



## **Texas City Attorneys Association**

### **Board of Directors Meeting**

San Antonio, Texas

October 5, 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  
San Antonio, Texas  
Wednesday, October 5, 2022  
4:30 p.m.

1. Consider minutes of the June 15, 2022 TCAA Board Meeting
2. Survey results of the 2022 TCAA Summer Conference
3. Report on the 2022 TCAA Fall Conference
4. Report on 2022 TCAA board applicants
5. Report on TCAA budget
6. Discuss and consider protocols for posting items on the Listserv
7. Discuss and consider programming for paralegals
8. Discuss and consider board attendance policy
9. Next board meeting
10. Other business
11. Adjourn

TAB

1

**Minutes**  
TCAA Board of Directors  
Wednesday, June 15, 2022

Board President Ron Stutes called the meeting to order at approximately 4:20 p.m.

**Board members present:**

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

**Board members absent:**

Kevin Pagan  
Slater Ezra  
Charles Zech

**TML staff present:**

Alyssa White  
Amber McKeon-Mueller  
Evelyn Njuguna

**TCAA member present:**

Dottie Palumbo

1. Consider and approve minutes of the February 10, 2022, TCAA Board Meeting.

A motion to approve the February 10, 2022 board meeting minutes made by Kuruvilla Oomen was seconded by Julie Fort. Unanimously approved.

2. Staff report on the TCAA 2022 Summer Conference final program, including: attendee list, Susan Rocha Award (Monte Akers) and Outstanding Mentor Award winners (Tyrone Cooper, Don Glywasky, Mick McKamie, and Art Pertile).

No action

3. Discuss and consider travel stipends for recipients of TCAA Municipal Law Scholarships.

The Board approved the use of private funds to provide travel and lodging stipends for scholarship recipients.

4. Consider and approve TCAA Budget for fiscal year 2022-2023.

A motion to approve the TCAA budget for fiscal year 2022-2023 made by Sharae Reed was seconded by Jennifer Richie. Unanimously approved.

5. Consider and approve program for the 2022 Fall Conference in San Antonio.

A motion to approve the program for the 2022 Fall Conference in San Antonio was made by Sharae Reed and seconded by Kuruvilla Oommen with the following changes:

- Replace Laura Mueller with Kelli Leisure to present on sign regulation post *City of Austin v. Reagan*; and
- Replace the “Public Facility Corporation” presentation with a presentation on “Library and Literary Challenges.”

Unanimously approved.

6. Discuss ideas on appreciating TCAA sponsors.

The board directed staff to prepare and send a document highlighting to sponsors TCAA achievements for the year.

7. Discuss and approve protocols for posting items on the TCAA Listserv.

The board directed staff to draft policy language prohibiting campaign messages.

8. Consider and approve Tyrone Cooper for TCAA honorary membership.

A motion to approve Tyrone Cooper for TCAA honorary membership made by Sharae Reed was seconded by Victor Flores. Unanimously approved.

9. Next board meeting to be held on October 5, 2022 in San Antonio.

10. Other business

11. Adjourn

TAB

2

# Default Report

2022 TCAA Summer Conference

July 7, 2022 10:01 AM MDT

## Q1 - Please enter your name.

Please enter your name.

Shawn L Roten

Jonathan Koury

charles williams

Melissa Cranford

William Chesser

Joanna Salinas

Brett Brewer

Larry L Foerster

Jennifer M. Avendano

Tom Duesler

Barbara Quirk

R Gervais

Habib Hindavi Erkan Jr

Meredith Riede

Courtney White

Meredith Ladd

Fredrick Quast

Monique Wimberly

Molly Shortall

Charles Anderson

Please enter your name.

---

Steven M. Pena Sr.

Mike Hayes

Daniel Ortiz

Karen Houchin

Christina Weber

Hugh Coleman

Mick McKamie

Jeffery Lewis

Andrew Quittner

Marcella Lunn

Laura Mueller

David Johnson

Kuruvilla Oommen

Don glywasky

Lauren Crawford`

Evaristo Garcia

Loren Smith

Ruby N. Boone

Steven Kean

Kathy Davis

Gregory Shumpert

Courtney Goodman-Morris

Karen Horner

Ashley Saenz

Please enter your name.

---

Gary W Smith

David Paschall

Beverly West

Sherri Russell

Guillermo Samuel Trevino

Scott Bounds

Sara Rice

Vanessa Ramirez

Nena Chima-Tetteh

Ashley D. Dierker, TOASE

Francisco J Garza

Amy DeLong

Suzanne Hanneman

Brittani Miller

Skye Masson

Katie Leininger

## Q2 - Please provide your city or firm.

Please provide your city or firm.

---

City of Garland, Office of the City Attorney

Bryan

Houston Olson & Olson llp

Messer, Fort & McDonald PLLC

Brownwood

Fletcher Farley Shipman & Salinas

City of Jacksonville

Darden Fowler & Creighton in Conroe

City of Brownsville

beaumont

City of San Marcos

City of Manvel

Burnet

City of Sugar Land

Amarillo

Carrollton

Taylor, Olson, Adkins, Sralla, & Elam LLP

City of Odessa

City of Arlington

Messer, Fort, & McDonald

Davidson Troilo Ream & Garza, P.C.

Kernville

Please provide your city or firm.

---

El Paso Water Utilities

City of Floydada

City of Irving

Sanger, Texas

TOASE

TEXARKANA

City of Seguin

City of Denton

Dripping Springs

City of Arlington

City of Irving

Galveston

City of Lewisville

City of McAllen

Olson & Olson

Victoria

Tyler

Temple

City of Terrell, Texas

Nichols Jackson Dillard Hager & Smith

Friendswood

Messer, Fort & McDonald

Richmond

City of Mesquite

Please provide your city or firm.

City of Galveston

Lake Jackson

BROWNSVILLE

Olson & Olson

City of Austin

City of Odessa

City of Arlington

Taylor, Olson, Adkins, Sralla, & Elam LLP

San Antonio

Haley & Olson P.C.

City of Alvin

TMLIRP

Georgetown

Pearland

### Q3 - Please enter your job title.

Please enter your job title.

---

Sr Assistant City Attorney

Assistant City Attorney

Of Counsel

Partner

City Attorney

Partner

City Attorney

Partner

Assistant City Attorney / Chief Prosecutor

Sr. Asst City Attorney

Assistant City Attorney

City atty

assistant city manager/municipal court prosecutor

City Attorney

Assistant City Attorney

City Attorney

Partner

Senior Assistant City Attorney

Asst. City Attorney

Of Counsel

Shareholder

City Attorney

Please enter your job title.

General Counsel

Attorney

Senior Assistant City Attorney

City Attorney

PARTNER

City Attorney

City Attorney

Deputy City Attorney

City Attorney

Assistant City Attorney

City Attorney

City attorney

Senior Assistant City Attorney

Asst. City Attorney

Partner

Assistant City Attorney

Deputy City Attorney

City Attorney

Asst. City Attorney

Senior Associate Attorney

City Attorney

Associate Attorney

City Attorney

City Attorney

Please enter your job title.

Director of Human Resources/Attorney

City Attorney

deputy city attorney

Senior Attorney - Old guy

Assistant City Attorney

Deputy Director of Public Works/Utilities - Attorney

Assistant City Attorney

Partner

#1 City Attorney

Associate Attorney

City Attorney

Employment Counsel

City Attorney

Assistant City Attorney

## Q4 - To enter your city or firm in the drawing for the free 2023 Summer Conference

registration, please provide your email address:

To enter your city or firm in the drawing for the free 2023 Summer Conferen...

[RotenS@GarlandTx.Gov](mailto:RotenS@GarlandTx.Gov)

[jkoury@bryantx.gov](mailto:jkoury@bryantx.gov)

[cwilliams@olsonllp.com](mailto:cwilliams@olsonllp.com)

[Melissa@txmunicipallaw.com](mailto:Melissa@txmunicipallaw.com)

[patchesserlaw@yahoo.com](mailto:patchesserlaw@yahoo.com)

[joanna.salinas@fletcherfarley.com](mailto:joanna.salinas@fletcherfarley.com)

[brett.brewer@jacksonvilletx.org](mailto:brett.brewer@jacksonvilletx.org)

[foerster@dfcllp.com](mailto:foerster@dfcllp.com)

[jennifer.avendano@brownsvilletx.gov](mailto:jennifer.avendano@brownsvilletx.gov)

[dueslertom@sbcglobal.net](mailto:dueslertom@sbcglobal.net)

[bquirk@sanmarcostx.gov](mailto:bquirk@sanmarcostx.gov)

[bgervais@cityofmanvel.com](mailto:bgervais@cityofmanvel.com)

[herkan@cityofburnet.com](mailto:herkan@cityofburnet.com)

[mriede@sugarlandtx.gov](mailto:mriede@sugarlandtx.gov)

[courtney.white@amarillo.gov](mailto:courtney.white@amarillo.gov)

[meredith.ladd@cityofcarrollton.com](mailto:meredith.ladd@cityofcarrollton.com)

[mwimberly@odessa-tx.gov](mailto:mwimberly@odessa-tx.gov)

[molly.shortall@arlingtontx.gov](mailto:molly.shortall@arlingtontx.gov)

[charles@txmunicipallaw.com](mailto:charles@txmunicipallaw.com)

[steve.pena@dtgrglaw.com](mailto:steve.pena@dtgrglaw.com)

[mike.hayes@kerrvilletx.gov](mailto:mike.hayes@kerrvilletx.gov)

To enter your city or firm in the drawing for the free 2023 Summer Conferen...

[daortiz@epwater.org](mailto:daortiz@epwater.org)

[Karen@karenhouchinlaw.com](mailto:Karen@karenhouchinlaw.com)

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

[hcoleman@sangertexas.org](mailto:hcoleman@sangertexas.org)

[wmckamie76@gmail.com](mailto:wmckamie76@gmail.com)

[jlewis@arwhlaw.com](mailto:jlewis@arwhlaw.com)

[aquittner@seguintexas.gov](mailto:aquittner@seguintexas.gov)

[marcella.lunn@cityofdenton.com](mailto:marcella.lunn@cityofdenton.com)

[lmueller@cityofdrippingsprings.com](mailto:lmueller@cityofdrippingsprings.com)

[david.johnson@arlingontx.gov](mailto:david.johnson@arlingontx.gov)

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

[Dglywasky@galvestontx.gov](mailto:Dglywasky@galvestontx.gov)

[lcrawford@cityoflewsville.com](mailto:lcrawford@cityoflewsville.com)

[egarcia1@mcllenpd.net](mailto:egarcia1@mcllenpd.net)

[lsmith@olsonllp.com](mailto:lsmith@olsonllp.com)

[rboone@victoriatx.gov](mailto:rboone@victoriatx.gov)

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

[kdavis@templetx.gov](mailto:kdavis@templetx.gov)

[Greg@shumpert;aw.com](mailto:Greg@shumpert;aw.com)

[cmorris@njdhs.com](mailto:cmorris@njdhs.com)

[khomer@friendswood.com](mailto:khomer@friendswood.com)

[ashley.saenz@txmunicipallaw.com](mailto:ashley.saenz@txmunicipallaw.com)

[gsmith@richmondtx.gov](mailto:gsmith@richmondtx.gov)

[dpaschall@cityofmesquite.com](mailto:dpaschall@cityofmesquite.com)

To enter your city or firm in the drawing for the free 2023 Summer Conferen...

[bwest@galvestontx.gov](mailto:bwest@galvestontx.gov)

[srussell@lakejacksontx.gov](mailto:srussell@lakejacksontx.gov)

[will.trevino@brownsvilletx.gov](mailto:will.trevino@brownsvilletx.gov)

[sara.rice@austintexas.gov](mailto:sara.rice@austintexas.gov)

[vramirez@odessa-tx.gov](mailto:vramirez@odessa-tx.gov)

[nenachima-tetteh@arlingtontx.gov](mailto:nenachima-tetteh@arlingtontx.gov)

[adierker@toase.com](mailto:adierker@toase.com)

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

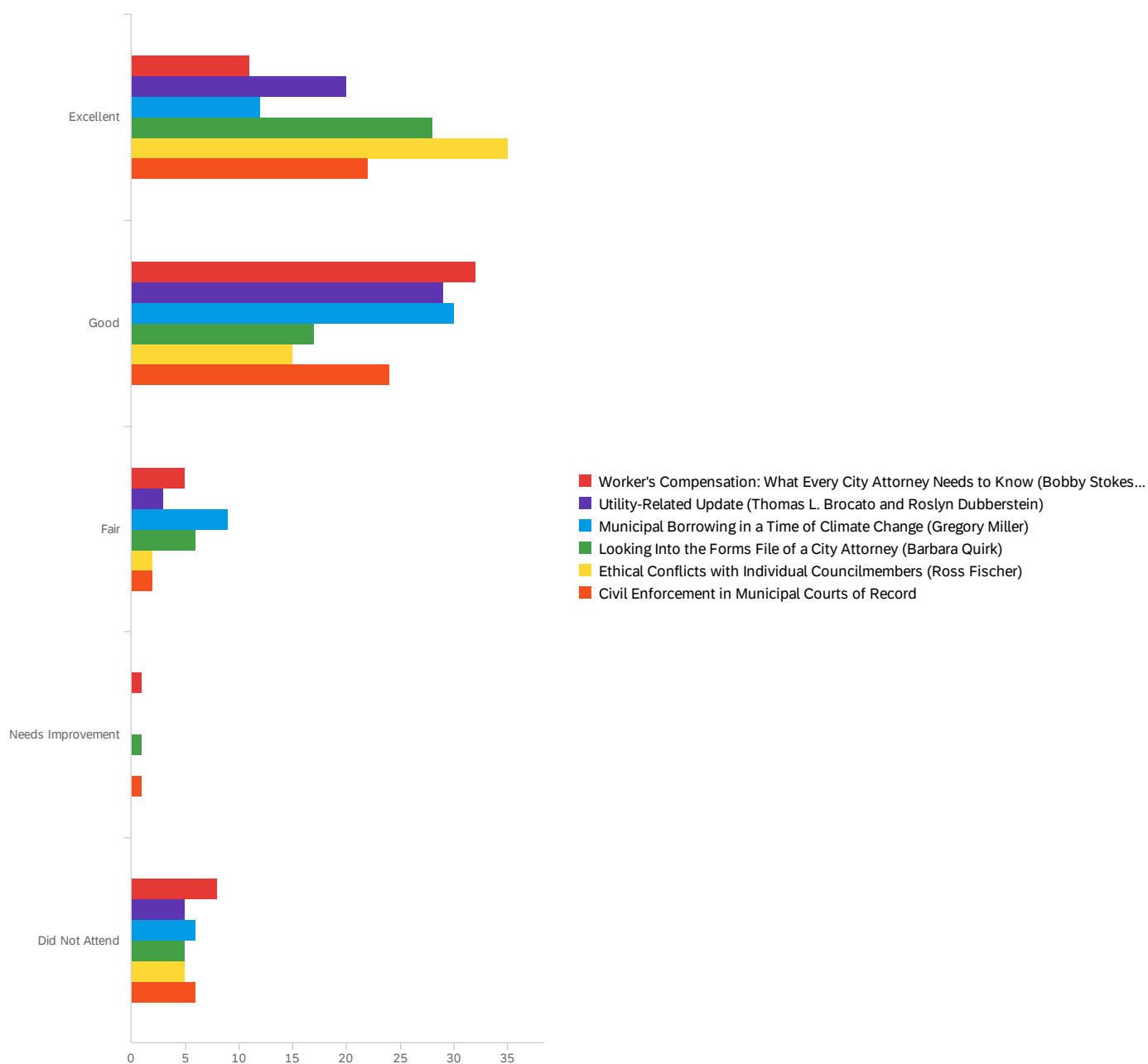
[shanneman@cityofalvin.com](mailto:shanneman@cityofalvin.com)

