



## Texas City Attorneys Association

### Board of Directors Meeting

Dallas, Texas  
October 4, 2023

**TCAA  
Board of Directors  
2022-2023**

**President**

Kuruvilla Oommen  
City Attorney  
825 W. Irving Blvd  
Irving, TX 75060  
972-721-4825 office  
972-721-2750 fax  
[koommen@cityofirving.org](mailto:koommen@cityofirving.org)

**First Vice President**

Slater Elza  
Underwood Law Firm  
P.O. Box 9158  
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806-379-0347 office  
806-242-0526 fax  
[Slater.Elza@uwlaw.com](mailto:Slater.Elza@uwlaw.com)

**Second Vice President**

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City Attorney  
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[jenniferr@wacotx.gov](mailto:jenniferr@wacotx.gov)

**Recorder**

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](mailto:julie@txmunicipallaw.com)

**Directors**

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First Assistant City Attorney  
P.O. Box 3827  
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409-880-3715 office  
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[sharae.reed@beaumonttexas.gov](mailto:sharae.reed@beaumonttexas.gov)

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Laura Mueller  
City Attorney  
City of Dripping Springs  
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P.O. Box 384  
Dripping Springs Texas 78620  
512-858-4725 office  
[lmuller@cityofdrippingsprings.com](mailto:lmuller@cityofdrippingsprings.com)

**Past President**

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

**TML Board Representative**

Frank J. Garza  
Davidson Troilo Ream & Garza  
Pyramid Building  
601 NW Loop 410, Ste. 100  
San Antonio, Texas 78216  
210-442-2324 office  
[fgarza@dtgclaw.com](mailto:fgarza@dtgclaw.com)

## **Agenda**

TCAA Board of Directors Meeting  
Kay Bailey Hutchison Convention Center – Room D225  
Dallas, Texas  
Wednesday, October 4, 2023  
4:00 p.m.

1. Consider and approve minutes of the June 14, 2023 TCAA Board Meeting.
2. Survey results of the 2023 TCAA Summer Conference.
3. Staff report on the TCAA 2023 Fall Conference.
4. Report on the 2023-2024 TCAA Board of Directors applications.
5. Discuss and consider the 2024 Riley Fletcher Conference program.
6. Report on TCAA budget.
7. Report on the paralegal/legal assistance training program.
8. Report from TCAA Board Representative on TML Board.
9. Next board meeting.
10. Other business
11. Adjourn

TAB

1

## **Minutes**

TCAA Board of Directors  
San Antonio, Texas  
Wednesday, June 14, 2023  
4:00 p.m.

Board President Kuruvilla Oommen called the meeting to order at approximately 4:17 p.m.

### **Board members present:**

Kuruvilla Oommen  
Slater Elza  
Jennifer Richie  
Julie Fort  
Sharae Reed  
Maleshia McGinnis  
Victor Flores  
Victoria Huynh  
Laura Mueller  
Ron Stutes  
Frank Garza

### **TML staff present:**

Evelyn Njuguna  
Alyssa White  
Amber McKeon Mueller

1. Consider and approve minutes of the February 3, 2023 TCAA Board Meeting.

A motion to approve the February 3, 2023 board meeting made by Frank Garza and seconded by Victoria Huynh. Unanimously approved.

2. Staff report on the TCAA 2023 Summer Conference final program, including: attendee list and Susan Rocha Award for Outstanding Public Service and Outstanding Mentor Award winners.

No action.

3. Discuss and consider the TCAA Budget for fiscal year 2023-2024.

A motion to approve the TCAA Budget for fiscal year 2023-2024 made by Ron Stutes and seconded by Frank Garza. Unanimously approved.

4. Discuss and consider the program for the 2023 Fall TCAA Conference in Dallas.

A motion to approve the 2023 TCAA Fall Conference program as modified made by Jennifer Richie and seconded by Julie Fort. Unanimously approved.

5. Discuss and consider amending Article IV, Section 3 of the TCAA Constitution related to the nomination of TCAA officers.

The Board directed to compile the amendment and present them to the Board for approval via email prior to the 2023 TCAA Fall meeting.

6. Update on TCAA board attendance policy.

No action. The board discussed that this issue was addressed under Article IV, Section 6 of the TCAA Constitution.

7. Discuss and consider establishing a law student conference rate.

A motion to approve a \$99 rate for law clerk (students) members for applicable TCAA conferences capped at 10 students for each conference made by Laura Mueller and seconded by Frank Garza. Unanimously approved.

8. Discuss ideas for the location of the 2026 TCAA Summer Conference.

The Board directed staff to obtain bids from the following for the 2025 TCAA Summer Conference: City of Galveston (utilizing the convention center for meeting space), City of Conroe, City of Waco, and South Padre Island (utilizing the convention center for meeting space).

9. Report on the paralegal/legal assistance training program.

No action.

10. Next board meeting will be held on October 4, 2023, in Dallas.

No action.

11. Other business

12. Adjourn

TAB

2

# Default Report

2023 TCAA Summer Conference

July 10, 2023 9:23 PM MDT

## Q1 - Please enter your name.

Please enter your name.

Jason Rammel

David Paschall

Karen Horner

Karen Stack

Larence M. ("Trey") Lansford, III

Andy Wallander

Wayne Olson

B Gervais

Charles Willette

Steven Meyer

CRT Consuelo Rios Tankersley

Guillermo Trevino

Francisco J. Valenzuela

Mallorie Falcon

Eileen Hayman

Kathy Davis

Larry L Foerster

Melinda Becker

Jennifer M. Avendano

Barbara Quirk



Please enter your name.

Laura Mueller

Daniel L. Walter

Jennifer Knox-Walker

Robby Chapman

Mick McKamie

Scott Bounds

Francisco J Garza

Karen Strand

Gabrielle Smith

Lauren Crawford

Meredith Ladd

Jonathan Koury

Joseph Halbert

Sherri Russell

Katie Leininger

Shawn Roten

Stephen Hines

Miles Risley

Alan Bojorquez

Karla Nieman

Zone Nguyen

Adam L. West

David Johnson

Anne Marie Odefey

Please enter your name.

---

Larence M. Lansford, III

## Q2 - Please enter your city and/or firm.

Please enter your city and/or firm.

---

City of Bulverde - Law Office of Jason M. Rammel, P.C.

City of Mesquite

Friendswood

Brenham

City of Garland

City of Killeen

TOASE

City of Manvel

Law Offices of Ryan S. Henry

Arlington City Attorney's Office

Dallas, TX

Brownsville

Dallas

Davidson Troilo Ream & Garza

Messer Fort

City of Temple

Darden Fowler & Creighton, LLP

El Paso Water Utilities

City of Brownsville

City of San Marcos

City of Dripping Springs

City of Laredo, Texas

Please enter your city and/or firm.

City of Plano

City of Bryan

TOASE

Olson & Olson

San Antonio

City of Mesquite

Lloyd Gosselink Rochelle & Townsend, P.C.

City of Lewisville

Carrollton

Bryan

Bovey & Cochran, PLLC

Lake Jackson

PEARLAND

Garland, TX

Garland, Texas

City of Corpus Christi

Austin

City of El Paso

Laredo

Victoria

City of Arlington

Roberts, Odefey, Witte & Wall, LLP

City of Garland, Texas

### Q3 - Please enter your job title.

Please enter your job title.

City Attorney

City Attorney

City Attorney

Legal & Legislative Services Manager

Deputy City Attorney

Assistant City Attorney

Partner

city atty

Of Counsel

Assistant City Attorney

Executive Assistant City Attorney

City Attorney

Attorney

Associate Attorney

Partner

City Attorney

City Attorney for Willis and five other cities

Assistant General Counsel

First Assistant City Attorney

Assistant City Attorney

City Attorney

Assistant City Attorney

Please enter your job title.

Senior Assistant City Attorney

Assistant City Attorney

Partner

Attorney

City Attorney

Deputy City Attorney

Principal, Attorney

Deputy City Attorney

City Attorney

Assistant City Attorney

Associate

City Attorney

Assistant City Attorney

Sr. Asst. City Attorney

Senior Assistant City attorney

City Attorney

Attorney

City Attorney

City Attorney

Assistant City Attorney

Assistant City Attorney

Partner

Deputy City Attorney

## Q4 - How many years have you practiced law?

How many years have you practiced law?

16

32 years

32

17

15

4

43

29

49 years

13

28

15

20

1

16

29

49

20

16 years

31

19

15

How many years have you practiced law?

21 years

13

44

53

36

16 years

9

17

24

18

14

28

14

3

21

30

27

18 years

29

9

15 years

29

15 years



## Q5 - How many years have you practiced municipal law?

How many years have you practiced municipal law?

16

15 years

30

5

8

1

43

28

47 years

12

11

15

16

1

10

28

33

2

4.5 years

30

17

1

How many years have you practiced municipal law?

19 years

11

43

53

36

16 years

4

17

24

15

1

24

12

2

5

29

27

16 years

10

1

15 years

12

8

## Q6 - To enter your city or firm in the drawing for the free 2024 Summer Conference

registration, please provide your email address:

To enter your city or firm in the drawing for the free 2024 Summer Conferen...

[jason@rammelpc.com](mailto:jason@rammelpc.com)

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

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

[kstack@cityofbrenham.org](mailto:kstack@cityofbrenham.org)

[llansford@garlandtx.gov](mailto:llansford@garlandtx.gov)

[awallander@killeentexas.gov](mailto:awallander@killeentexas.gov)

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

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

[charles.willette@rshlawfirm.com](mailto:charles.willette@rshlawfirm.com)

[steven.meyer@arlingtontx.gov](mailto:steven.meyer@arlingtontx.gov)

[consuelo.tankersley@dallas.gov](mailto:consuelo.tankersley@dallas.gov)

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

[fvalenzuela@fhmbk.com](mailto:fvalenzuela@fhmbk.com)

[mfalcon@dtgclaw.com](mailto:mfalcon@dtgclaw.com)

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

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

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

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

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

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

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

To enter your city or firm in the drawing for the free 2024 Summer Conferen...

dlw1998@me.com; dlwalter@ci.laredo.tx.us;

