



TCAA PRESENTS THE TWENTIETH

# *Riley Fletcher*

BASIC MUNICIPAL LAW SEMINAR

FEBRUARY 10-11, 2022

Texas Municipal Center • Austin

*Texas City Attorneys Association*

## **Board of Directors Meeting**

Austin, Texas

February 10, 2022

**TCAA  
Board of Directors  
2021-2022**

**President**

Ron Stutes  
Wilson, Robertson & Cornelius  
One American Center  
909 ESE Loop 323, Suite 400  
Tyler, Texas 75701  
903-509-5000 office  
rstutes@wilsonlawfirm.com

**First Vice President**

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

**Second Vice President**

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

**Recorder**

Kevin Pagan  
Bickerstaff, Heath, Delgado,  
Acosta LLP  
813 North Main Street  
Suite 513  
McAllen, TX 78501  
956-793-8974 office  
kpagan@bickerstaff.com

**Directors**

Jennifer Richie  
City Attorney  
P.O. Box 2570  
Waco, TX 76702-2570  
254-750-5688 office  
254-750-5888 fax  
jenniferr@wacotx.gov

Julie Fort  
Messer, Fort & McDonald, PLLC  
6371 Preston Road, Ste. 200  
Frisco, TX 75034  
972-668-6400 office  
972-668-6414 fax  
julie@txmunicipallaw.com

Sharae Reed  
City Attorney  
P.O. Box 3827  
Beaumont, TX 77704-3827  
409-880-3715 office  
409-880-3121 fax  
sharae.reed@beaumonttexas.gov

Maleshia McGinnis  
City Attorney  
4301 City Point Drive  
North Richland Hills, TX 76180  
817-427-6042 office  
817-427-6041 fax  
mmcginnis@nrhtx.com

Victor Flores  
City Attorney  
1045 East Washington Street  
Brownsville, Texas 78520  
956-802-5620 office  
victor.flores@brownsvilletx.gov

**Past President**

Alan Bojorquez  
Bojorquez Law Firm  
11675 Jollyville Road, Suite 300  
Austin, Texas 78759  
512-250-0411 office  
512-250-0749 fax  
alan@texasmunicipallawyers.com

**TML Board Representative**

Charlie Zech  
Denton Navarro Rocha Bernal & Zech, P.C.  
2500 W. William Cannon, Suite 609  
Austin, Texas 78745  
512-279-6431 office  
512-279-6438 fax  
cezech@rampagelaw.com

## **Agenda**

TCAA Board of Directors  
Luther Jones Conference Room, TML Center  
Thursday, February 10, 2022  
4:00 p.m.

1. Welcome newest TCAA Board Member, Victor Flores
2. Consider and approve minutes of the October, 7, 2021, TCAA Board Meeting
3. Survey results of 2021 TCAA Fall Conference
4. Staff report on the 2022 TCAA Riley Fletcher Seminar
5. Consider and approve the 2022-2023 TML affiliate services agreement
6. Consider and approve program for the 2022 TCAA Summer Conference
7. Sponsorship update
8. Consider request by Houston Area Municipal Attorneys (HAMA) to expand membership criteria
9. TCAA budget update
10. Next board meeting to be held on June 15, 2022, at 4:30 p.m.
11. Other business
12. Adjourn

TAB

1



City Attorney, City of Brownsville

TAB

2

**Minutes**  
TCAA Board of Directors  
Thursday, October 7, 2021

Board President Ron Stutes called the meeting to order at approximately 5:15 p.m.

Board members present:

Ron Stutes  
Kuruvilla Oommen  
Jennifer Richie  
Julie Fort  
Sharae Reed  
Maleshia McGinnis  
Victor Flores  
Alan Bojorquez

Board member absent:

Slater Elza  
Kevin Pagan  
Charlie Zech

TML staff present:

Alyssa White  
Amber McKeon-Mueller  
Evelyn Njuguna

1. Consider the minutes of August 4, 2021, TCAA Board Meeting

A motion to approve the August 4, 2021, board meeting minutes made by Julie Fort was seconded by Kuruvilla Oommen. Unanimously approved.

2. Survey results of the 2021 Summer Conference

Staff was directed to conduct a survey of TCAA members on topics and/or speakers they would like presented at future conferences.

3. Report on 2021 TCAA Fall Conference

No action.

4. Report on 2021 TCAA board applicants

No action.

5. Report on TCAA budget update

No action.

6. Report on TCAA Municipal Law Conference Scholarship For Law Students

No action.

7. Discuss TCAA sponsorship opportunities.

No action.

8. The next board meeting will be held on February 10, 2022, in Austin.

9. Other Business

10. Adjourn

DRAFT

TAB

3

# Initial Report

2021 TCAA Fall Conference

November 2, 2021 9:45 AM MDT

Q1 - Please provide your name.

False

Please provide your name.

---

Mark Dempsey

Stephen M. Hiens

True

Please provide your name.

---

David Hamilton

Scott Bounds

Steven M Kean

Francisco Garza

Ronald Stutes

Kuruvilla Oommen

## Q5 - Please provide your city or firm if applicable.

False

Please provide your city or firm if applicable.

---

Grand Prairie City Attorney's Office

City of Garland, Texas

True

Please provide your city or firm if applicable.

---

Reno, (Lamar County), Honey Grove, Deport, Blossom

Olson & Olson

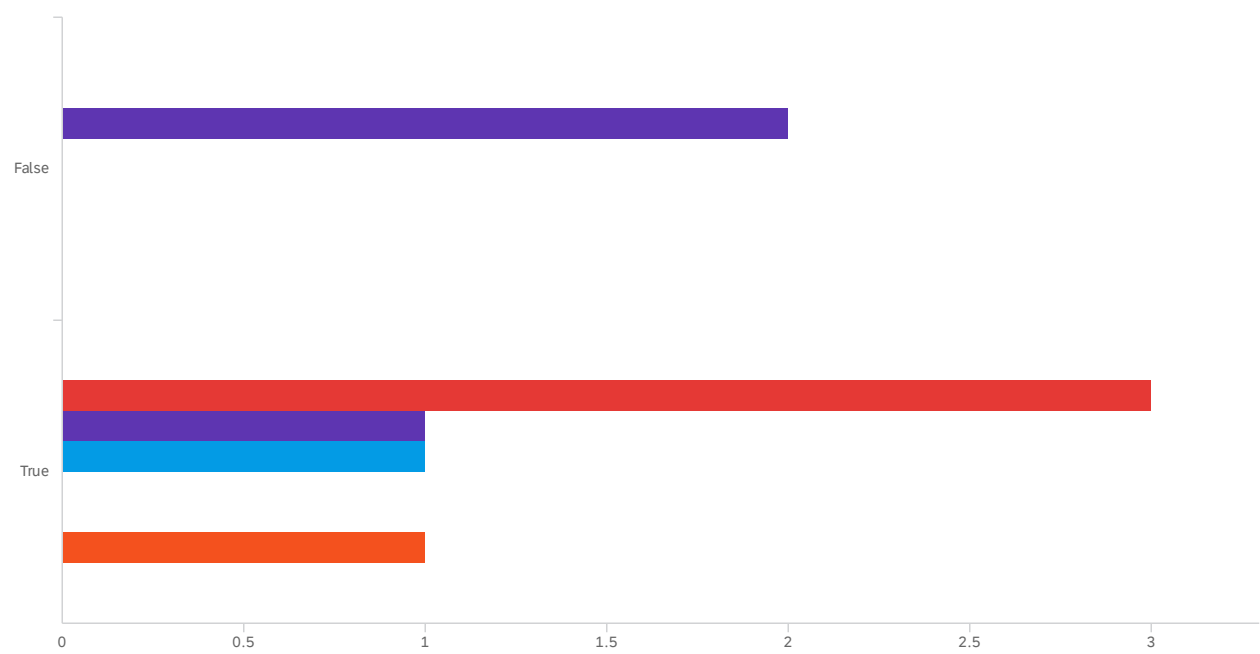
City of Tyler, Texas

DTRG

Wilson Law Firm

City of Irving

Q6 - Please provide your job title.



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
0	False	2.00	2.00	2.00	0.00	0.00	2
1	True	1.00	6.00	2.33	1.80	3.22	6

#	Field	False		True		Total
1	City Attorney	0.00%	0	100.00%	3	3
2	Assistant City Attorney	66.67%	2	33.33%	1	3
3	Partner/Shareholder	0.00%	0	100.00%	1	1
4	Associate	0.00%	0	0.00%	0	0
5	Paralegal/Assistant	0.00%	0	0.00%	0	0
6	Other	0.00%	0	100.00%	1	1

Showing rows 1 - 6 of 6

Q8 - If "Other", what is your title?

False

If "Other", what is your title?

---

True

If "Other", what is your title?

---

## Q4 - Please rank the following sessions.

### City as Landlord: Leasing Considerations for Municipalities

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	1	1
2	Good	0.00%	0	100.00%	2	2
3	Fair	0.00%	0	100.00%	2	2
4	No Opinion	0.00%	0	0.00%	0	0
5	Didn't Attend	0.00%	0	100.00%	1	1

Showing rows 1 - 5 of 5

### The Role of City Attorneys in Risk Management

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	2	2
2	Good	0.00%	0	100.00%	3	3
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	0.00%	0	0
5	Didn't Attend	0.00%	0	100.00%	1	1

Showing rows 1 - 5 of 5

### Defending Against the Expansion of Regulatory Taking Law

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	4	4
2	Good	0.00%	0	100.00%	1	1
3	Fair	0.00%	0	100.00%	1	1
4	No Opinion	0.00%	0	0.00%	0	0
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

### Implicit Bias

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	3	3
2	Good	0.00%	0	100.00%	3	3

#	Field	False		True		Total
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	0.00%	0	0
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

Statutory Interpretation

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	1	1
2	Good	0.00%	0	100.00%	5	5
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	0.00%	0	0
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

The Home Team Advantage: Working With Your City's PID Team to Ensure PID Project Success

#	Field	False		True		Total
1	Excellent	0.00%	0	0.00%	0	0
2	Good	0.00%	0	100.00%	5	5
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	0.00%	0	0
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

Ultra Vires, Platting and Shot Clock Certificate of Compliance

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	1	1
2	Good	0.00%	0	100.00%	3	3
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	100.00%	1	1
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

Flooding Liability for Texas Cities: When it Rains, it Floods

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	2	2
2	Good	0.00%	0	100.00%	2	2
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	100.00%	1	1
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

The Ethics Commission and You

#	Field	False		True		Total
1	Excellent	0.00%	0	0.00%	0	0
2	Good	0.00%	0	100.00%	1	1
3	Fair	0.00%	0	100.00%	3	3
4	No Opinion	0.00%	0	100.00%	1	1
5	Didn't Attend	0.00%	0	0.00%	0	0

Showing rows 1 - 5 of 5

False

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
1	City as Landlord: Leasing Considerations for Municipalities	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
2	The Role of City Attorneys in Risk Management	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
3	Defending Against the Expansion of Regulatory Taking Law	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
4	Implicit Bias	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
5	Statutory Interpretation	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
6	The Home Team Advantage: Working With Your City's PID Team to Ensure PID Project Success	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
7	Ultra Vires, Platting and Shot Clock Certificate of Compliance	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
8	Flooding Liability for Texas Cities: When it Rains, it Floods	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
9	The Ethics Commission and You	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%

True

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
1	City as Landlord: Leasing Considerations for Municipalities	1.00	5.00	2.67	1.25	1.56	6	83.33%	50.00%
2	The Role of City Attorneys in Risk Management	1.00	5.00	2.17	1.34	1.81	6	83.33%	16.67%
3	Defending Against the Expansion of Regulatory Taking Law	1.00	3.00	1.50	0.76	0.58	6	100.00%	16.67%
4	Implicit Bias	1.00	2.00	1.50	0.50	0.25	6	100.00%	0.00%
5	Statutory Interpretation	1.00	2.00	1.83	0.37	0.14	6	100.00%	0.00%
6	The Home Team Advantage: Working With Your City's PID Team to Ensure PID Project Success	2.00	2.00	2.00	0.00	0.00	5	100.00%	0.00%
7	Ultra Vires, Platting and Shot Clock Certificate of Compliance	1.00	4.00	2.20	0.98	0.96	5	80.00%	20.00%
8	Flooding Liability for Texas Cities: When it Rains, it Floods	1.00	4.00	2.00	1.10	1.20	5	80.00%	20.00%
9	The Ethics Commission and You	2.00	4.00	3.00	0.63	0.40	5	80.00%	80.00%