[bmiller@tmlirp.org](mailto:bmiller@tmlirp.org)

[skye.masson@georgetown.org](mailto:skye.masson@georgetown.org)

[kleininger@pearlandtx.gov](mailto:kleininger@pearlandtx.gov)

## Q5 - Please rank the following sessions from Wednesday, June 15:



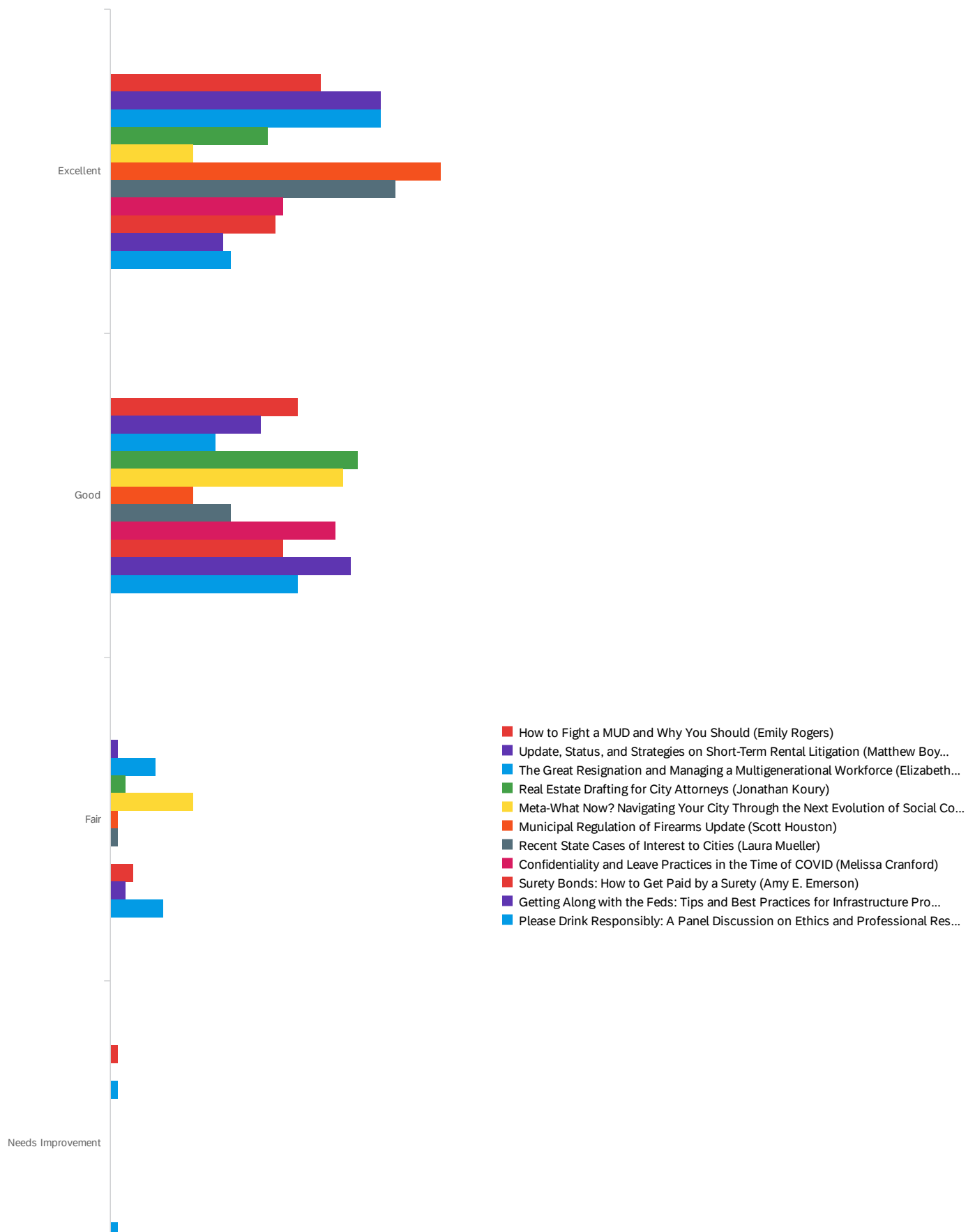
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Worker's Compensation: What Every City Attorney Needs to Know (Bobby Stokes and Kevin Poteete	1.00	5.00	2.35	1.22	1.49	57
2	Utility-Related Update (Thomas L. Brocato and Roslyn Dubberstein)	1.00	5.00	1.96	1.09	1.19	57
3	Municipal Borrowing in a Time of Climate Change (Gregory Miller)	1.00	5.00	2.26	1.12	1.25	57
4	Looking Into the Forms File of a City Attorney (Barbara Quirk)	1.00	5.00	1.91	1.20	1.45	57

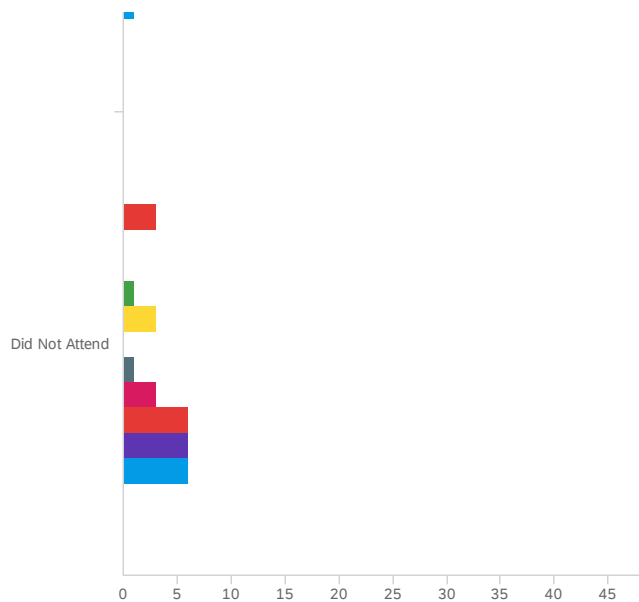
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
5	Ethical Conflicts with Individual Councilmembers (Ross Fischer)	1.00	5.00	1.68	1.16	1.34	57
6	Civil Enforcement in Municipal Courts of Record	1.00	5.00	2.00	1.22	1.49	55

#	Field	Excellent		Good		Fair		Needs Improvement		Did Not Attend		Total
1	Worker's Compensation: What Every City Attorney Needs to Know (Bobby Stokes and Kevin Poteete)	19.30%	11	56.14%	32	8.77%	5	1.75%	1	14.04%	8	57
2	Utility-Related Update (Thomas L. Brocato and Roslyn Dubberstein)	35.09%	20	50.88%	29	5.26%	3	0.00%	0	8.77%	5	57
3	Municipal Borrowing in a Time of Climate Change (Gregory Miller)	21.05%	12	52.63%	30	15.79%	9	0.00%	0	10.53%	6	57
4	Looking Into the Forms File of a City Attorney (Barbara Quirk)	49.12%	28	29.82%	17	10.53%	6	1.75%	1	8.77%	5	57
5	Ethical Conflicts with Individual Councilmembers (Ross Fischer)	61.40%	35	26.32%	15	3.51%	2	0.00%	0	8.77%	5	57
6	Civil Enforcement in Municipal Courts of Record	40.00%	22	43.64%	24	3.64%	2	1.82%	1	10.91%	6	55

Showing rows 1 - 6 of 6

## Q6 - Please rank the following sessions from Thursday, June 16:



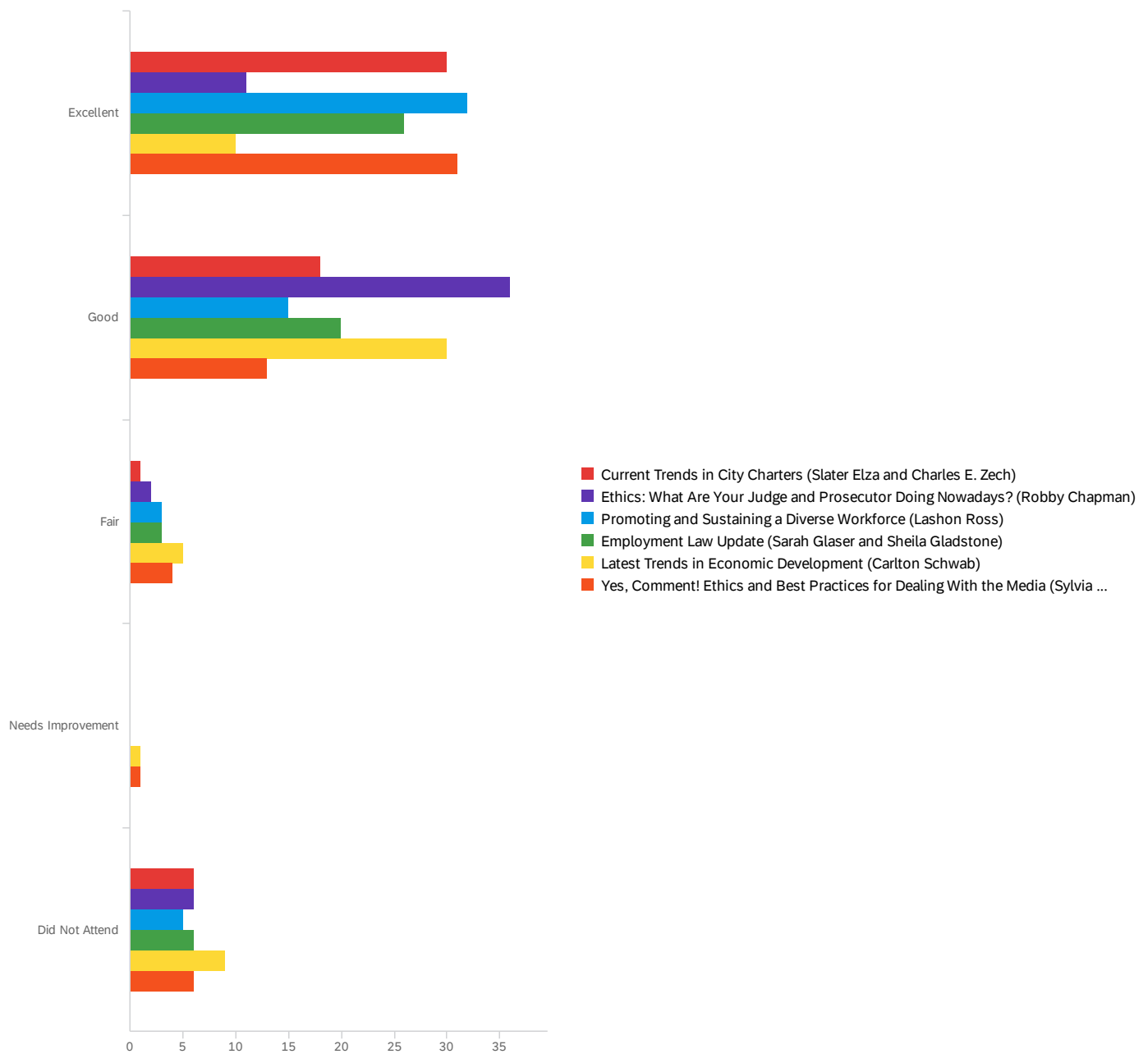


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How to Fight a MUD and Why You Should (Emily Rogers)	1.00	5.00	1.70	0.97	0.95	57
2	Update, Status, and Strategies on Short-Term Rental Litigation (Matthew Boyle and Janet Spugnardi)	1.00	3.00	1.39	0.52	0.27	57
3	The Great Resignation and Managing a Multigenerational Workforce (Elizabeth M. Fraley and Stephen Rispoli)	1.00	4.00	1.51	0.75	0.57	57
4	Real Estate Drafting for City Attorneys (Jonathan Koury)	1.00	5.00	1.72	0.69	0.48	57
5	Meta-What Now? Navigating Your City Through the Next Evolution of Social Connection (Will Trevino)	1.00	5.00	2.16	0.92	0.85	56
6	Municipal Regulation of Firearms Update (Scott Houston)	1.00	3.00	1.23	0.46	0.21	56
7	Recent State Cases of Interest to Cities (Laura Mueller)	1.00	5.00	1.39	0.70	0.49	56
8	Confidentiality and Leave Practices in the Time of COVID (Melissa Cranford)	1.00	5.00	1.75	0.91	0.83	56
9	Surety Bonds: How to Get Paid by a Surety (Amy E. Emerson)	1.00	5.00	1.98	1.21	1.46	54
10	Getting Along with the Feds: Tips and Best Practices for Infrastructure Projects with a Federal Component (Mary Beth Coburn and Lowry Crook)	1.00	5.00	2.09	1.13	1.28	55
11	Please Drink Responsibly: A Panel Discussion on Ethics and Professional Responsibility for City Attorneys (Katie Leininger, E. Joyce Iyamu, Derra Leigh Purnell, and Randall B. Strong)	1.00	5.00	2.20	1.20	1.43	55

#	Field	Excellent		Good		Fair		Needs Improvement		Did Not Attend		Total
1	How to Fight a MUD and Why You Should (Emily Rogers)	49.12%	28	43.86%	25	0.00%	0	1.75%	1	5.26%	3	57
2	Update, Status, and Strategies on Short-Term Rental Litigation (Matthew Boyle and Janet Spugnardi)	63.16%	36	35.09%	20	1.75%	1	0.00%	0	0.00%	0	57
3	The Great Resignation and Managing a Multigenerational Workforce (Elizabeth M. Fraley and Stephen Rispoli)	63.16%	36	24.56%	14	10.53%	6	1.75%	1	0.00%	0	57
4	Real Estate Drafting for City Attorneys (Jonathan Koury)	36.84%	21	57.89%	33	3.51%	2	0.00%	0	1.75%	1	57
5	Meta-What Now? Navigating Your City Through the Next Evolution of Social Connection (Will Trevino)	19.64%	11	55.36%	31	19.64%	11	0.00%	0	5.36%	3	56
6	Municipal Regulation of Firearms Update (Scott Houston)	78.57%	44	19.64%	11	1.79%	1	0.00%	0	0.00%	0	56
7	Recent State Cases of Interest to Cities (Laura Mueller)	67.86%	38	28.57%	16	1.79%	1	0.00%	0	1.79%	1	56
8	Confidentiality and Leave Practices in the Time of COVID (Melissa Cranford)	41.07%	23	53.57%	30	0.00%	0	0.00%	0	5.36%	3	56
9	Surety Bonds: How to Get Paid by a Surety (Amy E. Emerson)	40.74%	22	42.59%	23	5.56%	3	0.00%	0	11.11%	6	54
10	Getting Along with the Feds: Tips and Best Practices for Infrastructure Projects with a Federal Component (Mary Beth Coburn and Lowry Crook)	27.27%	15	58.18%	32	3.64%	2	0.00%	0	10.91%	6	55
11	Please Drink Responsibly: A Panel Discussion on Ethics and Professional Responsibility for City Attorneys (Katie Leininger, E. Joyce Iyamu, Derra Leigh Purnell, and Randall B. Strong)	29.09%	16	45.45%	25	12.73%	7	1.82%	1	10.91%	6	55