jenniferwa@plano.gov

Mmckamie@toase.com

fgarza@dtgrglaw.com

Kstrand@cityofmesquite.com

gsmith@lglawfirm.com

lcrawford@cityoflewsville.com

meredith.ladd@cityofcarrollton.com

jkoury@bryantx.gov

srussell@lakejacksontx.gov

kleininger@pearlandtx.gov

RotenS@GarlandTx.Gov

Shines@garlandtx.gov

Milesr@cctexas.com

Alan@TexasMunicipalLawyers.com

niemankm@elpasotexas.gov

dnguyen@ci.laredo.tx.us

awest@victoriatx.gov

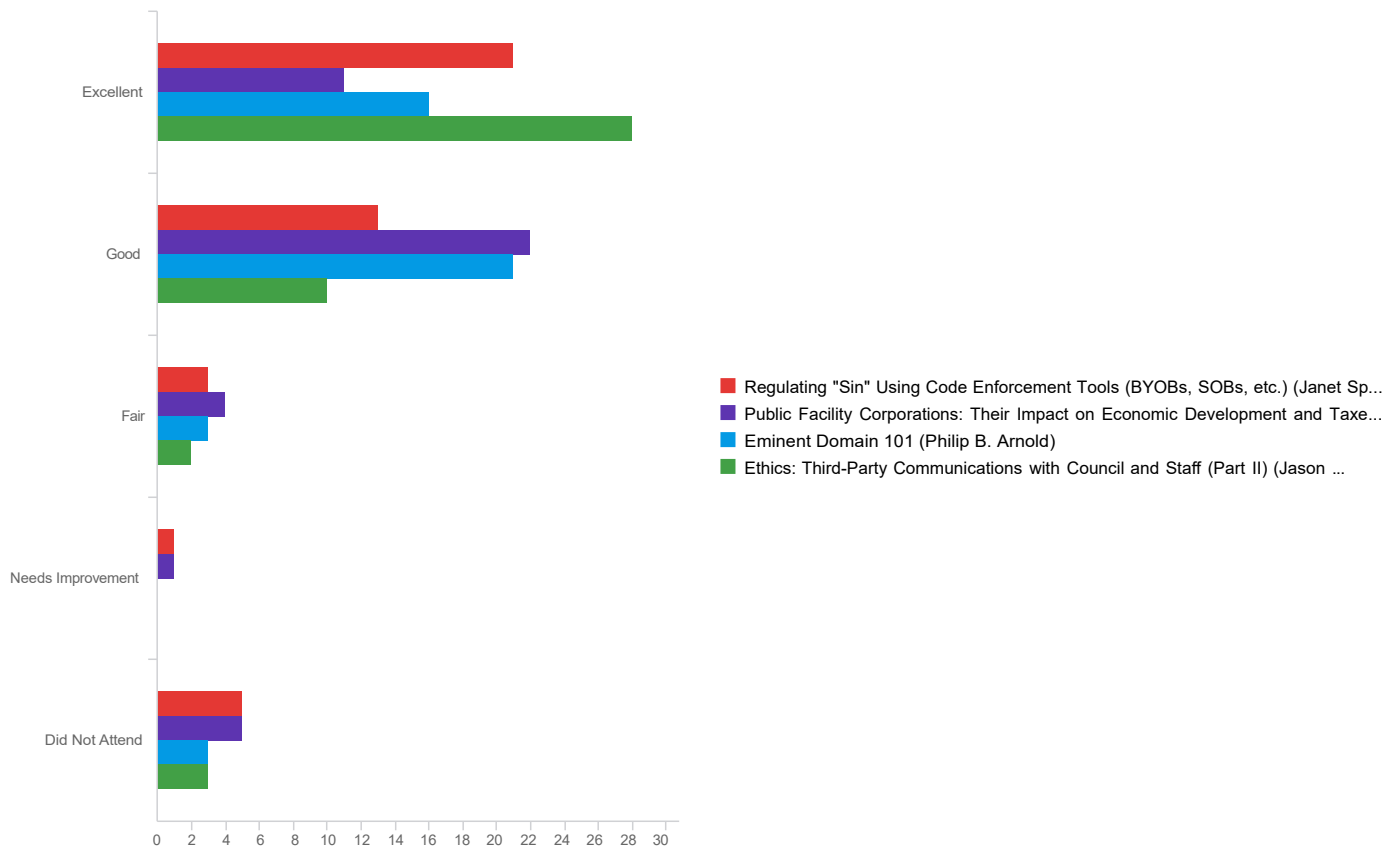
david.johnson@arlingtontx.gov

amo@portlavacalaw.com

llansford@garlandtx.gov

test

## Q7 - Please rank the following sessions from Wednesday, June 14:



| # | Field   | Minimum | Maximum | Mean | Std Deviation | Variance | Count |
|---|---|---------|---------|------|---------------|----------|-------|
| 1 | Regulating "Sin" Using Code Enforcement Tools (BYOBs, SOBs, etc.) (Janet Spugnardi and Patricia Link)             | 1.00    | 5.00    | 1.98 | 1.30          | 1.70     | 43    |
| 2 | Public Facility Corporations: Their Impact on Economic Development and Taxes (Megan Mikutis and Brandon Morris)   | 1.00    | 5.00    | 2.23 | 1.20          | 1.43     | 43    |
| 3 | Eminent Domain 101 (Philip B. Arnold)   | 1.00    | 5.00    | 1.91 | 1.03          | 1.06     | 43    |
| 4 | Ethics: Third-Party Communications with Council and Staff (Part II) (Jason Rammel, Habib Erkan, and Mick McKamie) | 1.00    | 5.00    | 1.60 | 1.08          | 1.17     | 43    |

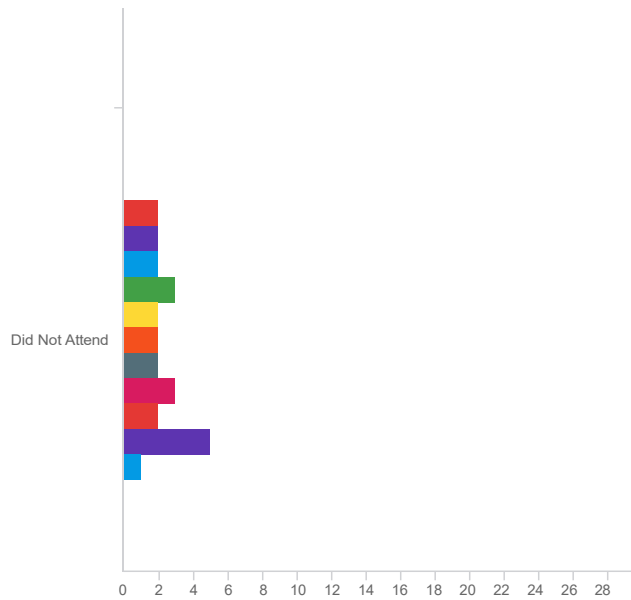
| # | Field   | Excellent | Good      | Fair    | Needs Improvement | Did Not Attend | Total |
|---|---|-----------|-----------|---------|-------------------|----------------|-------|
| 1 | Regulating "Sin" Using Code Enforcement Tools (BYOBs, SOBs, etc.) (Janet Spugnardi and Patricia Link) | 48.84% 21 | 30.23% 13 | 6.98% 3 | 2.33% 1           | 11.63% 5       | 43    |

| # | Field   | Excellent |    | Good   |    | Fair  |   | Needs Improvement |   | Did Not Attend |   | Total |
|---|---|-----------|----|--------|----|-------|---|-------------------|---|----------------|---|-------|
| 2 | Public Facility Corporations: Their Impact on Economic Development and Taxes (Megan Mikutis and Brandon Morris)   | 25.58%    | 11 | 51.16% | 22 | 9.30% | 4 | 2.33%             | 1 | 11.63%         | 5 | 43    |
| 3 | Eminent Domain 101 (Philip B. Arnold)   | 37.21%    | 16 | 48.84% | 21 | 6.98% | 3 | 0.00%             | 0 | 6.98%          | 3 | 43    |
| 4 | Ethics: Third-Party Communications with Council and Staff (Part II) (Jason Rammel, Habib Erkan, and Mick McKamie) | 65.12%    | 28 | 23.26% | 10 | 4.65% | 2 | 0.00%             | 0 | 6.98%          | 3 | 43    |

Showing rows 1 - 4 of 4

## Q8 - Please rank the following sessions from Thursday, June 15:





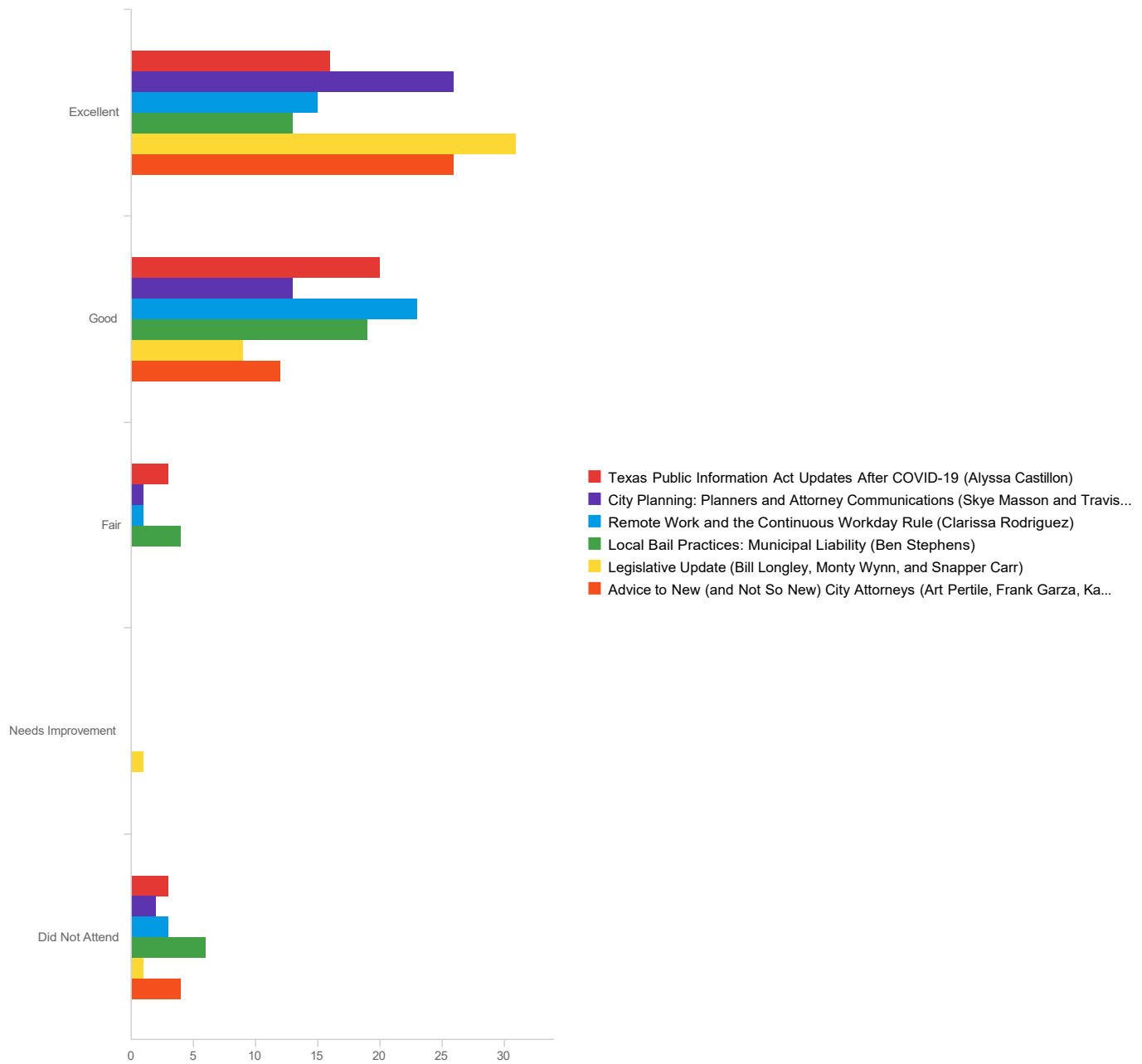
| #  | Field   | Minimum | Maximum | Mean | Std Deviation | Variance | Count |
|----|---|---------|---------|------|---------------|----------|-------|
| 1  | Trends in City Charter Initiatives: San Antonio Justice Charter and El Paso Climate Charter (Andy Segovia and Karla Nieman)   | 1.00    | 5.00    | 1.71 | 0.93          | 0.87     | 42    |
| 2  | Strategies for Addressing Houselessness (M. Lucille Anderson)   | 1.00    | 5.00    | 1.71 | 1.10          | 1.20     | 42    |
| 3  | Working with Delinquent Tax Collection Attorneys to Help Clean Up the City (Brandon Davis)  | 1.00    | 5.00    | 1.79 | 0.96          | 0.93     | 42    |
| 4  | Don't Let Bumps Lead to Blunders: Pregnant Workers' Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act (Robin Cross and Melissa Cranford) | 1.00    | 5.00    | 1.88 | 1.10          | 1.20     | 42    |
| 5  | AIA and Beyond: Protecting Cities as Building Owners (Dan Barrett)  | 1.00    | 5.00    | 2.02 | 0.86          | 0.74     | 42    |
| 6  | Recent State Cases of Interest to Cities (Laura Mueller)  | 1.00    | 5.00    | 1.50 | 0.91          | 0.82     | 42    |
| 7  | Utility Regulatory Update (Jamie Mauldin and Roslyn Dubberstein)  | 1.00    | 5.00    | 1.93 | 0.94          | 0.88     | 42    |
| 8  | How to Draft Procurement Documents and Contracts to Avoid Legal   | 1.00    | 5.00    | 2.02 | 1.12          | 1.26     | 42    |
| 9  | Easements and Right-of-Way Challenges and Solutions (Jordan Miller)   | 1.00    | 5.00    | 1.88 | 0.98          | 0.96     | 42    |
| 10 | Ethical Obligations of a City Attorney When a Councilmember is  | 1.00    | 5.00    | 2.05 | 1.23          | 1.52     | 42    |
| 11 | Public Corruption in Procurement (Theresa James, Jeff Andresen, and Nick Hanna)   | 1.00    | 5.00    | 1.31 | 0.98          | 0.96     | 16    |



