan@mcallen.net

Jennifer Richie
City Attorney
P.O. Box 2570
Waco, Texas 76702-2570
Tel. (254) 750-5688
Facsimile: (254) 750-5888
jenniferr@wacotx.gov

Past President

Karen Horner
First Assistant City Attorney
P.O. Box 424
Baytown, TX 77522
281-422-8281 office
281-420-6586
karen.horner@baytown.org

TML Board Representative

Art Pertile
Partner
Olson & Olson
Wortham Tower
2727 Allen Pkwy Ste 600
Houston, TX 77019
713-533-3800 office
713-533-3888 fax
apertile@olsonllp.com

CONSTITUTION

TEXAS CITY ATTORNEYS ASSOCIATION

(Adopted at the Annual Meeting of the Texas City Attorneys Association in San Antonio, Texas on the 31st day of October, 1961, with Amendments of 1965, 1968, 1970, 1991, 1994, 1999, 2010, 2015, and 2016.)

ARTICLE I. NAME AND AFFILIATION.

Section 1. The name of this organization shall be the Texas City Attorneys Association.

Section 2. The association shall be affiliated with and be a department of the Texas Municipal League and its principal office shall be located at the headquarters of the Texas Municipal League in Austin, Travis County, Texas.

ARTICLE II. PURPOSE.

Section 1. The purpose of this association shall be the general improvement of municipal law administration by the following means: First, to encourage the cooperation of city attorneys in the practical study of all municipal legal problems. Second, the holding of annual and semi-annual meetings for the discussion of legal and other questions affecting municipal government. And, third, the practical study of legislation, court decisions, and administrative rulings relating to the public interest of municipal corporations.

ARTICLE III. MEMBERSHIP.

Section 1. The members of this association shall be active, associate, honorary, paralegal and law clerk (student).

Section 2. Active Members - Any person duly licensed to practice law in this State who have been duly elected or appointed to the office of city attorney or assistant city attorney of a city, town or village which is an active member of the Texas Municipal League shall be eligible for membership in the association.

Section 2a. Associate Members - Any person duly licensed to practice law in this State who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section 3. Honorary Members - Honorary members shall be chosen because of distinguished service in the field of municipal law. They shall pay no dues, hold no office, nor vote, and no person who is eligible for active membership in the association shall be chosen as an honorary member. They shall be proposed by at least five (5) active members and shall be elected only upon unanimous recommendation of the executive committee and a majority vote of the members present at any annual or semi-annual meeting of the association. An election of an honorary member shall be cancelled if not accepted within six (6) months after the candidate has received notice of his election.

Section 4. Paralegal Members - Any person who meets the definition of "paralegal" as promulgated by the State Bar of Texas, who is employed by an active, associate, or honorary member, and who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section 5. Law Clerk (Student) Members - Any person who is enrolled at an accredited law school who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

ARTICLE IV. **OFFICERS AND EXECUTIVE COMMITTEE.**

Section 1. The officers of the association shall be a President, a 1st Vice President, a 2nd Vice President, a Recorder, a Director to serve on the Texas Municipal League Executive Board, the Immediate Past President, and five (5) Directors. All officers shall be active members of the association. The General Counsel of the Texas Municipal League shall serve as General Counsel, ex officio, of the association.

Section 2. The executive committee of the association shall be composed of the officers of the association.

Section 3. Nomination and Election. The President shall appoint a nominating committee of at least three (3) persons, who, at the annual meeting of the association, shall submit nominees for association officers. Additional nominations may be made from the floor. Each of the offices shall be filled by a majority vote of the membership present and voting. The association officers shall begin their regular term of office at the close of the annual meeting.

Section 4. Term of Office. All officers' terms shall be for one (1) year with the exception of the Director to the Executive Board of the Texas Municipal League, whose term of office shall be for two (2) years, (he) being elected in even years or as otherwise provided by the Constitution of the Texas Municipal League.

Section 5. Vacancy. A vacancy in the office of the President shall be filled for the remainder of the term by the succession of the First Vice President to that office. A vacancy in the office of the First Vice President shall be filled for the remainder of the term by succession of the Second Vice President. A vacancy in the office of the Second Vice President shall be filled for the remainder of the term by the appointment of a member of the executive committee to fill such office by a majority vote of the remaining members of said executive committee. A vacancy in the Office of Director to serve on the Texas Municipal League Executive Board shall be filled by the President of the Association and shall hold office until adjournment of the next TML Annual Conference.

A vacancy in any of the other offices of the association shall be filled by the election of any active member or associate member if the person vacating the office is an associate member to fill such office for the remainder of the term by a majority vote of the executive committee.

Section 6. Telephonic and Electronic Communication. Any and all Directors may participate in a meeting of the Board of Directors by means of conference telephone, or by any other means of communication by which all Directors participating in the meeting are able to hear each other at the same time. Such participation shall constitute the presence in person by such Directors at such meeting. A written record shall be made of all actions taken at any meeting conducted by means of a conference telephone or other means of communication. Directors may also meet and vote via

electronic means such as email so long as the identity of each Director is made clear in the means of voting.

ARTICLE V. MEETINGS.

Section 1. An annual meeting of the association shall be held at the time and place of the annual conference of the Texas Municipal League, and a semi-annual meeting of the association shall be held in the summer of each year in conjunction with the annual convention of the State Bar of Texas or at such other time and place as may be determined by the executive committee.

ARTICLE VI. DUES.

Section 1. The dues of each active member and of each associate member of the association shall be payable annually in advance, and may be changed upon recommendation of the executive committee and approved by a majority vote of the members present at any annual or semi-annual meeting.

ARTICLE VII. FINANCES.

Section 1. The General Counsel of the Texas Municipal League shall transact the necessary financial business of the association, keeping a complete record of all transactions, which shall be submitted for auditing at the annual meeting of the association. He shall give bond in such form and amount as may be determined by the executive committee, the premium of said bond to be payable by the association.

ARTICLE VIII. SPECIAL COMMITTEES.

Section 1. Each year at the annual meeting of the Texas City Attorneys Association, the incoming President shall appoint a committee of three (3) city attorneys, who are employed by their respective cities on a full-time basis, as a review committee with authority at the option of a majority of the committee members to prepare and file an Amicus Curiae brief on behalf and in the name of the association in those cases the committee deems of general importance in the field of municipal law or liability.

ARTICLE VIII-A. REGIONAL ORGANIZATIONS.

Section 1. The executive committee of the association shall have the power by by-laws to divide the State into Regions, to create and abolish Regions and regional organizations, to increase or decrease the number of Regions, to define the boundaries thereof and from time to time to change the same, and to prescribe the organization and officers of the Regions. Such regional organization, when so constituted, shall hold one or more regional meetings each year at such times and places as not to conflict with the annual meeting or semi-annual meeting of the association, in order to encourage fellowship among the members and to promote the study of municipal law.

Section 2. At any time when there is no regional organization within any area of the State, members of the association in such area located in one or more counties, may organize local clubs or societies, elect their own officers, and hold such meetings as they desire at such times and places as not to conflict with the annual meeting or the semi-annual meeting of the association. Upon creation of regions by the executive committee, local clubs or societies of members of the association organized under this Section shall be dissolved, and shall be merged into the regional organization of the Region in which they may be located.

Section 3. At any time after the creation of Regions and regional organizations within the State, when it becomes apparent to the executive committee that there is not sufficient interest to justify continuance of regional organizations, the executive committee may amend or repeal the by-law creating the Regions and regional organizations.

ARTICLE IX. **AMENDMENTS.**

Section 1. This Constitution may be amended at an annual or semi-annual meeting of the association by a majority vote of the members present and voting, provided the proposed amendment shall have first been prepared in writing and submitted to the executive committee on or before the day of the annual or semi-annual meeting.

ARTICLE X. **BY-LAWS.**

Section 1. The executive committee of the association shall have the power to adopt by-laws, consistent with this Constitution and the League Constitution, governing the conduct of its meeting and the business of the association.

ARTICLE XI. **EFFECTIVE DATE.**

Section 1. This Constitution shall become effective immediately upon its adoption subject only to ratification by the Executive Board of the Texas Municipal League.

(Constitution of the Texas City Attorneys Association was approved by the Board of Directors of the Texas Municipal League on January 26, 1962.)

(All subsequent amendments to the Constitution of the Texas City Attorneys Association have been approved by the Texas Municipal League.)

TAB

1

Minutes

TCAA Board of Directors

Wednesday, June 13, 2018 – Hyatt Lost Pines Resort, Bastrop, TX

Board President Dottie Palumbo called the meeting to order at 4:00 p.m.

Board members present:

Dottie Palumbo

Jennifer Richie

Paige Mims

Slater Elza

Ron Stutes

Alan Bojorquez

Kevin Pagan

Art Pertile

Kuruvilla Oommen

Karen Horner

Board members absent:

Sylvia Firth

TML staff present:

Scott Houston

Christy Drake-Adams

Heather Ford

Others present:

Ryan Henry

1. Consider the minutes from the January 19, 2018, board meeting.

Motion to approve the January 19, 2018, board minutes with one correction of a typographical error by Kuruvilla Oommen. Second by Ron Stutes. Unanimously approved.

2. 2018 Riley Fletcher Basic Municipal Law Seminar.

Staff presented board members the survey results from the February 2018 Riley Fletcher Basic Municipal Law Seminar. Discussion that, for 2019, TCAA will offer a webinar of the 2018 seminar. No action taken.

3. TCAA 2018 Summer Conference Final Program.

Staff provided registration numbers and the final program for the TCAA Summer Conference, including award recipients. No action taken.

4. TCAA Budget for FY 2018-19.

Staff provided an update on the year-to-date expenditures, as well as an explanation of the proposed 2018-2019 budget. A motion was made by Kevin Pagan and a second by Slater Elza to approve the FY 2018-2019 budget. Adopted unanimously.

5. Update on TCAA 2018 Fall Conference in Conjunction with IMLA in Houston.

Staff presented the board with: (1) current registration numbers; and (2) current dollar amount sent to IMLA to subsidize TCAA member attendance at full IMLA conference. Discussion that Art Pertile will distribute information to TCAA board to assist in IMLA sponsorships. No action taken.

6. Board Expansion/TCAA Leadership Opportunities.

Board discussed expanding the number of TCAA board members and/or having regional chapter affiliates. In regard to regional affiliates, the board directed staff to prepare a draft policy for consideration at the next meeting.

7. Designate Christy Drake-Adams as TCAA assistant general counsel.

A motion was made by Alan Bojorquez and a second by Jennifer Richie to approve Christy Drake-Adams as TCAA assistant general counsel. Adopted unanimously.

8. Board meeting during the TCAA 2018 Fall Conference.

Discussion that Scott Houston and Paige Mims will work together to finalize details on the exact day and time for the next board meeting.

9. Other business.

Board discussed the need for a policy regarding the manner in which sponsors distribute advertising materials at TCAA conferences. Board consensus was that sponsors could distribute any items they wish in any manner they wish.

10. Adjourn.

TAB

2

Minutes
TCAA Board of Directors
Tuesday, September 4, 2018 – Telephone Conference

Board President Dottie Palumbo called the meeting to order at 10:00 a.m.

Board members present:	Board members absent:
Dottie Palumbo	Karen Horner
Jennifer Richie	Sylvia Firth
Paige Mims	
Slater Elza	
Ron Stutes	
Alan Bojorquez	
Kevin Pagan	
Art Pertile	
Kuruvilla Oommen	

TML staff present:
Scott Houston
Christy Drake-Adams
Heather Ford

1. Proposal to Amend TCAA Constitution

The board discussed a proposal by Board President Dottie Palumbo to amend Article IV, Section 1 of the TCAA Constitution as follows:

Any active member who has served as a Director of the association for at least five (5) years who is no longer an active member due to retirement from a City Attorney or Assistant City Attorney Position may be eligible to continue to serve as an officer of the association or may be eligible to serve as an officer of the association as long as they remain an associate member of TCAA.

There was not a consensus to move forward with the amendment but was a general agreement to:

- Recommend to the nominating committee that Sylvia Firth be nominated for the 2018-2019 TCAA board president position. If she is elected, and if she not eligible to serve (under current rules) at the time of election, she would be (in effect) “President-elect,” but would not become President unless she becomes eligible on or before January 15, 2019. If she does not become eligible by that date, the vacancy created by such situation would be filled as provided in the TCAA Constitution.
- Authorize the (incoming) TCAA First Vice President to carry out the duties of TCAA President for any period of time between the election and January 15, 2019 that the president-elect is not qualified for office. (Because there did not seem to be any “term

limits” on offices, there would be no prohibition from such person serving as President for a full-term later, should this occur.)

- Grant the Board general authority to fill the vacancies (if any) created consistent with the outcome of the election, the Constitution, and any relevant subsequent developments.