Showing rows 1 - 11 of 11

Q7 - Please rank the following sessions from Friday, June 17:



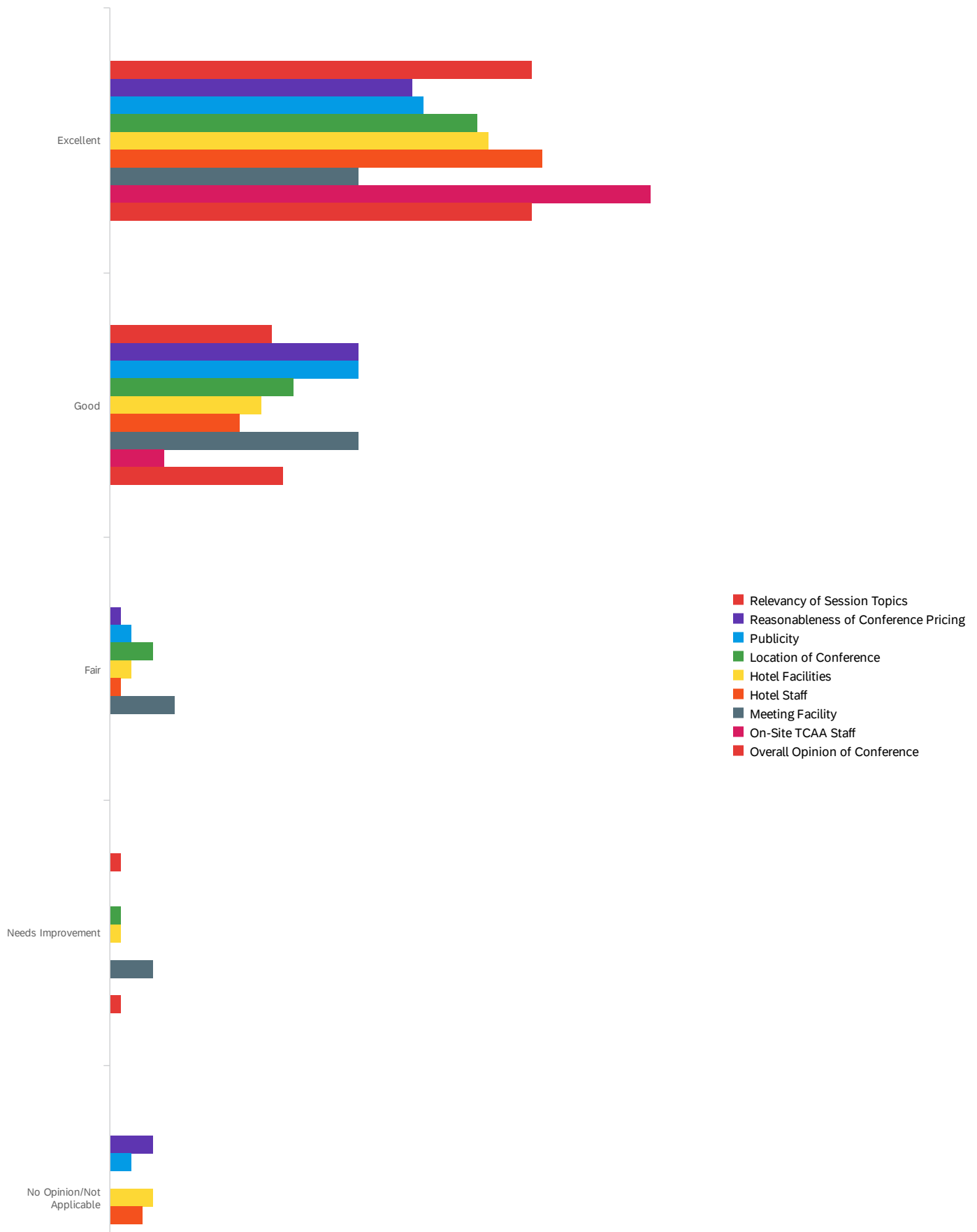
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Current Trends in City Charters (Slater Elza and Charles E. Zech)	1.00	5.00	1.80	1.23	1.51	55
2	Ethics: What Are Your Judge and Prosecutor Doing Nowadays? (Robby Chapman)	1.00	5.00	2.16	1.09	1.19	55
3	Promoting and Sustaining a Diverse Workforce (Lashon Ross)	1.00	5.00	1.75	1.18	1.39	55
4	Employment Law Update (Sarah Glaser and Sheila Gladstone)	1.00	5.00	1.91	1.23	1.50	55

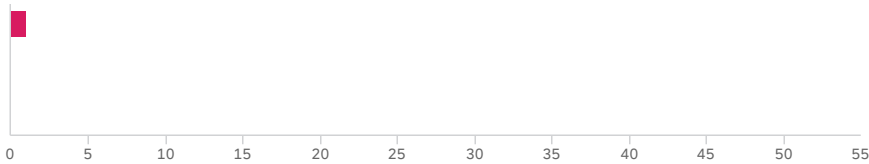
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
5	Latest Trends in Economic Development (Carlton Schwab)	1.00	5.00	2.44	1.28	1.63	55
6	Yes, Comment! Ethics and Best Practices for Dealing With the Media (Sylvia Firth and Lora-Marie Bernard)	1.00	5.00	1.87	1.29	1.67	55

#	Field	Excellent		Good		Fair		Needs Improvement		Did Not Attend		Total
1	Current Trends in City Charters (Slater Elza and Charles E. Zech)	54.55%	30	32.73%	18	1.82%	1	0.00%	0	10.91%	6	55
2	Ethics: What Are Your Judge and Prosecutor Doing Nowadays? (Robby Chapman)	20.00%	11	65.45%	36	3.64%	2	0.00%	0	10.91%	6	55
3	Promoting and Sustaining a Diverse Workforce (Lashon Ross)	58.18%	32	27.27%	15	5.45%	3	0.00%	0	9.09%	5	55
4	Employment Law Update (Sarah Glaser and Sheila Gladstone)	47.27%	26	36.36%	20	5.45%	3	0.00%	0	10.91%	6	55
5	Latest Trends in Economic Development (Carlton Schwab)	18.18%	10	54.55%	30	9.09%	5	1.82%	1	16.36%	9	55
6	Yes, Comment! Ethics and Best Practices for Dealing With the Media (Sylvia Firth and Lora-Marie Bernard)	56.36%	31	23.64%	13	7.27%	4	1.82%	1	10.91%	6	55

Showing rows 1 - 6 of 6

Q8 - Please indicate your experience with the following elements of the conference:



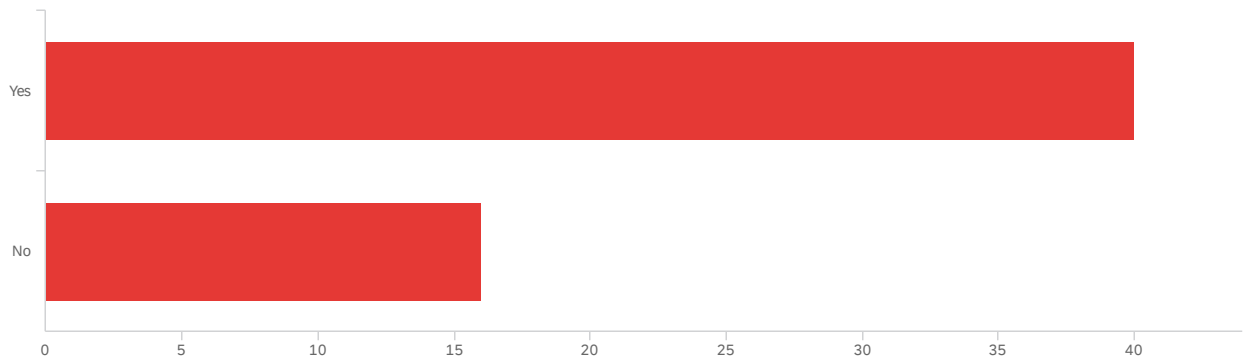


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Relevancy of Session Topics	1.00	4.00	1.33	0.57	0.33	55
2	Reasonableness of Conference Pricing	1.00	5.00	1.73	1.04	1.09	56
3	Publicity	1.00	5.00	1.63	0.86	0.73	56
4	Location of Conference	1.00	4.00	1.50	0.71	0.50	56
5	Hotel Facilities	1.00	5.00	1.66	1.12	1.26	56
6	Hotel Staff	1.00	5.00	1.46	0.96	0.93	56
7	Meeting Facility	1.00	4.00	1.84	0.88	0.78	56
8	On-Site TCAA Staff	1.00	5.00	1.16	0.59	0.35	56
9	Overall Opinion of Conference	1.00	4.00	1.34	0.58	0.33	56

#	Field	Excellent		Good		Fair		Needs Improvement		No Opinion/Not Applicable		Total
1	Relevancy of Session Topics	70.91%	39	27.27%	15	0.00%	0	1.82%	1	0.00%	0	55
2	Reasonableness of Conference Pricing	50.00%	28	41.07%	23	1.79%	1	0.00%	0	7.14%	4	56
3	Publicity	51.79%	29	41.07%	23	3.57%	2	0.00%	0	3.57%	2	56
4	Location of Conference	60.71%	34	30.36%	17	7.14%	4	1.79%	1	0.00%	0	56
5	Hotel Facilities	62.50%	35	25.00%	14	3.57%	2	1.79%	1	7.14%	4	56
6	Hotel Staff	71.43%	40	21.43%	12	1.79%	1	0.00%	0	5.36%	3	56
7	Meeting Facility	41.07%	23	41.07%	23	10.71%	6	7.14%	4	0.00%	0	56
8	On-Site TCAA Staff	89.29%	50	8.93%	5	0.00%	0	0.00%	0	1.79%	1	56
9	Overall Opinion of Conference	69.64%	39	28.57%	16	0.00%	0	1.79%	1	0.00%	0	56

Showing rows 1 - 9 of 9

Q9 - Did you attend the Welcome Reception held in the Mainsail of the San Luis Resort on Wednesday night?



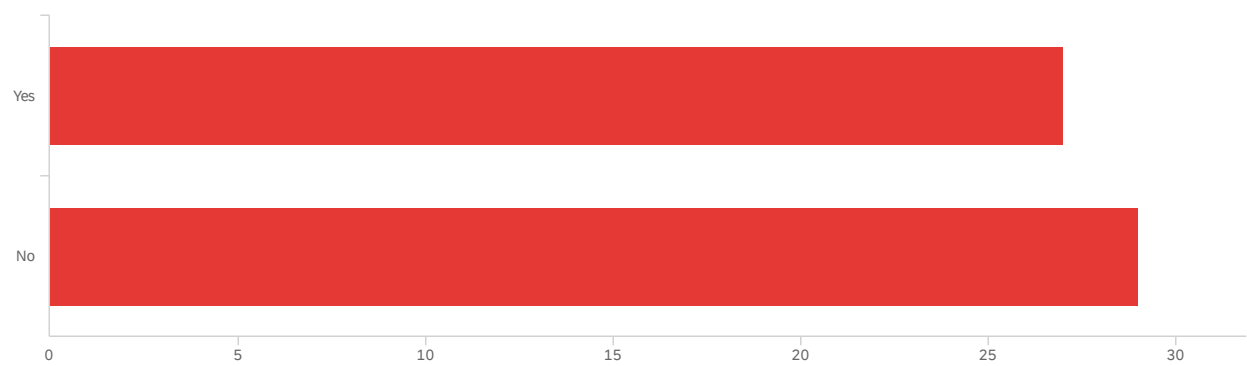
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Did you attend the Welcome Reception held in the Mainsail of the San Luis Resort on Wednesday night?	1.00	2.00	1.29	0.45	0.20	56

#	Field	Choice Count
1	Yes	71.43% 40
2	No	28.57% 16

56

Showing rows 1 - 3 of 3

Q10 - Did you attend the Thursday night reception at the Mainsail?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Did you attend the Thursday night reception at the Mainsail?	1.00	2.00	1.52	0.50	0.25	56

#	Field	Choice	Count
1	Yes	48.21%	27
2	No	51.79%	29

56

Showing rows 1 - 3 of 3

## Q11 - Please provide us with any thoughts you have regarding the receptions.

Please provide us with any thoughts you have regarding the receptions.

NA

well staffed, well attended

Loved the opportunity to meet other city attorneys

The food was great and enjoyed the environment.

Thursday night reception was well planned, enjoyed the refreshments, seeing old friends and meeting new friends

I love these opportunities to catch up with old friends and keep networks alive.

They were good.

I always appreciate the firms putting these on. It's a great way to end the day, meet people, and network. Good for spouses too.

Great idea for both evenings, thank you

Good food and drink and location. Timing is good as well.

Well done. A great networking opportunity!

None

Both were great. I really appreciate having the opportunity to meet up with peers and brainstorm about our local issues, as well as getting to catch up as friends.

Vegetarian options would be appreciated

Well prepared and presented.

Really nice to have and visit with other attorneys.

Both were appreciated and enjoyed by attendees.

Food, drinks and hospitality was excellent. A great time to conference with colleagues.

Enjoyed both.

Good receptions. Would have liked vegetarian/vegan alternatives (I had to eat elsewhere after the receptions).

N/A

Need more activities

Please provide us with any thoughts you have regarding the receptions.

---

I thought it was weird that the rooms weren't connected. But the food was good!

Excellent food and well done

Outdoor sessions seem safer in the time of covid, but I understand and agree that indoor is much more temperate.

## Q12 - Please indicate any topics you would like to be included at future conferences.

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

More on the form book of the City Attorney

Can't think of any at this time

I would like to do a sequel to my paper on forms; people are asking for more forms!

more on social media and dealing with trolls and the press

I have two: (i) the public forum doctrine and its application to municipal property; and (ii) how to deal with charter referendum and initiatives?

Just came up today: Potential Impact of new Second Amendment NYSR&P Assoc. v. Bruen case on Texas law.

Public Information, Water

TML legal staff's greatest hits.