| #  | Field   | Excellent |    | Good   |    | Fair   |   | Needs Improvement |   | Did Not Attend |   | Total |
|----|---|-----------|----|--------|----|--------|---|-------------------|---|----------------|---|-------|
| 1  | Trends in City Charter Initiatives: San Antonio Justice Charter and El Paso Climate Charter (Andy Segovia and Karla Nieman)   | 47.62%    | 20 | 42.86% | 18 | 4.76%  | 2 | 0.00%             | 0 | 4.76%          | 2 | 42    |
| 2  | Strategies for Addressing Houselessness (M. Lucille Anderson)   | 59.52%    | 25 | 23.81% | 10 | 7.14%  | 3 | 4.76%             | 2 | 4.76%          | 2 | 42    |
| 3  | Working with Delinquent Tax Collection Attorneys to Help Clean Up the City (Brandon Davis)  | 45.24%    | 19 | 40.48% | 17 | 9.52%  | 4 | 0.00%             | 0 | 4.76%          | 2 | 42    |
| 4  | Don't Let Bumps Lead to Blunders: Pregnant Workers' Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act (Robin Cross and Melissa Cranford) | 45.24%    | 19 | 35.71% | 15 | 11.90% | 5 | 0.00%             | 0 | 7.14%          | 3 | 42    |
| 5  | AIA and Beyond: Protecting Cities as Building Owners (Dan Barrett)  | 21.43%    | 9  | 64.29% | 27 | 9.52%  | 4 | 0.00%             | 0 | 4.76%          | 2 | 42    |
| 6  | Recent State Cases of Interest to Cities (Laura Mueller)  | 64.29%    | 27 | 30.95% | 13 | 0.00%  | 0 | 0.00%             | 0 | 4.76%          | 2 | 42    |
| 7  | Utility Regulatory Update (Jamie Mauldin and Roslyn Dubberstein)  | 33.33%    | 14 | 50.00% | 21 | 11.90% | 5 | 0.00%             | 0 | 4.76%          | 2 | 42    |
| 8  | How to Draft Procurement Documents and Contracts to Avoid Legal Uncertainty (Jeff Chapman)  | 35.71%    | 15 | 45.24% | 19 | 7.14%  | 3 | 4.76%             | 2 | 7.14%          | 3 | 42    |
| 9  | Easements and Right-of-Way Challenges and Solutions (Jordan Miller)   | 38.10%    | 16 | 47.62% | 20 | 7.14%  | 3 | 2.38%             | 1 | 4.76%          | 2 | 42    |
| 10 | Ethical Obligations of a City Attorney When a Councilmember is Sued Personally (Meredith Ladd)  | 38.10%    | 16 | 42.86% | 18 | 7.14%  | 3 | 0.00%             | 0 | 11.90%         | 5 | 42    |
| 11 | Public Corruption in Procurement (Theresa James, Jeff Andresen, and Nick Hanna)   | 87.50%    | 14 | 6.25%  | 1  | 0.00%  | 0 | 0.00%             | 0 | 6.25%          | 1 | 16    |

Showing rows 1 - 11 of 11

## Q9 - Please rank the following sessions from Friday, June 16:



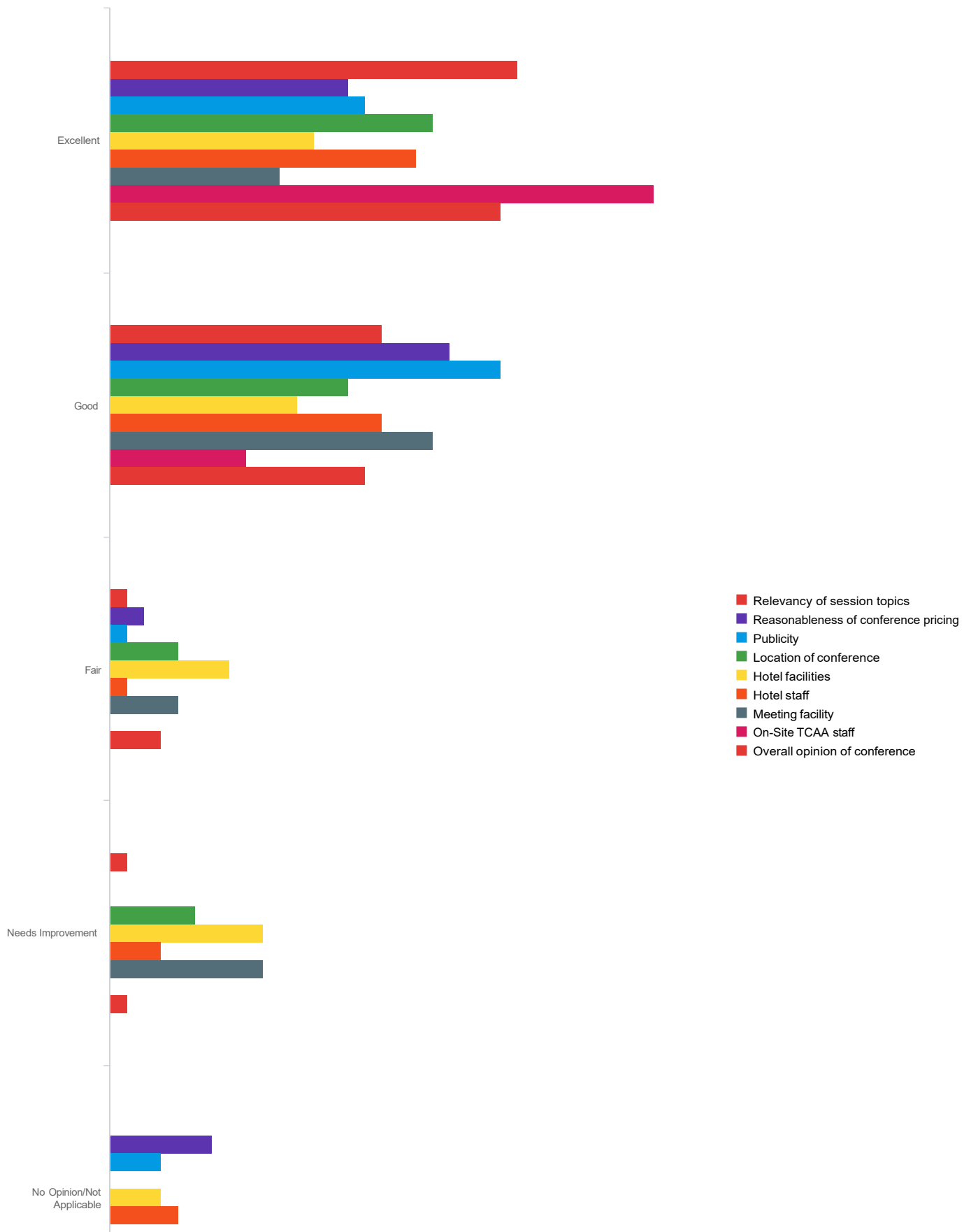
| # | Field  | Minimum | Maximum | Mean | Std Deviation | Variance | Count |
|---|--|---------|---------|------|---------------|----------|-------|
| 1 | Texas Public Information Act Updates After COVID-19 (Alyssa Castillon)             | 1.00    | 5.00    | 1.90 | 1.04          | 1.09     | 42    |
| 2 | City Planning: Planners and Attorney Communications (Skye Masson and Travis Baird) | 1.00    | 5.00    | 1.55 | 0.93          | 0.87     | 42    |
| 3 | Remote Work and the Continuous Workday Rule (Clarissa Rodriguez)                   | 1.00    | 5.00    | 1.88 | 1.00          | 1.01     | 42    |

| # | Field  | Minimum | Maximum | Mean | Std<br>Deviation | Variance | Count |
|---|--|---------|---------|------|------------------|----------|-------|
| 4 | Local Bail Practices: Municipal Liability (Ben Stephens)   | 1.00    | 5.00    | 2.21 | 1.28             | 1.64     | 42    |
| 5 | Legislative Update (Bill Longley, Monty Wynn, and Snapper Carr)  | 1.00    | 5.00    | 1.38 | 0.82             | 0.66     | 42    |
| 6 | Advice to New (and Not So New) City Attorneys (Art Pertile, Frank Garza, Kathy Davis, and Sylvia B. Firth) | 1.00    | 5.00    | 1.67 | 1.17             | 1.37     | 42    |

| # | Field  | Excellent |    | Good   |    | Fair  |   | Needs<br>Improvement |   | Did Not<br>Attend |   | Total |
|---|--|-----------|----|--------|----|-------|---|----------------------|---|-------------------|---|-------|
| 1 | Texas Public Information Act Updates After COVID-19 (Alyssa Castillon)                                     | 38.10%    | 16 | 47.62% | 20 | 7.14% | 3 | 0.00%                | 0 | 7.14%             | 3 | 42    |
| 2 | City Planning: Planners and Attorney Communications (Skye Masson and Travis Baird)                         | 61.90%    | 26 | 30.95% | 13 | 2.38% | 1 | 0.00%                | 0 | 4.76%             | 2 | 42    |
| 3 | Remote Work and the Continuous Workday Rule (Clarissa Rodriguez)   | 35.71%    | 15 | 54.76% | 23 | 2.38% | 1 | 0.00%                | 0 | 7.14%             | 3 | 42    |
| 4 | Local Bail Practices: Municipal Liability (Ben Stephens)   | 30.95%    | 13 | 45.24% | 19 | 9.52% | 4 | 0.00%                | 0 | 14.29%            | 6 | 42    |
| 5 | Legislative Update (Bill Longley, Monty Wynn, and Snapper Carr)  | 73.81%    | 31 | 21.43% | 9  | 0.00% | 0 | 2.38%                | 1 | 2.38%             | 1 | 42    |
| 6 | Advice to New (and Not So New) City Attorneys (Art Pertile, Frank Garza, Kathy Davis, and Sylvia B. Firth) | 61.90%    | 26 | 28.57% | 12 | 0.00% | 0 | 0.00%                | 0 | 9.52%             | 4 | 42    |

Showing rows 1 - 6 of 6

Q10 - Please indicate your experience with the following elements of the conference:



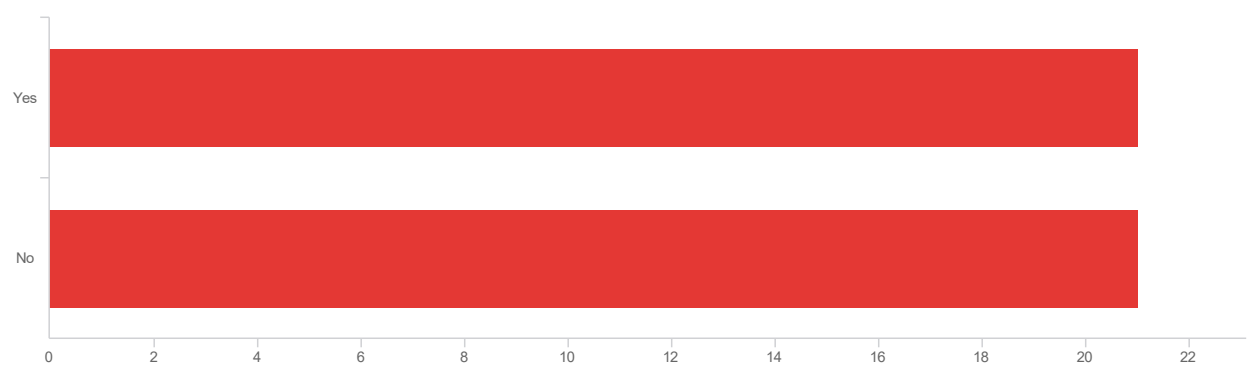


| # | Field                                | Minimum | Maximum | Mean | Std Deviation | Variance | Count |
|---|--------------------------------------|---------|---------|------|---------------|----------|-------|
| 1 | Relevancy of session topics          | 1.00    | 4.00    | 1.50 | 0.66          | 0.44     | 42    |
| 2 | Reasonableness of conference pricing | 1.00    | 5.00    | 2.14 | 1.28          | 1.65     | 42    |
| 3 | Publicity                            | 1.00    | 5.00    | 1.88 | 1.00          | 1.01     | 42    |
| 4 | Location of conference               | 1.00    | 4.00    | 1.88 | 1.00          | 1.01     | 42    |
| 5 | Hotel facilities                     | 1.00    | 5.00    | 2.52 | 1.30          | 1.68     | 42    |
| 6 | Hotel staff                          | 1.00    | 5.00    | 2.02 | 1.26          | 1.59     | 42    |
| 7 | Meeting facility                     | 1.00    | 4.00    | 2.29 | 1.05          | 1.11     | 42    |
| 8 | On-Site TCAA staff                   | 1.00    | 5.00    | 1.38 | 0.90          | 0.81     | 42    |
| 9 | Overall opinion of conference        | 1.00    | 4.00    | 1.57 | 0.73          | 0.53     | 42    |