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

False

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

---

True

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

---

Execution Session - agenda requirements, role of City Attorney on each exception: Also " Little City, Big Problems: small city issue

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

### Relevancy of Session Topics

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	5	5
2	Good	0.00%	0	100.00%	1	1
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	0.00%	0	0

Showing rows 1 - 4 of 4

### Reasonableness of Seminar Pricing

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	4	4
2	Good	0.00%	0	100.00%	1	1
3	Fair	0.00%	0	0.00%	0	0
4	No Opinion	0.00%	0	0.00%	0	0

Showing rows 1 - 4 of 4

### Publicity

#	Field	False		True		Total
1	Excellent	0.00%	0	100.00%	3	3
2	Good	0.00%	0	100.00%	1	1
3	Fair	0.00%	0	100.00%	1	1
4	No Opinion	0.00%	0	0.00%	0	0

Showing rows 1 - 4 of 4

### Quality of Broadcast

#	Field	False		True		Total
1	Excellent	0.00%	0	0.00%	0	0
2	Good	0.00%	0	0.00%	0	0
3	Fair	0.00%	0	100.00%	1	1
4	No Opinion	0.00%	0	100.00%	4	4

Showing rows 1 - 4 of 4

False

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
1	Relevancy of Session Topics	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
2	Reasonableness of Seminar Pricing	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
3	Publicity	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%
4	Quality of Broadcast	0.00	0.00	0.00	0.00	0.00	0	0.00%	0.00%

True

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
1	Relevancy of Session Topics	1.00	2.00	1.17	0.37	0.14	6	100.00%	16.67%
2	Reasonableness of Seminar Pricing	1.00	2.00	1.20	0.40	0.16	5	100.00%	20.00%
3	Publicity	1.00	3.00	1.60	0.80	0.64	5	100.00%	40.00%
4	Quality of Broadcast	3.00	4.00	3.80	0.40	0.16	5	20.00%	100.00%

### Q3 - Please provide any additional comments about the seminar.

False

Please provide any additional comments about the seminar.

---

True

Please provide any additional comments about the seminar.

---

none

Microphone was good most of the time, but some occasional problems in hearing the speakers. Also, doors need to be closed during session, to prevent outside noise from coming in.

Q9 - If you would like to enter your city/firm into the drawing for a free 2022 TCAA

Summer Conference registration (to be held at the San Luis Resort Spa & Conference Center in Galveston, June 15-17), please provide your email address.

False

If you would like to enter your city/firm into the drawing for a free 2022...

---

True

If you would like to enter your city/firm into the drawing for a free 2022...

---

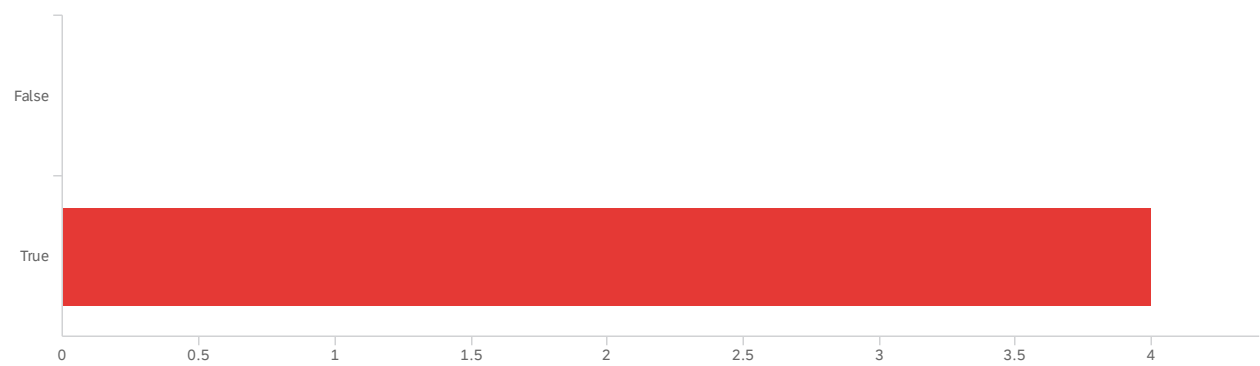
[parisattorney@gmail.com](mailto:parisattorney@gmail.com)

[skean@tylertexas.com](mailto:skean@tylertexas.com)

[fgarza@dtgrlaw.com](mailto:fgarza@dtgrlaw.com)

[koommen@cityofirving.org](mailto:koommen@cityofirving.org)

Q9 - Topics



#	Field	False	True	Total
Unknown	Unknown	0.00% 0	100.00% 4	4

Showing rows 1 - 1 of 1

## Q9 - Parent Topics



No results to show



Data source misconfigured for this  
visualization.

**End of Report**

TAB

4

Riley Fletcher Basic Municipal Law Seminar

Company	Name	Location
	Matthew Boyle	Waco, TX United States
	Benjamin Whitehead	Austin, TX United States
Beaumont	Sharae Reed	Beaumont, TX
Bickerstaff Heath Delgado Acosta LLP	Kevin D. Pagan	Austin, TX
Bojorquez Law Firm, PC	Alan J. Bojorquez	Austin, TX
	Adam Hill	Austin, TX
	Marianella Joseph	Austin, TX United States
	Rezzin Pullum	Austin, TX United States
Brown & Hofmeister, L.L.P.	Jeff Moore	Richardson, TX
Burns Anderson Jury & Brenner	Ken Campbell	Austin, TX
Cotton Bledsoe Tighe & Dawson	Aaron Dorfner	Midland, TX
Denton Navarro Rocha Bernal & Zech, P.C.	Charles E. Zech, J.D. MPA	Austin, TX United States
Fort Worth	Nico Silas Arias	Fort Worth, TX
	Jessika Williams	Fort Worth, TX
Guevara Law, P.C.	Michael A. Guevara	Cedar Park, TX
	AJ Sanchez-Cifuentes	Cedar Park, TX
Irving	Kuruvilla Oommen	Irving, TX
Lockney	Buster Poling, Jr.	Lockney,
Messer, Fort & McDonald, P.L.L.C.	Julie Y. Fort	Frisco, TX United States
	Douglas Montgomery	Austin, TX
	Nicole Warren	Austin, TX United States
North Richland Hills	Maleshia B. McGinnis	North Richland Hills, TX
Office of the Attorney General	Jennie Hoelscher	
Pearsall	Bobby Maldonado	San Antonio, TX
Pinehurst	Tommy Gunn	Orange, TX
Sheets & Crossfield, PLLC	Tyler Stevens	Round Rock, TX United States
Taylor Olson Adkins Sralla & Elam, L.L.P.	William M. McKamie	San Antonio, TX
	Andrea Russell	Fort Worth, TX
Texas Municipal Courts Education Center	Mark Goodner	Austin, TX
Texas Municipal League	Amber McKeon-Mueller	Austin, TX
Texas Secretary of State's Office	Christina Adkins	
Tim Tuggey Law	Tim Tuggey	Austin, TX United States
TML Intergovernmental Risk Pool	Helen Ambrose, CPCU, RPLU	Austin, TX
Underwood Law Firm, P.C.	Slater C. Elza	Amarillo, TX
Victoria	Ruby N. Boone	Victoria, TX

Riley Fletcher Basic Municipal Law Seminar

Company	Name	Location
Waco	Jennifer Richie	Waco, TX United States
Wilson, Robertson & Cornelius	Ronald D. Stutes	Tyler, TX

Total Participants 37

Riley Fletcher Basic Municipal Law Webinar

Company	Name	Location
	Kelsey Ciluffo	Dallas, TX United States
	Kristine Nguyen	Dallas, TX United States
Abernathy Roeder Boyd & Hullett P.C.	Aliceson Cotton	McKinney, TX
Arlington	Alyssa Chavez	Arlington, TX
Baker Moran Doggett Ma & Dobbs LLP	Jordan Allen Miller	Plano, TX United States
Baytown	Trevor Fanning	Baytown, TX United States
Bojorquez Law Firm, PC	Charles Carver	Austin, TX
Boyle & Lowry, L.L.P.	Sarah Walsh	Irving, TX
Burleson	Matt Ribitzki	Burleson, TX
Carrier & Allison Law Group, P.C.	Melody Carrier	Beaumont, TX
Carrollton	Albert Thomas	Carrollton, TX
City of Arlington	Shawnta Adams	Arlington, TX
Davidson Troilo Ream & Garza, P.C.	Lauren Michelle Trevino	San Antonio, TX
Denton Navarro Rocha Bernal & Zech, P.C.	Shana R. O'Neal	League City, TX United States
Dripping Springs	Kevin Campbell	Dripping Springs, TX
Eagle Pass	Kassandra V. Flores	Eagle Pass, TX
	Heriberto Morales	Eagle Pass, TX
El Paso Water Utilities	Patricia Maria Borschow	El Paso, TX
	Sol Cortez	El Paso, TX
	Michaela Grambling	El Paso, TX
	Daniel Ortiz	El Paso, TX
Fort Worth City Attorney's Office	Destiney Hicks	Fort Worth, TX United States
Garland	Shawn Roten	Garland, TX
Georgetown	Caroline Stewart	Georgetown, TX
Hereford	Audie Sciumbato	Hereford, TX United States
Jarrell	Vanessa Shrauner	Jarrell, TX
Kerrville	William L. Tatsch	Kerrville, TX
Laredo	Xavier Charles	Laredo, TX
Leonard	Christina Tillett	Leonard, TX
Lewisville	Tully Jordan	Lewisville, TX
Lubbock Power & Light	Jenny Smith	Lubbock, TX
McAllen	Benito Alonzo	McAllen, TX
Messer, Fort & McDonald, P.L.L.C.	Emily Bowlin	Frisco, TX
	Marie Johnson	Frisco, TX United States

Riley Fletcher Basic Municipal Law Webinar

Company	Name	Location
Messer, Fort & McDonald, P.L.L.C.	Tessa Meredith	Frisco, TX
	Ashley Saenz	Frisco, TX
	Cameron Saenz	Frisco, TX
	Susan B. Thomas	Frisco, TX
Olson & Olson, L.L.P.	Bridgette A. Begle	Houston, TX
Pecos City	Charles E. Lino, CPA, CGFM	Pecos, TX
	Heather Ramirez	Pecos, TX
San Angelo	Kathleen Dabbert	San Angelo, TX
	Brandon Dyson	San Angelo, TX
	Theresa Whitehead James	San Angelo, TX
	Holly Voth	San Angelo, TX United States
Somerville	Ismael Danny Segundo, Jr., CPM	Somerville, TX
Sugar Land	Brandon Jackson	Sugar Land, TX
The Knight Law Firm, LLP	Deron Henry	Austin, TX United States
The Nichols Firm, PLLC	Debra Mergel	Houston, TX
Victoria	Allison Lacey	Victoria, TX
Waco	William Conrad	Waco, TX United States
	Sarah Raley	Waco, TX
Webster	Beverly Gaines, CMO	Webster, TX United States

Total Participants 53

TAB

5

## TCAA Services Agreement

Current Agreement FY 20-21 (rolled over to FY 21-22)	Proposed Agreement FY 22-23
<b>Base Services</b> 550 members @ \$15 per member = \$8,250	<b>Base Services</b> 600 members @ \$17 per member = \$10,200
<b>Financial Services</b> 1% of \$168,939.00 = \$1,689.39	<b>Financial Services</b> 1% of \$246,603.98 = \$2,466.03
<b>User Fees at \$39 per hour</b>  Newsletter (12) 34 hours each = \$15,912 Summer Conference 140 hours = \$5,460  Riley Fletcher Seminar 54 hours = \$2,106 Board Meetings (3) 12 hours each = \$1,404 Website maintenance 24 hours = \$936 Listserv 16 hours = \$624 Affiliate Groups Program 2 hours = \$78  Total User Fees 680 hours = \$26,520	<b>User Fees at \$43 per hour</b>  Newsletter (12) 34 hours each = \$17,544 Summer Conference 157 hours = \$6,751 Fall Conference 62 hours = \$2,666  Board Meetings (3) 12 hours each = \$1,548 Website maintenance 24 hours = \$1,032 Listserv 16 hours = \$688 Affiliate Groups Program 2 hours = \$86 Law students conference scholarships 3 hours = \$129 Sponsorship program coordination 10 hours = \$430  Total User Fees 718 hours = \$30,874  *The Riley Fletcher Seminar will be charged every other year beginning FY 2023-2024 at 73 hours. With the current user fee of \$43 per hour, that would be \$3,139.
<b>Total Agreement = \$36,459.39 (increase of \$1,006.91 or 2.8%) from FY 19-20.</b>	<b>Total Agreement = \$43,540.03 (increase of \$7,080.64 or 19.4%) from FY 20-21.</b>
\$36,459.39 as a percent of TCAA budget of \$162,300 = 22.5%	\$43,540.03 as a percent of TCAA budget of \$174,124 = 25%