2. Adjourn.

TAB

3

**Texas City Attorneys Association
Fall Conference in Conjunction with the International Municipal Lawyers Association Annual
Conference**

5.5 Hours of MCLE Credit (Including 1 Ethics Hour)

Friday, October 19, 2018 – Houston

8:00 - 9:00 a.m.	Registration
9:00 - 9:15 a.m.	Welcome and Opening Remarks: TCAA President Dottie Palumbo, Attorney Counsel, Bojorquez Law Firm, Austin
9:15 - 9:45 a.m.	Service Animals: Mick McKamie, Taylor Olson Adkins Sralla & Elam, Fort Worth (.5 hr)
9:45 - 10:15 a.m.	ADA Facility Compliance – What to do When the Feds Come Knocking: Ryan Henry, Law Offices of Ryan Henry, San Antonio (.5 hr)
10:15 - 10:30 a.m.	Break
10:30 - 11:00 a.m.	Public Information Act: How to Effectively Intake, Process, and Respond to Requests: Dawn Roberts, Assistant City Attorney, City of Arlington (.5 hr)
11:00 - 11:30 a.m.	Political Hot Topics in Land Use (Confederate Monuments, Street Naming, Affordable Housing, Etc.): Terry Welch, Brown & Hofmeister, Richardson (.5 hr)
11:30 - Noon	Recent Federal Cases of Interest to Cities: Randy Montgomery, D. Randall Montgomery & Associates, Dallas (.5 hr)
Noon - 1:45 p.m.	IMLA Lunch
1:55 - 2:10 p.m.	Business Meeting: Election of TCAA Officers and Passing of the Gavel
2:10 - 2:40 p.m.	Top Employment Law Challenges in the Workplace: Victoria Huynh, Deputy City Attorney and Shanté Akafia, Director of Human Resources/Risk Management Civil Service Director, City of Plano (.5 hr)
2:40 - 3:10 p.m.	“Like” it or Not: Developing Social Media Guidelines for City Employees: Mari McGowan, Abernathy, Roeder, Boyd & Hullett, McKinney (.5 hr)
3:10 - 3:40 p.m.	Legislative Forecast: Scott Houston, General Counsel, and Bill Longley, Legislative Counsel, Texas Municipal League (.5 hr)
3:40 - 3:55 p.m.	Break
3:55 – 4:25 p.m.	A Legal Perspective on City Efforts to Create Innovation-Friendly Environments for Entrepreneurs and Startups: Lisa Mares, Mares Law Firm, Fort Worth (.5 hr)
4:25 – 5:25 p.m.	Anti-SLAPP Suits: Derra Purnell, Olson & Olson, Houston (1 hr ethics)
5:25 p.m.	Adjourn

MCLE credits are included in IMLA CLE coursework.

			Begin Date	Registrants	Cancels	Limits	Revenue
M1114	TCAA Fall Conference & IMLA	Houston	10/17/2018	168	9		48,750.00
	Registration						
101	TCAA Fall Conference Registration Only			50		0	10,000.00
103	TCAA Fall Conference & IMLA Registration			110		200	38,050.00
120	Speaker Registration			12		0	0.00
121	Complimentary Registration			0		0	0.00
122	Staff Registration			3		0	0.00
123	ILGL Program			26		0	0.00
124	Add Code Enforcement Program to Conference Registration			28		0	250.00
125	Code Enforcement Program Only			5		0	0.00
126	Guest: Welcome			1		0	60.00
127	Guest: Breakfast (2 at \$30 Each)			0		0	0.00
128	Guest: Lunch (2 at \$65 Each)			1		0	130.00
129	Land Use Mobile Workshop			30		0	120.00
130	WONK Breakfast			34		0	140.00
132	State Breakfast			0		0	0.00
M	Member			157	4		47,550.00
NM	Non-Member			7			1,200.00
SPEAK	Speaker			8	1		0.00
Totals:				168	9		48,750.00

110 Full IMLA Registrations x \$200 stipend for TCAA members = \$22,000

10 Speaker Registrations for TCAA Day (\$200 stipend) = \$2,000

Total expected TCAA stipend as of 9/10/18: \$24,000.

*All non-member payments were for only TCAA Day.

TCAA Fall Conference & IMLA Registration-Houston

Valeria M. Acevedo

City Attorney
City of New Braunfels
550 Landa St.
New Braunfels, TX 78130-6110
(830) 221-4004
vacevedo@nbtexas.org

Shante Akafia

Director of Human Resources
City of Plano
PO Box 860358
Plano, TX 75086-0358
(972) 941-5310
shantea@plano.gov

Brian J. Begle

Assistant Managing Partner
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
bbegle@olsonolson.com

Byron Brown

Associate Attorney
Randle Law Office Ltd., LLP
820 Gessner Ste 1570
Houston, TX 77024-4494
(281) 657-2000
byron@jgradyrandlepc.com

Tiffany Bull

Asst City Attorney
City of Grand Prairie
PO Box 534045
Grand Prairie, TX 75053-4045
(972) 237-8035

Jennifer F. Callan

Assistant City Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

James P. Cargas

Sr Assistant City Attorney
City of Houston
PO Box 368
Houston, TX 77001-0368
(832) 393-6255
james.cargas@houston.tx.gov

Alice Adam

City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Patty L. Akers

Attorney
Akers & Akers LLP
13625 Pond Springs Rd Ste 204
Austin, TX 78729-4400
(512) 600-2305
pakers@txcityattorney.com

Judith Benton

Assistant City Attorney
City of Waco
PO Box 2570
Waco, TX 76702-2570
(254) 750-5680
judithb@wacotx.gov

Harelda Brown

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
Tommi.Eanes@houston.tx.gov

Martin Peter Buzak

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Lindsay Canning

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Patricia L. Casey

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Nirja Sharma Aiyer

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Nastasha Anderson

Assistant City Attorney
City of Arlington
PO Box 90231
Arlington, TX 76004-3231
(817) 459-6878
nastasha.anderson@arlingtontx.gov

Scott Bounds

Attorney
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
SBounds@olsonllp.com

Nathan Brown

Assistant City Attorney
City of New Braunfels
550 Landa St.
New Braunfels, TX 78130-6110
(830) 221-4004
nbrown@nbtexas.org

Mary Frances Buzak

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Eugenia A. Cano

Assistant City Attorney
City of Sugar Land
2700 Town Center Blvd North
Sugar Land, TX 77479-1280
(281) 275-2715
ecano@sugarlandtx.gov

Andrea Chan

Attorney
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
achan@olsonllp.com

Wynetta Chaney

Senior Assistant Attorney, Section Chief
City of Houston
1400 Lubbock, Room 133
Houston, TX 77002-1526
(713) 247-5474
wynetta.chaney@houstontx.gov

Lee Clark

City Attorney
City of Pasadena
PO Box 672
Pasadena, TX 77501-0672
(713) 475-5501
lclark@ci.pasadena.tx.us

Arnold Colunga

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Michael J. Cosentino

City Attorney
City of San Marcos
630 E Hopkins St
San Marcos, TX 78666-6314
(979) 776-8257

Robin Elizabeth Curtis

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Trisha T. Dang

Assistant City Attorney
City of Sugar Land
2700 Town Center Blvd North
Sugar Land, TX 77479-1280

tdang@sugarlandtx.gov

Lowell F. Denton

Partner
Denton Navarro Rocha Bernal & Zech, P.
C.
2517 N Main Ave
San Antonio, TX 78212-4685
(210) 227-3243
lowell.denton@rampage-sa.com

YuShan Chang

Assistant City Attorney
City of Houston
900 Bagby, 4th Floor
Houston, TX 77002-2527
832-393-6491
yushan.chang@houstontx.gov

Robert W. Collins

City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Heather Cook

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Damon A. Crenshaw

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Michelle D'Andrea

Assistant City Attorney III
City of Plano
PO Box 860358
Plano, TX 75086-0358
(972) 941-7125
michelled@plano.gov

Kristi DeCluitt

Assistant City Attorney
City of Waco
PO Box 2570
Waco, TX 76702-2570
(254) 750-5680
kristid@wacotx.gov

Nghiem V. Doan

City Attorney
City of League City
300 W Walker St
League City, TX 77573-3837
(281) 554-1030
nghiem.doan@leaguecitytx.gov

Suzanne R. Chauvin

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Ronald B. Collins

City Attorney
City of El Campo
PO Box 1567
El Campo, TX 77437-1567
(979) 5436845
rbc@dbc-law.com

Tyrone E. Cooper

City Attorney
City of Beaumont
PO Box 3827
Beaumont, TX 77704-3827
(409) 880-3715
tyrone.cooper@beaumonttexas.gov

Roberta Cross

Township Attorney
The Woodlands Township
2801 Technology Forest Boulevard
The Woodlands, TX 77381-3901
(281) 210-3848
rcross@thewoodlandstowship-tx.gov

Lola Dada-Olley

Assistant City Attorney
City of Plano
PO Box 860358
Plano, TX 75086-0358
(972) 941-7311
lolad@plano.gov

Jennifer Decurtis

Assistant City Attorney
City of Arlington
PO Box 90231
Arlington, TX 76004-3231
(817) 459-6878
jennifer.decurtis@arlingtontx.gov

Marcus L. Dobbs

Retired

PO Box 801292
Houston, TX 77280-1292
(713) 722-8372
dobbs.marcus@gmail.com

Julie P. Doshier

Senior Associate
Nichols, Jackson, Dillard, Hager & Smith
500 N Akard St Ste 1800
Dallas, TX 75201-6616
(214) 965-9900
jdoshier@njdhs.com

Christy Drake-Adams

Assistant General Counsel
Texas Municipal League
1821 Rutherford Ln Ste 400
Austin, TX 78754-5101
(512) 231-7400
christy@tml.org

Judith El Masri

Associate Attorney
Randle Law Office Ltd., LLP
820 Gessner Ste 1570
Houston, TX 77024-4494
(281) 657-2000
judith@jgradyrandlepc.com

Zachariah Evans

Attorney
Akers & Akers LLP
13625 Pond Springs Rd Ste 204
Austin, TX 78729-4400
(512) 233-0801
ztevans@txcityattorney.com

Danielle Folsom

Assistant City Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-6308
danielle.folsom@houston.tx.gov

Cora Marie Garcia

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Jeffrey Giles

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

James L. Dougherty, Jr.

Attorney at Law

12 Greenway Plaza, Ste 1100
Houston, TX 77046-1201
(713) 880-8808
jim@jldjr.com

Thomas Duesler

Senior Assistant City Attorney
City of Beaumont
PO Box 3827
Beaumont, TX 77704-3827
(409) 880-3715
Thomas.Duesler@beaumonttx.gov

Slater C. Elza

City Attorney
City of Sudan
PO Box 9158
Amarillo, TX 79105-9158
(806) 227-2112
slater.elza@uwlaw.com

Mary Kay Fischer

City Attorney
City of Friendswood
910 S Friendswood Dr.
Friendswood, TX 77546-4856
(281) 996-3200
mfischer@friendswood.com

Julie Y. Fort

Partner
Messer, Rockefeller & Fort, P.L.L.C.
6371 Preston Rd Ste 200
Frisco, TX 75034-7980
(972) 668-6400
Julie@txmunicipallaw.com

Mike Garner

Asst City Attny/Municipal Ct Prosecutor
City of Baytown
PO Box 424
Baytown, TX 77522-0424
(281) 420-6506
mike.garner@baytown.org

Jessica Gooch

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
Tommi.Eanes@houston.tx.gov

Timothy Douglass

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

John Dugdale

Of Council
Bojorquez Law Firm, PC
12325 Hymeadow Dr Ste 2-100
Austin, TX 78750-1847
(512) 250-0411
john@texasmunicipallawyers.com

Terri L. Evans

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Donald J. Fleming

Chief-Labor, Emp, Civil Rights Section
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Rashaad V. Gambrell

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Moustapha Gassama

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Guy N. Goodson

City Attorney
City of Orange
PO Box 4915
Beaumont, TX 77704-4915
409-654-6730
ggoodson@germer.com

Dick H. Gregg, Jr.

President
Gregg & Gregg, P.C.
16055 Space Center Blvd
Houston, TX 77062-6259
(281) 480-1211
dgreggj@gregg-gregg.com

Stephanie Harris

City Attorney
City of Paris
PO Box 9037
Paris, TX 75461-9037
(903) 785-7511
sharris@paristexas.gov

Michael C. Hayes

City Attorney
City of Kerrville
701 Main Street
Kerrville, TX 78028-5301
(830) 258-1115
mike.hayes@kerrvilletx.gov

John J. Hightower

Managing Partner
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
jhightower@olsonolson.com

Arva Lynette Howard

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

E. Joyce Iyamu

City Attorney
City of Missouri City
1522 Texas Pkwy
Missouri City, TX 77489-2170
(281) 403-8660
ejiyamu@missouricitytx.gov

Evelyn Kimeu

Texas Municipal League
1821 Rutherford Ln Ste 400
Austin, TX 78754-5101
(512) 231-7400
evelyn@tml.org

Leann Guzman

Sr. Assistant City Attorney - Section Chief
City of Fort Worth
200 Texas Street
Fort Worth, TX 76102-6314
(817) 392-8973
leann.guzman@fortworthtexas.gov

Pete Haskel

Of Counsel
Bojorquez Law Firm, PC
12325 Hymeadow Dr Ste 2-100
Austin, TX 78750-1847
(512) 250-0411
pete@texasmunicipallawyers.com

Ryan S. Henry

Principal
Law Offices of Ryan Henry, PLLC
PO Box 593406
San Antonio, TX 78259-0220

Karen L. Horner

Assistant City Attorney
City of Baytown
PO Box 424
Baytown, TX 77522-0424
(281) 420-6508
karen.horner@baytown.org

Rahat Huq

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Nneka Kanu

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Deanie M. King

Assistant City Attorney
City of Baytown
PO Box 424
Baytown, TX 77522-0424
(281) 420-5851
deanie.king@baytown.org

Patricia Harris

City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Leah Hayes

Senior Associate Attorney
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
lhayes@olsonllp.com

Robert Higgason

Senior Assistant City Attorney

PO Box 1562
Houston, TX 77251-1562
(832) 393-6481
robert.higgason@houstontx.gov

Scott Houston

Deputy Executive Director and General
Counsel
Texas Municipal League
1821 Rutherford Ln Ste 400
Austin, TX 78754-5101
(512) 231-7400
shouston@tml.org

Victoria Huynh

Deputy City Attorney
City of Plano
PO Box 860358
Plano, TX 75086-0358
(972) 941-7313
victoria@plano.gov

Steven M. Kean, JD, JD

Deputy City Attorney
City of Tyler
PO Box 2039
Tyler, TX 75710-2039
(903) 531-1161
skean@tylertexas.com

Jennifer A. Knox-Walker, Esq., CPM, Esq., C

Assistant City Attorney III
City of Plano
PO Box 860358
Plano, TX 75086-0358
(972) 941-7127
jenniferwa@plano.gov

Thomas Leeper

First Assistant City Attorney
City of Bryan
PO Box 1000
Bryan, TX 77805-1000
(979) 209-5152
tleeper@bryantx.gov

Ronald Lewis

City Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
ronald.lewis@houstontx.gov