More discussion charters, municipal court, zoning.

Include municipal water utilities in the Utility updates, this presentation was only about electric and gas

More topics on economic development.

If facilities and presenters allow, it would be nice to have Thurs. afternoon breakout sessions to increase topics covered.

TCAA does a good job of keeping up with hot topics. Keep up the good work

technology contracts (specifically software as a service and other license agreements) when to negotiate and short forms

drug testing; moratorium; condemnation

Ethics for city officials and employees, including Chapter 171 conflicts of interest, gifts to public servants, honoraria, etc.

Handling the tax cap

The condemnation process (with forms if possible)

TIRZ, PID, Insurance Documents, Indemnity, Cell/Water Tower Telecommunication Agreements

How to handle bankruptcy notices, more from Ryan Henry on uses of a court of record, trends in employment issues in police departments (non-civil service)

Applicability of Public Info. Act to City Board members, including Personal Home Info.

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

Insurance requirements, to include types of insurance and coverage amounts; provision of utilities outside of our city limits, but in your ETJ: since annexation is mostly dead, is there a benefit to serving customers who will never become part of your city? Options for refusing service, and/or reducing your CCN area, etc.

An overview of Municipal Courts

Insurance, bond letters for auditors

Anything with Lashon Ross. She was an excellent speaker and great topic. Wish she had more time.

more technology CLEs as relates to municipal law

Bidding projects (especially best value): simplifying bid packages, notices, specifications, terms and conditions. Ranking winners.& losers.

TTCA immunity strategies

Ordinance Drafting, Public Information Management

Trends in ordinance updates

## Q13 - Additional comments regarding the conference:

Additional comments regarding the conference:

---

Great conference. Really liked the hotel. Would definitely go back. I felt like I learned a lot.

I found the session on the last day on dealing with the media about what to say instead of "no comment" extremely useful and timely

Thank you everyone, I thought overall the conference was a success.

Conference room setup was to tight, especially since COVID is still going around

I stayed at the Hilton next door, and it wasn't impressive.

Had a blast.

The meeting room itself was very tight and difficult for people to come in and out of a row of seats/tables.

Needed a break in the Wednesday afternoon conference. Was late getting back to the conference on Thursday because the hotel was not able to handle the crush of lunch seekers. Might consider some sort of Buffay. Overall, The conference seemed a little expensive to those of us who are not on expense accounts. Still the best municipal legal education available anywhere. Thanks so much for putting this on in many thanks to the TML staff who took care of all the details to make it happen.

Hotel was fun. Wifi was terrible. Attorneys need their Wifi to justify the time out of the office at a conference. Everybody has to work while attending.

Top notch. One of the best yet in terms of location, facilities, scope, etc. I do wish we could've had the shrimp boil!

Is there any way to share the registration list at the start of the conference or even contact information (perhaps this could be by consent in the registration process), i was looking to network and meet more attorneys, would want to know who I could establish connections with that have similar areas of practice. it would be awesome to group or identify government attorneys versus private firms by a different color badge or different seating. just trying to encourage ways to establish connections easily rather than through random introductions.

I got home and tested positive for Covid, makes me leery of attending in person again.

I really like Galveston (better than S. Padre) and would like to see a return there...BUT would much prefer Moody Gardens which has larger convention facilities The group is too large for the St. Luis facilities (and expect the COVID spread was high due to the crowded room and somewhat poor circulation

the meeting space was too small for the amount of people. it was very difficult to get in and out of the seating because everyone was squished so close together.

Great job as usual. One thing I would like to see is a full downloadable agenda on the website before the conference.

This was a great conference. I enjoyed attending.

I love for us to come back to Galveston. It was a great experience!

TCAA/TML staff were excellent, as always! The San Luis was a beautiful place to have a conference. The room was lovely, the meeting room was great, and the pool was beautiful. Five hours is a long drive from Dallas, but didn't add an extra hotel night, so it was all good. I felt like the topics were particularly relevant to my practice, and the presentations were particularly well-done. I learned a lot!

Additional comments regarding the conference:

---

The conference room was not large enough to seat everyone comfortably. It should be much larger to allow for sufficient space with additional power strip outlets. The breakfast was very good.

Conference, TCAA and Hotel were great. My only suggestions: 1) Use bright tape on wires on the floor. Several people tripped. Also, 2) Recommend breaks, even on the shorter Conference Day Schedules.

Excellent location. I would prefer future conferences to be either at Galveston or South Padre Island but NEVER at Bastrop.

Great! Thanks so much!!

Please put the awards a little later in the day. We don't all make the 8 a.m. start time. My suggestion is right after the first break.

Loved the Galveston Conference. Only complaint would be that meeting room was crowded: would like more space to work during presentations.

My first conference with the City of Austin and I found it very enlightening.

Great conference! Wonderful and educating experience. The only negative would be the conference area was not social distance friendly at all.

Wifi was horrible in the meeting room

A bigger room perhaps.

The Conference continues to have the same speakers and often the same topics year after year. If most of the audience are attorneys practicing for five or more years, it would be nice to have new more complex topics.

Great conference, as always. I liked having more non-lawyer presenters this year.

**End of Report**

TAB

3

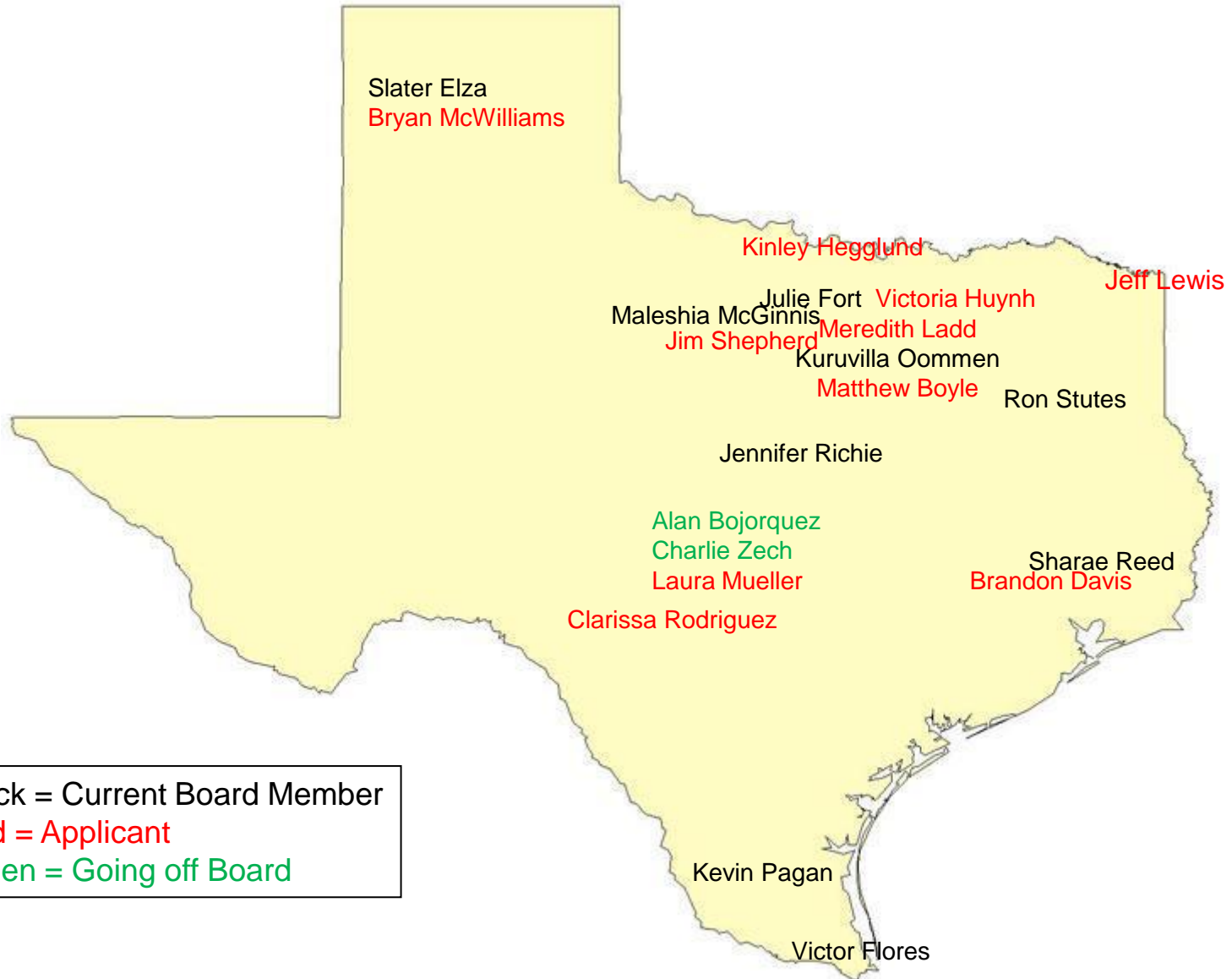
Row Labels	Sum of Quantity
<b>Member</b>	<b>139</b>
<b>Assistant City Attorney</b>	<b>17</b>
Full Conference Registration	8
Thursday Registration Only	9
<b>Associate Attorney</b>	<b>17</b>
Full Conference Registration	11
Thursday Registration Only	6
<b>Attorney</b>	<b>13</b>
Full Conference Registration	7
Thursday Registration Only	6
<b>Attorney and Counselor</b>	<b>1</b>
Thursday Registration Only	1
<b>Attorney at Law</b>	<b>1</b>
Thursday Registration Only	1
<b>City Attorney</b>	<b>64</b>
Full Conference Registration	48
Thursday Registration Only	16
<b>Deputy City Attorney</b>	<b>4</b>
Full Conference Registration	1
Thursday Registration Only	3
<b>First Assistant City Attorney</b>	<b>1</b>
Thursday Registration Only	1
<b>Founding Partner</b>	<b>1</b>
Thursday Registration Only	1
<b>Managing Attorney</b>	<b>2</b>
Full Conference Registration	2
<b>Managing Partner</b>	<b>1</b>
Thursday Registration Only	1
<b>Managing Principal</b>	<b>1</b>
Full Conference Registration	1
<b>Of Counsel</b>	<b>3</b>
Full Conference Registration	1
Thursday Registration Only	2
<b>Paralegal</b>	<b>1</b>
Thursday Registration Only	1
<b>PE, CEO, Principal</b>	<b>2</b>
Thursday Registration Only	2
<b>Principal</b>	<b>3</b>
Full Conference Registration	3
<b>Senior Assistant City Attorney</b>	<b>1</b>
Full Conference Registration	1
<b>Senior Attorney</b>	<b>1</b>
Thursday Registration Only	1
<b>Senior City Attorney</b>	<b>1</b>

Full Conference Registration	1
<b>Senior Counsel</b>	<b>2</b>
Full Conference Registration	1
Thursday Registration Only	1
<b>Sr Asst City Attorney</b>	<b>1</b>
Thursday Registration Only	1
<b>TCAA Honorary Member</b>	<b>1</b>
Thursday Registration Only	1
<b>Non-Member</b>	<b>7</b>
<b>Attorney</b>	<b>1</b>
Full Conference Registration	1
<b>Of Counsel</b>	<b>1</b>
Full Conference Registration	1
<b>Principal</b>	<b>3</b>
Full Conference Registration	2
Thursday Registration Only	1
<b>TCAA Scholar</b>	<b>2</b>
Thursday Registration Only	2
<b>Grand Total</b>	<b>146</b>

TAB

4

# TCAA Current Board Members and Director Applicants



## Evelyn Njuguna

---

**From:** Matthew Boyle <mboyle@boyle-lowry.com>  
**Sent:** Tuesday, August 23, 2022 11:04 AM  
**To:** Evelyn Njuguna  
**Subject:** TCAA Board of Directors Application- Boyle  
**Attachments:** TCAA Board of Directors Application.pdf

Good Morning,

Please see the attached. Thank you.

**Matthew C. G. Boyle | Partner**  
**BOYLE & LOWRY, L.L.P.**  
4201 Wingren Drive, Suite 108 | Irving, Texas 75062  
Office: 972.650.7100 | Direct: 972.650.7104 | Fax: 972.650.7105  
[mboyle@boyle-lowry.com](mailto:mboyle@boyle-lowry.com) | <http://www.boyle-lowry.com/>



The information contained in this e-mail message may be confidential and/or privileged. If you are not the intended recipient or a representative of the intended recipient of this email, you are hereby notified that any review, dissemination or copying of this e-mail message or the information contained herein is prohibited. If you have received this e-mail message in error, please immediately notify the sender by e-mail or by telephone and return this e-mail message to the sender. Thank you.

## BOYLE & LOWRY, L.L.P.

JOHN F. BOYLE, JR. †  
L. STANTON LOWRY  
MATTHEW C. G. BOYLE  
MATTHEW L. BUTLER  
SAMUEL D. HAWK  
SARAH E. WALSH  
LISA H. TOMASELLI\*  
CATHY CUNNINGHAM\*  
†DECEASED  
\*OF COUNSEL

ATTORNEYS AND COUNSELORS  
4201 WINGREN DRIVE, SUITE 108  
IRVING, TEXAS 75062-2763

[www.boyle-lowry.com](http://www.boyle-lowry.com)

EAST TEXAS OFFICE:  
P. O. BOX 855  
MT. VERNON, TEXAS 75457  
(972) 742-6580

(972) 650-7100  
Fax: (972) 650-7105

Writer's Direct Line:  
(972) 650-7104  
E-mail: [mboyle@boyle-lowry.com](mailto:mboyle@boyle-lowry.com)

August 23, 2022

Via Email- [evelyn@tml.org](mailto:evelyn@tml.org)

Ms. Evelyn W. Njuguna  
Director of Legal Services  
Texas Municipal League

Re: TCAA Board of Directors Application

Dear Evelyn:

Please find submitted herewith my completed Application Form for the Texas City Attorneys Association Board of Directors. Boyle and Lowry is a municipal law firm, currently serving as City Attorney for a dozen cities here in North and East Texas. Since graduating law school in 1997, I have been continuously employed here and engaged in the practice of municipal law. In addition to working with all of the firm's municipal clients, I have the pleasure of serving as City Attorney for the Cities of Grapevine and Hurst and Town Attorney for the Towns of Cross Roads, Highland Park, and Ponder. Further, I serve as counsel to the City of Irving Building and Standards Commission, Housing and Human Services Board and Department, and Construction Board of Appeals.

The TCAA has been a valuable resource to me in expanding my knowledge in municipal law. The conferences are enjoyable and educational, and the ability to meet and learn from peers in the field provides an important depth of resources to my practice. My application for the Board is submitted in the hope that I would be able to contribute to the organization by continuing and building on TCAA's tradition of serving the municipal law community. The Board member obligations are something that would be a pleasure to meet.

Thank you for your assistance and thanks to the Board for their consideration.

Sincerely,

BOYLE & LOWRY, L.L.P.