| # | Field                                | Excellent |    | Good   |    | Fair   |   | Needs Improvement |   | No Opinion/Not Applicable |   | Total |
|---|--------------------------------------|-----------|----|--------|----|--------|---|-------------------|---|---------------------------|---|-------|
| 1 | Relevancy of session topics          | 57.14%    | 24 | 38.10% | 16 | 2.38%  | 1 | 2.38%             | 1 | 0.00%                     | 0 | 42    |
| 2 | Reasonableness of conference pricing | 33.33%    | 14 | 47.62% | 20 | 4.76%  | 2 | 0.00%             | 0 | 14.29%                    | 6 | 42    |
| 3 | Publicity                            | 35.71%    | 15 | 54.76% | 23 | 2.38%  | 1 | 0.00%             | 0 | 7.14%                     | 3 | 42    |
| 4 | Location of conference               | 45.24%    | 19 | 33.33% | 14 | 9.52%  | 4 | 11.90%            | 5 | 0.00%                     | 0 | 42    |
| 5 | Hotel facilities                     | 28.57%    | 12 | 26.19% | 11 | 16.67% | 7 | 21.43%            | 9 | 7.14%                     | 3 | 42    |
| 6 | Hotel staff                          | 42.86%    | 18 | 38.10% | 16 | 2.38%  | 1 | 7.14%             | 3 | 9.52%                     | 4 | 42    |
| 7 | Meeting facility                     | 23.81%    | 10 | 45.24% | 19 | 9.52%  | 4 | 21.43%            | 9 | 0.00%                     | 0 | 42    |
| 8 | On-Site TCAA staff                   | 76.19%    | 32 | 19.05% | 8  | 0.00%  | 0 | 0.00%             | 0 | 4.76%                     | 2 | 42    |
| 9 | Overall opinion of conference        | 54.76%    | 23 | 35.71% | 15 | 7.14%  | 3 | 2.38%             | 1 | 0.00%                     | 0 | 42    |

Showing rows 1 - 9 of 9

Q11 - Did you attend the Welcome Reception held on Wednesday night?



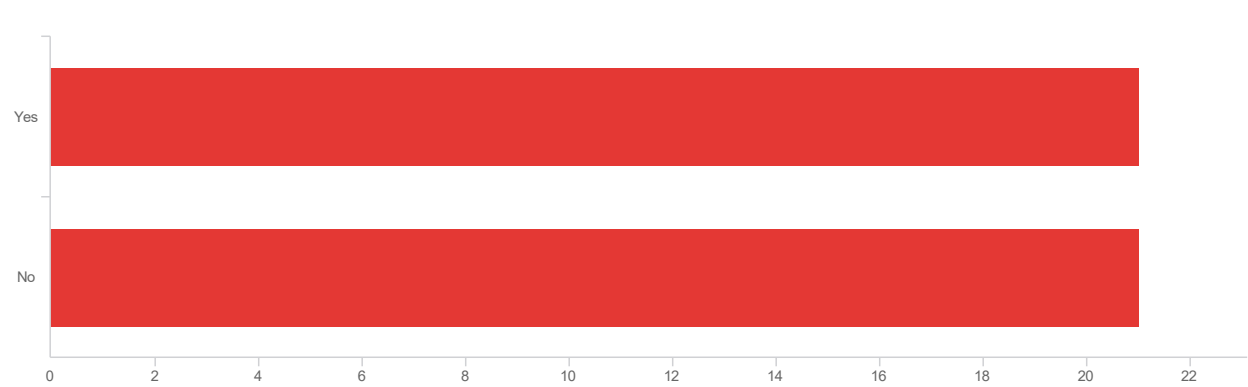
| # | Field   | Minimum | Maximum | Mean | Std Deviation | Variance | Count |
|---|---|---------|---------|------|---------------|----------|-------|
| 1 | Did you attend the Welcome Reception held on Wednesday night? | 1.00    | 2.00    | 1.50 | 0.50          | 0.25     | 42    |

| # | Field | Choice Count |
|---|-------|--------------|
| 1 | Yes   | 50.00% 21    |
| 2 | No    | 50.00% 21    |

42

Showing rows 1 - 3 of 3

Q12 - Did you attend the Thursday night reception?



| # | Field  | Minimum | Maximum | Mean | Std Deviation | Variance | Count |
|---|--|---------|---------|------|---------------|----------|-------|
| 1 | Did you attend the Thursday night reception? | 1.00    | 2.00    | 1.50 | 0.50          | 0.25     | 42    |

| # | Field | Choice Count |
|---|-------|--------------|
| 1 | Yes   | 50.00% 21    |
| 2 | No    | 50.00% 21    |

42

Showing rows 1 - 3 of 3

## Q13 - Please provide us with any thoughts you have regarding the receptions.

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

---

The receptions are useful in allowing you to catch up with people you know and introduce yourself to new people.

I thought the receptions were very well done.

Both were great; I appreciated the vegetarian options!

Loved them! I really enjoyed the networking and getting to know so many different people from all over the state! The food was delicious at both and the bar was a much needed break. Beautiful- thanks for the hard work and resources put in to put them on!

Receptions were great. The hotel staff were super accommodating.

Wednesday very good. No impressed with Thursday

I thought both were good. I don't know if there is a way to facilitate more moving about, but that's my only note.

I find the receptions to be nearly as valuable as the sessions; they allow me to connect and reconnect with my peers in order to share ideas both at the reception and beyond.

The choice of healthy options was fantastic and much appreciated.

The receptions were great, I appreciated the food being hearty enough to be a meal.

Receptions had excellent food & drink. Great networking opportunities.

Very well done. Love this. One of my Happy Places (TCAA). Final session was the BEST!



## Q14 - 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 social media and dealing with developers

Can't think of any at this time

What things may a water utilities department file a lien for? Including, unpaid fees for testing, unpaid fees for permits, unpaid fees for charges unrelated to water usage.

methods of procurement related to construction services, and exemptions application

Unsure at this time.

Land Development, Utilities, sov. immunity updates (case law, legislative, etc.)

Topics geared towards small rural cities

Super preemption update; Ordinances restricting provision of utility service outside of city limits, even when within CCN

Purchasing, Cooperatives, End User Agreements; handling Purchasing disputes; condemnation; working with a difficult City Council.; Persuading your city council on ethics

City Council Meetings; including reference to Roberts Rules of Order

Longer and more comprehensive legislative update in legislative years

Municipal Bands

Indemnity clauses and insurance requirements for service, public works and professional contracts:

More detail on certain legislative bills that will affect home rule cities.

Short-Term Rentals - Trends with renting Backyards & Pools, etc.

No thoughts at this time, but will be sure to forward along additional thoughts that come up.

real estate, civil service/collective bargaining/meet and confer, more general employment law, trends in ordinances (and ordinance challenges)

Ethics of ethics policies

Dealing with difficult clients

Inter-disciplinary-ness of code enforcement cases

The meeting rooms needs to give more space for attendees. The room used for this year's conference had us too cramped in to be comfortable. Additionally, breaks should be given every 60-90 minutes, not every 120 minutes. Finally, please reserve a large enough block of rooms at the conference hotel for all attendees.

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

Contract clauses, particularly for construction contracts

Technology IA implications

Land development, economic development

Dealing with a difficult constituent... constant PIAs, commenting on every agenda and agenda item, etc.... always trying to find a mistake by council, administrative staff or attorney...

Follow up on legislative changes, especially the preemption bill as it works it way through the courts; a detailed look at Chapter 380 Agreements

test

## Q15 - Additional comments regarding the conference:

Additional comments regarding the conference:

From my perspective it was flawless. Good job TCAA.

None

It was good, however the hotel wasn't that great. I found a live (and quite large) cockroach in my hotel room. Also, my hotel room was incredibly hot and humid the whole time, even with the A/C running on 60 degrees the whole time.

first time participation and found it to be very engaging.

None. Thank you.

The "How to Draft Procurement..." presentation has been done too often.

Great job, as always!

This conference was FABULOUS!! It is a MUST ATTEND for any attorney involved in municipalities at all. I absolutely loved it- i learned so much! My head was swimming, but I came away with such valuable information to immediately use in my practice. The speakers were so knowledgeable and I thought the topics were engaging! A- Plus- Plus!! Can't wait for the 2024 Conference-

For me this was the worst TCAA Summer Conference in decades, mainly due to the location.. I usually use this seminar as a summer vacation for me and my dog. Thought I was lucky to get a room at the Westin that day, but I would never stay at that hotel again. Poorly organized check in and check out resulted in them not telling me I needed to fill out a dog release form even though I told them my dog was staying with me and asked twice to confirm it was ok and that I didn't need to sign anything else. Then security locked my dog in the room while I was at the front desk arranging late checkout and it was a nightmare to get my dog back and get out of that hotel. Never had anything like that happen after staying in hotels with my dogs for 30 years. A/C issues as well. Prefer a venue with stuff to do with my dog at night, like hiking or walking a beach.

The hotel staff were amazing this time. I loved the topics and I really appreciated the extra tables on day 2. Everyone worked really hard to make sure everyone got what they needed.

The materials must be made available earlier. We are attorneys and much is expected from us. By the same token we expect speakers to lead by example. Anyone that really wants to get something out of a CLE conference wants to read the material beforehand to focus in on some issues he/she may need to improve on. Improve on - BECOME BETTER AT OUR JOB WHICH IS THE POINT NOT SIT THROUGH A CLE TO COMPLETE/ Check off hours

Public Corruption in Procurement wasn't listed in the survey. It was excellent!

Very disappointed in time allotted to legislative update. This was more like a Q&A following a presentation. Surprised the summer conference did not include more time on this for city attorneys.

see you in Big D

Let's go to South Padre

The hotel, its location, and staff were great!! \*EXCEPT - The meeting room was very cramped. Narrow and long rows and too many seats crammed in together.

Additional comments regarding the conference:

I always love summer conference, but I thought this year was particularly good! The topics were nearly all very relevant to my daily practice (it will never all be relevant; the work is too varied), and the speakers were very good. I thought the facility and hotel staff were nice, and it's always lovely to be in San Antonio. TML staff support was excellent, as always.

The Riverwalk is kind of played out. Hilton Resort in San Antonio (Lost Pines older sibling) 100% awesome.

I loved it! I can't wait for next year!

I love the TCAA conference every year, but the hotel was terrible. Please don't have TCAA at the Westin again. The AC didn't work properly, the valet was a mess, the elevator situation was not good, and there are many other, better hotels in the San Antonio area to use instead.

None

I was very disappointed that the TCAA and theTML failed to coordinate this conference and the post-legislative wrap-up. City attorneys need information from both

Kudos to registration table staff. Breaks good. Breakfast appreciated. Online materials appreciated.

Good attendance

The hotel only offered valet parking, which made the arrival and departure process long and difficult. If possible, could the conference select a hotel location with a more efficient parking situation, such as a self-park option.

Westin was kind of a letdown.