**Texas City Attorneys Association**  
**2022-2023 SERVICES AGREEMENT**

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

- I. Base Services to be Provided. TML will provide the services listed under this Section to the Affiliate at a cost to Affiliate of \$175 per Affiliate member per year:
- A. Review Affiliate constitution/bylaws to ensure compatibility with TML's constitution.
  - B. Assemble and maintain Affiliate membership records.
  - C. Design draft versions of Affiliate membership certificates, awards, or recognition plaques.
  - D. Design, conduct, and analyze a membership interest survey, upon request.
  - E. Conduct the membership dues billing process to include: (1) an initial billing; (2) a reminder mailing after 45 days; (3) and where applicable, a membership suspension letter following Board approval.
  - F. Assist in the formulation of membership recruitment strategies.
  - G. Assist in the development of prospective membership records and maintain such records.
  - H. Design draft versions of appropriate membership recruitment literature including a cover memorandum, membership services information, and an application form.
  - I. Conduct one membership recruitment mailing or emailing annually upon request, with appropriate membership promotional literature.
  - J. With regard to new Affiliate members, mail a membership application acknowledgment to the prospective new member and mail a copy of such acknowledgment to the appropriate Affiliate Board member. Mail a membership notification letter and a membership packet to the new member after the membership has been approved by the Affiliate Board.
- II. Financial Services to be Provided. TML will provide the financial services listed under this Section to the Affiliate at an annual cost to TCAA of 1% of the Fund Balance as recorded on November 30, 2021~~October 31, 2019~~. For TCAA this is \$2,466,031.68~~1,689.39~~ annually given a balance of \$246,603.98~~168,939.00~~.
- A. Provide the appropriate Affiliate officers with a monthly financial statement to include a balance sheet and line item comparison of actual revenues and expenditures to budgeted revenues and expenditures.
  - B. Assist the Affiliate Board with the development of its annual budget and service plan.

- C. Arrange for an annual review of Affiliate financial transactions. If an audit is preferred or required by constitution, TML will obtain a cost estimate from its auditor for the Affiliate's approval.
  - D. Manage Affiliate funds to ensure timely and accurate receipt of revenues, payment of expenses, and maximum investment earnings.
  - E. Assist in the preparation and filing of Affiliate tax returns.
- III. Additional Services to be Provided. TML will provide the following additional services to Affiliate at the following cost to Affiliate.
- A. **TCAA Newsletter - Web and e-newsletter**  
 Compensation: In consideration for work on the TCAA e-newsletter, the Affiliate will compensate TML for TML's actual costs. The Affiliate's obligation to reimburse TML for actual costs not to exceed \$~~17,5445,912~~ annually. The appropriate Affiliate account will be debited monthly for the costs following publication/distribution. (408 hours at \$~~4339~~ per hour)
  - B. **Meeting planning/coordination on-site logistical assistance for TCAA SummerMid-Year Conference**  
 Compensation: In consideration for meeting planning services, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$~~6,7515,460~~), plus actual staff travel expenses. (~~15740~~ hours at \$~~4339~~ per hour)
  - C. **Meeting planning/coordination onsite logistical assistance for TCAA Fall Conference**  
Compensation: In consideration for meeting planning services, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$2,666), plus actual staff travel expenses. (62 hours at \$43 per hour)
  - D. **Meeting planning/coordination on-site logistical assistance for the biennial Riley Fletcher Basic Municipal Law Seminar**  
 Compensation: In consideration for meeting planning services for the Riley Fletcher Basic Municipal Law Seminar, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$~~3,1392,106~~), plus actual staff travel expenses, every other fiscal year, beginning with fiscal year 2023-2024. (~~7354~~ hours at \$~~4339~~ per hour)
  - E. **Board and Committee Meeting planning/coordination assistance**  
Compensation: In consideration for board and committee planning and coordination, the Affiliate's obligation to reimburse TML for actual costs of \$1,548 annually, plus actual staff travel expenses. This amount is calculated upon the preparation and attendance of three Board meetings. (36 hours at \$43 per hour)
  - ~~FE.~~ **TCAA Website Maintenance**

Compensation: In consideration for maintenance, and monitoring of TCAA site for one-year with an estimated cost of \$~~1,032,936~~. The appropriate Affiliate account will be debited monthly for these costs. (24 hours at \$~~4339~~ per hour)

**GF. TCAA Listserve**

Compensation: The Affiliate will reimburse TML for cost of \$~~68824~~.  
(16 hours at \$~~4339~~ per hour)

**HG. TCAA-Affiliate Groups**

Compensation: In consideration for coordinating the TCAA-Affiliate Groups Program, the Affiliate will reimburse TML for its staff time (estimated at \$~~8678~~), plus actual staff travel expenses. (2 hours at \$~~4339~~ per hour)

**I. TCAA Conference Scholarships for Law Students**

Compensation: In consideration for coordinating Conference Scholarships for Law Students, the Affiliate will reimburse TML for its staff time (estimated at \$129), plus actual staff travel expenses. (3 hours at \$43 per hour).

**J. TCAA Sponsorship Program Coordination**

Compensation: In consideration for coordinating the TCAA Sponsorship Program, the Affiliate will reimburse TML for its staff time (estimated at \$430), plus an actual staff travel expenses. (10 hours at \$43 per hour)

**KH. Graphics and Videography Services**

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

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

This agreement will be in full force and effect until June 30, 202~~34~~. On June 30, 202~~34~~, and on June 30th of each year thereafter, this agreement will be automatically renewed for a term of one year. However, this agreement may be terminated by either TML or Affiliate on June 30th of any year, beginning with June 30, 202~~34~~, provided written notice of such termination is received by the other party on or before March 1st of that year.

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

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

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

**Texas City Attorneys Association**

Ron Stutes~~Paige Mims~~  
Shareholder~~City Attorney~~

Wilson, Robertson & Cornelius,  
P.C.~~City of Plano~~  
One American Center, 909 ESE Loop  
323, Suite 400, Tyler, TX 75701~~PO~~  
Box 860358, Plano, TX 75086

**TML**

Evelyn Njuguna~~Scott Houston~~  
~~TML Deputy Executive Director and General~~  
~~Counsel~~TML Legal Services Director  
Texas Municipal League

1821 Rutherford Lane, Suite 400  
Austin, TX 78754

- VII. Additional Work Projects. Other activities that fall outside of the programs and activities identified in this Agreement may be performed, after approval by TCAA, at a rate of \$~~4339~~ per hour. TML will provide TCAA an estimate of hours for the new programs and/or activities and an estimate of the costs to perform the new program and/or activities.

VIII. Miscellaneous Provisions

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 202~~20~~20.

| \_\_\_\_\_  
By: [Ron Stutes](#)~~Paige Mims~~, Affiliate President

\_\_\_\_\_  
By: Bennett Sandlin, TML Executive Director

**Texas City Attorneys Association  
2022-2023 SERVICES AGREEMENT**

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

- I. Base Services to be Provided. TML will provide the services listed under this Section to the Affiliate at a cost to Affiliate of \$17 per Affiliate member per year:
- A. Review Affiliate constitution/bylaws to ensure compatibility with TML's constitution.
  - B. Assemble and maintain Affiliate membership records.
  - C. Design draft versions of Affiliate membership certificates, awards, or recognition plaques.
  - D. Design, conduct, and analyze a membership interest survey, upon request.
  - E. Conduct the membership dues billing process to include: (1) an initial billing; (2) a reminder mailing after 45 days; (3) and where applicable, a membership suspension letter following Board approval.
  - F. Assist in the formulation of membership recruitment strategies.
  - G. Assist in the development of prospective membership records and maintain such records.
  - H. Design draft versions of appropriate membership recruitment literature including a cover memorandum, membership services information, and an application form.
  - I. Conduct one membership recruitment mailing or emailing annually upon request, with appropriate membership promotional literature.
  - J. With regard to new Affiliate members, mail a membership application acknowledgment to the prospective new member and mail a copy of such acknowledgment to the appropriate Affiliate Board member. Mail a membership notification letter and a membership packet to the new member after the membership has been approved by the Affiliate Board.
- II. Financial Services to be Provided. TML will provide the financial services listed under this Section to the Affiliate at an annual cost to TCAA of 1% of the Fund Balance as recorded on November 30, 2021. For TCAA this is \$2,466.03 annually given a balance of \$246,603.98.
- A. Provide the appropriate Affiliate officers with a monthly financial statement to include a balance sheet and line item comparison of actual revenues and expenditures to budgeted revenues and expenditures.
  - B. Assist the Affiliate Board with the development of its annual budget and service plan.

- C. Arrange for an annual review of Affiliate financial transactions. If an audit is preferred or required by constitution, TML will obtain a cost estimate from its auditor for the Affiliate's approval.
  - D. Manage Affiliate funds to ensure timely and accurate receipt of revenues, payment of expenses, and maximum investment earnings.
  - E. Assist in the preparation and filing of Affiliate tax returns.
- III. Additional Services to be Provided. TML will provide the following additional services to Affiliate at the following cost to Affiliate.
- A. **TCAA Newsletter - Web and e-newsletter**  
 Compensation: In consideration for work on the TCAA e-newsletter, the Affiliate will compensate TML for TML's actual costs. The Affiliate's obligation to reimburse TML for actual costs not to exceed \$17,544 annually. The appropriate Affiliate account will be debited monthly for the costs following publication/distribution. (408 hours at \$43 per hour)
  - B. **Meeting planning/coordination onsite logistical assistance for TCAA Summer Conference**  
 Compensation: In consideration for meeting planning services, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$6,751), plus actual staff travel expenses. (157 hours at \$43 per hour)
  - C. **Meeting planning/coordination onsite logistical assistance for TCAA Fall Conference**  
 Compensation: In consideration for meeting planning services, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$2,666), plus actual staff travel expenses. (62 hours at \$43 per hour)
  - D. **Meeting planning/coordination onsite logistical assistance for the biennial Riley Fletcher Basic Municipal Law Seminar**  
 Compensation: In consideration for meeting planning services for the Riley Fletcher Basic Municipal Law Seminar, the Affiliate will, in addition to direct conference expenses such as postage, speaker expenses, food and beverage costs, etc., reimburse TML for its staff time (estimated at \$3,139), plus actual staff travel expenses, every other fiscal year, beginning with fiscal year 2023-2024. (73 hours at \$43 per hour)
  - E. **Board and Committee Meeting planning/coordination assistance**  
 Compensation: In consideration for board and committee planning and coordination, the Affiliate's obligation to reimburse TML for actual costs of \$1,548 annually, plus actual staff travel expenses. This amount is calculated upon the preparation and attendance of three Board meetings. (36 hours at \$43 per hour)
  - F. **TCAA Website Maintenance**  
 Compensation: In consideration for maintenance, and monitoring of TCAA site for one-year with an estimated cost of \$1,032. The appropriate Affiliate account will be debited monthly for these costs. (24 hours at \$43 per hour)
  - G. **TCAA ListTCAA Listserv**

Compensation: The Affiliate will reimburse TML for cost of \$688.  
(16 hours at \$43 per hour)

**H. TCAA Affiliate Groups**

Compensation: In consideration for coordinating the TCAA Affiliate Groups Program, the Affiliate will reimburse TML for its staff time (estimated at \$86), plus actual staff travel expenses. (2 hours at \$43 per hour)

**I. TCAA Conference Scholarships for Law Students**

Compensation: In consideration for coordinating Conference Scholarships for Law Students, the Affiliate will reimburse TML for its staff time (estimated at \$129), plus actual staff travel expenses. (3 hours at \$43 per hour).