Akilah Mance

Associate

Skye Masson

First Assistant City Attorney
City of Georgetown
PO Box 409
Georgetown, TX 78627-0409
(512) 930-8158
skye.masson@georgetown.org

William M. McKamie

Senior Partner
McKamie Krueger, LLP
401 E. Sonterra Blvd, Suite 375
San Antonio, TX 78258-4321

mick@mckamiekrueger.com

Kimberly Mickelson

City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
kmickelson1@me.com

Anne L. Morgan

City Attorney
City of Austin
PO Box 1088
Austin, TX 78767-1088
(512) 974-2507
anne.morgan@austintexas.gov

Jaqueline I. Leguizamon

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Bill Longley

Legislative Counsel
Texas Municipal League
1821 Rutherford Ln Ste 400
Austin, TX 78754-5101
(512) 231-7400
bill@tml.org

Elissa Marek

Assistant City Attorney
City of Georgetown
PO Box 409
Georgetown, TX 78627-0409
(512) 930-8158
elissa.marek@georgetown.org

Maleshia B. McGinnis

City Attorney
City of North Richland Hills
PO Box 820609
North Richland Hills, TX 76182-0609
(817) 427-6000
mmcginnis@nrhtx.com

Mary McKerall

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Paige Mims

City Attorney
City of Plano
PO Box 860358
Plano, TX 75086-0358
(972) 941-5235
paigem@plano.gov

Brandon Morris

Attorney
Randle Law Office Ltd., LLP
820 Gessner Ste 1570
Houston, TX 77024-4494
(281) 657-2000
brandon@jgradyrandlepc.com

Katie Leininger

Assistant City Attorney
City of Pearland
3519 Liberty Dr
Pearland, TX 77581-5416
(281) 652-1600
kleininger@pearlandtx.gov

Sameera Kapasi Mahendru

Assistant City Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
sameera.mahendru@houstontx.gov

Lisa Mares

Owner
Mares Law Firm

lisa@mareslawfirm.com

Mari McGowan

Abernathy Roeder Boyd & Hullett P.C.
1700 Redbud Blvd Ste 300
McKinney, TX 75069-3276
(214) 544-4000
mmcgowan@abernathy-law.com

Charles F. McNabb

City Attorney
City of Georgetown
PO Box 409
Georgetown, TX 78627-0409
(512) 930-8158
charlie.mcنabb@georgetown.org

Randall Montgomery

Partner
D. Randall Montgomery & Associates,
P.L.L.C.
12400 Coit Rd Ste 560
Dallas, TX 75251-2073
(214) 292-2602
rmontgomery@drmlawyers.com

Regina Moss

Assistant City Attorney
City of Tyler
PO Box 2039
Tyler, TX 75710-2039
(903) 531-1106
rmoss@tylertexas.com

Emily J. Nelson

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Eric Nguyen

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Jenny Nguyen

City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
Jenny.Nguyen@houstontx.gov

Lan Pham Nguyen

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

David William Olson

Partner
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
dolson@olsonllp.com

J. Frank Onion, III

First Assistant City Attorney
City of New Braunfels
550 Landa St.
New Braunfels, TX 78130-6110
(830) 221-4004
fonion@nbtexas.org

Bertha A. Ontiveros

Senior Associate Attorney
Bojorquez Law Firm, PC
12325 Hymeadow Dr Ste 2-100
Austin, TX 78750-1847
(512) 250-0411
Bertha@TexasMunicipalLawyers.com

Kuruvilla Oommen

City Attorney
City of Irving
825 W Irving Blvd
Irving, TX 75060-2845
(972) 721-2541
koommen@cityofirving.org

Kevin D. Pagan

City Attorney
City of McAllen
PO Box 220
McAllen, TX 78505-0220
(956) 681-1090
kpagan@mcallen.net

Dorothy G. Palumbo

Of Counsel
Bojorquez Law Firm, PC
12325 Hymeadow Dr Ste 2-100
Austin, TX 78750-1847
(972) 971-1151

Deidra Penny

Deputy City Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-6246
deidra.penny@houstontx.gov

Kathleen Perdon

Assistant City Attorney
City of Waco
PO Box 2570
Waco, TX 76702-2570
(254) 750-5680
kathleenp@wacotx.gov

Ignacio Perez

Senior Associate
Bojorquez Law Firm, PC
12325 Hymeadow Dr Ste 2-100
Austin, TX 78750-1847
(512) 250-0411
ignacio@texasmunicipallawyers.com

Arthur Val Perkins

City Attorney
City of El Lago
1000 Louisiana, Suite 2000
Houston, TX 77002-5018
(713) 276-5500
VPerkins@foley.com

Arthur L. Pertile, III

Partner
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(254) 772-2700

Barbara Pierce

City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
barbara.pierce@houstontx.gov

Lawrence Gene Provins

Assistant City Attorney
City of Pearland
3519 Liberty Dr
Pearland, TX 77581-5416
(281) 652-1666
lprovins@pearlandtx.gov

Deborah Pullum

City Attorney
City of Tyler
PO Box 2039
Tyler, TX 75710-2039
(903) 531-1161
dpullum@tylertexas.com

Derra Purnell

Attorney
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
dPurnell@olsonllp.com

Ignacio Ramirez, Sr.

City Attorney
City of Baytown
PO Box 424
Baytown, TX 77522-0424
(281) 420-6506
ignacio.ramirez@baytown.org

Vanessa Ramirez

Assistant City Attorney
City of Odessa
PO Box 4398
Odessa, TX 79760-4398
(432) 335-4105
vramirez@odessa-tx.gov

Melinda Ramos

Sr Assistant City Attorney/Section Chief
City of Fort Worth
200 Texas Street
Fort Worth, TX 76102-6314
(817) 392-6193
melinda.ramos@fortworthtexas.gov

Judith Rawls

Police Admin. Legal Counsel
City of Beaumont
255 College Street
Beaumont, TX 77701-3525
(409) 880-3839
jrawls@beaumonttexas.gov

Jennifer Richie

City Attorney
City of Waco
PO Box 2570
Waco, TX 76702-2570
(254) 750-5687
jenniferr@wacotx.gov

Sharon Roberts

Sr. Assistant City Attorney
City of Tyler
PO Box 2039
Tyler, TX 75710-2039
(903) 531-1163
sroberts@tylertexas.com

Sherri Russell

City Attorney
City of Lake Jackson
5-B Oak Dr
Lake Jackson, TX 77566-5207
(979) 415-2752
srussell@lakejacksontx.gov

Erin Selvera

Associate Attorney
Bojorquez Law Firm, PC
12325 Hymeadow Dr Ste 2-100
Austin, TX 78750-1847
(512) 250-0411
eselvera@texasmunicipallawyers.com

Loren B. Smith

Partner
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
lsmith@olsonolson.com

Judith L. Ramsey

Chief, General Litigation Section
City of Houston
PO Box 368
Houston, TX 77001-0368
(832) 393-6468
Judith.Ramsey@houstontx.gov

Sharae Reed

First Asst. City Attorney
City of Beaumont
PO Box 3827
Beaumont, TX 77704-3827
(409) 880-3175
sreed@beaumonttexas.gov

Meredith Riede

City Attorney
City of Sugar Land
2700 Town Center Blvd North
Sugar Land, TX 77479-1280
mriede@sugarlandtx.gov

Sandra W. Robinson

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Ron Sandberg

Senior Assistant City Attorney
City of Houston
900 Bagby, 4th Floor
Houston, TX 77002
(832) 393-6384
ron.sandberg@houstontx.gov

Drew Shirley

Associate
Randle Law Office Ltd., LLP
820 Gessner Ste 1570
Houston, TX 77024-4494
(281) 772-9327

Shea Smith

Assistant City Attorney
City of Sugar Land
2700 Town Center Blvd North
Sugar Land, TX 77479-1280
(281) 275-2715
dssmith@sugarlandtx.gov

J. Grady Randle

City Attorney
Randle Law Office Ltd., LLP
820 Gessner Ste 1570
Houston, TX 77024-4494
(281) 657-2000
grady@jgradyrandlepc.com

Amanda Rice

Deputy City Attorney
City of Temple
2 North Main, Suite 308
Temple, TX 76501-7659
(254) 298-5674
price@templetx.gov

Dawn Roberts

Assistant City Attorney
City of Arlington
PO Box 90231
Arlington, TX 76004-3231
(817) 459-6878
dawn.roberts@arlingtontx.gov

Louis Rossitto

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

John Schneider

City of Pasadena
PO Box 672
Pasadena, TX 77501-0672
(713) 475-5501
jschneider@ci.pasadena.tx.us

Molly Shortall

Assistant City Attorney
City of Arlington
PO Box 90231
Arlington, TX 76004-3231
(817) 459-6878
molly.shortall@arlingtontx.gov

Janet Spugnardi

Deputy City Attorney
City of Irving
PO Box 152288
Irving, TX 75015-2288
(972) 721-2600
jspugnardi@cityofirving.org

Cynthia Holden Steiner

Senior Assistant City Attorney
City of Mesquite
PO Box 850137
Mesquite, TX 75185-0137
(972) 216-6376
csteiner@cityofmesquite.com

Deidra Sullivan

Asst. City Attorney
City of Houston
900 Bagby St.
Houston, TX 77002-2527
(832) 393-6299

Valecia R. Tizeno

City Attorney
City of Port Arthur
PO Box 1089
Port Arthur, TX 77641-1089
(409) 983-8129
val.tizeno@portarthurtx.gov

Nicole Warren

Deputy City Attorney
City of Temple
PO Box 207
Temple, TX 76503-0207
(254) 298-5674
nwarren@templetx.gov

Diane Wetherbee

820 Shallowater Dr
Allen, TX 75013-4759
(214) 801-9006

Dustin Wilson

Assistant City Attorney
City of Tyler
PO Box 2039
Tyler, TX 75710-2039
(903) 531-1131
dswilson@tylertexas.com

Yolanda Lynn Woods

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

G. Todd Stewart

Partner
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
tstewart@olsonolson.com

Ondrea Taylor

Assistant City Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000
ondrea.taylor@houstontx.gov

Michelle Lavon Villarreal, J.D., J.D.

Deputy City Attorney
City of League City
300 W Walker St
League City, TX 77573-3837
(281) 554-1016
Michelle.Villarreal@leaguecitytx.gov

G. Chadwick Weaver

City Attorney
City of Lubbock
1625 13th St
Lubbock, TX 79401-3830
(806) 775-2222
cweaver@mylubbock.us

Charles Williams

Of Counsel
Olson & Olson, L.L.P.
2727 Allen Pkwy Ste 600
Houston, TX 77019-2133
(713) 533-3800
cwilliams@olsonllp.com

Marcus L. Winberry

City Attorney
City of Conroe
PO Box 3066
Conroe, TX 77305-3066
(936) 760-4687
mwinberry@cityofconroe.org

Jim Wright

City Attorney
City of Livingston
200 W Church St
Livingston, TX 77351-3213
(936) 327-4311
cityattorney@livingston.net

Ronald D. Stutes

City Attorney
Potter Minton
110 N College Ave Ste 500
Tyler, TX 75702-7214
(903) 597-8311
ronstutes@potterminton.com

Zindia T. Thomas

Assistant General Counsel
Texas Municipal League
1821 Rutherford Ln Ste 400
Austin, TX 78754-5101
(512) 231-7400
zthomas@tml.org

Carly Wall

City Attorney
City of Port Lavaca
PO Box 9
Port Lavaca, TX 77979-0009
(361) 552-2971
carly@portlavacalaw.com

Terrence S. Welch

Partner
Brown & Hofmeister, L.L.P.
740 E Campbel Rd #800 LB-B12
Richardson, TX 75081-6757
(214) 747-6100
twelch@bhlaw.net

Enid Williams

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Cynthia Withers

Senior Assistant City Attorney
City of Arlington
PO Box 90231
Arlington, TX 76004-3231
(817) 459-6878
cynthia.withers@arlingtontx.gov

Jane Wu

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Mark R. Zamora

Attorney
City of Houston
PO Box 1562
Houston, TX 77251-1562
(832) 393-1000

Charles E. Zech, J.D. MPA

Partner
Denton Navarro Rocha Bernal & Zech, P.
C.
2517 N Main Ave
San Antonio, TX 78212-4685
(210) 227-3243
charles.zech@rampage-sa.com

Iryna Zolotar

Akers & Akers LLP
13625 Pond Springs Rd Ste 204
Austin, TX 78729-4400
(512) 600-2308
irynaztar@txcityattorney.com

Participants Listed 171

TAB

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Scott Houston

From: Scott Houston
Sent: Monday, September 10, 2018 3:56 PM
To: 'dianewetherbee@verizon.net'; 'Charlie McNabb'; Anita Burgess (Aburgess3929@yahoo.com)
Cc: 'Dottie Palumbo'; Heather Ford; Christy Drake-Adams
Subject: TCAA Nominating Committee Instructions
Attachments: 2018-2019 nominating committee report_alternative 1.doc; 2018-2019 nominating committee report_alternative 2.doc; Map of Board and Applicants 2018.pdf

Dear Dianne, Anita, and Charlie:

Please confirm that you have received this e-mail related to the TCAA Nominating Committee procedures.

On behalf of Dottie Palumbo, please allow me to thank you all for agreeing to serve on the 2018 committee. We received 14 applications (for comparison, we received 11 last year). All are top-notch attorneys who would be assets to the board.

Depending on whether you decide to follow the TCAA Board's one-time recommendation regarding the office of TCAA President (discussed below), there are either one or two director positions to fill this year, due to the customary succession plan of officers "rising through the ranks."