Please never use the Westin as the conference location again! Rooms were "sold out" within minutes (and questionable if they were even available); meeting room way too crowded; not enough power locations - especially where the conference materials were ONLY provided via internet; snacks ran out before all attendees were served; Westin Wi-Fi was unreliable and cut out several times each day.

test

**End of Report**

TAB

3

## Attendee List

**Acevedo, Valeria**

**City of New Braunfels**

City Attorney

**Akers, Monte**

**Messer Fort PLLC**

Of Counsel Attorney

**Akers, Patty**

**Messer & Fort, PLLC**

Attorney

**Allen, Marivious**

**Beaumont**

Attorney

**Alvarez, Courtney**

**City of Kingsville**

City Attorney

**Baker, Jerry**

**City of Nacogdoches**

City Attorney

**Begle, Bridgette**

**Olson & Olson, LLP**

Attorney

**Bojorquez, Alan**

**Bojorquez Law Firm, PC**

Managing Attorney

**Bounds, Scott**

**Olson & Olson, LLP**

Attorney

**Bovey, Cary**

**Bovey & Cochran PLLC**

Attorney

**Bowens, Herschel**

**Husch Blackwell**

Attorney

**Brewer, Brett**

**City of Jacksonville**

City Attorney

**Brockman-Weber, Josh**

**Messer & Fort PLLC**

Associate Attorney

**Brooks, Natasha**

**Iowa Colony**

City Attorney

**Brown, Byron**

**City of Fulshear**

City Attorney

**Buckner, Alesha**

---

**Tyler**

Sr. Assistant City Attorney

**Carrier, Melody**

---

**Beaumont**

Attorney

**Chesser, William**

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**City of Brownwood**

City Attorney

**Chism, Lori**

---

**City of Pittsburg**

City Attorney

**Clements, Holli**

---

**City of Killeen**

City Attorney

**Cochran, Luke**

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**Bovey & Cochran PLLC**

Attorney

**Conrad, Will**

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**City of Waco**

Assistant City Attorney

**Cook, Heather**

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**Randle Law Office Ltd., LLP**

Associate Attorney

**Cooper, Tyrone**

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**(blank)**

Attorney at Law

**Cross, Robin**

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**Messer & Fort PLLC**

Attorney

**D'Andrea, Michelle**

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**City of Plano**

Deputy City Attorney

**Dang, Trisha**

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**City of Sugar Land**

First Assistant City Attorney

**Davis, Brandon**

---

**Olson & Olson, LLP**

Attorney

**Deaconson, David**

---

**City of Lacy Lakeview**

City Attorney

**DeCurtis, Jennifer**

---

**City of Irving**

Senior Assistant City Attorney

**DeFoyd, Jim**

---

**Houston**

City Attorney

**Doan, Nghiem**

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**City of League City**

City Attorney

**Drake, Jerry**

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**Messer Fort PLLC**

Associate Attorney

**Dunn, Timothy**

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**Messer Fort PLLC**

Associate Attorney

**Earley, April**

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**City of Tyler**

Sr. Assistant City Attorney

**Edwards, Regina**

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**Messer Fort PLLC**

Senior Attorney

**Elza, Slater**

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**Underwood Law Firm, P.C.**

Attorney

**Falco, Adam**

---

**City of College Station**

City Attorney

**FEREBEE, BILL**

---

**SHENANDOAH**

City Attorney

**Fernandez, Ileana**

---

**City of Plano**

Assistant City Attorney

**Flores, Victor**

---

**City of Mission**

City Attorney

**Fox, Jim**

---

**City of Deer Park**

City Attorney

**Francis, Scott**

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**Randle Law Office Ltd., LLP**

Associate Attorney

**Fukuda, Paul**

---

**City of Bridge City**

City Attorney

**Galvan, Monica**

---

**City of Penitas**

City Attorney

**Garner, Mike**

---

**City of Conroe**

Interim City Attorney



**Garza, Francisco**

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**City of Penitas**

Attorney

**Goodman-Morris, Courtney**

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**DALLAS**

Attorney

**Green, Joshua**

---

**City of Fulshear**

Assistant City Attorney

**Guymon, Bryan**

---

**Underwood Law Firm, P.C.**

Attorney

**Hagen, Andrew**

---

**City of Big Spring**

City Attorney

**Halbert, Joseph**

---

**Bovey & Cochran PLLC**

Attorney

**Hamilton, David**

---

**City of Reno**

City Attorney

**HAYES, MICHAEL**

---

**City of Kerrville**

City Attorney

**Hegglund, Kinley**

---

**Wichita Falls**

City Attorney

**Hicks, Justin**

---

**Hunton Andrews Kurth LLP**

Attorney

**Hinds, Vance**

---

**City of Baytown**

Asst. City Attorney

**Holmes, Kristin**

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**City of Baytown**

Asst. City Attorney

**Horner, Karen**

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**City of Friendswood**

City Attorney

**Huynh, Victoria**

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**City of Plano**

Deputy City Attorney

**Johnson, David**

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**City of Arlington**

Assistant City Attorney

**Johnson, Parker Warren**

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**Pecos**

City Attorney

**Jones, Daniel**

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**City of Odessa**

City Attorney

**Joseph, Marianella**

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**Bojorquez Law Firm, PC**

Associate Attorney

**Kean, Steve**

---

**City of Tyler**

Deputy City Attorney

**Keefer, Autumn**

---

**Nichols Jackson**

Attorney

**Kennedy, Mark**

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**Seguin**

City Attorney

**Kirchoff, Cynthia**

---

**Messer Fort PLLC**

Associate Attorney

**Knox-Walker, Jennifer**

---

**City of Plano**

Assistant City Attorney III

**Lam, Danielle**

---

**Lloyd Gosselink Law Firm**

Attorney

**LeCompte, JP**

---

**City of Cedar Park**

City Attorney

**Lemond, Scott**

---

**City of Baytown**

City Attorney

**Lewis, Jeffery**

---

**Texarkana**

City Attorney

**Mahan, Megan**

---

**City of Grand Prairie**

City Attorney

**Maldonado, Bobby**

---

**City of Somerset**

City Attorney

**Masson, Skye**

---

**City of Georgetown**

City Attorney

**Matthis, Carolyn**

---

**City of Irving**

Assistant City Attorney

**McGinnis, Maleshia**

---

**City of North Richland Hills**

City Attorney

**McKamie, William**

---

**City of Fredericksburg**

City Attorney

**McWilliams, Bryan**

---

**City of Amarillo**

City Attorney

**Meredith, Tessa**

---

**FRISCO**

Associate Attorney

**Mergel, Debra**

---

**Randle Law Office Ltd., LLP**

Associate Attorney

**Mims, Paige**

---

**City of Plano**

City Attorney

**Mueller, Laura**

---

**Dripping Springs**

City Attorney

**Noblitt, Zachary**

---

**City of Irving**

Assistant City Attorney

**Odefey, Ann Marie**

---

**City of Port Lavaca**

City Attorney

**Oommen, Kuruvilla**

---

**Irving**

City Attorney

**Pak, Julianne**

---

**City of Plano**

Assistant City Attorney

**Perdon, Kathy**

---

**City of Waco**

Deputy City Attorney

**Powell, Mary Ann**

---

**City of Cleveland**

City Attorney

**Pullum, Deborah**

---

**City of Tyler**

City Attorney

**Pullum, Rezzin**

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**Bojorquez Law Firm, PC**

Associate Attorney

**Ray, Daniel**

---

**City of Greenville**

City Attorney

**Ray, Robert**

**City of Longview**

City Attorney

**Reed, Sharae**

**City of Beaumont**

City Attorney

**Richie, Jennifer**

**City of Waco**

City Attorney

**Risley, Miles**

**City of Corpus Christi**

City Attorney

**Robinson, Cody**

**City of Irving**

Assistant City Attorney

**Ruiz, Gus**

**City of Primera**

City Attorney

**Russell Smith, Kaleb**

**Nichols Jackson**

Attorney

**Saenz, Ashley**

**Messer Fort PLLC**

Associate Attorney

**Saenz, Robert**

**Messer & Fort PLLC**

Associate Attorney

**Satterwhite, Mitch**

**City of Lubbock**

First Assistant City Attorney

**Shepherd, Jim**

**Town of Shady Shores**

Town Attorney

**Skillern, Kristi**

**City of Lufkin**

City Attorney

**Smith, Gary**

**City of Richmond**

City Attorney

**Smith, Nate**

**City of Sulphur Springs**

City Attorney

**Spugnardi, Janet**

**City of Irving**

Deputy City Attorney

**Stimpson, Chris**

**Nichols Jackson**

Attorney

**Strong, Randall**

---

**Law Office of Randall B Strong**

Attorney

**STUTES, RONALD**

---

**Tyler**

City Attorney

**Sylvia, Daniel**

---

**Olson & Olson, LLP**

Attorney

**TATSCH, WILLIAM**

---

**City of Kerrville**

Assistant City Attorney

**Tawil, Isaac**

---

**City of McAllen**

City Attorney

**Thomas, Susan**

---

**Messer Fort, PLLC**

Associate Attorney

**Tizeno, Valecia**

---

**City of Port Arthur**

City Attorney

**Trevino, Will**

---

**City of Brownsville**

City Attorney

**Wade, Matt**

---

**Underwood Law Firm, P.C.**

Attorney

**Warren, Nicole**

---

**Messer & Fort PLLC**

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**Weaver, Chad**

---

**City of Lubbock**

City Attorney

**Weber, Christina**

---

**City of Irving**

Senior Assistant City Attorney

**Whitehead, Ben**

---

**Bojorquez Law Firm, PC**

Assistant City Attorney

**Whitten, Leslie**

---

**City of College Station**

Deputy City Attorney

# CONSTITUTION

## TEXAS CITY ATTORNEYS ASSOCIATION

(Adopted at the Annual Meeting of the Texas City Attorneys Association in San Antonio, Texas on the 31<sup>st</sup> day of October, 1961, with Amendments of 1965, 1968, 1970, 1991, 1994, 1999, 2010, 2015, ~~and~~ 2016, and 2023.)

### ARTICLE I. NAME AND AFFILIATION.

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

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

### ARTICLE II. PURPOSE.

Section 1. The purpose of this association shall be the general improvement of municipal law administration by the following means: First,(1) to encourage the cooperation of city attorneys in the practical study of all municipal legal problems;- Second,(2) the holding of annual and semi-annual meetings for the discussion of legal and other questions affecting municipal government;- And, third,(3) to encourage the practical study of legislation, court decisions, and administrative rulings relating to the public interest of municipal corporations; and (4) to offer quality continuing legal education opportunities for those engaged in the practice of municipal law.

### ARTICLE III. MEMBERSHIP.

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

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

Section ~~32~~a. Associate Members - Any person duly licensed to practice law in this State who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association. The officers of the association must approve a person's initial application for associate membership and continued eligibility.

Section ~~43~~. Honorary Members - Honorary members shall be chosen because of distinguished service in the field of municipal law. They shall pay no dues, hold no office, nor vote, and no person who is eligible for active membership in the association shall be chosen as an honorary member. They shall be proposed by at least five ~~(5)~~ active members and shall be elected only upon unanimous recommendation of the executive committee and a majority vote of the members present at any annual or semi-annual meeting of the association. An election of an honorary member shall be cancelled if not accepted within six ~~(6)~~ months after the candidate has received notice of ~~his~~the member's election.

Section ~~54~~. Paralegal Members - Any person who meets the definition of "paralegal" as promulgated by the State Bar of Texas, who is employed by an active, associate, or honorary member, and who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section ~~65~~. Law Clerk (Student) Members - Any person who is enrolled at an accredited law school who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

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

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

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

Section 3.

Nomination and Election. The President shall appoint a nominating committee of at least three ~~(3) persons~~members: one of whom shall be the Immediate Past President, at least two shall be former officers, and none shall have served on the nominating committee more than twice in the last five years. A person, other than the Immediate Past President, shall be ineligible to serve on the nominating committee if the person is: (1) a candidate for reappointment or appointment to an association officer position; (2) serves as an attorney for the same city as a candidate; or (3) in the same law firm as a candidate. No later than 24 hours before the annual meeting, the nominating committee shall inform the President of the nominees. In making its recommendation of nominees, the committee shall consider the value of diversity and inclusion in the leadership of the association. The association is dedicated to providing opportunity to all people regardless of race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, veteran status, geographic location, or kind of employer (governmental entity or private law firm).

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At the annual meeting of the association, the nominating committee shall submit nominees for association officers. Additional nominations may be made from the floor. Each of the offices shall be filled by a majority vote of the membership present and voting. When determined necessary by the executive committee, members will be presented with the nominees and may vote by means of any remote communication that sufficiently identifies the member. In the event of an election by remote communication, additional nominations may occur as write-in candidates and votes submitted on those candidates, provided the candidates have filed an application with the proper person in accordance with established deadlines adopted by the executive committee. In case of a tie vote, the office will be determined by lot. In the instance of voting by remote communication, the vote will be tallied and ratified at a meeting of the executive committee.

The association officers shall begin their regular term of office at the close of the annual meeting. In the event of voting by remote communication, the association officers shall begin their regular term of office at the close of the meeting of the executive committee where votes are tallied and ratified.

Section 4.