Matthew C. G. Boyle

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

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

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

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

Name: Matthew C. G. Boyle

Position: Managing Partner

Address: 4201 Wingren Drive, Suite 108, Irving, Texas 75062

Phone: (972)650-7100

Email: mboyle@boyle-lowry.com

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

**Matthew C. G. Boyle**  
**Boyle & Lowry L.L.P.**  
**4201 Wingren, Suite 108**  
**Irving, Texas 75062**  
**(972)650-7104**

Education     **The University of Texas School of Law, Austin, Texas**  
J.D. May 1997- Licensed to Practice November 7, 1997  
Articles Editor - The Review of Litigation

**The University of Dallas, Irving, Texas**  
M.B.A. in Industrial Management, August 1995  
B.A. in Economics, December 1992  
Four year academic scholarship  
Omirron Delta Epsilon, Honor Roll, 1989-1992  
Academic All Conference, 1993 and 1994

Employment     **Boyle & Lowry, L.L.P.**  
Managing Partner, 1997-Present: work includes personnel and employment law, eminent domain, Texas Public Information Act/ Open Meetings Act, economic development, land use and rights, real estate and contracts for municipal and governmental clients. Significant litigation experience in State and Federal Court.

Currently serves as City Attorney for the Cities of Grapevine and Hurst, Town Attorney for the Towns of Cross Roads and Ponder, and General Counsel to the Dallas County Utility and Reclamation District, Upper Trinity Regional Water District, and Irving Flood Control District Sections I and III. Matthew also serves as Special Counsel to the City of Irving Housing and Human Services Department Program and Counsel to the Irving Building and Standards Commission. Past speaker at Texas City Attorney's Association annual meetings, the University of Texas Land Use Conference, and the Building Professionals Institute.

Service and Membership  
Member- Texas City Attorney's Association, Dallas Bar Association and Tarrant County Bar Association, Society for Human Resource Management  
Member- Construction, Government, and School Law Sections of the State Bar  
Member and Fellow- College of the State Bar of Texas  
Life Fellow- Dallas Bar Foundation  
Member- Baylor Irving Hospital Board 2013-2022. Chair of Quality and Risk Management Committee  
Past President, Irving Cares, Inc.  
Past President- National Alumni Board, University of Dallas  
Past Chair, Young Alumni Board  
Texas Monthly Rising Star- 2007, 2010, 2011

## Evelyn Njuguna

---

**From:** Brandon Davis <bdavis@olsonllp.com>  
**Sent:** Friday, August 26, 2022 3:31 PM  
**To:** Evelyn Njuguna  
**Subject:** TCAA Board of Directors  
**Attachments:** 20220826152555922.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Evelyn,

Attached, please find a copy of my application for the TCAA Board of Directors. If you have any questions please feel free to call me at (936)402-4238.

Sincerely,  
Brandon Davis

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

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

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

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

Name: Brandon Scott Davis

Position: City Attorney for Liberty, Dayton, Daisetta, and Devers

Address: 1517 Trinity St. Liberty, TX 77575

Phone: (936)402-4238

Email: BDavis@olsonllp.com

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

## **TCAA Board of Directors Application**

**Brandon Davis**

1. My name is Brandon Davis, and I am an attorney with Olson and Olson LLP. I have been practicing municipal law since 2009. During that time, I have worked as the city attorney or assistant city attorney for the following cities: Liberty, Dayton, Devers, Daisetta, Dickinson, and Ames. I have also provided legal support to the city of Anahuac. I also represent the Liberty Community Development Corporation and the Dickinson Economic Development Corporation. I have worked in municipal law my entire career.

During my time as a city attorney, I have worked on just about everything related to municipalities including but not limited to negotiating residential and commercial development deals, annexations, tax abatements, nuisance abatements, land acquisitions, personnel matters, replied to public information act requests, and prosecuted municipal court.

2. I have wanted to serve on the TCAA Board of Directors ever since attending my first TCAA summer conference in South Padre. I have learned so much attending the TCAA summer and fall conferences the past thirteen (13) years and I would love to give back to the organization that has taught me so much. I would love to serve on the TCAA Board of Directors so that I can help guide the municipal attorney field moving forward. As we all know, municipalities are under constant attack and the job seems to be evolving and changing daily. I would love the opportunity to help this organization grow and evolve with the times. Prior to joining Olson and Olson last year, I worked as a solo practitioner for twelve (12) years practicing municipal law in rural Liberty County. As a solo practitioner I was forced to figure things out on my own and I know how difficult that can be. I would love to serve as a resource for other city attorneys who feel like they are alone. Serving as a TCAA Board Member could give me the opportunity to help and mentor these other attorneys. Furthermore, having primarily worked for rural municipalities I feel that I can add a unique perspective to the Board. I would love the opportunity to serve on the TCAA Board of Directors moving forward.

## Evelyn Njuguna

---

**From:** Paige Lessor <paige.lessor@wichitafallstx.gov>  
**Sent:** Tuesday, August 23, 2022 2:11 PM  
**To:** Evelyn Njuguna  
**Cc:** Kinley Hegglund  
**Subject:** Kinley Hegglund - TCAA Board of Directors Application  
**Attachments:** Hegglund-TCAA-Board-Application-Form.pdf

Good afternoon, Ms. Njuguna.

Attached, please find the completed TCAA Board of Directors Application for Mr. Kinley Hegglund, City Attorney of Wichita Falls.

If you have any questions, please let us know.

Kind regards,  
Paige Lessor



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

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

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

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

Name: Kinley Hegglund

Position: City Attorney, City of Wichita Falls

Address: 1300 7th Street, Wichita Falls, Texas 76301

Phone: (940) 761-7625

Email: kinley.hegglund@wichitafallstx.gov

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

I am the City Attorney for the City of Wichita Falls. I've served in the Wichita Falls City Attorney's Office since May of 2000, first as the City Prosecutor, then as the Senior Assistant City Attorney, before being appointed City Attorney in 2014. I was licensed to practice law in Texas in 1999 and am also admitted as an attorney authorized to practice before the United States Court of Appeals for the Fifth Circuit as well as before the Supreme Court of the United States.

I was recognized by the International Municipal Lawyers Association as a Local Government Fellow in 2014 and was awarded the Susan Rocha Award for Outstanding Service by an Assistant City Attorney in June 2014 by the Texas City Attorneys Association.

### **Publications and Papers**

- ❖ *Contempt of Court for Texas Gang Injunction Violators. A novel approach to keeping gang members off the streets while they await trial in Wichita County*  
The Texas Prosecutor: March- April 2010, Volume 40, No. 2
- ❖ *The Implementation and Enforcement of Texas Gang Injunctions*  
Co-presenter & co-author with James McKechnie, Wichita Falls Asst. City Attorney  
2014 Code Summit
- ❖ *Injunctions Against Street Gangs- Constitutionality, Legality, and Methodology*  
Co-presenter & co-author with Miles Risley, Wichita Falls City Attorney  
International Municipal Lawyers Association  
IMLA 2012-77th Annual Conference
- ❖ *Municipal Court: The Basics*  
Co-presenter and co-author with Miles Risley, Wichita Falls City Attorney  
The Texas City Attorneys Association: 2010 Summer Conference

### **City Attorney for the City of Wichita Falls: November 2014- present**

- ❖ Legal advisor to the following:
  - Wichita Falls City Council
  - Wichita Falls Type A Sales Tax Corporation
  - Wichita Falls Type B Sales Tax Corporation
  - City/ County Hospital Board
  - TIFs #2 and #4 Citizen Advisory Committee
- ❖ Managed Legal Office consisting of 5 attorneys and 2 support staff (\$1,074,372 budget)
- ❖ City representative to Atmos Cities Steering Committee (ACSC)
- ❖ City representative to ONCOR Steering Committee
- ❖ Major Projects Completed
  - Convention Hotel via public/ private partnerships 2017-2022
  - Overhaul of City Sanitation Ordinance 2022
  - Revision of City Charter 2019-2020
  - Drafted and Passage of hands-free cell phone ordinance 2016
  - Drafted and Passage of Rideshare Ordinance 2016
  - Obtained Certification of Legal Office for Civil Law 2016
    - Texas City Attorney Association

## **Wichita Falls Senior Assistant City Attorney: December 2004- November 2014**

- ❖ Planning and Zoning Attorney
  - Legal liaison to Plats Committee: 2004- 2014
  - Legal advisor to Planning and Zoning Commission: 2004- 2014
  - Legal advisor to Board of Adjustments: 2004- 2016
- ❖ Transactional and Economic Development Attorney
  - Draft and review contracts and memorandums of understanding
  - Review all City Construction Contracts
- ❖ Ordinance drafting and review
  - Crafted Precious Metals Ordinance: 2014
  - Taxicab Ordinance: 2010
  - Tow Truck Ordinance: 2010
- ❖ Real Estate Attorney
  - Legal Advisor to City Property Administrator
    - Draft deeds, easements, leases, and conveyance documents
  - Legal advisor to City Lake Lot Coordinator
    - Review all lake lot leases
    - Drafted 2014 Lake Arrowhead Lease Agreement form
- ❖ Perform complex state and federal litigation, including appellate work
  - Lead Counsel on City Gang Injunction Litigation: 2005- 2014
    - *City of Wichita Falls v. Varrio Carnales Gang*: 2012
    - *City of Wichita Falls v. The Hoova Crips Gang*: 2011
    - *City of Wichita Falls v. The North Side Crips Gang*: 2009
    - *City of Wichita Falls v. The Puro Lil' Mafia Gang*: 2008
    - *The State of Texas v. The Varrio Carnales Gang*: 2006
  - Primary Attorney for Tort Claims Act Claims and lawsuits: 2004- 2014
    - Review and evaluate all personal injury claims
    - Negotiate and settle claims as appropriate
    - Litigate personal injury lawsuits when necessary
      - *Walter Bull v. City of Wichita Falls*: 2013
      - *Wichita Falls v. Romm*, Fort Worth Court of Appeals: 2010
  - Eminent Domain Attorney: 2004- 2016
    - Handle all condemnation legal work
    - Represent City in Special Commissioners hearings
      - *Wichita Falls v. Saison Hills Development, Inc.*: 2010
      - *City of Wichita Falls v. Gary Mahan*: 2009
    - Handle Inverse Condemnation Suits
      - *DTC, LLC (Dominos Pizza) v City of Wichita Falls*: 2012
- ❖ Supervised attorney under the Texas Open Records Act
- ❖ Assistant District Attorney: 2006- 2012 (related to gang injunction enforcement)
  - Wichita County Criminal District Attorney's Office

## **Wichita Falls Assistant City Attorney - Prosecutor: May 2000 - December 2004**

- ❖ Managed City Prosecutor's Office
- ❖ Prosecuted all Class C Misdemeanors for the City via jury and bench trials

My name is Kinley Hegglund, and I am interested in serving on the Board of Directors of the Texas City Attorney's Association. I am the City Attorney for the City of Wichita Falls and have been a governmental attorney for 23 years.

I started out working as an intern for the City of San Angelo, and I remember how the attorneys in that office were so supportive at the genesis of my legal career in municipal law. When I moved to Wichita Falls, I became aware of the vast complexity and diversity of governmental law. In a midsized city, it is not feasible to specialize in any one practice area. As such, you rely on friends, mentors, and colleagues from across Texas to help you when you come across new issues. TCAA and TML have long been some of the resources I rely on to assist me in better representing my client. Over the years, I have sought help from their staff attorneys as well as some of the outstanding legal analysis papers found online.

I want to give back to the TCAA and ensure that City Attorneys across the State of Texas continue to receive the valuable services provided by the organization and to do my part to assist the next generation of municipal attorneys.

## Evelyn Njuguna

---

**From:** Victoria Huynh <Victoria@plano.gov>  
**Sent:** Friday, August 26, 2022 12:12 PM  
**To:** Evelyn Njuguna  
**Cc:** Victoria Huynh  
**Subject:** TCAA Board Application Form  
**Attachments:** 2022-TCAA-Board-Application-Form.pdf; TCAA-Statement of Interest to Serve on Board.pdf; TCAA-Description of Municipal Law Experience.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Evelyn,

Attached please find my TCAA Board Application form along with the Statement of Interest and Description of Municipal Law Experience.

Please let me know if you need additional information.

Thanks,  
Victoria



**Office of City  
Attorney**

**Victoria Huynh**  
Deputy City Attorney

1520 K Avenue, 3rd Floor  
Suite 355, Plano, Texas 75074  
T 972.941.7313  
F 972.424.0099

[victoria@plano.gov](mailto:victoria@plano.gov)  
[www.plano.gov](http://www.plano.gov)

Connect with us



*This transmittal may be a confidential attorney-client communication or may otherwise be privileged. If you are not the intended recipient, you have received this transmittal in error. Any review, dissemination, distribution or copying of this transmittal is strictly prohibited. If you have received this transmission in error, please contact the Plano City Attorney's Office at (972) 941-7125 and delete this message and any attachments.*

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

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

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

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

Name: Victoria Huynh

Position: Deputy City Attorney

Address: 1520 Ave K, Suite 340, Plano, Texas 75074

Phone: 972-941-7313

Email: victoria@plano.gov

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

Victoria Huynh's Statement of Interest  
For Service on TCAA Board

As a member of the Texas City Attorneys Association (TCAA) since approximately 1997, I strongly support TCAA's mission and purpose, and would be honored to serve as a board member to ensure that the association's level of support as a valuable resource to municipal law practitioners is maintained and/or enhanced where needed. Since becoming a member of TCAA, I have attended its conferences on a regular basis, and have also presented on employment law and updates on state cases on several occasions. For these reasons, I fully understand the needs and expectations of the membership.

As a Vietnamese American female attorney with 24+ years of experience in municipal law, I believe I can offer another perspective that may be instrumental in making sure that all segments of the association membership are represented, heard and considered. As the association's membership continually grows more diverse, I believe it is critical to continue to offer leaders from diverse backgrounds a voice and place to contribute, enrich and enhance an already strong board and association.

While serving on other boards that are not legally-related, I have gained invaluable, first-hand knowledge about the interworking of an organization, and insight into the processes and protocols implemented to create an effective and highly functioning board. I saw the extreme importance for each board member to be consistently and continually engaging, and generous with their ideas, resources, energy, and time in order for the board to continue its success and impact. If given the opportunity serve on the TCAA board, I am committed to being an engaging and contributing leader to ensure that TCAA's strategic vision and direction remain strong and impactful long term.

### Victoria Huynh's Municipal Law Experience

With 24+ years of experience in municipal law in a wide range of legal areas affecting a governmental entity, I would be honored to be given the opportunity to use my knowledge and skills toward serving on the Texas City Attorneys Association (TCAA) Board.

In my capacity as an in-house attorney for the City of Plano, I have had the opportunity to provide legal support to a large number of departments over the years, including Human Resources, Economic Development, Finance, Budget, Purchasing, Environmental Health, Emergency Management, Customer Utilities, Police, and Fire, including civil service issues under Chapter 143, Local Government Code. As an assigned attorney, my role is to respond to legal issues affecting such departments, which entailed researching and interpreting applicable laws, and preparing legal documents such as resolutions, ordinances and other legal instruments as appropriate.