A list of the applicants for the vacant director position(s) is as follows in alphabetical order:

1. Barbara Boulware-Wells, THE KNIGHT LAW FIRM, Austin
2. Julie Fort, MESSER, ROCKEFELLER & FORT, Frisco
3. Sarah Griffin, DENTON, NAVARRO, ROCHA, BERNAL & ZECH, Austin
4. Leann Guzman, Director, City of Fort Worth
5. Rebecca Sanchez Hayward, DENTON, NAVARRO, ROCHA, BERNAL & ZECH, Harlingen
6. Ryan Henry, LAW OFFICES OF RYAN HENRY, San Antonio
7. Meredith Ladd, City Attorney, City of Carrollton
8. Kayla Landeros, City Attorney, City of Temple
9. Skye Masson, First Assistant City Attorney, City of Georgetown
10. Barbara Quirk, SHAHAN, GUEVARA, DECKER, ARROTT, Cedar Park
11. Sharae Reed, First Assistant City Attorney, City of Beaumont
12. Sharon Fisher Roberts, Senior Assistant City Attorney, City of Tyler
13. Clarissa Rodriguez, DENTON, NAVARRO, ROCHA, BERNAL, & ZECH, San Antonio
14. Daniel Santee, DENTON, NAVARRO, ROCHA, BERNAL, & ZECH, San Antonio

The proposed 2018-2019 board list is attached in the form of a "Nominating Committee Report." We have prepared two alternative reports. All you need to do is select an applicant(s) to recommend to fill the vacant director position(s).

As you may have heard, Sylvia Firth left the City of El Paso last Spring. She has not yet secured appointment as a city or assistant city attorney for a TML member city. Because of that, she is not currently eligible to be elected TCAA president. Because of her long service, the TCAA board met by phone last month and by consensus recommended that you recommend her to serve as president anyway. If you choose to follow their recommendation, and Sylvia is elected by the membership but not yet eligible to serve at the time of election, she would be (in effect) "president-elect," and

would not become president unless she becomes eligible on or before January 15, 2019. If she does not become eligible by that date, the vacancy created by such situation would be filled as provided in the TCAA Constitution. To comply with the board's recommendation, use report "Alternative 1."

If you choose to not follow the recommendation of the TCAA Board, the customary succession would be followed and you would use the nominating committee report labeled "Alternative 2."

The applications of all the candidates are available in a combined pdf document (exactly how they were received) in alphabetical order here: <https://texascityattorneys.org/wp-content/uploads/2018/09/2018-Nominating-Committee-Packet.pdf>

In addition, a map showing the locations of each board member and applicant is attached.

Art Pertile is currently serving as the TCAA representative to the TML board of directors. His two-year term ends October 2018. The TML board representative is customarily filled by a TCAA past president. We do not "advertise" for the TML board position for that reason, i.e., there are a number of past presidents who still wish to serve in that capacity. It is up to you to decide who is the best past president for the position.

Here is a list of recent past presidents:

1. Charlie Zech, DENTON, NAVARRO, ROCHA, BERNAL & ZECH, San Antonio (Past President 2011-2012)
2. Marcus Norris, Deputy City Attorney, City of Amarillo (Past President 2012-2013, served one year of a two-year term due to resignation)
3. Frank Garza, DAVIDSON, TROILO, REAM & GARZA, San Antonio (Past President 2013-2014)
4. Mary Kay Fischer, City Attorney, City of Angleton (Past President 2014-2015)
5. Kathy Davis, City Attorney, City of Killeen (Past President 2015-2016)
6. Karen Horner, First Assistant City Attorney, City of Baytown (Past President 2016-2017)

The vote on the appointments will take place at the business meeting RIGHT AFTER LUNCH at our fall CLE meeting at the George R. Brown Convention Center in Houston on October 19, 2018, at approximately 1:55 p.m. Please designate one member of the committee to present the committee's report at that time. Customarily, the committee meets or visits at some point prior to the TCAA Fall Meeting to decide on its recommendation. One member will then read the slate of nominees (the "Nominating Committee Report") and the president will call for a vote of the membership on the report.

Please let me know if you have any questions at any time. My cell is 512.791.4158.

Scott Houston
Deputy Executive Director and General Counsel
Texas Municipal League
General Counsel
Texas City Attorneys Association
1821 Rutherford Lane, Suite 400
Austin, Texas 78754
512-231-7400
www.tml.org
shouston@tml.org

Empowering Texas cities to serve their citizens.

Please be advised that the information in this e-mail is provided for informational purposes only. Neither this communication, nor any other communication with the Texas Municipal League (TML), creates an attorney-client relationship between the TML legal department or its attorneys and you or your city or any third party. Once received by a city official, this communication may be subject to public release. Every city official and employee should consult with local legal counsel to ensure that any information or documents comply with current law and the particular facts of each situation.

Alternative 1: If the Nominating Committee chooses to follow the recommendation of the TCAA Board, Sylvia Firth will be nominated for the 2018-2019 TCAA board president position. Please note, if she is elected, and if she not eligible to serve (under current rules) at the time of election, she will be (in effect) "President-elect," and would not become President unless she becomes eligible on or before January 15, 2019. If she does not become eligible by that date, the vacancy created by such situation would be filled as provided in the TCAA Constitution.

TCAA Nominating Committee Report

October 19, 2018

Committee Members: (1) Charlie McNabb, City Attorney, Georgetown; (2) Anita Burgess, Retired Denton City Attorney; and (3) Diane Wetherbee, Retired Plano City Attorney.

President

Sylvia Firth, El Paso

First Vice-President

Paige Mims, City Attorney, City of Plano

Second Vice-President

Alan Bojorquez, The Bojorquez Law Firm, Austin

Recorder

Ron Stutes, Potter Minton, Tyler

Directors

Kuruvilla Oommen, City Attorney, City of Irving

Slater Elza, Underwood Law Firm, Amarillo

Kevin Pagan, City Attorney, City of McAllen

Jennifer Richie, City Attorney, City of Waco

To be filled: _____

Past President

Dottie Palumbo, The Bojorquez Law Firm, Austin

TML Board Representative

To be filled: _____

Alternative 2: If the Nominating Committee does not follow the recommendation of the TCAA Board to nominate Sylvia Firth as the 2018-2019 TCAA board president position, the customary succession would be as follows:

TCAA Nominating Committee Report

October 19, 2018

Committee Members: (1) Charlie McNabb, City Attorney, Georgetown; (2) Anita Burgess, Retired Denton City Attorney; and (3) Diane Wetherbee, Retired Plano City Attorney.

President

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Slater Elza, Underwood Law Firm, Amarillo

Kevin Pagan, City Attorney, City of McAllen

Jennifer Richie, City Attorney, City of Waco

To be filled: _____

To be filled: _____

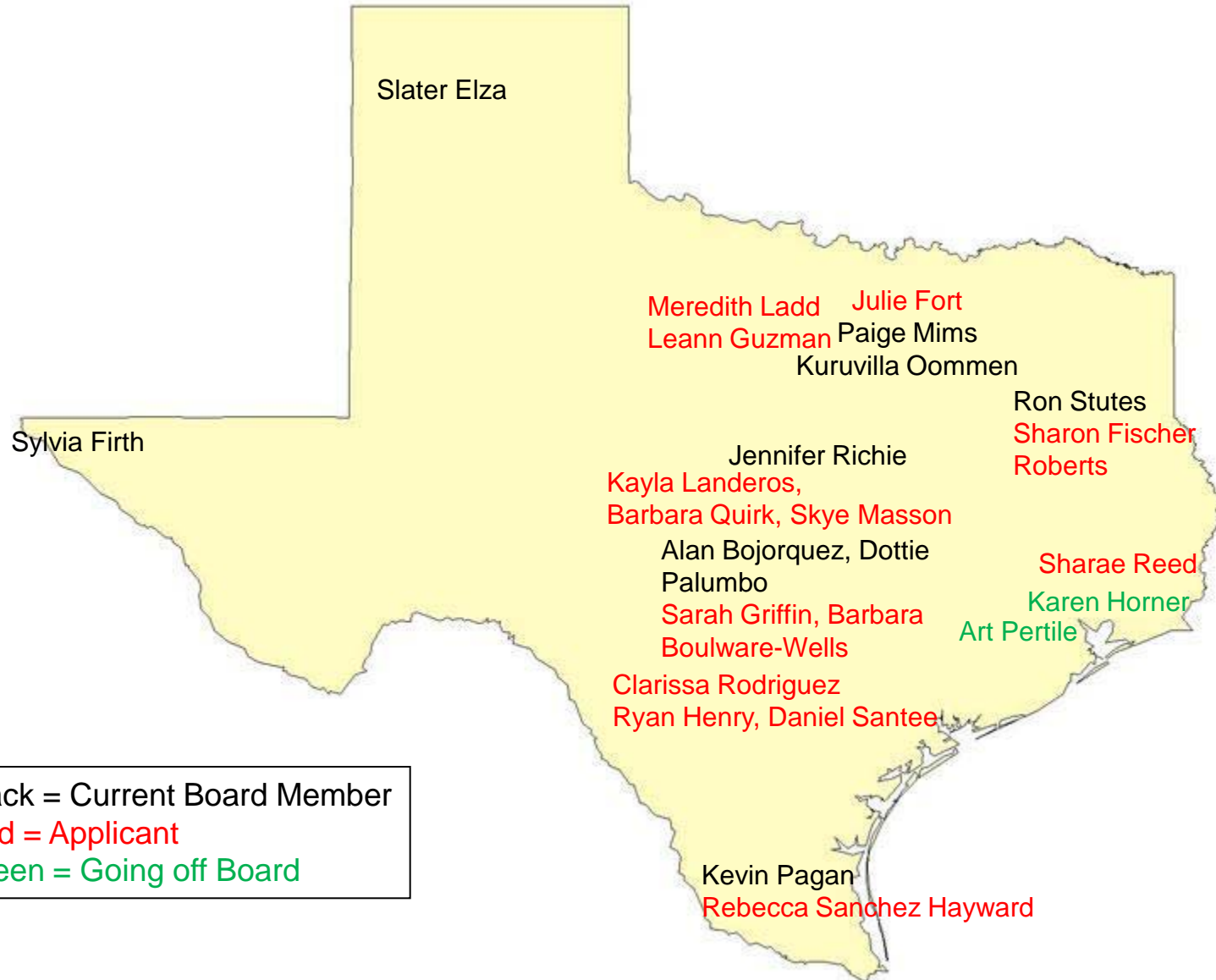
Past President

Dottie Palumbo, The Bojorquez Law Firm, Austin

TML Board Representative

To be filled: _____

TCAA Current Board Members and Director Applicants



Black = Current Board Member
Red = Applicant
Green = Going off Board

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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By completing and submitting this application, I hereby attest to the following:

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- I understand that service on the Board is voluntary, and that I am responsible for my own expenses.

Name: Barbara Boulware-Wells

Position: Principal-Partner, The Knight Law Firm, LLP

Address: 223 West Anderson Lane, Suite A-105, Austin, Texas 78752

Phone: 512-323-5778

Email: bbw@cityattorneytexas.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

Note: the TCAA Constitution also provides that additional nominations may be made from the floor.

The Knight Law Firm, LLP
Attorneys at Law

Executive Office Terrace Suites
223 West Anderson Lane
Suite A-105
Austin, Texas 78752
Tel: 512.323.5778
Fax: 512.323.5773
www.cityattorneytexas.com
attorneys@cityattorneytexas.com

August 31, 2018

Ms. Christy Drake-Adams
TCAA Assistant General Counsel
Texas Municipal League
Members of the TCAA Nominations Committee

Christy@tml.org

RE: Application for service on the TCAA Board together with Experience and Reasons
for Serving on the TCAA Board

Dear Christy and members of the TCAA Nominations Committee,

Please accept this letter in conjunction with my application for service on the TCAA
Board of Directors or for the position of TML Board Representative.

I graduated from Texas Tech Law School in May 1991. My first job was as General Counsel for an international environmental and engineering firm that worked with numerous local governments in Texas, Oklahoma, Louisiana and Mexico. I worked there for five years. Thereafter, I worked at TNRCC, the predecessor agency of the TCEQ, with duties tied to Superfund activities and cleanup, contracting and special projects from the Directors' offices. I then worked at the Texas Railroad Commission in the General Counsel's office. Having become very familiar with governmental and administrative law, I was presented an opportunity to become Assistant City Attorney for Cedar Park, while serving on the newly created Community Development Corporation. Beginning in 2000, I remained there for over three years. I have continued to represent municipal and other local governmental entities ever since. I have worked in various firms in the area as well as being co-owner of law firms (twice) who specialize in local government law.

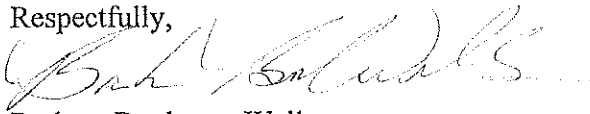
Today I am City Attorney for the Cities of Goliad, San Saba, Santa Anna, Lorena, Highland Haven, The Hills, Milano, Holland and Dublin. I also do work for Leander, Manor, Kyle, and several other cities. I additionally serve as attorney for Copperas Cove Economic Development Corporation and general counsel for Post Oak Savannah Groundwater Conservation District. In summary I have 27+ years working with, for and representing governmental entities. The last 18 years have been exclusively for cities.

I have presented papers at TCAA annual meetings and TML regional seminars. I am on the planning committee and have presented at UT-Land Use Conference. I have presented at numerous other conferences and workshops, as well as provided seminars for our various clients. I have been a member of TCAA since 2001 and received the Merit Certification in Municipal Law in 2009.

As to the reasons that I would like to serve on the TCAA Board, I look at the role of the TCAA and its affiliation with TML. TCAA is a critical component in the overall municipal areas promoted and protected by TML. Being part of such body and ultimately such Board, I would have an ability to continue to work with and foster the importance of municipal representation and public service to our communities. The Board continues to provide and showcase the distinguished colleagues that are in our area of the law. It would be an honor to serve alongside as a Board member where I would hope to add to and continue to serve the various municipal communities by fostering dedication to integrity, ethics and a sense of moral duty in and from our local public officials and the positions they hold within their community.

Thank you for considering my application.

Respectfully,

A handwritten signature in cursive script, appearing to read 'Barbara Boulware-Wells', written in dark ink.