**J. TCAA Sponsorship Program Coordination**

Compensation: In consideration for coordinating the TCAA Sponsorship Program, the Affiliate will reimburse TML for its staff time (estimated at \$430), plus an actual staff travel expenses. (10 hours at \$43 per hour)

**K. Graphics and Videography Services**

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

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

This agreement will be in full force and effect until June 30, 2023. On June 30, 2023, and on June 30th of each year thereafter, this agreement will be automatically renewed for a term of one year. However, this agreement may be terminated by either TML or Affiliate on June 30th of any year, beginning with June 30, 2023, provided written notice of such termination is received by the other party on or before March 1st of that year.

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

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

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

**Texas City Attorneys Association**

Ron Stutes  
Shareholder  
Wilson, Robertson & Cornelius, P.C.  
One American Center, 909 ESE Loop  
323, Suite 400, Tyler, TX 75701

**TML**

Evelyn Njuguna  
TML Legal Services Director  
Texas Municipal League  
1821 Rutherford Lane, Suite 400  
Austin, TX 78754

VII. Additional Work Projects. Other activities that fall outside of the programs and activities identified in this Agreement may be performed, after approval by TCAA, at a rate of \$43 per hour. TML will provide TCAA an estimate of hours for the new programs and/or activities and an estimate of the costs to perform the new program and/or activities.

VIII. Miscellaneous Provisions

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
By: Ron Stutes, Affiliate President

By: Bennett Sandlin, TML Executive Director

TAB

6

### Combined Speaker Submissions

Speaker	Topic
Will Trevino, City of Brownsville	<p><b><i>Meta-what now? Navigating your city through the next evolution of social connection: Possibilities, Policies, &amp; Pitfalls</i></b></p> <p>The metaverse is the next evolution of social connection. Are cities behind the curve already? In this session, you will learn the possibilities, policies and pitfalls that cities may face or are facing. You will also receive an update on social media regulation and where it stands.</p>
Will Trevino, City of Brownsville	<p><b><i>Technology Contracts: How best to protect your city from cybersecurity risks, data breaches and patent infringement</i></b></p> <p>Cities contract for all sorts of goods and services, including software and other technology. Often times a vendor will offer the city a complex technology agreement that requires skillful analyzing, reviewing and negotiating. In this session, you will learn how to best protect a city from data breaches, patent infringement and other pitfalls.</p>
Scott Houston, TML-IRP	<ul style="list-style-type: none"> <li>• Municipal regulation of firearms - I'd bet we'll have some type of action against a political subdivision by that time related to licensed carry in government meetings.</li> <li>• Workers Compensation: What Every City Attorney Needs to Know</li> <li>• Ethics – Organization as Client or anything really.</li> <li>• Annexation Update</li> </ul>
Ryan Henry, Law Office of Ryan Henry	<ul style="list-style-type: none"> <li>• Tips and tricks to include in ordinances and why they are important.</li> <li>• Sins of the past – waiver of immunity in contracts from last century</li> <li>• Working with your municipal court judge</li> <li>• Ethics and you – nature of the beast</li> <li>• Top 5 things to know about your statutory officers</li> <li>• Power tools to use for economic development for the big or small city</li> <li>• Supervisor liability in the employment context – now what?</li> </ul>
Joshua Galicia, Law Office of Ryan Henry	<ul style="list-style-type: none"> <li>• How to get the property owner to remove his junk vehicle</li> <li>• Dog, cats, lions, tigers, and bears – oh my: animal ordinances.</li> </ul>

	<ul style="list-style-type: none"> <li>• What the City Council needs to know about their prosecutor</li> </ul>
Alyssa Castellion, Law Office of Ryan Henry	<ul style="list-style-type: none"> <li>• TOMA and your “very active” council</li> <li>• Civil service and tips for handling disciplinary appeals</li> </ul>
Matthew Boyle, Boyle & Lowry, L.L.P.	<ul style="list-style-type: none"> <li>• Update, Status, and Strategies on Short-Term Rental Litigation.</li> </ul>
Jamie Mauldin and Roslyn Dubberstein, Lloyd Gosselink Rochelle & Townsend, P.C.	<p><b><u>2022 Utility-Related Update</u></b></p> <p>We will provide an update on hot topics and recent activity at the PUC, ERCOT and the Railroad Commission. In particular we will focus on projects, rulemaking and contested cases related to important electricity, water, gas, and telecommunications matters impacting cities. We will also discuss impacts and agency actions resulting from Winter Storm Uri.</p>
Sheila Gladstone and Sarah Glaser, Lloyd Gosselink Rochelle & Townsend, P.C.	<p><b><u>Hiring right, right now.</u></b></p> <p>Attendees will learn legal issues and risks related to good hiring practices, particularly in times where the applicant pool is so small you’re just hoping for a warm body. What laws are applicable and relevant? Are there special considerations related to an applicant’s criminal background? How far exactly should you lower your standards, and what are the legal risks of doing so?</p>
Sheila Gladstone and Sarah Glaser, Lloyd Gosselink Rochelle & Townsend, P.C.	<p><b><u>Employment Law Update and Hot Topics for 2022.</u></b></p> <p>Attendees will hear legal updates covering new developments in 2021 and a forward look to 2022. Session will cover new state legislation enacted last year, a case law update, COVID-19 related updates, and a forward look to possible hot topics in the coming year.</p>
Sheila Gladstone and Sarah Glaser, Lloyd Gosselink Rochelle & Townsend, P.C.	<p><b><u>A New Era: How Work From Home has changed, and where it’s going.</u></b></p> <p>Attendees will hear a lively discussion of how the ability for remote work has changed workplace policies and employee attitudes. Employers who once had 100% in-person workforces were forced to shift to remote work in 2020 for health and safety. Now, many employers are returning to the office, with varying degrees of enthusiasm from employees—for a myriad of reasons. And, employers are forced to answer the question of “why now, when I was doing fine at home?” This session will cover legal issues surrounding remote work or work from home, and a return to the office, including ADA, workers’ compensation, CDC guidelines, caregiver responsibilities, and other concerns.</p>
Jonathan Koury, City of Bryan	<p><b><i>“Serving those who Serve: Legal Issues Related to First Responders”</i></b></p> <p>The topic will cover 3 areas:</p>

	<p>Requests for information relating to police/fire/EMS and the special treatment the information created by/about them gets. This will cover PIA and subpoenas, highlighting the differences between the two.</p> <p>First amendment audits, a/k/a cop-watchers, addressing the dos and don'ts for police departments and other agencies dealing with</p> <p>Liability, or lack thereof, for different torts against police, fire, and EMS. This will cover Tort claims act defenses as well as touching on use of force litigation.</p> <p><b><i>“Real Estate Drafting for City Attorneys”</i></b></p> <p>This topic would cover drafting of liens, deeds, and easements as well as other conveyances. It will focus on the language that will materially change the meaning of deeds and easements, new changes in the law, and spotting issues in legal descriptions.</p>
<p><b>Mary Beth Coburn and Lowry Crook,</b> Best, Best &amp; Krieger</p>	<p><b><i>Getting Along with the Feds: Tips and Best Practices for Infrastructure Projects with a Federal Component</i></b></p> <p>A brief overview of the legal framework of federal procurement law applicable to federally funded projects and guidance for understanding the requirements of federal grant and loan agreements, including Infrastructure Investment and Jobs Act funding, and partnering on projects with the Army Corps of Engineers or other Federal agencies. Tips and best practices for navigating these projects explained by Mary Beth Coburn, an experienced public infrastructure attorney, and Lowry Crook. Lowry served as a senior leader and counsel overseeing the Army Corps of Engineers, the White House Council on Environmental Quality and the Federal Maritime Commission. In addition to her twenty years of experience in public infrastructure and construction law, Mary Beth is also a licensed professional civil engineer with more than a decade of experience in design and construction of public facilities.</p>
<p><b>Katie Leininger,</b> City of Pearland, <b>E. Joyce Iyamu,</b> City of Missouri City (two others TBD) (Representatives of Houston Area Municipal Attorneys) Moderator: <b>Derri Leigh Purnell,</b> Vice President HAMA</p>	<p><b>Please Drink Responsibly: A Panel Discussion on Ethics and Professional Responsibility for City Attorneys (for ethics credit)</b></p> <p>A panel discussion focused on real-world implementation of specific ethics rules by local government attorneys, including: (i) using professional networking organizations, such as TCAA affiliates like HAMA, to maintain professional competency through formal and informal learning opportunities, (ii) maintaining professional relationships and membership in professional networking organizations as a means of preserving and improving mental health</p>

	as a practicing attorney; and (iii) dealing with ethics rules in the context of unique situations faced by City Attorneys.
Joshua D. Katz and Gunnar P. Seaquist, Bickerstaff Heath Acosta Delgado LLP	<p><b><i>How May We Serve You?</i></b></p> <p>A fairly obscure federal law, 7 U.S.C. Section 1926(b), allows the United States Department of Agriculture to make loans to rural water associations to allow those associations to build or improve infrastructure to provide service. In order to protect its loan, this law prohibits the “limitation or curtailment” of service by these indebted rural water associations. Many landowners within the service area of these associations found that they were incapable of providing water service or demanded that the landowner pay the full cost of all infrastructure to provide that service. And if they sought service from a nearby city, both the landowner and the city often found themselves sued in federal court. Both state law and Fifth Circuit caselaw have changed recently in ways that may make it possible for cities to provide water service to customers who otherwise cannot obtain economically viable service. Our presentation will examine those changes and offer advice to cities on how to proceed.</p>
Philip B. Arnold, Bickerstaff Heath Acosta Delgado LLP	<p><b><i>Ultra Vires Claims</i></b></p> <p><i>Ultra Vires</i> claims is a suit that alleges that a government official acted without legal authority or failed to perform a purely ministerial act – it is a suit against an individual rather than the government and is an exception to governmental immunity. In the case of a city, an example would be if a member of the city council took some action that he/she did not have the authority to do (e.g., enter into a contract which legally requires a vote and approval from the majority of the council). Someone can sue the council member personally, in his/her capacity as a member of the city council, and avoid a plea to the jurisdiction/governmental immunity defense. It is used as a back door to get around governmental immunity to have certain actions undone. Typically, it cannot be for monetary damages, but sometimes the effect of undoing the action can have monetary consequences.</p>
Gregory D. Miller, Bickerstaff Heath Acosta Delgado LLP	<p><b><i>Municipal Borrowing in a Time of Climate Change</i></b></p> <p>Climate change is affecting how cities plan for infrastructure and at the same time, how investors evaluate bonds. This presentation will explain how cities, which are at the front-line when it comes to addressing climate change, can position themselves to respond to the changing demands of the environment and of the bond market through adaption and following a green bond model when issuing debt.</p>
Barbara Quirk, Associate Attorney, City of Boerne	<p><b><i>Things to Consider When Adopting a Unified Development Code and Environmental Protection Ordinances</i></b> – Discussing the process recently undertaken by the City of <a href="#">Boerne in</a> adopting a</p>

	<p>Unified Development Code and Environmental Protection Ordinances. On November 24, 2020, the City of Boerne adopted a Unified Development Code incorporating zoning, subdivision, sign and development ordinances into one document. The process of getting to that point took over a year of preparation, public meetings, hearings, committee work, and countless revisions. Along the way lessons were learned which may help other cities.</p> <p><b><i>Looking into the forms file of a City Attorney</i></b> – We all use so many forms everyday from contracts to real estate transactions to land use or economic development deals to public information responses and employment or severance agreements. This session will make available ten of the forms most used in the City Attorney’s day with some tips for using and modifying the forms.</p>
<p><b>Sylvia Firth</b>, Of Counsel, Bojorquez Law Firm and President State Bar of Texas and <b>Lora-Marie Bernard</b>, journalist and consultant with MuniMedia.</p>	<p><b>Working Title: “Yes, Comment! Ethics &amp; Best Practices for Dealing with the Media</b> (1 hour of Ethics).</p> <p>The Texas Disciplinary Rule of Professional Conduct 3.07 (Trial Publicity) restricts the ability of lawyers to litigate their cases in the media, but we see it all the time. <i>If, when and how</i> to comment are questions many experienced city attorneys disagree about, <u>passionately!</u></p>
<p><b>Sylvia Firth</b>, Of Counsel, Bojorquez Law Firm and President State Bar of Texas</p>	<p><b>State Bar Update:</b> Litigation involving the bar, how to get involved in the State bar, and diversity initiatives for lawyers (1 hour ethics)</p>

Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	Topic	Topic
	Qualified Immunity, Motions to Dismiss and Stays of Discovery	First Amendment Viewpoint Discrimination Litigation Update	Fourth Amendment Law Update including an update on Franks v. Delaware
Speaker name	Laura O'Leary	Francisco Valenzuela	Thomas Brandt
How long have they been licensed?	11	15	41
How long have they practiced municipal law?	11	11	41

Q3. Other comments:

Location Data

Location: [\(32.837203979492, -96.768997192383\)](#)

Source: GeolIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	Topic	Topic
Speaker name			
How long have they been licensed?			
How long have they practiced municipal law?			