Additionally, for the past 21 years, I have been the primary attorney for the City's employment law issues. With roughly 2,800 full and part time city employees, my role involves evaluating and advising on all types of employment issues, including hiring, firing, performance management, compensation, benefits, privacy of data, requests for accommodations and other employment related questions to ensure compliance with all state and federal employment regulations. In this role, I also handle claims filed with the Equal Employment Opportunity Commission, Texas Workforce Commission Civil Rights Division, and the Department of Labor, as necessary.

I also worked in the land use/planning and zoning area for roughly 2 years while our office searched and hired an attorney specialized in the land use/zoning practice. During that time, I worked directly with the Planning Department and the Planning and Zoning Commission, and became familiar with common issues affecting that area of practice. Some of the critical matters that occurred during that period involved handling the increased applications for multi-family developments, affordable housing development, and substantial public opposition to urban development resulting from the historic business growth in West Plano.

Further, for roughly 2½ years, I independently assisted the Economic Development Office with developing tax abatement agreements and economic development incentives agreements under the Chapter 380 Program. Critical agreements that were finalized during that period included incentive and tax abatement agreements with Toyota, JP Morgan, and Liberty Mutual Insurance. The intricacies of these agreements called for extensive negotiation and multiple revisions to the documents.

For litigation, I have handled administrative appeals before the Civil Service Commission, claims before Equal Employment Opportunity Commission and Texas Workforce Commission, and appeals of Board of Adjustment decisions in district courts. When outside counsel is hired to assist with a particular litigation, I have worked closely with such attorneys for strategy planning for maximized and efficient use of resources, and quick resolution of the matter.

In short, my experience as a municipal lawyer is extensive and diverse. I wholeheartedly believe that my experience with a wide variety of practice areas will allow me to be an engaging and effective member of the TCAA board.

## Evelyn Njuguna

---

**From:** Meredith Ladd <Meredith.Ladd@cityofcarrollton.com>  
**Sent:** Friday, August 26, 2022 10:59 AM  
**To:** Evelyn Njuguna  
**Subject:** TCAA Board Application  
**Attachments:** 2022 TCAA Board App.pdf; TCAA-Board-Application-Form 2022.pdf; CV Meredith Ladd TCAA.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please find attached my Board application form and related attachments. Thank you!

**Meredith Ladd** | City Attorney  
City of Carrollton  
1945 E. Jackson Rd.  
Carrollton, Texas 75006  
972.466.3000 office  
972.466.3252 fax  
[meredith.ladd@cityofcarrollton.com](mailto:meredith.ladd@cityofcarrollton.com)



*Where Connections Happen*

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

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

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

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

Name: Meredith Ladd

Position: City Attorney, City of Carrollton

Address: 1945 E. Jackson Rd Carrollton TX 75006

Phone: 972.466.3036

Email: meredith.ladd@cityofcarrollton.com

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

## **MEREDITH A. LADD**

[Meredith.ladd@cityofcarrollton.com](mailto:Meredith.ladd@cityofcarrollton.com) •

---

Accomplished attorney with significant experience in government law and statutory compliance • Experienced trainer and frequent speaker to public officials and senior management

---

### **PROFESSIONAL EXPERIENCE**

#### **CITY OF CARROLLTON, Carrollton, Texas • 2014-present**

##### **City Attorney**

Interpret and advise client on federal and state statutory compliance and procedural processes; Negotiate, draft, and review a variety of legal documents including contracts for economic development incentives; Conduct legal research regarding economic development and municipal issues; Draft policies and procedures for internal programs and personnel.

##### **Major Contributions:**

- Negotiated and drafted economic development contracts.
- Provide advice and counsel to all levels of corporate management in regard to administrative and operational issues.
- Advised police and human resources departments regarding personnel and civil service issues.

#### **CITY OF DALLAS, Dallas, Texas • 2012-2014**

##### **Senior Assistant City Attorney – General Counsel Division (High Technology Procurement)**

Negotiate, draft, and review a variety of legal documents including contracts for high technology procurement related solicitations and contracts for information technology projects, and goods and services; Conduct legal research regarding procurement issues; Draft policies and procedures for internal programs and personnel; Interpret and advise clients on federal and state statutory compliance.

##### **Major Contributions:**

- Negotiated and drafted contracts in compliance with state and federal regulations.
- Provide advice and counsel to all levels of corporate management in regard to administrative and operational issues.
- Advised purchasing department regarding procurement related matters.

#### **BROWN & HOFMEISTER, Richardson, Texas • 2002-2012**

##### **Associate Attorney**

Negotiate contracts, leases and the settlement of disputes; Interpret and advise clients on federal and state statutory compliance; Conduct legal research and drafting relative to issues of local governance including, but not limited to civil rights, employment issues and contract law; Represent and defend clients regarding employment related claims; Draft policies and procedures for internal programs and personnel; Act as police legal advisor and assist in internal affairs and employment investigations; Advise boards and commissions on issues relating to state regulations; Assist in state litigation with emphasis in board of adjustment appeals, condemnation matters and municipal ordinance violations; Published articles as author and co-author regarding ethics and related issues; Presented at numerous conferences and training seminars regarding personnel matters, open government and ethics.

##### **Major Contributions:**

- Conducted investigations regarding FHA compliance.
- Provided legal guidance and interpretation of regulations related to CDBG and HUD programs.
- Investigated, reviewed and resolved employee investigations relating to civil rights violations.
- Provide advice to all levels of corporate management in regard to daily administration and operational issues.
- Negotiated and drafted contracts in compliance with federal regulations.

**CITY OF ARLINGTON, Arlington, Texas • 2000-2002****Assistant City Attorney**

Advised council, committees, and boards relative to their duties and responsibilities under applicable statutes and laws; Negotiated, drafted and reviewed a variety of legal documents including contracts for procurement related solicitations and contracts for construction projects, and goods and services; Conducted legal research regarding procurement issues.

**Major Contributions:**

- Prepared Interlocal Agreements and Memorandums of Understanding between neighboring jurisdictions.
- Drafted Community Development Block Grant funding agreement for construction of Headstart facility.
- Negotiated and prepared master equipment lease/purchase agreements.

**CITY OF COLLEGE STATION, College Station, Texas •1999-2000****Assistant City Attorney**

Analyzed and reviewed rules and regulations including Fair Labor Standards Act and HUD Regulations; Conducted legal research and drafted legal opinions on a variety of issues including employment matters and tort liability; Advised boards and commissions on land use issues; Drafted, revised and reviewed different forms of contracts and ordinances regarding standard governmental transactions and actions.

**Major Contributions:**

- Advised boards and commissions regarding legal matters and procedures in regard to FLSA and OSHA.
- Drafted Community Development Block Grant agreements and performed closings.
- Advised purchasing department regarding procurement related matters.

**TEXAS WESLEYAN SCHOOL OF LAW, Ft. Worth, Texas • 1997-1998****Teaching Assistant**

Provided guidance and assistance for first year students in study group for contracts class; Prepared review and explanatory lessons in relation to contracts class syllabus for study group; Provided leadership for first year students.

**EDUCATION**

Doctor of Jurisprudence, December 1998

Texas A & M University School of Law (formerly Texas Wesleyan University School of Law), Fort Worth, Texas

Top 20% of class; Member, Delta Theta Phi – National Legal Fraternity; Certificate in Mediation

Bachelor of Arts - History, 1996

Texas Wesleyan University, Fort Worth Texas,

**PROFESSIONAL MEMBERSHIPS**

State Bar of Texas, 1999 to present

Dallas Bar Association, 2002 to 2013

American Bar Association, 2003 to 2013, 2014 to 2017 (Vice Chair of ABA Wine)

Federal Bar Association, 2003 to 2013 (Chair of State and Local Government Relations Section 2011 – 2012)

**PROFESSIONAL LICENSES**

Texas Supreme Court, May 1999

Fifth Court of Appeals, January 2000

Northern District of Texas, January 2000

Western District of Texas, January 2000

Eastern District of Texas, January 2000

Southern District/Bankruptcy Court of Texas, January 2000

IMLA Local Government Fellow, Class of 2022

## **PUBLICATIONS**

Brown, Robert F. and Ladd, Meredith, "The Changing Landscape of Eminent Domain," Dallas Bar Association Headnotes, July 26, 2012.

Voss, Jr., Edwin P. and Ladd, Meredith, "Recent Developments Under the Religious Land Use and Institutionalized Persons Act," The Urban Lawyer, Summer 2005.

Ladd, Meredith, "In the Matter of the Prosecutors Ethics," State & Local Law News, vol. 28, no. 4, Summer 2005.

Meredith Ladd, TCAA Board Application.

I would like to be a part of and serve an organization that helps develop and grow attorneys in the municipal field. TCAA is unique in that it offers resources and training to municipal attorneys throughout the state, at a reasonable cost, on topics that are actually relevant to our practice. In order to grow and continue to offer such services, I believe that practitioners must give of their time and talents to further the goals of this organization. I just found out today that I passed the prestigious IMLA Fellows Exam and can now call myself an IMLA Local Government Fellow. I am very proud of this accomplishment, and feel that it comes, in part, from the talented attorneys I worked with in the past. It is for these reasons that I would like to serve on this board.

My municipal law experience began when I was in law school and clerked for the City of Arlington during the summer of 1998. After graduating law school in December 1998, I began working as an Assistant City Attorney for the City of College Station in May 1999. In August 2000, I returned to the City of Arlington. I worked for these two cities for approximately three years, focusing primarily on transactional issues and Public Information Act. I had the benefit of working for two great City Attorneys, Harvey Cargill and Joy Doegey, and received an excellent foundation. My supervisor was Teris Solis, who recently retired as City Attorney of Arlington.

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

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

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

## Evelyn Njuguna

---

**From:** Jeff Lewis <lawmanjcl@gmail.com>  
**Sent:** Wednesday, August 24, 2022 3:19 PM  
**To:** Evelyn Njuguna  
**Subject:** RE: TCAA to Fill Board Positions on October 6, 2022  
**Attachments:** 08242022 TCAA board app ltr resume 5 pgs.pdf

Attached is my TCAA Board application.

**Jeffery C. Lewis**



Atchley, Russell, Waldrop & Hlavinka, L.L.P.  
1730 Galleria Oaks Dr.  
Texarkana, Texas 75503  
Tel 903-792-8246

---

**From:** Texas City Attorneys Association [mailto:TCAA-LIST@LISTSERV.MUNICODE.COM] **On Behalf Of** Evelyn Njuguna  
**Sent:** Monday, August 22, 2022 6:13 PM  
**To:** TCAA-LIST@LISTSERV.MUNICODE.COM  
**Subject:** TCAA to Fill Board Positions on October 6, 2022

Hello TCAA members:

The TCAA Board has two open positions that will be filled this October at the TCAA Fall meeting. If you are interested in serving on the board, please fill out an application and return it to me via email at [evelyn@tml.org](mailto:evelyn@tml.org). Application forms are available here <https://texascityattorneys.org/wp-content/uploads/2021/07/2021-TCAA-Board-Application-Form.pdf> or under the "About TCAA" tab, "Board of Directors" section, on the TCAA website at <https://texascityattorneys.org>.

The deadline to submit an application is this **Friday, August 26**, by **5:00 p.m.**

If anyone has questions, please don't hesitate to reach out.

Thanks!

Evelyn

**Evelyn W. Njuguna**  
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.

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

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

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

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

Name: Jeffery C. Lewis

Position: City Attorney, City of Texarkana, Texas

Address: 1730 Galleria Oaks Drive, Texarkana, Texas 75503

Phone: 903-792-8246

Email: jlewis@arwhlaw.com

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

# ATCHLEY RUSSELL WALDROP & HLAVINKA, LLP.

ATTORNEYS AT LAW

Jeffery C. Lewis



1730 Galleria Oaks Drive  
Texarkana, Texas 75503  
Tel 903-792-8246  
jlewis@arwhlaw.com

August 24, 2022

## **To the TCAA Board of Directors and Nominating Committee:**

### *Municipal Law Experience*

In 2008, the City Council of the City of Texarkana, Texas, appointed the Atchley Russell law firm as the primary provider for legal services to the City; the ordinance designated me as “the primary contact”. My law practice prior to that appointment – eighteen years of civil litigation (mostly defense), civil appeals, education law, and a significant wade into municipal water district law – all served as preparation for representing a municipality.

I attend all regular City Council meetings; prepare or edit proposed ordinances and resolutions; and advise directly the elected officials, city manager, assistant city managers, city secretary, respective chiefs for police and fire, and department directors on many aspects of law: Alcoholic Beverage Code; animal control; annexation; bi-state contracts; charter provisions and revisions; code enforcement; code revision; economic development; elections; finance; fire; housing authority; health department; information technology; interlocal contracts with Texas municipalities, agencies, and other local governmental entities; litigation [apart from TML-IRP covered claims ... and liaison to retained defense attorneys on covered claims]; parks; policing; public information; public utilities; public works; purchasing; TOMA; water and wastewater; and zoning. (Two of my law partners with board certifications, respectively, in Commercial Real Estate Law and Labor and Employment Law, take point on the City’s real estate and HR work.) Indeed, it is a privilege to represent Texarkana.

### *Reasons for Wishing to Serve on the Board*

I want to help ... and I want to learn more. If you need representation from the northeast border of the state, and if my experience and skills will help my colleagues in their respective work for municipalities, I welcome the opportunity to serve on the Board.

Respectfully submitted,

Jeffery C. Lewis

Attachment – Resume (3 pages)

# Jeffery C. Lewis, J.D.

**Practice Areas** Municipal Law and Local Government; Civil Appeals; Litigation

**Peer Review**



**Certification**



**Contact Information**

Atchley, Russell, Waldrop & Hlavinka, L.L.P.  
1730 Galleria Oaks Dr.  
Texarkana, Texas 75503  
Tel 903-792-8246  
jlewis@arwhlaw.com

**Education**

Baylor University; Waco, Texas  
(J.D., 1990; B.B.A., *cum laude*, 1987)

**Bar Admissions**

Texas (all courts)  
Arkansas (all courts)  
United States Supreme Court  
U.S. Courts of Appeals (Fifth Circuit, Eighth Circuit)  
U.S. District Courts (E.D. Tex.; E.D. Ark.; W.D. Ark.)

**Recognitions**

Life Fellow  
Texas Bar Foundation



Member  
Texas Bar College



AV®, AV Preeminent®, Martindale-Hubbell Distinguished<sup>SM</sup> and Martindale-Hubbell Notable<sup>SM</sup> are Certification Marks used under license in accordance with the Martindale-Hubbell certification procedures, standards and policies.

## Selected Appeals

*Ransom v. Gibson*, 553 S.W.3d 89 (Tex. App.—Texarkana 2018, no pet.) – personal injury; dismissal in client’s favor for plaintiffs’ failure to appear for trial; trial court’s judgment dismissing case affirmed.