Barbara Boulware-Wells

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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Name: Julie Fort

Position: Partner

Address: 6371 Preston Road, Suite 200, Frisco, Texas 75034

Phone: 972-668-6400

Email: julie@txmunicipallaw.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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Brief description of reasons for wishing to serve on the Board is that I would like to:

1. Provide the perspective, share the resources and contribute information on legal issues affecting many cities of all sizes based upon knowledge from the 27 cities our Frisco office serves as the City Attorney, plus the other communities where we are outside special counsel and litigation counsel (currently only 3 of the 10 Board members work for a firm);
2. Promote the rewards serving communities and the City Attorney profession to younger attorneys to help instill the values and ethics to become a future successful leader of the profession and ensure development of future City Attorneys;
3. Desire to use my creative energy to contribute productively to strengthening TCAA and the profession; and
4. Assist members of the profession in continuing to use and build valuable networks for all members to share information and work together on issues that are important to cities.

Julie Fort's brief description of municipal law experience:

1. Recently completed documents and negotiations on behalf of Midlothian's Type A corporation for Google to build a large data center, as reported in the Dallas Business Journal on July 31, 2018.
2. Over 20 years of municipal law experience.
3. Currently designated as City Attorney for cities ranging from 1,000 in population to over 20,000 in population, and also represent Type A and Type B corporations.
4. Regularly teach other attorneys by speaking at UT Land Use Law and other CLE conferences.
5. Extensive experience with many PIDs, TIRZs and other special districts.
6. Former Frisco Planning & Zoning Commissioner and former member of McKinney Economic Development Board of Directors.
7. Former President of the Government Lawyers Section of the State Bar of Texas.
8. Named among Best Lawyers in Dallas in Land Use Law by *D Magazine*, 2009 and 2011.
9. More detailed information is available at www.txmunicipallaw.com.

DALLAS

6371 Preston Rd., Suite 200
Frisco, TX 75034
P 972-668-6400 F 972-668-6414
Toll Free 1 855 668 6400

MESSER, ROCKEFELLER & FORT, PLLC

www.txmunicipallaw.com

ABILENE

500 Chestnut Street, Suite 1601
Abilene, TX 79602
P 325 701 7960 * F 325 701 7961

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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Name: Sarah Griffin
Position: Senior Associate, DNRB & Z
Address: 2500 W. William Cannon, Ste 609, Austin TX. 78745
Phone: 512.279.6431
Email: sarah.griffine.rampage-aus.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

Note: the TCAA Constitution also provides that additional nominations may be made from the floor.

Sarah Griffin
Senior Associate
Denton, Navarro, Rocha, Bernal & Zech

Brief Description of Municipal Law experience:

I have been a Senior Associate with Denton, Navarro, Rocha, Bernal & Zech since 2016. I am currently an Assistant City Attorney and the primary Attorney for the City of Brady, and am an Assistant City Attorney for the cities of Pflugerville and Wimberley. I am an outside Counsel for the City of Austin for Collective Bargaining, and am active as Counsel for several Economic Development Corporations. I assist the City of Garden Ridge with issues relating to its quarry and am active on several litigation projects with the firm.

I have been a full-time municipal attorney for 29 years, both as in-house and outside counsel. My first job out of law school was as an Assistant City Attorney and later City Attorney for the City of Leon Valley, Texas where I remained for 10 years. I then moved my practice to my hometown of Freeport, Illinois where I was recruited to be City Attorney and where I stayed for 17 years, until my daughter was in college. I moved back to Texas recently and was pleased to join DNRB&Z, as I had prior associations with both Lowell Denton and Susan Rocha.

I have handled most aspects of general and home rule municipal law including advising City Councils, City Managers, and staff on issues ranging from zoning, development, and land use law to election, TPIA, and charter issues. I focus much of my practice on employment matters including EEOC claims and disciplinary actions and appeals.

I am a member of the TCAA, the IMLA, and the Austin Bar Association, and am admitted to practice in the U.S. District Court for the Western District of Texas.

Brief description of reasons for wishing to serve on the Board:

Now that I am reestablished in Texas I would like to serve on the TCAA Board for both selfish and unselfish reasons.

Selfish: Networking both socially and professionally. I find TCAA a great opportunity to talk with other attorneys about issues that affect all of our cities and to glean different perspectives on what solutions work and what solutions may be problematic. It's kind of a cheat sheet on to how handle certain situations. It's nice to be in a room or on a list-serve with people who have the same interests. My husband is getting bored of my work talk.

Unselfish: When I left Texas to go to Illinois, I had been attending TCAA conferences for 10 years. When I went to Illinois the parallel conferences were not even close when it came to quality and timeliness of issues. The Illinois conferences would cover only issues that I had already read about and was up to speed on. I was extremely disappointed. Now that I am back in Texas, I am once again pleased to go to TCAA conferences. I think from an unselfish perspective, I would be able to assist in keeping the educational standards up to speed. I think the length and breadth of my experiences would be beneficial to the organization and bring a fresh perspective.

Texas City Attorneys Association (TCAA)
Board of Directors
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Name: Leann Guzman

Position: Director

Address: City of Fort Worth, 200 Texas Street, Fort Worth, TX 76102

Phone: 817-392-8973

Email: Leann.Guzman@fortworthtexas.gov

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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THE "WHY" FOR TCAA BOARD SERVICE

LEANN GUZMAN

Board service is important to me for two main reasons:

1. To make a great thing even greater. Texas City Attorneys Association is the primary professional organization specific to the job that municipal attorneys do. It does a great job as it provides valuable resources, helps build relationships and connections, and educates and develops city attorneys.

However, large city attorney's offices in Texas are underrepresented (by their own fault, most likely) on the TCAA board. Fort Worth is the 5th largest city in Texas, and as a member of the Fort Worth City Attorney's Office for almost 15 years, I'm familiar with most of the issues facing bigger cities. I would like to help make a great organization even better by being a voice from the larger cities, while still recognizing that the majority of the members of TCAA are representing smaller cities and towns.

2. To grow professionally. My goal is to be the City Attorney of Fort Worth, and anything I can do to grow professionally now will help me in that role in the future. Being on the board will broaden my knowledge of issues facing cities as we plan to assist municipal attorneys across the state; it will create connections and relationships that will be mutually beneficial; and it will show Fort Worth leaders that I'm committed to this field in a special way.

MUNICIPAL LAW EXPERIENCE

LEANN GUZMAN

2004-2005: Prosecutor in municipal court

2005-present: Transactional attorney in the City Attorney's Office, with increasing areas of responsibility and a wide range of experience. I've moved from Assistant City Attorney, to Assistant City Attorney II (2009), Senior Assistant City Attorney (2011), and Section Chief of the Real Estate and City Facilities Section (2013 – present). In those positions I've worked in the following areas:

- Legal Counsel to various boards and commissions, including Crime Control and Prevention District, Art Commission, Tax Increment Financing District Boards, Infrastructure and Transportation Committee (Council committee), and Fort Worth Local Development Corporation
- Primary advisor to specific departments on contractual and legal compliance issues, including the Fire and Police Departments, Emergency Management, and the Budget Department
- Advisor to the Housing and Economic Development Department on contractual issues and legal compliance for federally-funded programs, including Community Housing Development Organizations and Low Income Housing Tax Credit projects
- Drafted legislation important to Fort Worth and testified before State congressional hearing
- Negotiated and closed a large volume of real estate transactions, including the (i) \$26M sale of a mixed-use building that was a catalyst project for revitalizing the south end of downtown, and (ii) the ground lease for the new 14,000 seat multipurpose arena being built through a public-private partnership in Fort Worth
- Managed the work of attorneys in my section, including issues related to construction and development, park and community center, affordable housing, aviation, public art, public events, and more.

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Name: Rebecca Sanchez Hayward

Position: Associate Attorney

Address: 701 E. Harrison Suite. #1 Harlinge, Texas 78550

Phone: 956-421-4904

Email: rhayward@rampage-rgv.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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August 31, 2018

**Re: Rebecca Sanchez Hayward
TCAA Board of Director Application Attachment**

Please attach a brief description of your municipal law experience.

I am an attorney with the Firm Denton, Navarro, Rocha, Bernal & Zech P.C. and have been with the firm since 2011.

My practice involves the representation of governmental entities as general and special counsel advising clients on all aspects of municipal law. Specifically, I am the City Attorney for the cities of La Feria, and Falfurrias and an Assistant City Attorney for the City of Harlingen. Additionally, I work as special counsel for the cities of Gregory, Alice, South Padre Island, Brownsville, Pharr, San Juan, and San Benito. We also serve as special counsel for the Lower Rio Grande Valley Development Counsel, and the Cameron County Regional Mobility Authority.

I work closely with our municipal Police and Fire Departments and I represent cities in collective bargaining negotiations with fire and police unions. Most recently in the past few months, I handled the Collective Bargaining Negotiations for six contracts in the cities of San Benito, Alice, San Juan, and Laredo. On a day to day basis, I advise municipal civil service department heads in all aspects of the Texas Civil Service Act including contested disciplinary proceedings and litigation of civil service issues. The cities I represent and work with closely include the City of Pharr, San Benito, Alice, San Juan, Harlingen, and Brownsville.

My practice also involves litigation in which I routinely defend government employers in labor and employment issues involving claims arising from the Whistleblower Act, First Amendment, due process, FMLA, and discrimination and harassment claims made pursuant to Title VII, ADEA, ADA, and state laws.

I earned my Bachelor of Arts from Texas A & M International University in Laredo, Texas in 2008 where I was honored to have ran Cross Country as a Dustdevil; and a proud graduate from Ave Maria School of Law in Naples Florida, where I earned my Juris Doctorate in 2011.

Please attach a brief description of your reasons for wishing to serve on the Board.

I lived in Laredo for most of my life and currently live in the Rio Grande Valley where I've been living for the past seven years. Border towns face special issues that are unique to the region and I want to be a part of the TCAA Board of Directors to represent our Texas City Attorney legal community in the RGV and other cities that are located on the border. I feel that my background and my experience in labor and employment, and specifically with civil service, would be an asset

to this board and our members. Additionally, I look forward to serving on the board as it would be a privilege to work alongside individuals with an immense wealth of knowledge in our field of representing municipalities.

Thank you for your consideration.

Rebecca Sanchez Hayward

Rebecca Sanchez Hayward

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Name: Ryan S. Henry

Position: Owner

Address: 1380 Pantheon Way Suit #110 San Antonio TX 78232

Phone: (210) 257-6357

Email: ryan.henry@rshlawfirm.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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I have represented municipalities my entire legal career. I graduated from Texas Tech School of Law in 1998 and passed the Bar that same year. While in school, I was a law clerk for the City of Lubbock starting in 1996. While working for the City of Lubbock, I received my third-year practice card and began trying jury trials in the Lubbock Municipal Court and in justice of peace precincts. Upon graduation, I began working for a firm in the Rio Grande Valley which did nothing but represent municipalities. I worked on assignments for representational from the Texas Municipal League Intergovernmental Risk Pool (TMLIRP). When I moved to San Antonio in 2002, I began working for a firm which focused in the same municipal law area. After ten years with the firm I set out on my own and formed my current firm. The focus remains targeted on municipalities.

I have served as a city attorney for multiple cities including Burnet and Hollywood Park. I currently am the city attorney for Grey Forest, Texas. I am special counsel for various governmental entities for specific subject matters including open government, annexations, land use, litigation, and appellate counsel. I currently sit on the State Bar Government Law Counsel as a board member. I am a frequent speaker for various seminars including the Texas City Attorney's Association, the Texas Municipal Court Education Center, and TMLIRP (attorney workshops).

In addition to the typical subject matter areas a city attorney encounters (public information requests, open meetings issues, employment law, etc.) I have specific skills in the areas of:

- Annexation
- Public Information Act litigation against the Texas Attorney General
- Municipal court
- Boundary disputes
- Land use
- Religious freedom issues
- Wildlife management
- Constitutional law
- Fair housing
- Sign ordinances
- First Amendment litigation
- Economic development

My updated resume is attached on the next page.

RYAN HENRY RÉSUMÉ

EDUCATION:

New Mexico State University
Attended 1991-1995
Graduated with dual bachelor's degrees in criminal justice and psychology

Texas Tech School of Law
Attended 1995-1998
Graduated with Juris Doctorate

Passed the Texas Bar and licensed in the State of Texas in November 1998

EMPLOYMENT

Willette & Guerra, LLP
1534 E 6th St., Suite 200
Brownsville, Texas 78520
Employed from 1998-2002

Denton, Navarro, Rocha & Bernal, P.C.
2517 N Main Avenue
San Antonio, Texas 78212
Employed from 2002-2012
Partner at the time of leaving

Law Offices of Ryan Henry, PLLC
1380 Pantheon Way, Suite 110
San Antonio, Texas 78232
Solo Practitioner from 2012- Present

In every firm I have been employed, including my own, the primary focus is the representation of local governmental entities such as municipalities, counties, and special districts. Job duties for all positions include general counsel work, litigation work, special project work.