Term of Office. All officers' terms shall be for one ~~(1)~~ year with the



exception of the Director to the Executive Board of the Texas Municipal League, whose term of office shall be for two ~~(2)~~ years, ~~(he)~~the director being elected in even years or as otherwise provided by the Constitution of the Texas Municipal League.

Section 5.

Vacancy. A vacancy in the executive committee shall occur upon:

1. The end of a term of office;
2. Death;
3. Loss of licensure to practice law in the State;
4. No longer serving as a duly elected or appointed city attorney or assistant city attorney of a city, town or village, which is an active member of the Texas Municipal League (hereafter referred to as a "qualifying position"), except that, upon the approval of the executive committee, an officer intending to obtain another qualifying position and maintaining an associate membership may continue to serve as an officer through the later of: (a) end of the officer's term; or (b) three months after the end of the initial qualifying position; or
5. Resignation.

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

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

Section 6.

Telephonic and Electronic Communication. Any and all ~~Directors~~officers and Texas Municipal League staff may participate in a meeting of the ~~Board of Directors~~executive committee by means of conference telephone,

or by any other means of communication by which all ~~Directors-officers~~ participating in the meeting are able to hear each other at the same time. Such participation shall constitute the presence in person by such ~~Directors-officers~~ at such meeting. A written record shall be made of all actions taken at any meeting conducted by means of a conference telephone or other means of communication. ~~Directors-Officers~~ may also meet and vote via electronic means such as email so long as the identity of each officer is made clear in the means of voting.

ARTICLE V. **MEETINGS.**

Section 1. An annual meeting of the association shall be held, when practicable, at the time and place of the annual conference of the Texas Municipal League, and a semi-annual meeting of the association shall be held in the summer of each year ~~in conjunction with the annual convention of the State Bar of Texas or at such other time and place~~ as may be determined by the executive committee. Meetings shall be held in person, or by means of or in combination with, a conference telephone or similar communications equipment, another suitable electronic communication system, including videoconferencing technology or the Internet, if each person participating in the meeting can communicate with all other persons participating in the meeting.

ARTICLE VI. **DUES.**

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

ARTICLE VII. **FINANCES.**

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

ARTICLE VIII. ~~**SPECIAL COMMITTEES.**~~

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

Section 2. Ad Hoc Committees. The President may appoint Ad Hoc committees as the President deems necessary to make recommendations to the executive committee. Once the Ad Hoc Committee has accomplished its stated purpose, it shall cease to function.

## ARTICLE ~~VIII~~ AIX. REGIONAL ORGANIZATIONS.

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

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

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

organizations, the executive committee may amend or repeal the by-law creating the Regions and regional organizations.

ARTICLE ~~IX~~. **AMENDMENTS.**

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

ARTICLE ~~XI~~. **BY-LAWS.**

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

ARTICLE ~~XII~~. **EFFECTIVE DATE.**

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

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

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

# CONSTITUTION

## TEXAS CITY ATTORNEYS ASSOCIATION

(Adopted at the Annual Meeting of the Texas City Attorneys Association in San Antonio, Texas on the 31<sup>st</sup> day of October, 1961, with Amendments of 1965, 1968, 1970, 1991, 1994, 1999, 2010, 2015, 2016, and 2023.)

### ARTICLE I. NAME AND AFFILIATION.

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

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

### ARTICLE II. PURPOSE.

Section 1. The purpose of this association shall be the general improvement of municipal law administration by the following means: (1) to encourage the cooperation of city attorneys in the practical study of all municipal legal problems; (2) the holding of annual and semi-annual meetings for the discussion of legal and other questions affecting municipal government; (3) to encourage the practical study of legislation, court decisions, and administrative rulings relating to the public interest of municipal corporations; and (4) to offer quality continuing legal education opportunities for those engaged in the practice of municipal law.

### ARTICLE III. MEMBERSHIP.

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

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

Section 3. Associate Members - Any person duly licensed to practice law in this State who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association. The officers of the association must approve a

person's initial application for associate membership and continued eligibility.

Section 4. Honorary Members - Honorary members shall be chosen because of distinguished service in the field of municipal law. They shall pay no dues, hold no office, nor vote, and no person who is eligible for active membership in the association shall be chosen as an honorary member. They shall be proposed by at least five active members and shall be elected only upon unanimous recommendation of the executive committee and a majority vote of the members present at any annual or semi-annual meeting of the association. An election of an honorary member shall be cancelled if not accepted within six months after the candidate has received notice of the member's election.

Section 5. Paralegal Members - Any person who meets the definition of "paralegal" as promulgated by the State Bar of Texas, who is employed by an active, associate, or honorary member, and who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section 6. Law Clerk (Student) Members - Any person who is enrolled at an accredited law school who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

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

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

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

Section 3. Nomination and Election. The President shall appoint a nominating committee of at least three members: one of whom shall be the Immediate Past President, at least two shall be former officers, and none shall have served on the nominating committee more than twice in the last five years.

A person, other than the Immediate Past President, shall be ineligible to serve on the nominating committee if the person is: (1) a candidate for reappointment or appointment to an association officer position; (2) serves as an attorney for the same city as a candidate; or (3) in the same law firm as a candidate. No later than 24 hours before the annual meeting, the nominating committee shall inform the President of the nominees. In making its recommendation of nominees, the committee shall consider the value of diversity and inclusion in the leadership of the association. The association is dedicated to providing opportunity to all people regardless of race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, veteran status, geographic location, or kind of employer (governmental entity or private law firm).

At the annual meeting of the association, the nominating committee shall submit nominees for association officers. Additional nominations may be made from the floor. Each of the offices shall be filled by a majority vote of the membership present and voting. When determined necessary by the executive committee, members will be presented with the nominees and may vote by means of any remote communication that sufficiently identifies the member. In the event of an election by remote communication, additional nominations may occur as write-in candidates and votes submitted on those candidates, provided the candidates have filed an application with the proper person in accordance with established deadlines adopted by the executive committee. In case of a tie vote, the office will be determined by lot. In the instance of voting by remote communication, the vote will be tallied and ratified at a meeting of the executive committee.

The association officers shall begin their regular term of office at the close of the annual meeting. In the event of voting by remote communication, the association officers shall begin their regular term of office at the close of the meeting of the executive committee where votes are tallied and ratified.

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

Section 5. Vacancy. A vacancy in the executive committee shall occur upon:

1. The end of a term of office;
2. Death;
3. Loss of licensure to practice law in the State;
4. No longer serving as a duly elected or appointed city attorney or assistant city attorney of a city, town or village, which is an active member of the Texas Municipal League (hereafter referred to as a “qualifying position”), except that, upon the approval of the executive committee, an officer intending to obtain another qualifying position and maintaining an associate membership may continue to serve as an officer through the later of: (a) end of the officer’s term; or (b) three months after the end of the initial qualifying position; or
5. Resignation.

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

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

#### Section 6.

Telephonic and Electronic Communication. Any and all officers and Texas Municipal League staff may participate in a meeting of the executive committee by means of conference telephone, or by any other means of communication by which all officers participating in the meeting are able to hear each other at the same time. Such participation shall constitute the presence in person by such officers at such meeting. A written record shall be made of all actions taken at any meeting conducted by means of a conference telephone or other means of communication. Officers may also meet and vote via electronic means such as email so long as the identity of each officer is made clear in the means of voting.



ARTICLE V.                   **MEETINGS.**

Section 1.                   An annual meeting of the association shall be held, when practicable, at the time and place of the annual conference of the Texas Municipal League, and a semi-annual meeting of the association shall be held in the summer of each year as may be determined by the executive committee. Meetings shall be held in person, or by means of or in combination with, a conference telephone or similar communications equipment, another suitable electronic communication system, including videoconferencing technology or the Internet, if each person participating in the meeting can communicate with all other persons participating in the meeting.

ARTICLE VI.               **DUES.**

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

ARTICLE VII.             **FINANCES.**

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

ARTICLE VIII.           **COMMITTEES.**

Section 1.                   **Amicus Curiae Committee.** Each year at the annual meeting of the Texas City Attorneys Association, the incoming President shall appoint a committee of three officers, as a review committee to provide guidance to the General Counsel of the Texas Municipal League relating to authorizing the preparing and filing Amicus Curiae briefs on behalf and in the name of the association in those cases the committee deems of general importance in the field of municipal law or liability.

Section 2.                   **Ad Hoc Committees.** The President may appoint Ad Hoc committees as the President deems necessary to make recommendations to the executive committee. Once the Ad Hoc Committee has accomplished its stated

purpose, it shall cease to function.

## **ARTICLE IX. REGIONAL ORGANIZATIONS.**

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

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

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

## **ARTICLE X. AMENDMENTS.**

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

ARTICLE XI.        **BY-LAWS.**

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

ARTICLE XII.       **EFFECTIVE DATE.**

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

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

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

TAB

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## Application for TCAA

Aguirre, Sam <SAguirre@sanmarcostx.gov>

Wed 8/23/2023 4:30 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 2 attachments (68 KB)

TCAA Board Application Supplement.docx; 2021-TCAA-Board-Application-Form.pdf;



**Sam Aguirre**

City Attorney | Legal

630 E Hopkins, San Marcos, TX 78666

512.393.8154

This email, plus any attachments, may constitute a public record of the City of San Marcos and may be subject to public disclosure under the [Texas Public Information Act](#).

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

**CONFIDENTIALITY NOTICE:** This email together with any attachments is confidential, intended only for the recipient or recipients named above and may contain information that is privileged, confidential, attorney work product or exempt from disclosure under applicable law. If you have received this email in error, or are not the named recipient(s), you are hereby notified that any use, dissemination, distribution or duplication of this email or any of its attachments is strictly prohibited. Please notify the sender immediately and delete this email and any attachments from your computer. You should not retain, copy, use or distribute this email or any attachments for any purpose, or disclose all or any part of the contents to any person.

**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: Samuel J. Aguirre

Position: San Marcos City Attorney

Address: City of San Marcos, 630 East Hopkins Street, San Marcos Texas 78666

Phone: (512) 393-8151

Email: saguirre@sanmarcostx.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.

## Samuel Aguirre: TCAA Board Application Supplement

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### MUNICIPAL LAW EXPERIENCE

- ☐ Recently appointed San Marcos City Attorney following 18 years as an assistant city attorney, advising the city council, management and staff.
- ☐ Significant experience with and knowledge of full range of substantive legal areas affecting municipalities, e.g., Open Meetings Act, Public Information Act, land use and zoning, procurement, conflicts of interests, employment, contracts, real estate and eminent domain.
- ☐ Experience with issues in cities with universities or colleges, ranging from drafting agreements with state university systems to writing ordinances addressing student impacts on single-family neighborhoods, parking and noise.
- ☐ Negotiated and drafted multiple Chapter 380 economic development incentive agreements.
- ☐ Prosecuted dangerous dog cases and code enforcement proceedings involving unsafe structures and other nuisances.
- ☐ Municipal court Class C misdemeanor prosecution experience.
- ☐ Drafted numerous ordinances and ordinance amendments on a wide range of subjects.
- ☐ Drafted numerous interlocal agreements with state university systems, counties and municipalities.
- ☐ Handled land and easement acquisitions for various purposes such as drainage, water, wastewater and electric utilities, and rights-of-way, parks and cemeteries, including matters requiring the use of eminent domain.
- ☐ Handled the disposition and leasing of city owned land, including airport hangars, in compliance with state law and city charter provisions.
- ☐ Experience with federally funded projects, including HUD and FTA funded programs.