*Edgin v. Correct Care Solutions LLC*, No. 18-1127 (8th Cir., Sept. 12, 2018) (per curiam) civil rights; trial court’s dismissal of client from suit for lack of personal jurisdiction affirmed.

*Liberty Mutual Ins. Co. v. Transit Mix Concrete & Materials Co.*, No. 06-12-00117-CV (Tex. App.—Texarkana 2013, pet. denied) (mem. op.) – subrogation; forum non conveniens dismissal in client’s favor affirmed.

*Johnson v. TDS Erectors, Inc.*, No. 10-41059 (5th Cir. 2011) – wrongful death claim brought against client by daughter of client’s employee; summary judgment in client’s favor affirmed.

*In re Ward*, No. 06-06-00098-CV, (Tex. App.—Texarkana 2006) (orig. proceeding), mandamus denied, No. 07-0230 (Tex. 2007) – medical malpractice; trial court dismissed claim against client; claimant’s mandamus petition denied by court of appeals and Texas Supreme Court.

*Employers Reinsurance Corp. v. Gordon*, 209 S.W.3d 913 (Tex. App.—Texarkana 2006, no pet.) – contract claim; trial court’s judgment against client for \$430,000 reversed and remanded.

*Sluder v. Steak & Ale of Little Rock, Inc.*, 361 Ark. 267, 206 S.W.3d 213 (2005), *second appeal*, 368 Ark. 293, 245 S.W.3d 115 (2006) – “dram ship” liability claim; trial court’s judgment in client’s favor affirmed.

*Roberts v. Titus County Mem. Hosp.*, 159 S.W.3d 764 (Tex. App.—Texarkana 2005, pet. denied), *cert. denied*, 126 S.Ct. 1070 (2006) – Whistleblower Act; summary judgment in client’s favor affirmed.

*O'Donald v. Wadley Regional Medical Center*, No. 06-04-00121-CV (Tex. App.—Texarkana 2005, pet. denied) – medical malpractice; summary judgment in client’s favor affirmed.

*Roberts v. Titus County Mem. Hosp.*, 129 Fed.Appx. 82,2005, No 04-41101 (5th Cir. 2005), *cert. denied*, 126 S.Ct. 631 (2005) – civil rights; summary judgment in client’s favor affirmed.

*Toshiba Int’l Corp. v. Henry*, 152 S.W.3d 774 (Tex. App.—Texarkana 2004, no pet.) – products liability; trial court’s \$450,000 judgment against client reversed and take-nothing judgment in client’s favor rendered.

*Stiger v. Christus Health Ark-La-Tex*, No. 03-40972 (5th Cir. 2004) – labor dispute; judgment in favor of client health care facility affirmed.

*Therapy Corp. v. City of Texarkana*, No. 02-40565 (5th Cir. 2003) – FHA / ADA claims; trial court’s judgment in client’s favor affirmed.

*Mullinax v. Texarkana I.S.D.*, No. 02-40220 (5th Cir. 2002) – First Amendment retaliation claim; summary judgment in client’s favor affirmed.

*In re Collom & Carney Clinic Ass’n*, 62 S.W.3d 924 (Tex. App.—Texarkana 2002, orig. proceeding) – client’s petition for mandamus relief granted.

*Buls v. Fuselier*, 55 S.W.3d 204 (Tex. App.—Texarkana 2001, no pet.) – medical malpractice; judgment in client’s favor affirmed.

*Lynch v. NorAm Energy Corp.*, No. 06-99-73-CV (Tex. App.—Texarkana 2000, pet. denied) – products liability; judgment in client’s favor affirmed.

*Arnold & Arnold v. Williams*, 315 Ark. 632, 870 S.W.2d 365 (1994), *cert. denied*, 513 U.S. 990, 115 S.Ct. 489, 130 L.Ed.2d 400 (1994) – legal malpractice; summary judgment in client’s favor affirmed.

## Evelyn Njuguna

---

**From:** Laura Mueller <lmuel@cityofdrippingsprings.com>  
**Sent:** Tuesday, August 23, 2022 8:29 AM  
**To:** Evelyn Njuguna  
**Subject:** TCAA Board Application  
**Attachments:** TCAA Board Application with Attachment.pdf

Attached is my application. Please let me know if you need anything else.

Sincerely,



**Laura Mueller**  
City Attorney

lmuel@cityofdrippingsprings.com  
512.858.4725 City Hall

511 Mercer Street • PO Box 384  
Dripping Springs, TX 78620

cityofdrippingsprings.com

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

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

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

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

Name: Laura Mueller

Position: City Attorney, City of Dripping Springs

Address: 119 Black Bear Ct. Dripping Springs, Texas 78620

Phone: (512) 731-5088

Email: [lmueller@cityofdrippingsprings.com](mailto:lmueller@cityofdrippingsprings.com)

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

**Texas City Attorneys Association (TCAA)**

**Board of Directors**

**- Application Form –**

**Brief description of your municipal law experience.**

- Served as law clerk at the Texas Municipal League from 2002-2004.
- Served as legal counsel/assistant general counsel at TML from 2006-2016.
- Served as an associate at the municipal law firm of Bojorquez Law Firm from 2016-2020. At the firm I assisted in the representation of multiple cities throughout the state of Texas including West Lake Hills, Lakeway, Lago Vista, Shavano Park, Liberty Hill, and Dripping Springs, among others.
- City Attorney for City of Dripping Springs since 2020.
- I have also presented municipal topics at various conferences including TCAA, TML, for the State Bar, and for the University of Texas CLE program.

**Brief description of your reasons for wishing to serve on the Board.**

After attending and presenting at TCAA conferences for over a decade, I would like a chance to assist with planning of the conferences and assisting with other TCAA projects that improve the practice of municipal law. Being on the Board will provide me the best opportunity to assist with conferences and other projects.

## Evelyn Njuguna

---

**From:** Clarissa Rodriguez <cmrodriguez@rampagelaw.com>  
**Sent:** Friday, August 26, 2022 6:12 PM  
**To:** Evelyn Njuguna  
**Subject:** TCAA Board Application  
**Attachments:** TCAA Board Application 2022.docx

Hi Evelyn,

Please see attached information for my application for the TCAA Board of Directors. I will be sending the application form under separate cover. If you need anything further, please let me know.

Thank you and have a nice weekend,

**Clarissa M. Rodriguez**

Partner

Denton, Navarro, Rocha, Bernal, & Zech, P.C.

2517 N. Main

San Antonio, TX 78212

210/227-3243

210/225-4481 (f)

### CONFIDENTIALITY NOTICE

This transmission is intended for the individual or entity to which it is addressed, and may be information that is PRIVILEGED AND CONFIDENTIAL. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, and you have received this information in error, you are hereby notified that any dissemination, distribution, or copying of this communication is prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.

## **TCAA Board Application**

**2022-2023**

**Clarissa M. Rodriguez**

### Municipal Law Experience

Serve as City Attorney and Litigation Counsel to multiple cities with Denton, Navarro, Rocha, Bernal, & Zech since 2008.

I handle day to day City Attorney issues related to planning, zoning, human resources, contract drafting and review, police/fire issues, review and drafting of ordinances and resolutions, among all other day to issues for cities.

I am also a litigator handling all aspects of municipal litigation from employment to use of force to personal injury, property damage, and takings.

### Desire To Serve on TCAA Board

My participation in TCAA has afforded me opportunities to meet and interact with many colleagues across the state. This has resulted in being a great resource in learning about municipal law. I believe my experience in municipal law has afforded me with experience to provide meaningful contributions and new ideas to TCAA to give that back to other municipal attorneys. I would like to be on the Board so I can assist the Board in expanding the membership, foster relationships with cities, contribute to discussions on municipal law based on my litigation, appellate and city attorney experience, advise on topics for future conferences, and contribute to the 2023 Legislative Policy and Advocacy initiatives.

## Evelyn Njuguna

---

**From:** Clarissa Rodriguez <cmrodriguez@rampagelaw.com>  
**Sent:** Sunday, August 28, 2022 9:48 AM  
**To:** Evelyn Njuguna  
**Subject:** RE: TCAA Board Application  
**Attachments:** TCAA App 2022.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Evelyn,  
Sorry for the delay- I meant to send this part to you on Friday.

Thank you,

**Clarissa M. Rodriguez**

Partner

Denton, Navarro, Rocha, Bernal, & Zech, P.C.

2517 N. Main

San Antonio, TX 78212

210/227-3243

210/225-4481 (f)

### CONFIDENTIALITY NOTICE

This transmission is intended for the individual or entity to which it is addressed, and may be information that is **PRIVILEGED AND CONFIDENTIAL**. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, and have received this information in error, you are hereby notified that any dissemination, distribution, or copying of this communication is prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.

---

**From:** Clarissa Rodriguez  
**Sent:** Friday, August 26, 2022 6:12 PM  
**To:** Evelyn Njuguna <evelyn@tml.org>  
**Subject:** TCAA Board Application

Hi Evelyn,  
Please see attached information for my application for the TCAA Board of Directors. I will be sending the application form under separate cover. If you need anything further, please let me know.

Thank you and have a nice weekend,

**Clarissa M. Rodriguez**

Partner

Denton, Navarro, Rocha, Bernal, & Zech, P.C.

2517 N. Main

San Antonio, TX 78212

210/227-3243

210/225-4481 (f)

CONFIDENTIALITY NOTICE

This transmission is intended for the individual or entity to which it is addressed, and may be information that is PRIVILEGED AND CONFIDENTIAL. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, and you have received this information in error, you are hereby notified that any dissemination, distribution, or copying of this communication is prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.

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

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

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

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

Name: Cianessa M. Rodriguez

Position: Partner / Shareholder

Address: 2517 N. Main San Antonio, TX 78212

Phone: 210/227-3243

Email: cmrodriguez@rampagelaw.com

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

## Evelyn Njuguna

---

**From:** jim@jshepherdlaw.com  
**Sent:** Tuesday, August 23, 2022 2:01 PM  
**To:** Evelyn Njuguna  
**Subject:** TCAA Board Application  
**Attachments:** 2022 JES CV A.doc; Texas City Attorneys Association .1.docx

Thank you for the opportunity to submit my application to join the TCAA Board.

My CV attached to this email shows I have always been involved in elected office, or various boards through all of the years I have practiced law. Though the list is rather long, I have always felt I was not doing as much for my profession as I would like to. Now that my practice is primarily municipal law, I would like to do my part in the area of practice I enjoy the most. It would be an honor and a pleasure to serve on the Board if chosen to do so.

Regards,  
Jim Shepherd

James E. Shepherd  
Shepherd Law Firm  
1901 N. Central Expressway  
Suite 430  
Richardson, Texas 75080  
[972-234-3117](tel:972-234-3117)  
[Jim@JShepherdLaw.com](mailto:Jim@JShepherdLaw.com)

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

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

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

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

Name: James E. Shepherd (Jim)

Position: City attorney for small towns in Wise, Denton, Collin, and Hunt counties.  
Have represented cities for all of my 45 years of practice. Two for over 20 years each.

Address: 1901 North Central Expressway, Suite 430, Richardson TX 75080.

Phone: Office: 972-234-3117; Mobile: 972-658-1360

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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

**SHEPHERD LAW FIRM**  
1901 N. CENTRAL EXPRESSWAY, SUITE 430  
RICHARDSON, TEXAS 75080-3528

**JAMES E. SHEPHERD**  
ATTORNEY AT LAW

Tel: (972) 234-3117  
[Jim@JShepherdLaw.com](mailto:Jim@JShepherdLaw.com)



**Curriculum Vitae**

**1. Name:** James E. Shepherd

**Office Address:**

- \* Shepherd Law Firm
- \* 1901 N. Central Expressway
- \* Suite 430
- \* Richardson, TX 75080-3528

**2. Areas of Law:**

- \* Municipalities
- \* Land Use and Planning
- \* Zoning
- \* Business
- \* Economic Development Incentives

**3. Professional license and memberships:**

- \* Member, State Bar of Texas
- \* Member, Dallas Bar Association
- \* Fellow, College of the State Bar of Texas
- \* Member, Collin County Bar Association
- \* Member, Texas City Attorney Association

**4. Bar Admissions:**

**\* State:**

- \* All Texas state Courts and Texas Supreme Court, 1978

**\* Federal Courts:**

- \* U.S. District Court, Northern District, Texas, 1980
- \* U.S. District Court, Eastern District, Texas, 1997
- \* U.S. Court of Appeals, 5<sup>th</sup> District, 1981
- \* U.S. Court of Military Appeals, 1982
- \* U.S. Supreme Court, 1989

**5. Education:**

- \* J.D., Baylor Law School, 1977
- \* B.B.A., Baylor University, 1976

**6. Experience:**

- \* Represents an array of local governments in land planning, regulatory issues, and inter-local agreements.
- \* Represents local governments in the organization and administration of special districts for infrastructure development, emergency services, and land use opportunities.
- \* Represents clients in economic development plans and tax incentive plans.
- \* Represents clients in zoning and land use issues as they relate to growth, development and re-development.