BAR ADMISSIONS

Texas Supreme Court, 1998
U.S. District Court Southern District of Texas, 1998
U.S. Court of Appeals for the Fifth Circuit, 2002
U.S. District Court Western District of Texas, 2002
U.S. District Court Northern District of Texas, 2004
U.S. District Court Eastern District of Texas, 2008
United States Supreme Court, 2011

SPEAKING ENGAGEMENTS FOR THE LAST FOUR YEARS

Texas City Attorney's Association Speech Dates, Locations and Topic

- 2014 Fall Conference held October 2, 2014 in Houston, Texas.
Topic: *Recent State Cases of Interest to Cities*
- 2015 Summer Conference held May 3-5 in South Padre Island, Texas.
Topic: *Notice*
- 2016 Summer Conference held June 15-17 in Bastrop, Texas.
Topic: *The City Council and Municipal Court Judge*
- 2017 Fall Conference held October 5, 2017 in Houston, Texas.
Topic: *Civil Appeals out of your own Municipal Court, what do you Need to Know?*
- 2018 Fall Conference to be hold October 19, 2018 in Houston, Texas
Topic: *What to do when the Feds Come Knocking*

Texas Municipal Courts Education Center Speech Dates, Locations and Topic

- 2014 TMCEC Regional Judges Seminar held February 16-18 in Galveston, Texas.
Topic: *Notice: Do You Know What You Are Accused of and Where You Are Supposed to Be?*
- 2014 TMCEC New Judges Seminar held July 14-18 in Austin, Texas.
Topic: *Introduction to Ordinances*
- 2014 TMCEC Regional Judges Seminar held October 20-22 in Tyler, Texas.
Topic: *Notice: Do You Know What You Are Accused of and Where You Are Supposed to Be?*
- 2015 TMCEC Regional Judges Seminar held January 5-7 in San Antonio, Texas.
Topic: *Notice*
- 2015 TMCEC Prosecutors Conference held March 8-10 in Dallas, Texas.
Topic: *Notice*
- 2015 TMCEC Prosecutors Conference held June 21-23 in Austin, Texas.
Topic: *Notice*
- 2015 TMCEC New Judges Seminar held July 6-10 in Austin, Texas.
Topic: *Introduction to Ordinances*
- 2015 TMCEC New Judges Seminar held December 9, 2015 in Austin, Texas.
Topic: *Ordinances*
- 2016 TMCEC Conference held February 25 via webinar.
Topic: *Civil Enforcement*
- 2016 TMCEC Clerk's Conference held November 16 in Austin, Texas.
Topic: *"Dissecting the Citation"*
- 2017 TMCEC Clerk's Conference held January 10 in San Antonio, Texas.

Topic: *"Dissecting the Citation"*

- 2017 TMCEC Clerk's Conference held February 27 in Houston, Texas.
Topic: *"Dissection the Citation"*
- 2017 TMCEC Prosecutors Conference held March 22- 24 in San Marcos, Texas.
Topic: *What Goes Up: Dealing with Appeals*
- 2017 TMCEC Prosecutors Conference held June 26 - June 28 in Addison, Texas.
Topic: *What Goes Up: Dealing with Appeals*
- 2017 TMCEC New Judges Seminar held July 17-21 in Austin, Texas.
Topic: *Introduction to Ordinances*
- 2017 TMCEC New Judges Seminar held December 7, 2017 via Webinar.
Topic: *Notice*
- 2017 TMCEC New Judges Seminar held December 12 in Austin, Texas.
Topic: *Introduction to Ordinances*
- 2018 TMCEC Court Administrators Conference held on June 25-27 in San Antonio, Texas
Topic: *So you want to be a Court of Record?*
- 2018 TMCEC New Judges Seminar held on July 16-20 in Austin, Texas
Topic: *Introduction to Ordinances*
- 2018 TMCEC Courts of Record held on August 23 via Webinar.
Topic: *So you want to be a Court of Record?*

Texas Municipal League Speech Dates, Locations and Topic

- 2014 The 15th Annual Riley Fletcher Basic Municipal Law Seminar held February 20-21 in Austin, TX.
Topic: *Liability*
- 2015 The 16th Annual Riley Fletcher Basic Municipal Law Seminar held February 5-6 in Austin, Texas.
Topic: *Liability*
- 2017 TMLIRP Attorney Workshop held August 25, 2017 in Austin, Texas.
Topic: *Recent State Cases*
- 2018 TMLIRP Attorney Workshop to be held August 24, 2018 in Austin, TX
Topic: *Recent State Cases of Interest*

University of Texas School of Law Continuing Legal Education Speech Dates, Locations and Topic

- 2014 18th Annual Land Law Conference Planning, Law, and Regulation held March 26-28 in Austin, Texas Topic: *Annexation*

Texas Bar Continuing Legal Education Speech Dates, Locations and Topic

- 2014 26th Annual Suing and Defending Governmental Entities held July 31-August 1 in Austin, Texas.
Topic: *Group Homes*
- 2016 28th Annual Advanced Government Law Seminar held July 28-29 in Austin, Texas.
Topic: *Case Law Update*
- 2016 Government Law Roadshow held on December 9 in El Paso, Texas.
Topic: *Case Law Update*
- 2017 Government Law Roadshow held on February 17 in McAllen, Texas.
Topic: *Case Law Update*
- 2017 29th Annual Advanced Government Law Seminar July 27- 28 in Austin, Texas.
Topic: *Takings Update*
- 2017 Government Law Roadshow held on August 11, 2017 in Amarillo, Texas.
Topic: *Takings Update*
- 2017 Amarillo Prosecutors Seminar held on August 11, 2017 in Amarillo, Texas.
Topics: *What Goes Up: Dealing with Appeals*
Legal Update on Senate Bill 1913, and
How Do Attorneys Deal with Dangerous Structures?
- 2017 Texas Municipal Clerks Certification Program held on August 16-18.
Topic: *Public Safety*
- 2018 Government Law Roadshow held on April 6, 2018 in El Paso, Texas.
Topic: *Recent Cases of Interest*
PIA Essentials
- 2018 Government Law Seminar to be hold on July 18, 2018 in San Antonio, Texas.
Topics: *Common Areas of Local Entity Preemption You Did Not Know Existed.*

PROFESSIONAL ASSOCIATIONS

Texas City Attorney's Association
Federal Bar Association
San Antonio Bar Association
Texas Bar: Trial Section
Texas Bar: Appellate Section
Texas Bar: Government Section, Board Member
Texas Municipal Court Education Center Faculty

AWARDS

Scene Magazine, Best SA Lawyers in Municipal Law, 2016
Scene Magazine, Best SA Lawyers in Municipal Law, 2017

Reasons for Wishing to Serve

I appreciate this question as being separate from the typically required self-promotion list of qualifications various boards request of candidates. I always feel awkward making such lists. I prefer to let my work speak for itself. But this question focuses on my motivation for applying.

The short answer sounds hokey. However, it is simply that when I was young, ignorant and learning, many well-seasoned city attorneys took the time out of their busy schedules to help me along. While I did not realize it at the time, such attention was invaluable. Now that I've reached a certain point in my career I feel compelled to pay it forward. As such I joined the board of the State Bar Government Law Council and am trying to be more involved with imparting support on a state wide scale. Admittedly, I often agree to speak at various seminars as part of the marketing I do for my firm. However, it is one thing to simply give a lecture here or there, and something completely different to dedicate the time and resources to being on the governing board of a group like the TCAA. You do far more than simply host seminars but supply support statewide all year long through various activities, sponsorships, monitoring, and similar involvement. The TCAA's close association with the Texas Municipal League and its mission coincide with supporting city and government lawyers. It was the time and patience others provided to me which open doors and created opportunities. I wish to return the favor.

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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- I am an “active member” (defined by the TCAA Constitution as “*any person duly licensed to practice law in this state who have been duly elected or appointed to the office of city attorney or assistant city attorney of a city, town, or village which is an active member of the Texas Municipal League*”) in good standing with TCAA.
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- I understand that service on the Board is voluntary, and that I am responsible for my own expenses.

Name: Meredith Ladd

Position: City Attorney

Address: 1945 E. Jackson Rd, Carrollton, Texas 75006

Phone: 972.466.3036

Email: meredith.ladd@cityofcarrollton.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

Note: the TCAA Constitution also provides that additional nominations may be made from the floor.

1. Municipal law experience.

My municipal law experience began when I was in law school and clerked at the City of Arlington. After law school, I was an Assistant City Attorney in College Station and then returned to Arlington. I worked for these two cities for about 3 years, focusing primarily on transactional issues and the Public Information Act. I had the benefit of working for three great City Attorneys, Harvey Cargill, Jay Doegey, and Tom Perkins, and received an excellent foundation.

I left Arlington in mid-2002 and went to Brown & Hofmeister, LLP, where I felt like I was given the opportunity to grow and gain experience in the truly wide variety of work we do in municipal law. I loved working with the numerous issues that different size municipalities have and the wonderful people who dedicate their lives to public service.

In December 2012, I went to work for the City of Dallas as a Senior Assistant City Attorney, working primarily for Dallas Water Utilities. The work with a large municipal utility was challenging and fascinating. I gained invaluable exposure to water issues, which affect our entire state.

In April 2014, I was appointed City Attorney of the City of Carrollton. I am fortunate to follow in the shoes of Clayton Hutchins, who has been willing to provide me assistance from his invaluable years of experience and insight. My practice still focuses mainly on transaction items and advising council; however, as City Attorney, I now have the ability to work in all areas, returning full circle to my early roots.

2. Reasons for wishing to serve on board.

I would like to be a part of and serve an organization that helps develop and grow attorneys in the municipal field. TCAA is unique in that it offers resources and training to municipal attorneys throughout the state, at a reasonable cost, on topics that are actually relevant to our practice. In order to grow and continue to offer such services, I believe that practitioners must give of their time and talents to further the goals of this organization. It is for this reason, that I would like to serve on this board.

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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Name: Kayla Landeros

Position: City Attorney - City of Temple

Address: 2 N. Main St., Suite 308, Temple, TX 76701

Phone: 254-298-5674

Email: klanderos@templetx.gov

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

Kayla Landeros

- Please attach a brief description of your municipal law experience.

I began practicing municipal law in 2012 when I took a position with the City of Temple as a Deputy City Attorney. In 2014, I was appointed City Attorney. As City Attorney, I serve as the chief legal officer for the City of Temple providing advice to the City Council, City Manager, and City Departments on legal issues related to daily government activities. I draft and review ordinances, resolutions, personnel policies, and other local rules for the City. I draft, review, and negotiate contracts for the City and oversee right-of-way acquisitions. I also supervise litigation activities for the City when it is involved in a disputed claim or lawsuit.

- Please attach a brief description of your reasons for wishing to serve on the Board.

I believe that TCAA provides invaluable assistance to city attorneys in Texas. I have never been part of a group that is so accessible and focused on helping its members. I would love the opportunity to help continue the mission of TCAA by serving on the Board.

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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Name: Skye Masson

Position: First Assistant City Attorney

Address: PO Box 409, Georgetown, TX 78627

Phone: 512-930-8165

Email: skye.masson@georgetown.org

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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August 31, 2018

Via E-Mail

Christy Drake-Adams
Assistant General Counsel
Texas City Attorneys Association

RE: TCAA Board of Directors

To Whom It May Concern:

Please consider this letter and the attached form as my application for the TCAA Board of Directors.

I ended up in the practice of municipal law by lucky chance. After graduating from law school, I started my legal career in the commercial litigation group of a large law firm. It only took two years of that work to convince me that big-law litigation was not for me (and perhaps the legal field in general). I happened to see a job posting for the City of Georgetown and based only on limited experience litigating against the City of Atlanta, I applied for the job. Over eight years later, I am now the First Assistant City Attorney in one of the fastest growing areas of the state.

During my time with the City, I have served as the primary attorney for a variety of assigned departments, including information technology, planning, downtown, parks, police, fire, human resources, and airport, and I have had the pleasure of working on a wide variety of municipal projects—large technology contract negotiations, development agreements, managing litigation, drafting ordinances, and not least of all, attending City Council meetings as the City Attorney.

I am happy to report that unlike my first two years as a lawyer, my years spent practicing municipal law have been filled with interesting, challenging, enjoyable and rewarding work. And that is the primary reason I would be honored to serve on the board of the TCAA. The work TCAA does providing quality CLE and bringing together municipal lawyers in this state represents for me what makes this career such a wonderful discovery. I would be honored to contribute to our community by serving on the TCAA Board.

Sincerely,

Skye Masson
First Assistant City Attorney

Enclosure

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

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Name: Barbara L. Quirk

Position: Attorney, Shehan Guevara Decker Arrott
Assistant City Attorney, City of Marion

Address: 201 S. Lakeline Blvd., #202, Cedar Park, TX 78613

Phone: (512) 904-0010

Email: barbara@sgda.lawtx.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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BARBARA L. QUIRK
TCAA BOARD APPLICATION, AUGUST 31, 2018
ATTACHMENT 1 - MUNICIPAL LAW EXPERIENCE

Barbara L. Quirk with Shahan Guevara Decker and Arrott, has been a licensed attorney since 1991. She has over twenty-five years of experience representing cities and other local government entities. Ms. Quirk began her career with almost five years as an Assistant City Attorney for the City of San Antonio. After leaving the City to enter private practice in 1997 she continued her passion for representing primarily municipalities, counties, water districts, housing authorities, and other local government entities in a wide variety of matters including: general counsel work; planning, zoning, and land development; labor and employment; open records and open meetings; water and utilities; defense litigation; administrative hearings; and many other areas of law. Ms. Quirk has previously served as the City Attorney or General Counsel for entities including the City of Castroville (last served in 2002), the Bexar Metropolitan Water District (last served in 2012), and the City of Fort Stockton (last served in 2015). She has served as Assistant City Attorney, Litigation Counsel, Employment Counsel, or Special Counsel for many other Texas cities too numerous to list. Ms. Quirk also has extensive experience representing cities in a wide variety of litigation matters including contract disputes, tort claims, civil rights, Whistleblower, discrimination, ADA, ADEA, land use, water law, and many other types of cases.

Ms. Quirk served as Contributing Editor for the Texas Municipal Zoning Law Handbook from 2005 to 2009. She received the Texas City Attorney's Association, TCAA Merit Certification in Municipal Law in 2009. She was named an International Municipal Lawyer's Association IMLA Local Government Fellow from 2004-2009 and served in the IMLA offices of Vice Chair, Environmental Committee (2008) and Recorder, Health and Environment Committee, (2006-2008).

More recently Ms. Quirk worked for many years with the municipal-law firm formerly known as McKamie Krueger, LLP., where she was named a partner in 2013. In this position Ms. Quirk served as an Assistant City Attorney for the City of Alpine and other Texas cities and represented many other cities in litigation. Over the past year Ms. Quirk worked in-house as an Assistant City Attorney in the City of Corpus Christi's Litigation Division. Ms. Quirk is currently employed in the Cedar Park office of the firm of Shahan Guevara Decker and Arrott where she serves as Assistant City Attorney for the City of Marion and provides legal services for many other Texas cities. Ms. Quirk is a regular speaker at municipal law seminars. A representative sample of her presentations is attached.