Q3. Other comments:

General observation: the listserv activity over the past year may inspire topics and speaker panels to discuss the respective topics.

Location Data

Location: [\(33.430999755859, -93.876502990723\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	380 Agreements	Topic	COVID and FMLA/ADA	Topic	Elections
Speaker name						
How long have they been licensed?						
How long have they practiced municipal law?						

Q3. Other comments:

Location Data

Location: [\(29.76789855957, -94.972396850586\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic <div>General Ordinance Drafting and Organization</div>	Topic <div>3rd Party Lawyer Communication with Council and Staff</div>	Topic <div></div>
Speaker name	Bryan Garner (good luck)	Jason Rammel	
How long have they been licensed?	38 years	15 years	
How long have they practiced municipal law?	NA	15 years	

Q3. Other comments:

Ordinances: It would be great to have a presentation on drafting and organizing ordinances. I pretty much use Bryan Garner's Guidelines for Drafting and Editing Legislation when drafting, so I don't know how much original input I could offer. A round table type presentation might also be a good format. I'd be willing to participate. 3rd Party Lawyer Communication: Application of R. 4.02, Tex. Disc R. Prof. Conduct, to cities. I frequently have to remind attorneys representing landowners, developers, etc. that they cannot talk to City officials without my consent. I've gotten pushback from a couple, but most get it. It may be helpful to understand the nuances of this rule, especially relating to City officials obligations to the public v. the lawyer for a developer. I'm sure there are others that would be willing to talk on this topic as well

Location Data

Location: [\(29.756500244141, -98.198303222656\)](#)

Source: GeolIP Estimation



**Q1.** The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	Injunctive Relief	Topic	Topic
Speaker name	Any judge we can get			
How long have they been licensed?				
How long have they practiced municipal law?				

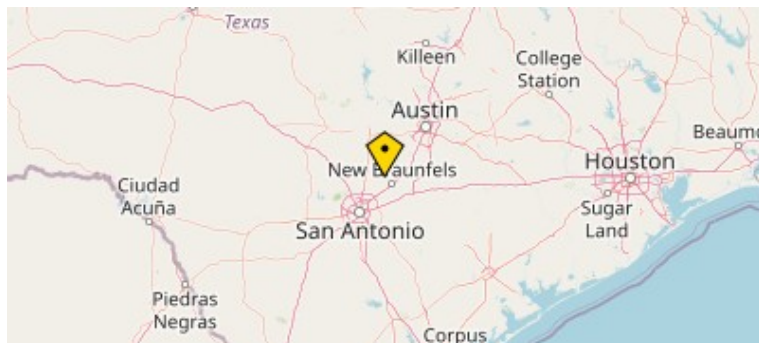
**Q3.** Other comments:

It would be great to get perspectives from some judges on injunctive relief. I spent 3 days in a hearing on injunctive relief filed on behalf of one of my cities. The judge (Dib Waldrip, 433rd Dist. Comal County ) was great and really worked with the parties to get to the heart of the matter and try to work out something that worked for us - which we did. I've also had experiences where the judge told me that the city was correct, and that injunctive relief was in order, but wouldn't grant the order because it was going to cost the defendant so much to comply (removal of very large, very illegal sign) - we ended up resolving the case. I think this would be very useful for new city attorneys or city attorneys that don't do a lot of litigation.

#### Location Data

**Location:** [\(29.756500244141, -98.198303222656\)](#)

**Source:** GeoIP Estimation



**Q1.** The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	Topic	Topic
Speaker name			
How long have they been licensed?			
How long have they practiced municipal law?			

**Q3.** Other comments:

Forcing utilities underground. Expropriations (and destruction of other public records): Best practice?

#### Location Data

**Location:** [\(37.751007080078, -97.821998596191\)](#)

**Source:** GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):


	Topic <div>Civil enforcement in Municipal Courts of Record</div>	Topic <div>Animal Related Issues</div>	Topic <div>Code Enforcement</div>
Speaker name	Ryan Henry	Robyn Katz	Janet Spugnardi
How long have they been licensed?			
How long have they practiced municipal law?			

Q3. Other comments:

Location Data

Location: [\(32.937896728516, -96.838401794434\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

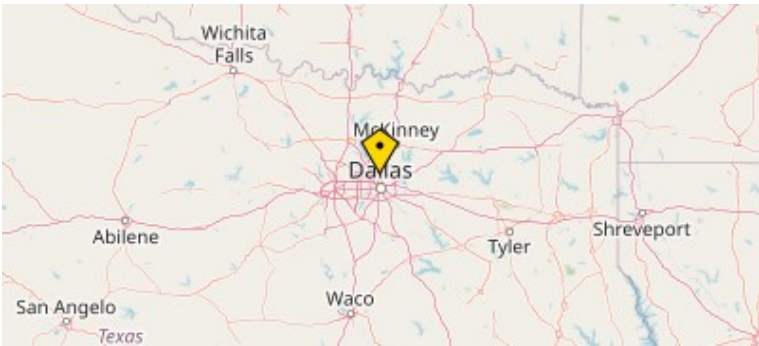
	Topic Municipal Regulation of the ETJ	Topic Hot Topics in Land Use	Topic Sign Regulation After the City of Austin Supreme Court Decision
Speaker name			
How long have they been licensed?			
How long have they practiced municipal law?			

Q3. Other comments:

Location Data

Location: [\(32.899597167969, -96.790603637695\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	shutting down businesses who open a business without permits	Topic		Topic	
Speaker name						
How long have they been licensed?						
How long have they practiced municipal law?						

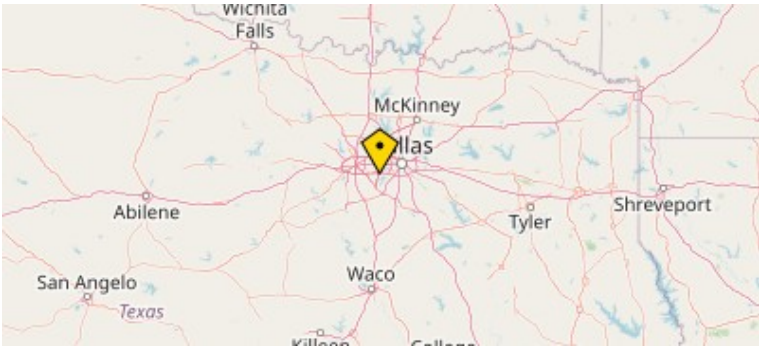
Q3. Other comments:

specifically, what is the quickest and most efficient manner to shut down a business who buys a piece of property and just starts parking trucks and adding concrete pad sites and working on vehicles and adding fill without first having obtained a certificate of occupancy or flood plain development permit. How soon can the city seek a temporary restraining order or injunction if the owner of the land just continues to run the enterprise?

Location Data

Location: [\(32.660903930664, -97.034202575684\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	TopicChapter 212 shot clock	TopicAdoption of building codes	TopicZoning do's and dont's
Speaker name			
How long have they been licensed?			
How long have they practiced municipal law?			

Q3. Other comments:

Location Data

Location: [\(37.751007080078, -97.821998596191\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic10th Amendment to U.S. Consti.	TopicState law vs. Home Rule	Topic
Speaker name			
How long have they been licensed?			
How long have they practiced municipal law?			

Q3. Other comments:

Location Data

Location: [\(32.360702514648, -95.30940246582\)](#)

Source: GeolIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

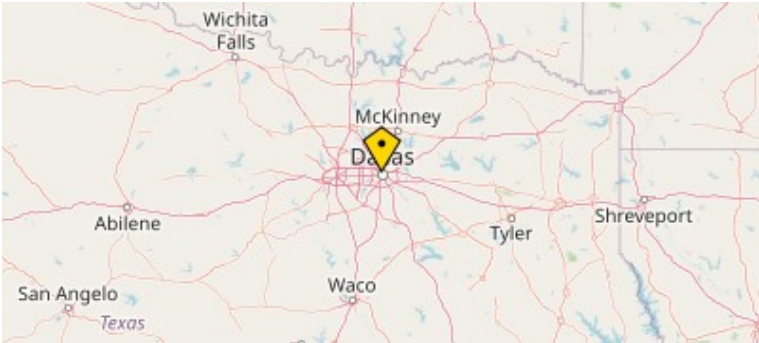
	Topic	cell tower leases - benefits and dangers	Topic		Topic	
Speaker name						
How long have they been licensed?						
How long have they practiced municipal law?						

Q3. Other comments:

Location Data

Location: [\(32.779693603516, -96.802200317383\)](#)

Source: GeolIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	ETJ subdivision governance	Topic	CCNs and cities interplay/issues/conflicts	Topic	MUDS 101
Speaker name						
How long have they been licensed?						
How long have they practiced municipal law?						

Q3. Other comments:

Location Data

Location: [\(26.196594238281, -97.691200256348\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	HB 4121 & HB 4447	Topic	HR & COVID updates	Topic	
Speaker name		Scott Houston?		Robin Cross		
How long have they been licensed?		20+ yrs		20+ yrs		
How long have they practiced municipal law?		20 + yrs		20+ yrs		

Q3. Other comments:

I'd be down to also have someone provide a primer on some aspect of municipal law, to have a seminar that is meaningful to all. I understand the Riley Fletcher series but just a thought . . . .

Location Data

Location: [\(30.547805786133, -96.271499633789\)](#)

Source: GeoIP Estimation



Q1. The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this survey and submit your suggestions no later than Friday, January 14, 2022.

Please list any individual(s) and the topic you would like to see the individual present (optional):

	Topic	SB 45 and how "employer" is being interpreted	Topic		Topic	
Speaker name						
How long have they been licensed?						
How long have they practiced municipal law?						

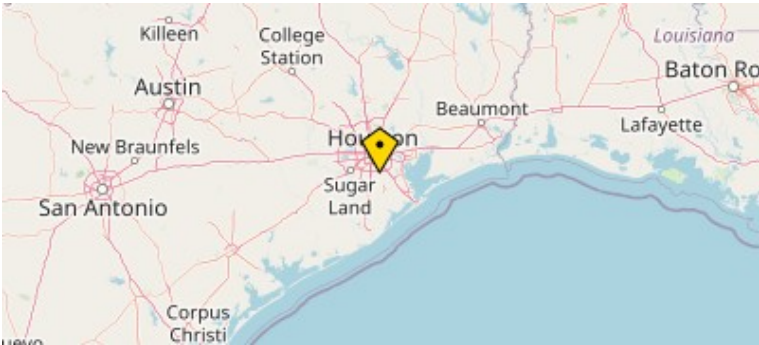
Q3. Other comments:

I realize this topic suggestion may be better when there has been more time for litigation to elucidate the contours of "employer" but in the meantime I'm curious how broadly or narrowly other cities (and employers more generally) are interpreting the new subchapter of the Labor Code.