**7. Career History:**

- \* Arthur Young & Co., 1977-1978
- \* Ray Noah & Associates, 1978-1981
- \* Law Office of James E. Shepherd, 1981-1999
- \* Town of Buckingham, Judge, 1985-1989
- \* Partner, Hunton & Williams LLP (formerly Worsham Forsythe Wooldridge), 2000-2007
- \* Shepherd Law Firm, 2007-Present

**8. Civic:**

- \* Richardson Bar Association; past President
- \* Richardson Noon Lions Club, 1977-1990; President, 1985-1986
- \* Neighborhood Youth Services, Richardson, Board of Directors, 1985-1987
- \* YMCA, Richardson, Board of Directors, 1985-1993
- \* Richardson Chamber of Commerce, Board of Directors, 1982-1992; Vice Chairman, 1986-1988
- \* Richardson Medical Center Foundation, Inc., Board of Directors, 1987-1996; Chairman, 1992-1996
- \* Baylor-Richardson Medical Center, Advisory Board, 1996-1999
- \* Leadership Richardson Advisory Board 1986-1997; Chairman, 1988-1990
- \* Boys & Girls Club of Richardson, Inc.; Vice President and Director, 1990-1992; Advisory Director, 1992-1995
- \* Richardson Rotary Club, 1990-Present; President 2015-2016
- \* Richardson Police Department, Citizen's Police Academy Alumni Association, 1992-Present; President, 1993
- \* FBI Citizens Academy; 2014 class speaker; Alumni Association Life Member
- \* Collin County Bar Association- President, 2015-2016, Board member 2011-present

**9. Local Government:** Richardson Independent School District, Board of Trustees, 1988-1992; Vice President, 1989-1991; President, 1991-1992

- \* City of Richardson, City Plan Commission, 1992-1995
- \* City of Richardson, City Council Member, 1995-2007
- \* City of Richardson, Chairman, Public Education Committee, 1995-2007

**10. Awards:**

- \* Martindale Hubble PeerReview - over 20 years - AV - highest possible rating in legal ability and ethical standards.
- \* Richardson Jaycees Billye Meyer Distinguished Service Award, Outstanding Citizen, 1989
- \* Leadership Richardson, Distinguished Service Award, 1989, 1990
- \* Richardson Rotary Club - Ethics Award, 1994
- \* Rotary Clubs of Richardson - Ethics Award, 2007

**11. Speeches :**

- \* June 2008 "Plat & Subdivision Law in Texas, Dallas, TX
- \* December 2007 "Plat & Subdivision Law in Texas, Ft. Worth, TX

- \* August 2007 “Budgets, Taxes, and Politics”,  
Republican Headquarters, Dallas, TX
- \* June 2007 “Plat and Subdivision Law”, Dallas, TX
- \* April 2007 “MUDS and SUDS”, Land Use & Planning  
Seminar, UT Law School, Austin, TX
- \* September 2005 “Government & Tribal Obligations”, Panelist,  
Bond Attorney’s Workshop, National Association  
of Bond Lawyers, Chicago, IL
- \* April 2005 “Basics of Municipal Law in Texas”
- \* October 2004 “Special Districts/Bonds”, International Municipal  
Lawyers Association, San Antonio, TX
- \* June 2004 “Special Utility Districts”, Planning & Zoning  
Law, Center for American & International Law,  
Plano, TX
- \* June 2003 “City Council - Public Watchdog or Developer’s  
Lapdog?”, Planning & Zoning Law, Center for  
American & International Law, Plano, TX
- \* June 2002 “An Elected Official’s Perspective on Land Use  
Matters”, Center for American and International  
Law, Dallas, TX
- \* October 2001 Duties of the City Council, University of Texas at  
Dallas, Richardson, TX
- \* September 2001 “Open Meetings Laws”, Continuing Legal  
Education for Attorneys, Dallas, TX
- \* June 2001 “The Politics of Zoning”, Institute for Local  
Government Studies of the Center for American  
and International Law, Dallas and Plano, TX

## Evelyn Njuguna

---

**From:** McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>  
**Sent:** Friday, August 26, 2022 11:10 AM  
**To:** Evelyn Njuguna  
**Subject:** Re: Board Application and Letter  
**Attachments:** 0693\_001.pdf; 0694\_001.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Njuguna,

Please find attached my completed TCAA Board Application and letter describing my municipal experience and desire to be considered for Board membership.

Thank you for your attention to this matter.

Bryan McWilliams  
City Attorney  
City of Amarillo  
P.O. Box 1971  
Amarillo, TX 79101  
(806) 378-6067

**ATTENTION ELECTED OFFICIALS:** A "Reply to All" on this email could lead to violations of the Texas Open Meetings Act. Please Reply only to the sender.

**CONFIDENTIALITY:** The information in this email is for the intended recipient only. If you have received this email in error, please Reply only to the sender and then delete this email. The information in this email and any attachment may be confidential or privileged. Any unauthorized use, disclosure, distribution, forwarding, or copying is strictly prohibited.

**OPEN RECORDS:** The preceding statement notwithstanding, Texas has a very broad Public Records Law. Most written communications to or from State and Local Officials and agencies regarding State or Local business are available to the public and media upon written request. Your email communications, including your email address, may therefore be subject to public disclosure.

**TAX ADVICE:** It is not the City's intent to provide any tax or legal advice in this document; you must seek competent legal and tax advice and make your own conclusions about deductions and tax consequences under current tax law.

## Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast.

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

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

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

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

Name: BRYAN MCWILLIAMS  
Position: CITY ATTORNEY, COA  
Address: 601 S. BUCHANAN ST, Rm 207  
AMARILLO, TX 79105  
Phone: (806) 378-6067  
Email: bryan.mcwilliams@amarillo.ga

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

Please email this form and attachments to Evelyn Njuguna at [evelyn@tml.org](mailto:evelyn@tml.org).

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



August 26, 2022

Via email at [evelyn@tml.org](mailto:evelyn@tml.org)

Ms. Evelyn Njuguna  
Texas City Attorneys Association  
1821 Rutherford Ln., Suite 400  
Austin, TX 78754

*Re: TCAA BOARD APPLICATION*

Dear Evelyn,

Please accept this letter and attached Board Application as an indication of my desire to serve on the TCAA Board. I have been a member of the City of Amarillo's Legal Department for the past 15 years. During this time, I have had the great honor and privilege to practice with and be mentored by some of the finest City Attorneys in the state. Former City Attorney Marcus Norris hired me in 2007 as the first Public Safety Legal Advisor for the City of Amarillo. In my role as legal advisor, I advised the Amarillo Police Department, Airport Police, Fire Marshal's Office, and other code inspectors and represented the City and City officers in federal and state court. I also filled in at the municipal prosecutor's office and responded to emergencies, fleet accidents, and officer-involved incidents. Later Marcus moved me to City Hall and placed me in charge of all employment and litigation matters involving the city. In 2015 Mick McKamie was hired as the Interim City Attorney (later City Attorney) and I was later appointed as Deputy City Attorney for the City of Amarillo. As the Deputy I supervised both our Civil and Criminal Divisions and was involved in all the various aspects of municipal practice that would touch a city of our size. Since 2018 I have had the great honor to serve as the City Attorney for the City of Amarillo.

Throughout all my experiences representing the City of Amarillo I have found that the most endearing part of public service is the opportunity to give back to my community while at the same time learning from others who have experienced the same or similar challenges and then passing on those experiences to the next generation of problem-solving professionals.

Mentorship, collaboration, collegialism and the advancement of municipal service are the founding principles of the Texas City Attorneys Association and I very much desire to continue my professional development with those ideologies in mind for the betterment of my city and other Texas cities and the wonderful professionals who serve them.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bryan McWilliams', with a long, sweeping horizontal line extending to the right.

Bryan McWilliams  
City Attorney

TAB

5

**Texas City Attorneys Association**

Budget For FY 22-23

	18-19		19-20		20-21		21-22		22-23
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Proposed
Membership Dues	\$29,980.00	\$33,016.27	\$29,980.00	\$36,544.96	\$29,470.00	\$35,282.98	\$39,630.00	\$36,590.84	\$37,920.00
Investment Income	2,000.00	5,258.81	2,000.00	4,726.14	2,000.00	2,960.45	2,000.00	2,917.91	2,000.00
Semi-Annual Meeting (Summer)	62,820.00	68,796.67	62,820.00	3,419.66	62,820.00		106,720.00	162,566.27	71,820.00
Semi-Annual Meeting (TML)						394.24			
Sponsor Revenue	50,000.00	70,208.50	60,000.00	56,766.80	60,000.00	63,990.40	60,000.00	79,218.80	70,000.00
Riley Fletcher Seminar	5,070.00	1,879.39	7,500.00	14,586.05			19,000.00	21,237.21	
CML Revenue		500.00		300.00		737.80		450.00	300.00
<b>Total Revenue</b>	<b>149,870.00</b>	<b>179,659.64</b>	<b>162,300.00</b>	<b>116,343.61</b>	<b>154,290.00</b>	<b>103,365.87</b>	<b>227,350.00</b>	<b>302,981.03</b>	<b>182,040.00</b>
Professional Fees	1,000.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	800.00	1,100.00
Telephone	75.00	74.95	75.00		75.00		75.00		
Postage	300.00	441.77	300.00	423.70	300.00	188.80	350.00	319.86	350.00
Boards and Committees	4,000.00	5,247.34	4,000.00	2,773.69	4,000.00	1,916.19	4,000.00	3,197.37	4,248.00
Semi-Annual Meeting (TML)	45,000.00	25,143.47	11,200.00	6,212.15	11,200.00	12,057.48	13,200.00	10,756.61	19,766.00
Semi-Annual Meeting (Summer)	115,340.00	115,870.72	85,048.00	25,529.87	98,562.00		255,486.00	154,676.41	158,015.00
Riley Fletcher Seminar		2,058.51	7,666.00	12,236.25	2,306.00	2,100.00	13,406.00	9,756.79	
Public Relations	300.00		300.00	214.50	300.00		300.00		300.00
IMLA Scholarships		8,387.02	8,000.00	6,271.42	8,000.00	26,600.00	8,000.00	3,067.34	8,000.00
IMLA Small Cities Membership Contributions	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	2,700.00	3,000.00		3,000.00
Printing and Reproduction	300.00	1.36	300.00	1.36	300.00		350.00		350.00
Dues and Publications		407.00				203.68			
Newsletter	14,280.00	15,096.00	15,912.00	15,912.00	15,912.00	15,912.00	15,912.00	15,912.00	17,544.00
Awards & Recognition	1,300.00		1,300.00		1,300.00	386.89	1,300.00	1,398.22	1,300.00
Office Supplies	100.00	34.98	100.00	628.77	100.00	17.98	100.00	36.60	100.00
LisTCAA Listserve	600.00	591.96	624.00	624.00	624.00	624.00	624.00	624.00	688.00
Web Site Expenses	4,840.00	1,485.92	10,936.00	2,254.28	10,936.00	2,900.79	10,936.00	1,499.49	3,032.00
Miscellaneous	3,000.00	1,449.90	3,000.00	1,627.81	3,000.00	421.51	3,000.00	839.58	3,000.00
TCAA Affiliate Groups					2,000.00	393.68	2,000.00	342.76	2,086.00
Other Association Sponsorships					1,500.00	1,000.00	1,500.00	500.00	1,500.00
TCAA Sponsorship Coordination									430.00
TCAA Municipal Law Conference Scholarship									129.00
Administrative Services	9,290.00	10,373.64	9,439.00	11,014.44	9,609.00	10,824.36	11,964.00	10,912.44	13,618.00
<b>Total Expenses</b>	<b>202,725.00</b>	<b>190,764.54</b>	<b>162,300.00</b>	<b>89,824.24</b>	<b>174,124.00</b>	<b>79,347.36</b>	<b>346,603.00</b>	<b>214,639.47</b>	<b>238,556.00</b>
<b>Net Income (Loss)</b>	<b>(52,855.00)</b>	<b>(11,104.90)</b>	<b>0.00</b>	<b>26,519.37</b>	<b>(19,834.00)</b>	<b>24,018.51</b>	<b>(119,253.00)</b>	<b>88,341.56</b>	<b>(56,516.00)</b>

TAB

6

## **Norms for the TCAA/MuniCode Municipal Attorney Listserv**

To qualify for membership on the TCAA/MuniCode Listserv, you must be a member of TCAA and a practicing attorney representing a city for a significant portion of your time.

All participants of the TCAA/MuniCode Listserv are expected to comply with the following “norms.” The norms exist to promote efficient and responsible communication between members, while retaining the informal collegiality enjoyed by the group.

The norms are intended to reduce messages that do not contribute to the substance of a discussion thread, but they also represent courteous email protocol.

**Identify yourself:** Always identify yourself by name and title, and include your email address within the body of sent messages. This will allow responders to contact you directly, or off-list, should the need arise.

**Replies:** Do not reply to a message without adding a substantive thought to the dialogue. Thus, “Me too” or “I agree” or “Ditto” are unnecessary replies.

**Subject line:** Always review the subject line before sending a message or reply. If the message is a reply to an existing thread, update the subject line if your comment changes the context of discussion.

**Quoting list messages:** The listserv is a private discussion list for Texas municipal attorneys. Quoting a posting from the listserv or forwarding a posting to others without the specific permission from the person who posted the message isn’t appropriate. This “norm” shall not apply to quoting or forwarding a message to any person bound by the attorney confidentiality requirement. Sharing information in a generic basis, such as “this subject was recently discussed on a municipal attorney list and the consensus seems to be ——, although there were some who expressed concern that ——,” is acceptable. However, no request for information or for documents that are posted, reproduced, or cited on this List is intended, or should be interpreted, as a request under any federal, state or local law, rule, regulation, or ordinance requiring the disclosure of any government information or documents.

**Use of list messages against a city is strictly prohibited:** We all recognize that some municipal attorneys on the listserv are with law firms – or with governmental agencies – that may also have matters where they are adversarial to a particular city. It is inappropriate to use the listserv to gather opinions or strategies that would be used against cities. Abuse of the listserv will result in the membership being revoked.

**Commercial messages:** Messages of a commercial nature are strictly prohibited, and may result in termination as a participant. Reference checks, notices of employment, and other matters pertinent to the operational aspects of your law office are not considered “commercial messages.”

**Campaign messages:** The list may not be used to solicit or campaign for or on behalf of a listserv member, or another person, running for an elected or appointive position.

**Attachments:** The list doesn’t allow attachment for security reasons. If you happen to send a message with an attachment, the message will still be distributed, but the attachment will be removed. To exchange files related to a discussion topic, we suggest sending the file directly to a recipient or using one of the popular online file sharing tools – Dropbox, Google Drive, Microsoft OneDrive, etc.

TAB

7

TAB

8

#### Attendance Requirements.

(a) A Board Member shall be automatically removed from the Board, effective upon twice failing to attend a regularly scheduled Board meeting without an excused absence during a given "TCAA Calendar Year" (as used in this section, this term means a period beginning the first day of the TML Annual Conference and ending on the last day of TCAA's Summer Conference), or for failing to attend four regularly scheduled Board meetings during two consecutive TCAA Calendar Years, regardless of whether such absences were excused or unexcused. Attendance at a regularly scheduled Board meeting shall be fulfilled by the board member answering any one of the roll calls taken during the meeting and by substantial attendance during the meeting. As used in this section, "substantial attendance" means attendance for at least 50% of the business portions of the Board meeting. If a board member is attending a meeting virtually, "substantial attendance" requires the board to have their video camera on and be visible on screen.

(b) Any board member seeking the Board's excuse of an absence from any meeting of the Board shall, at the earliest opportunity before the meeting, deliver to the President and TML's Director of Legal Services a request in writing (including letter, memo, email, facsimile, or other means of electronic communication). If for any reason the board member is unable to deliver the request before the meeting at which such board member is to be absent, the board member shall deliver the request to the President as soon as practicable after the meeting.

(c) If a board member's absence is included in the following list of reasons and a request for an excused absence is timely made, the Board may excuse the absence. The reasons deemed adequate for excused absence are:

- (1) illness of the board member or a member of the board's family, or other medical reason necessitating absence from the meeting;
- (2) conflicts in the board member's practice of law or profession that cannot be reasonably rescheduled to allow the board member to attend the meeting;
- (3) personal or family commitments, scheduled before the notice of the meeting, that cannot reasonably be rescheduled to allow the board member to attend the meeting.

(d) Any board member who does not timely submit a written request as required herein for an excused absence (including letter, memo, email, facsimile, or other means of electronic communication) and the appropriate grounds included within (c)(1)-(3) shall therefore be deemed to have an unexcused absence.

(e) A board member may appeal the determination that an absence is not excused by delivering a written notice of appeal to the President stating the basis for the appeal. If the written notice of appeal is received within ten (10) days of when the board member was notified that their absence was not excused, then the President shall include the notice of appeal among the board materials for the subsequent board meeting. The absence shall be excused if approved by the affirmative vote of 2/3rds of the board members present and voting.

TAB

9