Barbara L. Quirk - Representative Papers and Presentations:

Independent Contractor vs Employee, IRS, DOL, and Worker's Comp Issues, Nov. 7, 2014, Texas Municipal League Human Resources for Public Officials Workshop, Austin, Texas.

Employee vs Contractor, Sept., 2013, TCRMF and TWCARMF Property/Casualty Claims Workshop, Austin, Texas.

ADA and ADEA Retaliation Provisions, November 15, 2012, Texas Municipal League Annual Conference 2012, Retaliation in the Workplace Panel, Grapevine, Texas.

Public Access, A Municipal Guide to Open Meetings and Open Records, February, 2009, Presenter at Law Firm Training Seminar for City Officials, Austin, Texas.

Sustainability Codes & Green Bldg. Standards II, Dec. 12, 2008, Center for American and International Law Program on Planning, Zoning and Eminent Domain, Plano.

It's Not Easy Being Green: Promoting Sustainability, Sept. 14, 2008, Int'l Muni. Lawyer's Assoc. Ann. Conf., Environmental and Land Use Sections, Las Vegas.

Chapter 176: Conflict of Interest Disclosures (H.B. 1491), June 28-29, 2007, 8th Annual Changing Face of Water Rights in Texas, San Antonio, Texas.

Ethics: H.B. 914 Conflicts Disclosure, January 19, 2007, Austin Bar Association, Environmental, Natural Resources and Water Law Section Meeting, Austin, Texas.

H.B. 914: Conflicts Disclosure, August 21, 2006, TML Workshop Series 2006, Austin.

Ethics: Conflicts Disclosure Statements and More, June 16, 2006, Texas City Attorney's Association's 2006 Summer Conference, South Padre Island, Texas.

Land Use Basics, February 24, 2006, Texas City Attorney's Association's Seventh Annual Riley Fletcher Basic Municipal Law Seminar, Lubbock, Texas.

Land Use, Oct. 20, 2005, Half-Moon Seminars, Legal Issues for Engineers, San Antonio.

When Land Use Decisions Result in §1983 Claims, April 10, 2005, International Municipal Lawyer's Association Mid-Year Seminar, Washington, D.C.

Const. Issues in Zoning and Land Use, Oct. 22, 2004, Trident Ins. Serv., San Antonio.

Same-Sex Sexual Harassment, Oct. 4, 2004, Int'l Muni. Lawyers Assoc., San Antonio.

BARBARA L. QUIRK
TCAA BOARD APPLICATION, AUGUST 31, 2018
ATTACHMENT 2 – REASONS FOR WISHING TO SERVE ON TCAA BOARD

- After twenty-five plus years in this industry I would like to be more involved in the TCAA organization which supports our profession. I have attended TCAA seminars almost every year for my entire career and it is time to participate more.
- I recently attended a TML Municipal Policy Summit which spurred my interest in becoming more involved in policy issues in our profession.
- I feel I will have the time in my new position with Shahan Guevara Decker and Arrott to devote to this position.

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Name: Sharae N. Reed

Position: First Assistant City Attorney

Address: 801 Main Street Suite 325

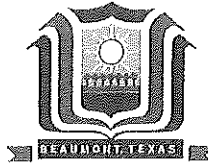
Phone: 409.880.3715

Email: sharae.reed@beaumonttexas.gov

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

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City of Beaumont

August 1, 2018

Dear Ms. Drake-Adams,

I would like to express my interest in serving as a TCAA Board Member. I am an active community leader and I would welcome the opportunity to serve an organization that has been pivotal to my legal career.

I am currently the First Assistant City Attorney for the City of Beaumont. I began my legal career with the City of Beaumont over six years ago. My first continuing legal education course was the Riley Fletcher Basic Municipal Law Seminar ('11). I recall the speakers were great and the information was timely. More importantly, I remember returning to the office in the days following the conference feeling more confident in my ability to do my job. Not only did I leave the conference with a book full of helpful reference materials, but I also left with a new network of lawyers and mentors that were eager to assist in my success. I want to be a part of that.

During my brief stint with the City, I have managed to conquer an array of legal disciplines ranging from municipal prosecution, arbitration, civil litigation, and drafting municipal ordinances. The recent expansion projects within the City have allowed me to hone my transactional and negotiation skills. I am also the legal advisor for the Zoning Board of Adjustment, Planning Commission and Civil Service Commission. As you may know, in my capacity as the boards' legal advisor, I participate in their hearings and I am often called upon to give legal advice regarding the interpretation of the City's ordinances or the state statutes to assist in their decision making.

Over half the lawsuits brought on behalf or against the City are resolved after rigorous motion filing; needless to say my legal writing and research skills have been an exceptional asset to my motion practice. I have also capitalized on all opportunities to sharpen my litigation skills arguing on behalf of the City at countless hearings, participating in depositions, handling the occasional trial, and oral argument.

In my position as First Assistant, I oversee operations at Municipal Court, assist in personnel and staffing matters within the office, and attend City Council meetings on behalf of the City Attorney when needed.

I have discussed my interest in serving on the Board with the City Attorney, Tyrone Cooper, and I am pleased to have his support. I am also aware that this endeavor requires a long commitment and travel. If accepted, I am willing to dedicate myself fully to the needs and demands of the Board. I am excited to serve on the TCAA Board. If I can provide any additional documents or answer any questions regarding my qualifications, please feel free to call or write.

Kind Regards,

A handwritten signature in black ink, appearing to read "SR", is positioned above the typed name.

Sharae N. Reed
First Assistant City Attorney

Encl
SNR:rw

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Board of Directors
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Name: Sharon Fisher Roberts

Position: Sr. Assistant City Attorney

Address: P.O. Box 2039 Tyler, TX 75710

Phone: (903) 531-1161 (wk) (903) 830-1617 (cell)

Email: sroberts@tylertexas.com

- Please attach a brief description of your municipal law experience.
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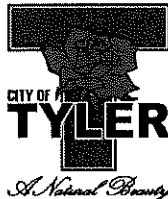
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Deborah G. Pullum
City Attorney
dpullum@tylertexas.com

Sharon Roberts
Senior Assistant City Attorney
sroberts@tylertexas.com

Regina Y. Moss
Assistant City Attorney
rmoss@tylertexas.com

Cassandra Brager
City Clerk
cbrager@tylertexas.com



Steven M. Kean
Deputy City Attorney
skean@tylertexas.com

Dustin Wilson
Assistant City Attorney - Prosecutor
dswilson@tylertexas.com

Patricia Peralta
Assistant to the City Attorney
pperalta@tylertexas.com

Haley Brewster
Legal Secretary
hbrewster@tylertexas.com

CITY ATTORNEY'S OFFICE
CITY ATTORNEY • CITY CLERK • PROSECUTION DIVISION

P.O. Box 2039 • Tyler, Texas 75710
City Hall • 212 North Bonner • Tyler, Texas 75702

www.cityoftyler.org

City Attorney
903.531.1161 | T
903.531.1281 | F

City Clerk
903.531.1106 | T
903.531.1281 | F

Prosecution Office
903.531.1161 | T (main)
903.595.7198 | T (court)
903.531.1261 | F

August 30, 2018

Ms. Christy Drake-Adams
Texas City Attorney's Association

Re: Interest in serving on TCAA Board of Directors

Dear Ms. Drake-Adams,

Tyler's City Attorney, Deborah Pullum, has encouraged me to apply for a Board of Director position with TCAA. I am excited about the possibility of serving in this capacity.

I am currently the full-time Senior Assistant City Attorney in Tyler. I started my municipal law journey with the City of Mesquite when Jonathan Graham was City Attorney there. Like many new municipal lawyers, I was hired as the "chief", and only, prosecutor for that office and was busy handling court dockets that first year. I then accepted an Assistant City Attorney position in the Tyler and was fortunate to work with then City Attorney, Gary Landers, for many years.

I have worked as either a full time in-house attorney, part-time counsel, or an outside consulting attorney for the City of Tyler for the past almost 30 years. During that time, I have had two interesting related positions- one as Presiding Municipal Judge of the Tyler Municipal Court, and more recently, I was tapped as the Interim Neighborhood Services Director. In that role, I managed programs and directed staff involved in CDBG/HOME/Section 8 Housing functions.

During these years, I have been lucky to work with all City departments, and I have specialized in employment, contract negotiation and development, housing, civil rights, policy and procedure development, training, and risk reduction strategies. Currently, I am lead attorney for the Water Utilities Department which is entering year two of projects related to a ten year EPA consent decree. I am also a lead trainer for the City's upcoming Supervisor's School, and will soon present a course on Section 106 Reviews for all personnel involved in projects where federal funds will be expended. I recently had an interesting training session with Tyler's City Council about sexual harassment in the era of #metoo.

I have for many years trained across the state on the American's with Disabilities Act, actually presenting the first paper on this topic at a TCAA conference way back in the early 1990s! Other speaking, training, and presentation engagements have covered topics like civil rights, sexual harassment, workplace bullying, governance best practices, exposure control, and cross sector partnerships. I am a regular trainer at Tyler's City University, our in-house training site. I am also a multi-year member of the College of the State Bar. You can see that I enjoy both learning and teaching.

By interlocal agreement with the City and Northeast Texas Public Health District (NET Health), I have also been the NET Health Board Attorney for many years. In that role, I advise the CEO, Department and Division Directors, and Board members, whose members represent the City, Smith County, Texas Restaurant Association, and Smith County Medical and Dental societies. NET Health performs all public health functions within the City of Tyler and some over a 22 county area. The intersection of public health and municipal law is especially obvious in community disaster and emergency planning, response, and recovery.

My most recent Board service has been at the state level when I was chosen to be this region's representative Board member of Disability Rights Texas (DRTx), Inc. headquartered in Austin. Board service for TCAA, an entity that exists to "promote, encourage, and advance the professional development of municipal attorneys" across Texas seems a logical fit for me at this time, especially following my service to DRTx and my better understanding of how such Boards must consider various challenges when the beneficiaries of the services provided span our large and diverse state.

I would like to serve TCAA, a group that has either directly or indirectly helped me become a better municipal attorney over decades of practice, with the belief that I would help govern and carefully consider issues on behalf of the many municipal attorneys working in a variety of settings. The TCAA conferences and resources have been an excellent source of support for me, and to the extent I can help contribute and support the unduplicated and important work of TCAA as a Board member, I would be humbled and glad to serve.

Thanks for your consideration. Please let me know if you need additional information.

Sincerely,

Sharon Fisher Roberts
Sr. Assistant City Attorney
City of Tyler

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

The TCAA Constitution provides that the President of the Association shall appoint a nominating committee of at least three persons, who, at the annual meeting of the Association (the fall meeting in conjunction with the TML Annual Conference each year), shall submit nominees for Association officers. By custom, one Director position becomes available and is filled with a new nominee each year, while each current officer succeeds to the next highest office. The Director position is filled by a majority vote of the membership present and voting.

By completing and submitting this application, I hereby attest to the following:

- I am interested in serving on the TCAA Board of Directors (Board) and wish to be so considered.
- I am an "active member" (defined by the TCAA Constitution as "*any person duly licensed to practice law in this state who have been duly elected or appointed to the office of city attorney or assistant city attorney of a city, town, or village which is an active member of the Texas Municipal League*") in good standing with TCAA.
- I understand that service on the Board requires that I attend several meetings during the course of a year, including:
 1. Winter Board meeting (January in Austin or President's home town)
 2. Summer Conference (June in Bastrop for 2015 and 2016)
 3. Fall Conference (fall at different locations throughout the state).
- I understand that Board service typically lasts for several years (typically 8-10 years) as current Board members are customarily re-nominated for service in successively higher positions that often culminate with service as President.
- I understand that service on the Board is voluntary, and that I am responsible for my own expenses.

Name: Clarissa M. Rodriguez

Position: Non-Equity Partner

Address: Denton, Navarro, Rocha, Bernal, & Zech, 2517 N. Main, San Antonio, TX 78212

Phone: 210-227-3243

Email: clarissa.rodriguez@rampage-sa.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at chrsity@tml.org.

Note: the TCAA Constitution also provides that additional nominations may be made from the floor.

Clarissa M. Rodriguez

Denton, Navarro, Rocha, Bernal, & Zech, PC

San Antonio, Texas

Statement for TCAA Board Application

2018

In my life experience, I have always taken on efforts to make a difference with others in my work or in my community because it is who my parents raised me to be as a person, contributing and helping others. An opportunity to serve on the TCAA Board would provide me the opportunity provide a service to others working with my fellow colleagues across the state. As an attorney who has experience in representing municipalities and governmental entities in both the litigation and general counsel/city attorney work, I believe I have a unique opportunity contribute to TCAA Board from both the front end of advising clients and explaining the repercussions on the back end of a legal issue to helping them through litigation proceedings.

I have participated in TCAA since 2009 and recognize the contributions it makes to all of us who serve municipalities and governmental entities. It is important to have diversity in ensuring the Board has a broad perspective for keeping up with trends in municipal and government law. Much of the leadership on the Board is formulating the seminars/CLE's for the Fall and Summer conferences. My unique experience as both a litigator and city attorney will contribute to developing a range of information for these seminar presentations. In addition, I want to be part of the group that takes the lead, along with TML, in developing legislation and protecting municipal and governmental entities in the upcoming Legislative session. Developing networking opportunities for our colleagues is an important way for municipal attorneys to grow. Connecting people is one thing I do best; being a part of the TCAA Board will afford opportunities to connect people across the state. I think that the Board can improve on connecting and providing information to its members after the meetings and more regularly. I also think that there is a whole new crop of city attorneys that can contribute to the Board. Mixing up new and more experienced attorneys is critical to the growth of our organization. I would like an opportunity to bring new ideas in how the Board can expand its work, to possibly include service opportunities and communicating the Board's work and efforts with the members across the state.

TCAA has afforded me opportunities to grow my practice and knowledge in the governmental and municipal law in ways that I am very grateful for every day. I would like to be a part of the contribution to others in a Board position and bring new ideas. Finally, my desire to join the TCAA Board of Directors is driven by continuing a legacy of many who have influenced my life in contributing as a leader to others in the community. In this case, our community of City Attorneys- in particular, one of my mentors, Susan Rocha.