Location Data

Location: [\(29.56559753418, -95.274696350098\)](#)

Source: GeoIP Estimation



**From:** [Julie Fort](#)  
**To:** [Evelyn Njuguna](#); [Alan Bojorquez](#); [rstutes@wilsonlawfirm.com](mailto:rstutes@wilsonlawfirm.com); [Kuruville Oommen](#); [Slater Elza](#); [Kevin Pagan](#); [Jennifer Richie](#); [Sharae Reed](#); [Maleshia McGinnis](#); [Charles Zech](#); [Victor A Flores](#)  
**Cc:** [Alyssa White](#); [Will Trevino](#); [Bill Longley](#); [MFM Paralegal](#)  
**Subject:** RE: TCAA Board Meeting--Speaker Topics  
**Date:** Monday, January 17, 2022 12:01:19 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[image003.png](#)

---

Evelyn,

I have been out with COVID and failed to meet the 1/14 survey deadline for speaker topics, plus the below didn't really fit in the survey, so I'm sending by email.

How to Fight a MUD & Why you Should—Brenda McDonald with either Emily Rogers at Bickerstaff or Steve Dickman at Law Offices of Steve Dickman. Brenda and Emily have been working on a case together in Ellis County.

Current Trends in City Charters—What they should & shouldn't be—Brenda McDonald has been doing a lot of these the last couple years. So have Monte & Patty Akers. I'm sure others around the state have as well. Other Board members might know some good candidates.

Municipal Court Update—What are your Judge & Prosecutor doing nowadays?---Doug Montgomery and/or Nicole Warren. Both are prosecutors. Nicole is also a former judge. (yes, they are both with my firm—feel free to suggest other speakers).

Below are several employment related topics to pick from. I propose Melissa Cranford, maybe paired with Robin Cross depending on length of presentation (Robin is Board Certified in Labor & Employment):

**Remote work and the Continuous Workday Rule**

What's compensable time for a teleworking employee?

How does this rule synthesize with leave practices?

**EEOC Enforcement and Litigation Trends**

**Back to the New Normal**

Bringing Employees back to work

Navigating the next COVID wave

Employee Retention

Remote Work Policies

Vaccine Mandates as a hiring policy

**Confidentiality and Leave Practices in the Time of COVID**

Defining Protected Health Care Information

Disclosure and Contact Tracing

Sick leave versus Remote work

FMLA

Worker's Comp

Quarantine for First Responders

ADA Accommodations

**Best Practices in Diversity, Equity and Inclusion**

Measure and analyze current efforts

Attracting and recruiting diverse talent

Reduce bias during interviews and hiring  
DEI in onboarding and retention

Thank you,  
Julie

**Julie Fort**  
**Partner**



6371 PRESTON RD • STE 200 • FRISCO, TX 75034 • PHONE: 972.668.6400  
TOLL FREE: 855.668.6400  
[JULIE@TXMUNICIPALLAW.COM](mailto:JULIE@TXMUNICIPALLAW.COM) • [WWW.TXMUNICIPALLAW.COM](http://WWW.TXMUNICIPALLAW.COM)

---

**From:** Evelyn Njuguna <evelyn@tml.org>

**Sent:** Tuesday, September 28, 2021 11:45 AM

**To:** Alan Bojorquez <alan@texasmunicipallawyers.com>; rstutes@wilsonlawfirm.com; Kuruvilla Oommen <koommen@cityofirving.org>; Slater Elza <Slater.Elza@uwlaw.com>; Kevin Pagan <kpagan@bickerstaff.com>; Jennifer Richie <JenniferR@wacotx.gov>; Julie Fort <julie@txmunicipallaw.com>; Sharae Reed <Sharae.Reed@BeaumontTexas.gov>; Maleshia McGinnis <mmcginnis@nrhtx.com>; Paige Mims <Paigem@plano.gov>; Charles Zech <cezech@rampagelaw.com>

**Subject:** TCAA Board Meeting and Materials

Dear Board Members:

As a reminder, the next TCAA Board meeting will be held at **5:15 p.m.** on Thursday, **October 7**, at the George R. Brown Convention Center, Room 332B, located at 1001 Avenida De Las Americas, Houston, Texas 77010.

The board packet is available online at: <https://texascityattorneys.org/wp-content/uploads/2021/09/Combined-Board-Packet-October-2021.pdf>

The conference begins at 9:00 a.m. on Thursday. Full conference information is available here: <https://tmlconference.org/affiliate-programs/>

If you have questions, please let me know (my cell phone number is 713-443-8386).

Sincerely,

Evelyn

**Evelyn W. Njuguna**

Assistant Director of Legal Services

Texas Municipal League

[www.tml.org](http://www.tml.org)

[evelyn@tml.org](mailto:evelyn@tml.org)

(512) 231-7400 (Main)

(512) 231-7461 (Direct)

***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.

**From:** [Victor A Flores](#)  
**To:** [Julie Fort](#); [Evelyn Njuguna](#); [Alan Bojorquez](#); [rstutes@wilsonlawfirm.com](mailto:rstutes@wilsonlawfirm.com); [Kuruvilla Oommen](#); [Slater Elza](#); [Kevin Pagan](#); [Jennifer Richie](#); [Sharae Reed](#); [Maleshia McGinnis](#); [Charles Zech](#)  
**Cc:** [Alyssa White](#); [Will Trevino](#); [Bill Longley](#); [MFM Paralegal](#)  
**Subject:** RE: TCAA Board Meeting--Speaker Topics  
**Date:** Monday, January 17, 2022 12:40:44 PM  
**Attachments:** [image002.png](#)  
[image004.png](#)

---

Team,

I especially like Julie's recommendation for "Back to the New Normal – Employee Retention". I think a topic on the Great Resignation and Managing a Multigenerational Workforce would be interesting. This is a unique time where you have Boomers and Gen Zers working together in profession where AI encroaches into the practice of law exponentially every year that passes. I know a couple of Professors at Baylor Law that have created a curriculum around this topic. They might be interested in presenting.

-Victor Flores  
City Attorney

---

**From:** Julie Fort <[julie@txmunicipallaw.com](mailto:julie@txmunicipallaw.com)>  
**Sent:** Monday, January 17, 2022 12:01 PM  
**To:** Evelyn Njuguna <[evelyn@tml.org](mailto:evelyn@tml.org)>; Alan Bojorquez <[alan@texasmunicipallawyers.com](mailto:alan@texasmunicipallawyers.com)>; [rstutes@wilsonlawfirm.com](mailto:rstutes@wilsonlawfirm.com); Kuruvilla Oommen <[koommen@cityofirving.org](mailto:koommen@cityofirving.org)>; Slater Elza <[Slater.Elza@uwlaw.com](mailto:Slater.Elza@uwlaw.com)>; Kevin Pagan <[kpagan@bickerstaff.com](mailto:kpagan@bickerstaff.com)>; Jennifer Richie <[JenniferR@wacotx.gov](mailto:JenniferR@wacotx.gov)>; Sharae Reed <[Sharae.Reed@BeaumontTexas.gov](mailto:Sharae.Reed@BeaumontTexas.gov)>; Maleshia McGinnis <[mmcginnis@nrhtx.com](mailto:mmcginnis@nrhtx.com)>; Charles Zech <[cezech@rampagelaw.com](mailto:cezech@rampagelaw.com)>; Victor A Flores <[Victor.Flores@brownsvilletx.gov](mailto:Victor.Flores@brownsvilletx.gov)>  
**Cc:** Alyssa White <[alyssa@tml.org](mailto:alyssa@tml.org)>; [will@tml.org](mailto:will@tml.org); [bill@tml.org](mailto:bill@tml.org); MFM Paralegal <[paralegal@txmunicipallaw.com](mailto:paralegal@txmunicipallaw.com)>  
**Subject:** RE: TCAA Board Meeting--Speaker Topics

You don't often get email from [julie@txmunicipallaw.com](mailto:julie@txmunicipallaw.com). [Learn why this is important](#)

Evelyn,

I have been out with COVID and failed to meet the 1/14 survey deadline for speaker topics, plus the below didn't really fit in the survey, so I'm sending by email.

How to Fight a MUD & Why you Should—Brenda McDonald with either Emily Rogers at Bickerstaff or Steve Dickman at Law Offices of Steve Dickman. Brenda and Emily have been working on a case together in Ellis County.

Current Trends in City Charters—What they should & shouldn't be—Brenda McDonald has been doing a lot of these the last couple years. So have Monte & Patty Akers. I'm sure others around the state have as well. Other Board members might know some good candidates.

Municipal Court Update—What are your Judge & Prosecutor doing nowadays?---Doug Montgomery

and/or Nicole Warren. Both are prosecutors. Nicole is also a former judge. (yes, they are both with my firm—feel free to suggest other speakers).

Below are several employment related topics to pick from. I propose Melissa Cranford, maybe paired with Robin Cross depending on length of presentation (Robin is Board Certified in Labor & Employment):

**Remote work and the Continuous Workday Rule**

What's compensable time for a teleworking employee?

How does this rule synthesize with leave practices?

**EEOC Enforcement and Litigation Trends**

**Back to the New Normal**

Bringing Employees back to work

Navigating the next COVID wave

Employee Retention

Remote Work Policies

Vaccine Mandates as a hiring policy

**Confidentiality and Leave Practices in the Time of COVID**

Defining Protected Health Care Information

Disclosure and Contact Tracing

Sick leave versus Remote work

FMLA

Worker's Comp

Quarantine for First Responders

ADA Accommodations

**Best Practices in Diversity, Equity and Inclusion**

Measure and analyze current efforts

Attracting and recruiting diverse talent

Reduce bias during interviews and hiring

DEI in onboarding and retention

Thank you,

Julie

**Julie Fort**

**Partner**



6371 PRESTON RD • STE 200 • FRISCO, TX 75034 • PHONE: 972.668.6400  
TOLL FREE: 855.668.6400  
[JULIE@TXMUNICIPALLAW.COM](mailto:JULIE@TXMUNICIPALLAW.COM) • [WWW.TXMUNICIPALLAW.COM](http://WWW.TXMUNICIPALLAW.COM)

---

**From:** Evelyn Njuguna <[evelyn@tml.org](mailto:evelyn@tml.org)>

**Sent:** Tuesday, September 28, 2021 11:45 AM

**To:** Alan Bojorquez <[alan@texasmunicipallawyers.com](mailto:alan@texasmunicipallawyers.com)>; rstutes@wilsonlawfirm.com; Kuruvilla Oommen <[koommen@cityofirving.org](mailto:koommen@cityofirving.org)>; Slater Elza <[Slater.Elza@uwlaw.com](mailto:Slater.Elza@uwlaw.com)>; Kevin Pagan <[kpagan@bickerstaff.com](mailto:kpagan@bickerstaff.com)>; Jennifer Richie <[JenniferR@wacotx.gov](mailto:JenniferR@wacotx.gov)>; Julie Fort <[julie@txmunicipallaw.com](mailto:julie@txmunicipallaw.com)>; Sharae Reed <[Sharae.Reed@BeaumontTexas.gov](mailto:Sharae.Reed@BeaumontTexas.gov)>; Maleshia McGinnis <[mmcginnis@nrhtx.com](mailto:mmcginnis@nrhtx.com)>; Paige Mims <[Paigem@plano.gov](mailto:Paigem@plano.gov)>; Charles Zech <[cezech@rampagelaw.com](mailto:cezech@rampagelaw.com)>

**Subject:** TCAA Board Meeting and Materials

Dear Board Members:

As a reminder, the next TCAA Board meeting will be held at **5:15 p.m.** on Thursday, **October 7**, at the George R. Brown Convention Center, Room 332B, located at 1001 Avenida De Las Americas, Houston, Texas 77010.

The board packet is available online at: <https://texascityattorneys.org/wp-content/uploads/2021/09/Combined-Board-Packet-October-2021.pdf>

The conference begins at 9:00 a.m. on Thursday. Full conference information is available here: <https://tmlconference.org/affiliate-programs/>

If you have questions, please let me know (my cell phone number is 713-443-8386).

Sincerely,

Evelyn

**Evelyn W. Njuguna**

Assistant Director of Legal Services

Texas Municipal League

[www.tml.org](http://www.tml.org)

[evelyn@tml.org](mailto:evelyn@tml.org)

(512) 231-7400 (Main)

(512) 231-7461 (Direct)

***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.



**From:** [jim@jshepherdlaw.com](mailto:jim@jshepherdlaw.com) <[jim@jshepherdlaw.com](mailto:jim@jshepherdlaw.com)>

**Sent:** Tuesday, January 18, 2022 11:45 AM

**To:** Randy Overman <[roverman@tml.org](mailto:roverman@tml.org)>

**Subject:** RE: 2022 TCAA Conference Speaker Ideas

Thanks for asking.