### MUNICIPAL LAW EMPLOYMENT HISTORY

- |              |  |
|--------------|--|
| 5/23-Present | <b><i>City of San Marcos, Texas, City Attorney.</i></b> Advise and represent city council, boards and commissions, and department managers and staff in all departments.   |
| 12/22-4/23   | <b><i>City of Seguin, Texas, City Attorney.</i></b> Advised and represented city council, boards and commissions, and department managers and staff in all departments.  |
| 2008-11/22   | <b><i>City of San Marcos, Texas, Assistant City Attorney.</i></b> Advised city council, boards and commissions, and department managers and staff in all departments. <ul style="list-style-type: none"><li>• Primarily responsible for land use matters, serving as the attorney liaison for the Planning and Zoning Commission, the Historic Preservation Commission and the Zoning Board of Adjustments. Backup to the City Attorney for city council meetings in his absence.</li><li>• I drafted <i>all</i> Chapter 380 economic development incentive agreement for the Amazon fulfillment center and the Springtown mixed-use residential and retail redevelopment, among other projects. I handled all land acquisitions for the city, including acquisitions for TXDOT funded projects.</li><li>• I handled the acquisition of 100's of acres of permanent green space for habitat and aquifer protection using federal, state, and other funding sources, including Texas Water Development Board funding.</li></ul> |
| 2005-2008    | <b><i>City of Bryan, Texas, Assistant City Attorney.</i></b> Advised boards and commissions and department managers and staff in all departments on a wide range of municipal issues.<br><i>Supervisor: Michael Cosentino, City Attorney.</i> <ul style="list-style-type: none"><li>• I oversaw the assembly and acquisition from eight property owners of 300 contiguous acres of land to be donated by the city to the Texas A&amp;M University System for its new Health Sciences</li></ul>   |

Center Campus using an anonymous buyer's agent. The acquisitions were completed in six months in spite of having to clear numerous oil and gas interests and encumbrances to title.

- Drafted the incentive agreement to revitalize an aging baseball stadium to be operated by a private company as an entertainment venue and the new home of the Bryan Bombers, a summer collegiate baseball league.
- Drafted an agreement restructuring the terms of a development project between private developers and the City for the Traditions residential development and golf course.

## **REASONS FOR WISHING TO SERVE ON TCAA BOARD**

I began my municipal law career as an assistant city attorney for the City of Bryan in May, 2005. A month later, I attended my first TCAA summer CLE conference. While the course was invaluable, I was also impressed by the level of peer support offered by TCAA and its members.

As a newly appointed city attorney, I am looking for the opportunity to keep growing professionally and to help other municipal lawyers. I wish to contribute my time and experience to the organization that provided me with the tools and resources that enabled me to become a city attorney. I believe my past volunteer experience, combined with my municipal law experience could be beneficial to the TCAA board in managing the organization and in program and event planning. My previous volunteer leadership experience includes:

- ☐ Vice-president of the Dona Ana County, New Mexico Bar Association
- ☐ Board President of the River's Bend Childrens' Residential Treatment Facility
- ☐ Chair of the San Antonio Young Lawyers Association Pro Bono Committee
  - I established the Clear Title Pro Bono Project which was recognized as an outstanding pro bono project by the American Bar Association and the State Bar of Texas
- ☐ I was active as a member of the City of San Antonio Noise Ordinance Task Force and as a member of a stakeholder committee to evaluate and recommend amendments to the San Antonio Unified Development Code pertaining to historic preservation.

It would be an honor to serve on the TCAA board and to work with and assist my fellow colleagues.



## TCAA Board Application - Martin Buzak

Buzak, Martin - LGL <Martin.Buzak@houstontx.gov>

Fri 8/25/2023 1:27 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 1 attachments (430 KB)

TCAA-Board-Application-Form - Martin Buzak.pdf;

Hi, Evelyn. Hope you're doing well. I'm attaching my application and statement of interest for the vacant TCAA Board position. Thanks for your consideration.

Regards,  
Martin

### **Martin Buzak**

Chief, Contracts Section

City of Houston Legal Department

900 Bagby Street, 4th Floor

Houston, Texas 77002

martin.buzak@houstontx.gov

832-393-6431 (O)

The information contained above or attached is privileged and/or confidential. If you received this data in error, please notify me, destroy all copies immediately and do not copy or distribute the information.

**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:

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

Martin Buzak  
Name: \_\_\_\_\_

Position: Sr. Assistant City Attorney, Contracts Section Chief  
\_\_\_\_\_

Address: 900 Bagby St., 4th Floor, Houston TX 77002  
\_\_\_\_\_

Phone: 832-393-6431  
\_\_\_\_\_

Email: martin.buzak@houstontx.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.

**Texas City Attorneys Association Board of Directors Application  
Statement of Experience and Interest**

**Martin Buzak**

I have practiced municipal law for my entire career, and I love it. As an assistant city attorney with the City of Houston Legal Department for the past 18 years, I have significant experience in all aspects of local government procurement and commercial contract negotiation. Currently, I have the privilege of leading the Contracts Section - sixteen attorneys and nine paralegals who handle much of the City's transactional matters. I've been honored to receive the Legal Department's Susan T. Taylor Award for exemplifying collaboration, mentoring, excellence, achievement, and continuing growth in attorneys and staff, and the Edward A. Cazares Award for Excellence and Professionalism in Municipal Law.

I want to serve on the Board because I believe in our shared mission as public servants of the cities we represent. I want to be more involved in the larger municipal attorney experience. I want to share knowledge and perspectives and to collaborate with others doing the same work. And I want to help bring greater awareness of the TCAA to my own office. I am ready to commit to the obligations required for service on the Board. Thank you for considering me.

Martin Buzak

Senior Assistant City Attorney, Section Chief, Contracts Section  
City of Houston Legal Department  
900 Bagby Street, 4th Floor  
Houston, Texas 77002

## TCAA Board Member Application

Brandon Davis <bdavis@olsonllp.com>

Fri 8/25/2023 12:54 PM

To: Evelyn Njuguna <evelyn@tml.org>

Cc: Art Pertile <apertile@olsonllp.com>; sharae.reed@beaumonttexas.gov <sharae.reed@beaumonttexas.gov>; Kuruville Oommen <koommen@cityofirving.org>

■ 1 attachments (172 KB)

Brandon Davis TCAA Board Application.pdf;

Evelyn,

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

Sincerely,  
Brandon Davis

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

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

Name: Brandon Davis

Position: Attorney, Olson & Olson, LLP

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**

### **Brief description of municipal law experience:**

My name is Brandon Davis, and I am an attorney with Olson & Olson, LLP, in Houston and Liberty. Since I began practicing municipal law in 2009, I have served as the city attorney or assistant city attorney for the cities of Liberty, Dayton, Devers, Daisetta, Dickinson, Edna, and Ames. I also represent the Liberty Community Development Corporation and the Dickinson Economic Development Corporation, and I have had the pleasure of representing the cities of Baytown and Anahuac on special projects over the years.

During my time as a city attorney in a rapidly growing region of Texas, I have had the opportunity to work on projects to help cities manage and leverage this population and economic growth, such as negotiating residential and commercial developments. I have helped create and manage multiple public improvement districts (PIDs), tax increment reinvestment zones (TIRZs), and municipal utility districts (MUDs). Additionally, I have worked with a developer to create a large industrial logistics park that we hope will eventually result in the creation of thousands of new jobs in one of the cities that I represent. In order to make that development a reality, we had to create a TIRZ and MUD over the same property and convince the developer to voluntarily annex into the city—this project went well beyond Municipal Law 101.

In an effort to drive new development within one of the cities I represent, I helped create and manage one of the first municipally-owned fiber internet utilities in the state of Texas. Other tools that I have used over the years to encourage development include annexations (both voluntary and involuntary), industrial district agreements, tax abatements, and chapter 380 economic development agreements. I have also worked with Type B Corporations to negotiate and prepare grant agreements as allowed by law for those entities.

One of my favorite things about being a municipal attorney is the variety of tasks and projects that I get to work on. A large part of my time over the years has been spent working with cities on personnel matters. I've negotiated and drafted both separation agreements and new hire agreements for city managers. On multiple occasions I've investigated personnel complaints and provided legal advice to staff and city council regarding those investigations. There are days when

I feel more like an employment law attorney than a city attorney due to the time spent on employment issues.

During my time as a city attorney, I have attended hundreds of city council meetings, board meetings, and planning and zoning meetings providing legal advice on various items. A large part of my job has included providing training and advice to city council members on everything from developments, open meetings act rules, tax rate adoptions, and local politics.

As the sole city attorney for most of my clients I have had to know a little bit about everything in order to provide them with the best legal advice. I've interacted with local citizens and prepared hundreds of letters to the Attorney General regarding public information act requests. I've dealt with both the local and national news media on various situations involving my clients. As a city attorney I have also prepared ordinances, resolutions, negotiated real estate transactions and other contract matters for the city, handled nuisance abatement issues, and prosecuted both civil and criminal matters in municipal court.

Additionally, at the 2023 TCAA Summer Conference in San Antonio, I presented on the topic of "Working with Delinquent Tax Collection Attorneys to Help Clean Up the City," in which I demonstrated the law and practical considerations for using the delinquent tax collection process to assist with municipal abatement efforts. I had a unique perspective on this topic due to the fact that I work as both a city attorney and a municipal tax collection attorney for many of my clients.

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

Ever since I attended my first TCAA Summer Conference in South Padre, it has been a goal of mine to serve on the TCAA Board of Directors. I have learned so much and built so many relationships by attending the TCAA summer and fall conferences over the past fourteen (14) years, and serving on the TCAA Board would allow me to give back to the organization that has meant so much to my career.

As the field of municipal law seems to be growing and changing daily, I would love the opportunity to help TCAA grow and change along with it. Prior to joining Olson & Olson in 2021, I spent the previous 12 years practicing municipal law as a solo practitioner in Liberty County. As a solo practitioner, I often had to figure things out on my own, and I greatly benefitted by having the information I learned from the TCAA seminars and the connections I made through TCAA as a resource. On a personal note, I met my mentor, former TCAA President Art Pertile, at one of the TCAA conferences. That relationship developed into me eventually joining Olson & Olson as an attorney. Serving as a TCAA Board Member would give me the opportunity to mentor and be a resource for other attorneys.

I feel like my background as a municipal attorney, as well as my relationship with Olson & Olson, which currently represents more than forty (40) clients in the greater Houston area, would add a needed perspective to the TCAA Board. Texas is a very large and diverse state, and I feel like it would be beneficial to have a representative on the TCAA Board from the greater Houston area. I would love to represent the greater Houston area as a TCAA Board member.

Finally, I believe that serving on the TCAA Board of Directors truly is a service to TCAA, to my firm, and to my clients, and I intend to serve by being active and engaged with the TCAA board meetings and conferences, as well as the day-to-day governance of the organization.

I appreciate your consideration of my application to the TCAA Board of Directors, and please let me know if you need anything else.

Sincerely,

*Brandon Davis*

Brandon Davis



FW: TCAA Application

Dick Gregg Jr. <dgreggj@gregg-gregg.com>

Wed 8/23/2023 12:03 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 1 attachments (100 KB)

20230823115945.pdf;

To: Evelyn Njuguna

See enclosed Application Form. Please acknowledge receipt.

---

**From:** Gay Meldrum <gmeldrum@gregg-gregg.com>

**Sent:** Wednesday, August 23, 2023 11:57 AM

**To:** Dick Gregg Jr. <dgreggj@gregg-gregg.com>

**Subject:** TCAA Application

Gay Meldrum  
Office Manager  
[gmeldrum@gregg-gregg.com](mailto:gmeldrum@gregg-gregg.com)



16055 Space Center Boulevard  
Suite 150  
Houston, Texas 77062  
Phone: (281) 480-1211 Fax: (281) 480-1210  
[www.gregg-gregg.com](http://www.gregg-gregg.com)

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**\*\*ATTENTION PUBLIC OFFICIALS!!\*\***

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

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  1. Winter Board meeting (January or February, typically in Austin or President's home town)
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- 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: Dick H. Gregg, Jr.

Position: President, Gregg & Gregg, P.C.

Address: 16055 Space Center Blvd., Suite 150, Houston, Texas 77062

Phone: 281-480-1211

Email: dgreggj@gregg-gregg.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 fom1 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.

Description of Municipal Law Experience.

Current cities Dick H. Gregg, Jr., represents:

City of Nassau Bay (Attorney for original incorporation in 1970 and chronologically ever since);  
City of South Houston; and  
City of Webster.

Current cities the Firm represents with Dick H. Gregg, Jr., available as a partner:

City of Bayou Vista;  
City of Brookside Village;  
City of Clear Lake Shores; and  
City of Shoreacres.

Current cities the Firm provides municipal prosecution services:

City of Iowa Colony;  
City of Kemah; and  
City of Manvel;  
City of Nassau Bay; and  
City of Webster.