Your consideration is appreciated!

Clarissa M. Rodriguez is a Non-Equity Partner with the Firm. She joined the Firm in 2008, and handles representation of clients in state and federal litigation matters in civil defense litigation, including motion practice, discovery and depositions for governmental entities. She also assists with representation of municipalities, economic development corporations, and counties as City Attorney and General Counsel. Ms. Rodriguez serves as the City Attorney for Live Oak, Texas, and General Counsel for Floresville Economic Development Corporation and Eagle Pass Housing Authority. She assists with day to day issues for municipalities as it relates to human resources and personnel matters, including complete revisions to personnel policy manuals, ADA, ADA municipal facilities compliance, FMLA, FLSA, and a range of other employment law issues.

Ms. Rodriguez earned her Juris Doctorate from Drake University School of Law in 2006, her Masters of Public Administration, School of Urban Professional Programs from The University of Texas at San Antonio in 2001, and her Bachelors of Speech Communication, College of Liberal Arts from Texas A&M University in 1998. She was admitted by the State Bar of Texas in 2006. Ms. Rodriguez began her law practice at Shelton & Valadez, PC, representing clients in state and federal trial and arbitration matters in a wide range of commercial, work injury and civil defense litigation disputes. Ms. Rodriguez was admitted by the U.S. District Court Southern District of Texas in 2009, the U.S. District Court Western District of Texas in 2007 and the Fifth Circuit Court of Appeals in 2011. She is also a member of the Texas City Attorneys Association, San Antonio Bar Association, American Bar Association, Mexican American Bar Association, Mexican American Unity Council, UTSA Libraries Advisory Council and Las Misiones Advisory Council in San Antonio.

Texas City Attorneys Association (TCAA)
Board of Directors
- Application Form -

The TCAA Constitution provides that the President of the Association shall appoint a nominating committee of at least three persons, who, at the annual meeting of the Association (the fall meeting), shall submit nominees for Association officers. By custom, one Director position becomes available and is filled with a new nominee each year, while each current officer succeeds to the next highest office. The Director position is filled by a majority vote of the membership present and voting.

By completing and submitting this application, I hereby attest to the following:

- I am interested in serving on the TCAA Board of Directors (Board) and wish to be so considered.
- I am an "active member" (defined by the TCAA Constitution as "*any person duly licensed to practice law in this state who have been duly elected or appointed to the office of city attorney or assistant city attorney of a city, town, or village which is an active member of the Texas Municipal League*") in good standing with TCAA.
- I understand that service on the Board requires that I attend several meetings during the course of a year, including:
 1. Winter Board meeting (January or February in Austin or President's home town)
 2. Summer Conference (June in San Antonio in 2019 and South Padre Island in 2020)
 3. Fall Conference (fall at different locations throughout the state).
- I understand that Board service typically lasts for several years (typically 8-10 years) as current Board members are customarily re-nominated for service in successively higher positions that often culminate with service as President.
- I understand that service on the Board is voluntary, and that I am responsible for my own expenses.

Name: T. Daniel Santee

Position: Senior Associate DNRBZ

Address: 2517 N. Main Avenue San Antonio, TX 78212-4685

Phone: 210-227-3243

Email: daniel.santee@rampage-sa.com

- Please attach a brief description of your municipal law experience.
- Please attach a brief description of your reasons for wishing to serve on the Board.

Please email this form and attachments to Christy Drake-Adams, TCAA Assistant General Counsel, at christy@tml.org.

Note: the TCAA Constitution also provides that additional nominations may be made from the floor.

Statement of Experience and Interest
T. Daniel Santee
Denton, Navarro, Rocha, Bernal & Zech P.C.

Municipal Law Experience

I was first licensed in 1995 and since I joined the City of Abilene's legal staff in 1997 after working as a prosecutor in the Henderson County, County Attorney's Office, my career has been exclusively spent as a municipal attorney.

While in Abilene, I progressed from Assistant City Attorney to First Assistant City Attorney under Sharon Hicks, and was selected City Attorney in 2007 following six months as the Interim City Attorney. I had to compete for my job against many other qualified candidates. I chose to retire from the City of Abilene after reaching 20 years of service credit and join Denton, Navarro, Rocha, Bernal & Zech.

During my years of service, both as in-house counsel and now as outside counsel, I have actively participated in just about every aspect of municipal law and served as legal advisor for nearly every elected or appointed board or commission. Having said that, I am reminded every day as to how much I still don't know! That is what has kept me in this field exclusively...it is ever changing and evolving and never boring.

In addition to the foregoing, I served as adjunct faculty at Hardin-Simmons University for about 10 years, until leaving the City of Abilene, teaching government and public administration classes in the Political Science Department. I have spoken at numerous conferences and educational seminars, (including the TCAA Summer Conference), on a variety topics such as land use, purchasing, revenue, public information, sign regulation and others.

I currently serve as the assigned City Attorney for Schertz, Jourdanton, Bandera, Gonzales, Taft, Poth and Falls City; General Counsel for the Schertz EDC; Special Counsel for the City of Sweetwater and the Comal County Emergency Services District #1; and I assist with numerous other cities represented by our firm.

Interest in Serving

My interest in serving comes from the fact that I had outstanding mentors when I started down this path over two decades ago. I have been so fortunate to have always worked with the best in the business....especially now. Along the way I have learned so much, and it is now my responsibility to give that back, to the best of my ability. As City Attorney in Abilene, I was able to mentor my assistants and was proud to watch many go on to continue on their own path in other cities. I believe I have a lot to offer with the insight and ideas I have accumulated. I see this as another opportunity to give back to the profession and those beginning the same journey in municipal law. Now is an excellent point in time to begin service on the board if selected, understanding that it is a multiple year commitment. I appreciate your consideration.



T. Daniel Santee

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Texas City Attorneys Association

Profit and Loss Statement

For the Twelve Months Ending June 30, 2018

	April	May	June	YTD	Budget	Variance
Membership Dues	\$701.06	\$117.38	\$385.08	\$33,893.58	\$27,700.00	(\$6,193.58)
Investment Income	539.35	604.84	615.25	5,421.10	2,000.00	(3,421.10)
Semi-Annual Meeting (TML)	350.00	725.04	(1,075.04)			
Semi-Annual Meeting (Summer)	15,594.68	13,307.60	3,408.06	62,703.71	62,820.00	116.29
Sponsor Revenue	11,441.70	2,000.00		67,077.10	50,000.00	(17,077.10)
Riley Fletcher Seminar				14,729.04	7,500.00	(7,229.04)
CML Revenue	100.00	350.00	505.80	1,904.05		(1,904.05)
Total Revenue	28,726.79	17,104.86	3,839.15	185,728.58	150,020.00	(35,708.58)
Professional Fees				1,000.00	1,000.00	
Telephone				10.24	75.00	64.76
Postage			171.79	867.78	300.00	(567.78)
Boards and Committees	111.00	1,090.61	179.64	4,652.86	4,000.00	(652.86)
Semi-Annual Meeting (TML)	0.04	0.04	1,437.41	11,065.30	11,200.00	134.70
Semi-Annual Meeting (Summer)	3,892.50	792.88	89,941.84	113,623.14	112,850.00	(773.14)
Riley Fletcher Seminar	166.50	3,366.50	18,928.52	32,621.31	7,450.00	(25,171.31)
Disaster Recovery, Mitigation, and Pr	1,873.85			1,873.85		(1,873.85)
Public Relations				1,000.00	300.00	(700.00)
IMLA Scholarships				6,412.13	8,000.00	1,587.87
IMLA Small Cities Membership Contributions				3,000.00	3,000.00	
Printing and Reproduction				355.52	300.00	(55.52)
Newsletter	1,258.00	1,258.00	1,258.00	15,096.00	14,280.00	(816.00)
Awards & Recognition	32.67	909.30		1,103.06	1,300.00	196.94
Office Supplies				105.16	100.00	(5.16)
LisTCAA Listserve	49.33	49.33	49.33	591.96	600.00	8.04
Web Site Expenses	74.00	74.00	94.17	1,048.75	4,840.00	3,791.25
Miscellaneous		525.00		4,078.87	100.00	(3,978.87)
Administrative Services	322.10	202.10	217.10	10,075.20	9,290.00	(785.20)
Total Expenses	7,779.99	8,267.76	112,277.80	208,581.13	178,985.00	(29,596.13)
Net Income (Loss)	20,946.80	8,837.10	(108,438.65)	(22,852.55)	(28,965.00)	(6,112.45)
Beginning Net Assets				203,884.20		
Ending Net Assets				181,031.65		

Texas City Attorneys Association

Budget Summary

FY 2017 - 2018

INCOME:

Membership Dues	27,700
Investment Income	2,000
Semi-Annual Meeting (Summer)	62,820
Riley Fletcher Seminar	7,500
Sponsor Revenue	<u>50,000</u>
TOTAL:	\$150,020

EXPENSES:

Board Meetings	4,000
Semi-Annual Meeting (TML)	11,200
Semi-Annual Meeting (Summer)	112,850
Riley Fletcher Seminar	7,450
Newsletter	14,280
Web site	4,840
Administrative Services	9,290
Miscellaneous	<u>15,075</u>
TOTAL:	\$178,985

2017 - 2018 BUDGETED DEFICIT:

\$28,965

TOTAL RESERVE FUNDS:

(Approximate) \$155,000.00

Texas City Attorneys Association
Budget Detail
FY 2017 - 2018

INCOME

Membership Dues:

194 City Attorneys (\$70.00)	13,580
183 Assistant City Attorneys (\$40.00)	7,320
85 Associate Members (\$80.00)	<u>6,800</u>
Total:	\$27,700

Investment Income:

Current Rates	\$2,000
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Semi-Annual Meeting (Summer):

180 Registered (\$349.00)	\$62,820
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Riley Fletcher Seminar:

50 Registered (\$150.00)	\$7,500
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Sponsor Revenue:

\$50,000

TOTAL INCOME: \$150,020

EXPENSES

Board Meetings:

3 Board Meetings (\$420 staff time each), plus board gift and misc	3,000
Out of town Board Meeting staff travel	<u>1,000</u>
Total:	\$4,000

Semi-Annual Meeting (TML):

MCLE	200
Refreshment Breaks	6,000
AV Charges	4,000
Miscellaneous (Including publicity)	<u>1,000</u>
Total:	\$11,200

Semi-Annual Meeting (Summer):

Conference Gift for attendees	3,000
MCLE	200
Refreshment Breaks/Reception	75,000
TML Staff Contract	3,990
TML Staff Expenses	2,000
Conference Supplies	1,650
Postage	500
AV Charges	20,000

Texas City Attorneys Association

Budget Detail

FY 2017 - 2018

Galen Sparks/ Susan Rocha Attendees	1,350
Speaker Expenses	1,000
Publicity	1,000
Miscellaneous	<u>3,160</u>

Total: \$112,850

Riley Fletcher Seminar:

MCLE	200
Publicity	1,000
Staff Expenses	800
Refreshment Breaks and Luncheon	2,000
AV Charges	1,560
Administrative Agreement	<u>1,890</u>

Total: \$7,450

Newsletter:

12 issues (\$1,190 per issue)	\$14,280
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Website:

Annual Service Agreement	840
New Additions	2,000
Video Replay Posting and Admin Costs	<u>2,000</u>

Total: \$4,840

Administrative Services:

506 Members (\$15.00)	7,590
Financial Charges	<u>1,700</u>

Total: \$9,290

Miscellaneous:

Printing and Reproduction	300
Awards and Recognition	1,300
Office Supplies	100
Public Relations	300
Professional Fee - Audit	1,000
Telephone	75
LisTCAA Listserv Service Fee	600
Postage	300
IMLA Small City Membership Contributions	3,000
Four IMLA Conference Scholarships	8,000
Miscellaneous	<u>100</u>

Total: \$15,075

TOTAL EXPENSES: \$178,985

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Local Club or Society Affiliation Policy

Article VIII-A, Section 2 of the TCAA Constitution provides, in part, as follows:

At any time when there is no regional organization within any area of the State, members of the association in such area located in one or more counties, may organize local clubs or societies, elect their own officers, and hold such meetings as they desire at such times and places as not to conflict with the annual meeting or the semi-annual meeting of the association.

Any local club or society may submit to the TCAA executive committee a written request for formal affiliation with TCAA. The request must be made by a member of the club or society who is also an active TCAA member. In order to qualify as an affiliate of TCAA, the local club or society must:

- (1) Further the purpose of TCAA as set out in Article II, Section 1, of the TCAA Constitution;
- (2) Not overlap with the geographical area served by any other club or society affiliated with TCAA;
- (3) Have at least three officers selected annually who are active members of TCAA by the members of the club or society;
- (4) Hold at least one meeting of the club or society's membership each year in the geographical area served by the club or society in order to encourage fellowship among the members and to promote the study of municipal law; and
- (5) Not hold meetings in conflict with the annual meeting or semi-annual meeting of the TCAA.

TCAA shall, for any local club or society approved by the executive committee as an affiliate of TCAA:

- (1) Post contact information for the local club or society on the TCAA website (see, e.g., http://municlerks.unt.edu/tmca/tmca_chapters.html);
- (2) Provide notice to the club or society of any new TCAA members in the geographical area served by the club or society;
- (3) Provide existing and/or new TCAA members in the geographical area served by the club or society information about the local club or society;
- (4) Provide assistance in advertising meetings of the club's or society's membership; and
- (5) To the extent allowed by the MCLE Rules, Regulations, and Accreditation Standards for CLE Activities, sponsor continuing legal education organized by the club or society.

A local club or society approved as a TCAA affiliate shall:

- (1) Submit to TCAA the names of its officers within 30 days after the selection of such officers;
- (2) Submit to TCAA any changes in the geographical area served by the club or society within 30 days after the change; and
- (3) Maintain its own records including, but not limited to, minutes of meetings, attendance list, a membership list, any bank or financial records.

The TCAA board reserves the right to revoke its approval of any local club or society's formal affiliation with TCAA at any time and for any reason.

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