1. Continued updates on municipal regulations on short term rentals would be helpful, if the courts have anything new that's relevant.
2. MUDS and SUDS—an unbiased review of “What to do when the Mud is lurking in your ETJ”  
That would include the current likely hood of stopping them, the best procedures to live with them ( I just did a long agreement for annexation for Ltd. Purposes, ultimately to allow immediate annexation at city discretion if the Mud bond debt on the property ever got down to an acceptable amount for the city to fiscally be ahead if annexed, and property tax to the city exceeded the property tax to the bonds, etc.
3. Update on what plans the legislature has to help the MUDs or hurt the municipal authority in the state, or both.

James E. Shepherd  
Shepherd Law Firm  
1901 N. Central Expressway  
Suite 200  
Richardson, Texas 75080  
[972-234-3117](tel:972-234-3117)  
[972-889-3827](tel:972-889-3827) (fax)

**From:** Texas City Attorneys Association <[tmladmin@tml.ccsend.com](mailto:tmladmin@tml.ccsend.com)> **On Behalf Of** Texas City Attorneys Association

**Sent:** Tuesday, January 4, 2022 3:54 PM

**To:** [jim@jshepherdlaw.com](mailto:jim@jshepherdlaw.com)

**Subject:** 2022 TCAA Conference Speaker Ideas



The primary role of the Texas City Attorneys Association (TCAA) is to provide its members with the highest quality continuing education through its conferences and seminars. To this end, the TCAA Board would like your input on educational session topics you would like presented at the TCAA Summer and Fall conferences. We would love to hear which topics are of interest to you. Please take a few minutes to fill out this [survey](#) and submit your suggestions no later than **Friday, January 14, 2022**.

Texas City Attorneys Association | 1821 Rutherford Lane, Suite 400, Austin, TX 78754

[Unsubscribe jim@jshepherdlaw.com](mailto:jim@jshepherdlaw.com)

[Constant Contact Data Notice](#)

Sent by tmladmin@tml.org

## Summary of Survey Results

- Qualified Immunity, Motions to Dismiss and Stays of Discovery (**Laura O’Leary**)
- First Amendment Viewpoint Discrimination Litigation Update (**Francisco Valenzuela**)
- Fourth Amendment Law Update Including an Update on Franks v. Delaware (**Thomas Brandt**)
- 380 Agreements
- COVID
- FMLA
- ADA
- Elections
- General Ordinance and Drafting Organization (**Bryan Garner**)
- 3rd Party Lawyer Communication with Council and Staff (**Jason Rammel**)
- Injunctive Relief
- Utilities
- Expunctions
- Civil Enforcement in Municipal Courts of Record (**Ryan Henry**)
- Animal Related Issues (**Robyn Katz**)
- Code Enforcement (**Janet Spugnardi**)
- ETJ
- Land Use
- Sign Regulation After the City of Austin Supreme Court Decision
- (Business) Permits
- Chapter 212 Shot Clock
- Building Codes
- Zoning
- 10<sup>th</sup> Amendment to U.S. Constitution
- State Law vs. Home Rule
- Cell Tower Leases
- CCNs and Cities Interplay/Issues/Conflicts

- MUDs
- HB 4121 & HB 4447 (**Scott Houston**)
- Human Resources (**Robin Cross**)
- SB 45- How “Employer” is Being Interpreted
- Continued updates on municipal regulations on short term rentals would be helpful, if the courts have anything new that’s relevant.
- MUDS and SUDS—an unbiased review of “What to do when the Mud is lurking in your ETJ.” That would include the current likely hood of stopping them, the best procedures to live with them (I just did a long agreement for annexation for Ltd. Purposes, ultimately to allow immediate annexation at city discretion if the Mud bond debt on the property ever got down to an acceptable amount for the city to fiscally be ahead if annexed, and property tax to the city exceeded the property tax to the bonds, etc.
- Update on what plans the legislature has to help the MUDs or hurt the municipal authority in the state, or both.
- How to Fight a MUD & Why you Should—**Brenda McDonald** with either **Emily Rogers** at Bickerstaff or **Steve Dickman** at Law Offices of Steve Dickman. Brenda and Emily have been working on a case together in Ellis County.
- Current Trends in City Charters—What they should & shouldn’t be—**Brenda McDonald** has been doing a lot of these the last couple years. So have **Monte & Patty Akers**. I’m sure others around the state have as well. Other Board members might know some good candidates.
- Municipal Court Update—What are your Judge & Prosecutor doing nowadays?---**Doug Montgomery** and/or **Nicole Warren**. Both are prosecutors. Nicole is also a former judge. (yes, they are both with my firm—feel free to suggest other speakers).
- Below are several employment related topics to pick from. I propose **Melissa Cranford**, maybe paired with **Robin Cross** depending on length of presentation (Robin is Board Certified in Labor & Employment)
  - **Remote work and the Continuous Workday Rule**
    - What’s compensable time for a teleworking employee?
    - How does this rule synthesize with leave practices?
  - **EEOC Enforcement and Litigation Trends**

- **Back to the New Normal**
  - Bringing Employees back to work
  - Navigating the next COVID wave
  - Employee Retention
  - Remote Work Policies
  - Vaccine Mandates as a hiring policy
- **Confidentiality and Leave Practices in the Time of COVID**
  - Defining Protected Health Care Information
  - Disclosure and Contact Tracing
  - Sick leave versus Remote work
  - FMLA
  - Worker's Comp
  - Quarantine for First Responders
  - ADA Accommodations
- **Best Practices in Diversity, Equity and Inclusion**
  - Measure and analyze current efforts
  - Attracting and recruiting diverse talent
  - Reduce bias during interviews and hiring
  - DEI in onboarding and retention
- **Great Resignation and Managing a Multigenerational Workforce** would be interesting. This is a unique time where you have Boomers and Gen Zers working together in profession where AI encroaches into the practice of law exponentially every year that passes. I know a couple of Professors at Baylor Law that have created a curriculum around this topic. They might be interested in presenting (Victor Flores)

## **SPEAKER AGENDA**

### ***Texas City Attorneys Association***

### ***Summer Conference***

***June 15-17, 2022***

*13 Hours MCLE Credit, Including 2 Ethics Hours*

#### **Wednesday, June 15 (3 hours)**

- 12:30 -4:30 p.m. Registration and Refreshments
- 1:00 - 1:30 p.m. \_\_\_\_\_ (.5 hour)
- 1:30 - 2:00 p.m. **Utility Update, Jamie Mauldin and Roslyn Dubberstein, Lloyd Gosselink Rochelle & Townsend, P.C.** (.5 hour)
- 2:00 - 2:30 p.m. **Municipal Borrowing in a Time of Climate Change, Gregory Miller, Bickerstaff Heath Acosta Delgado** (.5 hour)
- 2:30 -3:00 p.m. **Looking Into the Forms File of a City Attorney, Barbara Quirk, City of Boerne** (.5 hour)
- 3:00 - 3:30 p.m. **Recent State Cases of Interest to Cities, Laura Mueller, City Attorney, City of Dripping Springs** (.5 hour)
- 3:30 - 4:00 p.m. **Working with Your Municipal Court Judge/Civil Enforcement in Municipal Courts of Record, Ryan Henry, Law Offices of Ryan Henry, PLLC.** (.5 hour)
- 4:15 - 5:30 p.m. **TCAA Board of Directors Meeting**
- 5:30 p.m. Reception

#### **Thursday, June 16 (6.5 hours)**

- 8:00 - 8:30 a.m. **Opening Remarks, Ron Stutes, TCAA President & City Attorney, City of Galveston**
- Awards Presentations**
- 8:30 – 9:00 a.m. **How to Fight a MUD and Why You Should, Brenda McDonald, Messer, Fort & McDonald and Emily Rogers, Bickerstaff Heath Acosta Delgado LLP or Steve Dickman, Law Offices of Steve Dickman** (.5 hour)
- 9:00 - 9:30 a.m. **Update, Status and Strategies on Short-Term Rental Litigation, Matthew Boyle, Boyle & Lowry, LLP** (.5 hour)

9:30 – 10:00 a.m.	<b>Meta-what Now? Navigating Your City Through the Next Evolution of Social Connection</b> , Will Trevino, City of Brownsville (.5 hour)
10:00 - 10:15 a.m.	Break
10:15 – 11:15 a.m.	<b>The Great Resignation and Managing a Multigenerational Workforce</b> , (1 hour)
11:15 -11:45 a.m.	<b>Municipal Regulation of Firearms Update</b> , Scott Houston, Texas Municipal League Intergovernmental Risk Pool (.5 hour)
11:45 a.m. – 1:00 p.m.	<b>Lunch on Your Own</b>
1:00 – 1:30 p.m.	<b>Real Estate Drafting for City Attorneys</b> , Jonathan Koury, City of Bryan (.5 hour)
1:30 – 2:00 p.m.	<b>Getting Along with the Feds: Tips and Best Practices for Infrastructure Projects with a Federal Component</b> , Mary Beth Coburn & Lowry Crook, Best, Best Krieger (.5 hour)
2:00 – 2:30 p.m.	<b>Confidentiality and Leave Practices in the Time of COVID</b> , Robin Cross (.5 hour)
2:30 –2:45 p.m.	Break
2:45 – 3:15 p.m.	_____ (.5 hour)
3:15 – 3:45 p.m.	_____ (.5 hour)
3:45 – 4:15 p.m.	_____ (.5 hour)
4:15 – 4:45 p.m.	<b>Please Drink Responsibly</b> : Katie Leininger, City of Pearland, E. Joyce Iyamu, Missouri City, and Dierra Leigh Purnell, President, HAMA (.5 hour ethics)
4:45 p.m.	<b>Adjourn</b>

**Friday, June 17 (3.5 hours)**

8:30 - 9:00 a.m.	_____ (.5 hour)
9:00 – 9:30 a.m.	_____ (.5 hour ethics)
9:30 - 10:00 a.m.	_____ (.5 hour)
10:00 - 10:15 a.m.	Break
10:15 - 10:45 a.m.	_____ (.5 hour)

10:45 - 11:15 a.m. \_\_\_\_\_(.5 hour)

11:15 a.m. – 12:15 p.m. **Yes, Comment! Ethics and Best Practices for Dealing With the Media,**  
Sylvia Firth, Bojorquez Law Firm, and Lora-Marie Bernard, MuniMedia (.1  
hour)

12:15 p.m. **Adjourn**

DRAFT

TAB

7

# TCAA Sponsors

02/03/22

ID#	Name	Position	Organization	Paid Date	Amount
70002	ORTIZ, CASANDRA	Partner	Kassahn & Ortiz, P.C	12/13/21	2,000.00
9484	SAENZ, PAIGE	Partner	The Knight Law Firm, LLP	12/13/21	2,000.00
41668	CHAPMAN, JEFFREY	Attorney	The Chapman Firm, PLLC	12/15/21	2,000.00
42823	RODRIGUEZ, CLARISSA	Partner	Denton Navarro Rocha Bernal & Zech	12/17/21	2,000.00
58761	LANDEROS, KAYLA		City of West, Webb, Allbritton & Gentr	12/17/21	2,000.00
47404	BRANDT, THOMAS	Partner	Fanning, Harper, Martinson, Brandt &	12/21/21	2,000.00
9833	HENRY, RYAN	Attorney	Law Offices of Ryan Henry, PLLC	12/21/21	2,000.00
9484	SAENZ, PAIGE	Partner	The Knight Law Firm, LLP	1/5/22	(2,000.00)
39033	GORFIDA, JOE	Partner	Nichols, Jackson, Dillard, Hager & Sm	1/7/22	2,000.00
44115	GOSSELINK, PAUL	Partner	Lloyd Gosselink Rochelle & Townsenc	1/7/22	3,000.00
22480	PETROV, ALAN	Managing Partner	Johnson Petrov LLP	1/7/22	2,000.00
52190	DAVIDSON, COLIN	City Services Manager	Texas Municipal Retirement System	1/11/22	2,000.00
22480	PETROV, ALAN	Managing Partner	Johnson Petrov LLP	1/12/22	(2,000.00)
1839	CHAFIN, TAMARA	Executive Member Serv Manager	TML Intergovernmental Risk Pool	1/14/22	2,000.00
5487	MCKIBBEN, JIM	Partner	McKibben, Martinez, Jarvis & Wood, L	1/14/22	2,000.00
56397	MOTES, SYLVIA	Project Manager	Olson & Olson, L.L.P.	1/14/22	2,000.00
71870	HAGERTY, SHAWN	Partner	Best Best & Kreiger	1/25/22	2,000.00
105559	BURTON, ADRIANE		Bickerstaff Heath Delgado Acosta LLF	2/1/22	7,500.00
13037	BOJORQUEZ, ALAN	Managing Attorney	Bojorquez Law Firm, PC	2/1/22	2,000.00
2229	BOYLE, MATTHEW		Boyle & Lowry, L.L.P.	2/1/22	2,000.00
22480	PETROV, ALAN	Managing Partner	Johnson Petrov LLP	2/1/22	2,000.00
				<b>21</b>	<b>40,500.00</b>



## TEXAS CITY ATTORNEYS ASSOCIATION

For more information about TCAA sponsorship opportunities, please contact Alyssa White at 512-231-7424 or [alyssa@tml.org](mailto:alyssa@tml.org)

### Benefits of being a sponsor:

	Complimentary registrations for the summer conference	Early access to room reservations for the summer conference	Publicity for all three (3) TCAA conferences*	Year-long placement of your firm's name on the TCAA website	Firm's name alongside TCAA's on the summer conference attendee gift	Signage recognizing your sponsorship and top billing on the summer conference website
<b>\$2,000 Standard Sponsorship</b>	<b>✓</b> (two)	<b>✓</b>	<b>✓</b>	<b>✓</b>		
<b>\$3,000 Gift Sponsorship* (one available)</b>	<b>✓</b> (two)	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>
<b>\$5,000 Breakfast Sponsorship* (two available)</b>	<b>✓</b> (two)	<b>✓</b>	<b>✓</b>	<b>✓</b>		<b>✓</b>
<b>\$7,500 Reception Sponsorship* (two available)</b>	<b>✓</b> (three)	<b>✓</b>	<b>✓</b>	<b>✓</b>		<b>✓</b>

\*The TCAA conferences include the annual summer conference, the fall conference in conjunction with the Texas Municipal League annual conference, and the biannual Riley Fletcher Basic Municipal Law Seminar.

\*Current sponsors hold a right of first refusal should another firm express interest in these sponsorship levels.

Indian Wells  
(760) 568-2611

Irvine  
(949) 263-2600

Los Angeles  
(213) 617-8100

Manhattan Beach  
(310) 643-8448

Ontario  
(909) 989-8584



**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

1800 K Street NW, Suite 725, Washington, D.C. 20006  
Phone: (202) 785-0600 | Fax: (202) 785-1234 | www.bbklaw.com

Riverside  
(951) 686-1450

Sacramento  
(916) 325-4000

San Diego  
(619) 525-1300

Walnut Creek  
(925) 977-3300

Washington, DC  
(202) 785-0600

**Derra Leigh Purnell**  
(713) 997-8644  
derra.purnell@bbklaw.com  
File No. 09959.00000

November 10, 2021

**VIA E-MAIL [evelyn@tml.org]**

Ms. Evelyn Njuguna  
Director of Legal Services  
Texas City Attorneys Association  
1821 Rutherford Lane, Suite 400  
Austin, Texas 78754

Re: Updated TCAA Membership Application of Houston Area Municipal Attorneys (HAMA)

Dear Ms. Njuguna:

HAMA recently voted to revise the Geographic Area section of its TCAA affiliation application to reflect actual attendance. Accordingly, attached is the updated application for your consideration.

We also request an update of the following sections of our TCAA affiliate webpage as follows:

**Membership:** Municipal attorneys serving cities within 75 miles of downtown Houston. Municipal attorneys serving cities more than 75 miles but less than 125 miles from downtown Houston may also become members and attend meetings, provided the City is not included in the geographic area of another TCAA-affiliated City Attorney group.”

**Meeting Schedule:** HAMA meets monthly on the fourth Wednesday or fourth Thursday from 12:00 - 1:30pm, except June (no meeting), November (date varies) and December (date varies). Meetings are held electronically. Networking event locations vary.

Should you have any questions regarding the above, please do not hesitate to contact me at your convenience. Thank you.



Ms. Evelyn Njuguna  
November 10, 2021  
Page 2

Sincerely,

Derra Leigh Purnell  
for BEST BEST & KRIEGER LLP

DLP:wjr

Enclosure

cc: Rebecca Andrews, HAMA President (via email)



## TCAA Affiliate Application

---

Thank you for your interest in partnering with the Texas City Attorneys Association (TCAA) to support and promote your local/regional attorney group! There is no cost to become a formal affiliate of TCAA. 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:

- Further the purpose of TCAA as set out in Article II, Section 1, of the TCAA Constitution;
- Not overlap with the geographical area served by any other club or society affiliated with TCAA;
- Have at least two officers, who are active members of TCAA, selected annually by the members of the club or society;
- 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
- Not hold meetings in conflict with the annual meeting or semi-annual meeting of the TCAA.

To submit your request for formal affiliation with TCAA, please fill out the form on the following page and return it by email to:

Christy Drake-Adams  
Assistant General Counsel  
Texas City Attorneys Association  
[christy@tml.org](mailto:christy@tml.org)  
512-231-7400

Please provide the following information:

**CONTACT INFORMATION**

Organization Name:

Application Contact (Name/Position in organization):

Address:

Address 2:

City/Zip:

Contact Phone:

Contact Email:

**CURRENT OFFICERS** (List the name and title of two officers who are active TCAA members\*)

1.

2.

\*The TCAA membership directory is available here:

[http://members.tml.org/Web/Online/Directories/TCAA\\_Directory.aspx](http://members.tml.org/Web/Online/Directories/TCAA_Directory.aspx).

**GEOGRAPHIC AREA** (List all cities included in your local/regional group)

---

---

---

---

**MEETING SCHEDULE** (If irregular, please provide the date, time and location of both the most recent and next scheduled meeting.)

---

---

---

Alief  
Alvin  
Anahuac  
Anderson  
Angleton  
Bastrop  
Bay City  
Baytown  
Beasley  
Beaumont  
Bedias  
Bellaire  
Bellville  
Brazoria  
Bremond  
Brenham  
Bridge City  
Brookshire  
Bryan  
Buffalo  
Burton  
Caldwell  
Calvert  
Cameron  
Carmine  
Centerville  
Chester  
China  
Cleveland  
Clute  
Coldspring  
College Station  
Colmesneil  
Columbus  
Conroe  
Corrigan  
Crockett  
Cuero  
Daisetta  
Danbury  
Dayton  
Deer Park  
Devers

Diboll  
Dickinson  
Eagle Lake  
East Bernard  
Edna  
El Campo  
Elgin  
Ellinger  
Fayetteville  
Flatonia  
Franklin  
Freeport  
Fresno  
Friendswood  
Fulshear  
Galena Park  
Galveston  
Ganado  
Giddings  
Goodrich  
Grapeland  
Groves  
Groveton  
Hallettsville  
Hardin  
Hearne  
Hempstead  
Hitchcock  
Hockley  
Houston  
Humble  
Huntington  
Huntsville  
Industry  
Iola  
Jasper  
Jewett  
Katy  
Kemah  
Kendleton  
Kennard  
Kingwood  
Kirbyville

Kountze  
Kurten  
La Grange  
La Marque  
La Porte  
La Ward  
Lake Jackson  
Latexo  
League City  
Leona  
Lexington  
Liberty  
Liverpool  
Livingston  
Lovelady  
Lufkin  
Lumberton  
Madisonville  
Magnolia  
Manvel  
Marquez  
Midway  
Milano  
Missouri City  
Mont Belvieu  
Montgomery  
Moulton  
Navasota  
Nederland  
Needville  
New Waverly  
Newton  
Nome  
Normangee  
Oakwood  
Onalaska  
Orange  
Orchard  
Palacios  
Pasadena  
Pattison  
Pearland  
Pierce

Pinehurst  
Plantersville  
Plum  
Point Comfort  
Pointblank  
Port Arthur  
Port Lavaca  
Port Neches  
Prairie View  
Richmond  
Riverside  
Rockdale  
Rosenberg  
Rosharon  
Round Top  
San Felipe  
Santa Fe  
Schulenburg  
Seabrook  
Seadrift  
Sealy  
Shepherd  
Shiner  
Silsbee  
Simonton  
Smithville  
Snook  
Sour Lake  
South Houston  
Splendora  
Stafford  
Sugar Land  
Sweeny  
Texas City  
Thomaston  
Thompsons  
Thorndale  
Thrall  
Tomball  
Trinity  
Victoria  
Vidor  
Waelder

Waller  
Wallis  
Wallisville  
Warren  
Webster  
Weimar  
Wells  
West Columbia  
Wharton  
Willis  
Woodville  
Yoakum  
Zavalla

**Total = 185**

Source:

<https://www.freemaptools.com/find-zip-codes-inside-radius.htm>

TAB

9

**Texas City Attorneys Association**  
Profit and Loss Statement  
For the Six Months Ending December 31, 2021

	October	November	December	YTD	Budget	Favorable (Unfavorable) Variance
Membership Dues	\$4,180.40	\$2,538.93	\$1,564.87	\$34,364.34	\$39,630.00	(\$5,265.66)
Investment Income	170.37	140.44	150.23	1,158.55	2,000.00	(841.45)
Semi-Annual Meeting (Summer)				78,432.51	106,720.00	(28,287.49)
Sponsor Revenue		5,929.71	13,578.26	21,507.97	60,000.00	(38,492.03)
Riley Fletcher Seminar		3,370.00	2,401.29	5,771.29	19,000.00	(13,228.71)
CML Revenue		150.00		150.00		150.00
<b>Total Revenue</b>	<b>4,350.77</b>	<b>12,129.08</b>	<b>17,694.65</b>	<b>141,384.66</b>	<b>227,350.00</b>	<b>(85,965.34)</b>
Professional Fees		800.00		800.00	1,100.00	300.00
Telephone					75.00	75.00
Postage	72.61	8.90		292.18	350.00	57.82
Boards and Committees	(38.49)	117.00	117.00	1,190.19	4,000.00	2,809.81
Semi-Annual Meeting (TML)	3,798.74	281.97		10,922.11	13,200.00	2,277.89
Semi-Annual Meeting (Summer)	455.00	455.00	455.00	63,202.17	255,486.00	192,283.83
Riley Fletcher Seminar	175.00	969.98	348.13	2,037.61	13,406.00	11,368.39
Public Relations					300.00	300.00
IMLA Scholarships	1,597.34			3,067.34	8,000.00	4,932.66
IMLA Small Cities Membership Contributions					3,000.00	3,000.00
Printing and Reproduction					350.00	350.00
Dues and Publications				203.68		(203.68)
Newsletter	1,326.00	1,326.00	1,326.00	7,956.00	15,912.00	7,956.00
Awards & Recognition	334.28			334.28	1,300.00	965.72
Office Supplies					100.00	100.00
ListCAA Listserve	52.00	52.00	52.00	312.00	624.00	312.00
Web Site Expenses	78.00	78.00	78.00	468.00	10,936.00	10,468.00
Miscellaneous				259.80	3,000.00	2,740.20
TCAA Affiliate Groups	6.50	6.50	42.14	145.92	2,000.00	1,854.08
Other Association Sponsorships					1,500.00	1,500.00
Administrative Services	1,188.53	753.53	618.53	9,396.18	11,964.00	2,567.82
<b>Total Expenses</b>	<b>9,045.51</b>	<b>4,848.88</b>	<b>3,036.80</b>	<b>100,587.46</b>	<b>346,603.00</b>	<b>246,015.54</b>
<b>Net Income (Loss)</b>	<b>(4,694.74)</b>	<b>7,280.20</b>	<b>14,657.85</b>	<b>40,797.20</b>	<b>(119,253.00)</b>	<b>160,050.20</b>
Beginning Net Assets				220,464.63		
Ending Net Assets				261,261.83		