Current cities Dick H. Gregg, III provides Municipal Judicial services:

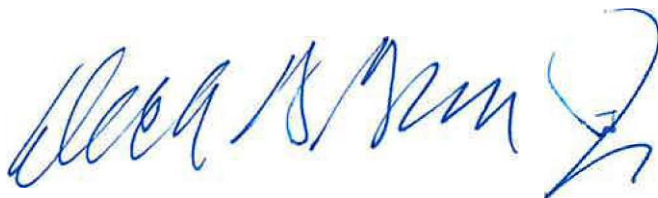
City of Dickinson;  
City of LaPorte;  
City of League City;  
City of Morgans Point; and  
City of Seabrook.

Cities where the Firm has been the City Attorney in the past:

Arcola;  
Kemah;  
League City;  
Pearland;  
Seabrook; and  
Simonton (solely as the lawyer for the incorporation of the City).

Description of Reasons to Serve on the Board.

With my years of experience and knowledge, I feel that I will bring valuable contributions to this organization.

A handwritten signature in blue ink, appearing to read "Dick H. Gregg, Jr.", with a stylized flourish at the end.

## application form - TCAA Board

Mike Hayes <mike.hayes@kerrvilletx.gov>

Thu 8/24/2023 5:33 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 1 attachments (2 MB)

TCAA board submission\_082423.pdf;

Ms. Njuguna –

I have attached my application form and other information for membership consideration on TCAA's Board. Please let me know if you have any questions. Thank you.

Mike

**Michael C. Hayes** | City Attorney | City of Kerrville  
City Hall | 701 Main St. | Kerrville, Texas 78028  
T: 830.258.1115 direct | 830.257.8000  
[mike.hayes@kerrvilletx.gov](mailto:mike.hayes@kerrvilletx.gov) | [www.kerrvilletx.gov](http://www.kerrvilletx.gov)

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**Board of Directors**  
**- Application Form -**

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

Name: Michael C. Hayes

Position: City Attorney, City of Kerrville, TX

Address: City Hall, 701 Main St., Kerrville, TX 78028

Phone: (830) 258-1115 ofc; (830) 890-1350 cell

Email: mike.hayes@kerrvilletx.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.

August 24, 2023

Dear Nominating Committee:

Ever since my 2<sup>nd</sup> year in law school (St. Mary's), I have gravitated toward service as a municipal attorney. My first experience in this area was working for a San Antonio law firm that mainly provided defense work for law enforcement officers. I was drawn to the stories of persons I thought of as really great law enforcement officers and persons, but whom through their actions in often super-charged, emotional situations that required split-second reactions, were now the subject of lawsuits. The work and the research I did was fascinating, along with the people I met.

After law school, I headed to El Paso for work in its city attorney office. On my first day there, I learned that the attorney who had essentially hired me, had been "pulled upstairs" for work as the mayor's chief of staff. That left me, fresh out of law school, to handle her files. Her files consisted of issues including employment (civil service and union matters); mass transit (I found myself representing Sun Metro not because I was experienced or capable, but because I kind of got lost in the shuffle!); and helping keep the fire department in line -which mostly consisted of reigning in the marshal's office, despite its noble intent. In El Paso, I worked for and with a bunch of outstanding attorneys, several of which I count on as mentors today and who have served on the TCAA Board.

Eventually, I followed one of those mentors to Houston for work with Olson and Olson. Olson and Olson afforded me a little more independence in the sense that I became the attorney that worked for various city boards and eventually served as city attorney for a few cities. I was called "Manvel Mike" for a while. While there, I learned one of the greatest lessons that a city attorney should know - there is no way you can know the answer to every legal question that arises during a meeting; and its complement - it is ok to say "I don't know. I need to get back to you on that issue?" A lesson I keep in mind still today and preach!

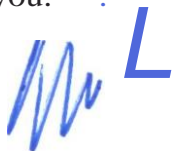
On one particularly bad commuting day, I threw my hat into the ring for the position as assistant city attorney in Kerrville. Eight months later my boss left (still a mentor!), and I was appointed city attorney.

I have worked for Kerrville since 2001. During that time, I have done and seen it all, but can count on one hand, the number of truly bad days. Kerrville is a full-service home-rule municipality, with police and fire, utilities, and robust parks and recreation system - plus county government across the street, so there is that! There is never enough time to do all the work nor is there seemingly ever a month where I don't have to tackle a new issue. Fortunately, the City has budgeted for an

assistant, which I have been able to fill about half the time. My current assistant arrived with virtually no municipal law experience and so it's been enjoyable and rewarding trying to get him up to speed on the big-ticket items involved in our corner of law and to remember - there will be days and meetings where he does not know and it's alright to say so! Short of civil litigation, we handle nearly all of the legal work for the city. I am certified by both TCAA and IMLA.

If you have any questions or need additional information, please let me know.

Thank you.



August 24, 2023

Dear Nominating Committee:

Service on the board would be a great honor. I have not missed a summer or fall meeting since 2001, so I know first-hand what talented and passionate people serve or have served on the board. Based upon my experience, I know that the board does great work supporting its membership and the TML attorneys, planning TCAA events, deciding what issues to advocate for as to litigation or legislation, among its other activities. One reason I recommend that law students consider city attorney work is the incredible amount of camaraderie, support, and cooperation that exists among such attorneys. This is in no small part due to the work of the board. I believe that based upon my experience and tenure serving as city attorney for a city the size of Kerrville, I could bring unique views and understandings to the board's discussions and decision-making.

Please let me know if any questions. Thank you.

L



## TCAA Board Application

Kinley Hegglund <kinley.hegglund@wichitafallstx.gov>

Fri 8/25/2023 10:00 AM

To: Evelyn Njuguna <evelyn@tml.org>

■ 1 attachments (242 KB)

Hegglund-TCAA-Board-Application-Form 2023.pdf;

Please find attached my TCAA board application. Thank you.

--

R. Kinley Hegglund, Jr.  
City Attorney



(940) 761-7625

(940) 761-7626 fax

1300 7th Street

Wichita Falls, Texas 76307

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**Board of Directors**  
**- Application Form -**

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

Name: Kinley Heggland

Position: City Attorney, City of Wichita Falls

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

Phone: (940) 761-7625

Email: kinley.heggland@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.

## 2023 TCAA BOD Application

George Hyde <Ghyde@txlocalgovlaw.com>

Mon 8/21/2023 4:41 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 4 attachments (740 KB)

2023 TCAA BOD Application Letter.pdf; 2023 TCAA BOD Application - George Hyde.pdf; 2023 George Edward Hyde Curriculum Vitae.pdf; Past and Present Municipal Clients.pdf;

Dear Evelyn,

Attached (in the aggregate) is my application to be considered for the TCAA Board.

Thanks, and if you have any questions, let me know.

**GEORGE HYDE | MANAGING PARTNER**

ghyde@txlocalgovlaw.com

512.540.3102 Direct

210.325.4330 Mobile



Please note our new contact information below.

**HYDE KELLEY LLP**

2806 Flintrock Trace, Suite A104

Austin, TX 78738

www.txlocalgovlaw.com

512.686.0700 Office

866.929.1641 Fax

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**Name:** George E. Hyde

**Position:** Assistant Village Attorney

**Address:** 2806 Flintrock Trace, Lakeway, Texas 78738

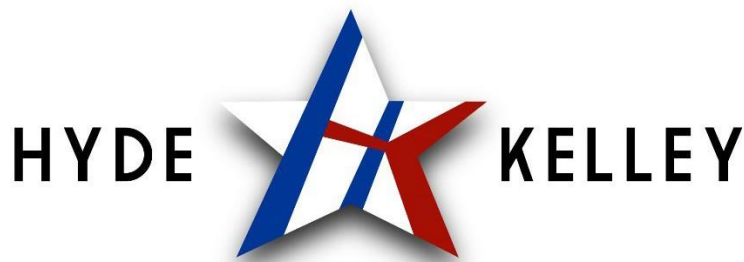
**Phone:** Office 512-686-0700, Direct: 512-940-3104 and Mobile: 210-325-4330

**Email:** ghyde@txlocalgovlaw.com

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

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ATTORNEYS AND COUNSELORS AT LAW

## GEORGE EDWARD HYDE

---

ATTORNEY & COUNSELOR AT LAW

Texas licensed attorney with a multi-disciplinary statewide law practice possessing almost three decades of litigation and trial experience and twenty-two years of service as general and special legal counsel to local governmental entities, including their boards, commissions, officials, and employees.

### PRACTICE AREAS:

|                                |                              |                               |
|--------------------------------|------------------------------|-------------------------------|
| Administrative Law             | Facilitator                  | Public Meeting Protocol       |
| Appellate Litigation - State   | Government Officials Trainer | Public Meeting Representation |
| Appellate Litigation - Federal | Government Appointee Trainer | Procurement                   |
| City Attorney                  | Government Employee Trainer  | Products Liability            |
| Civil Service                  | Investigations               | Public Information Act        |
| Civil Rights                   | Labor and Employment         | Real Property                 |
| Conflict Resolution            | Land Use Regulations         | TACRMP Claims Counsel         |
| Conflict of Interest Counsel   | Law Enforcement              | TMJRP Claims Counsel          |
| Contracts                      | Legal Issue Management       | TMPA Claims Counsel           |
| Constitutional Law             | Legal Malpractice            | TWCARMP Claims Counsel        |
| Corporate General Counsel      | Legal Risk Management        | Torts                         |
| Economic Development           | Local Taxation               | Trial Litigation - State      |
| Election Law                   | Municipal Prosecution        | Trial Litigation - Federal    |
| Eminent Domain                 | Negotiations Consulting      | Utilities                     |
| Employee Discipline            | Open Meetings Act            | Water Law                     |
| Ethics                         | Premises Liability           | Zoning                        |

### LAW PRACTICE LAW FIRM ASSOCIATIONS:

Hyde Kelley LLP  
Russell Rodriguez Hyde Bullock, LLP.  
Denton Navarro Rocha Bernal Hyde & Zech, P.C.  
Law Offices of Katherine Duff, P.C.  
Lemler & Associates, P.C.  
O'Connell, Benjamin & Coghlan, LLP

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Hyde Kelley LLP

Flintrock Office Park | 2806 Flintrock Trace, Suite A104, Austin, Texas 78738  
Phone: 512.886.0700 | Facsimile: 886.929.1641 | URL: [www.txlocalgovlaw.com](http://www.txlocalgovlaw.com)

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**Pre-Licensed Litigation & Trial Support Experience (1989-1998):**

Law Clerk - O'Connell & Benjamin, LLP  
Law Clerk - Law Offices of Gaul & Dumont, P.C.  
Law Clerk - Lang Ladon Green Coghlan & Fisher, P.C.  
Paralegal - Clemens & Spencer, P.C.  
Paralegal - Biodynamic Research Corporation

**Licensed & Admitted:**

Texas Supreme Court and all Texas state courts  
U.S. District Court Western District of Texas  
U.S. District Court Southern District of Texas  
U.S. District Court Northern District of Texas  
U.S. District Court Eastern District of Texas  
U.S. Court of Appeals Fifth Circuit  
U.S. Supreme Court

**Pro-Hac Vice Admissions:**

Northern Federal District Court of California, San Francisco, California  
Eastern Division, U.S. Bankruptcy Court, Alexandria, Virginia  
Southern District Court of New York, Manhattan, New York

**EDUCATION**

Juris Doctor, **cum laude**  
St. Mary's University School of Law, San Antonio, Texas  
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Bachelor of Science in Criminal Justice  
Texas State University, San Marcos, Texas

**CONTINUING EDUCATION PRESENTER/SPEAKER/ARTICLE CONTRIBUTOR:**

FBI-Law Enforcement Executive Development Association Command College  
University of Texas Land Use Conferences  
Texas State University Political Science Dept. Public Administration master's degree program  
Texas State University Local Government Seminars  
Hobby Center of Public Service Certified Public Manager Program  
Texas City Attorneys Association Conferences  
Texas Municipal Human Resources Association Conferences  
Texas Municipal League Intergovernmental Risk Pool Annual Workshop  
Texas Municipal Clerks Association Continuing Education Conferences  
Texas Police Chiefs Association Continuing Education Conferences  
Texas Police Association Continuing Education Conferences  
Texas Council Risk Management Fund Conferences  
Texas Municipal Court Education Center Conferences  
Alamo Area Council of Governments Legal Education Programs  
Capital Area Council of Governments Legal Education Programs  
City of Austin Open Government Symposium

**PUBLISHED ARTICLES:**

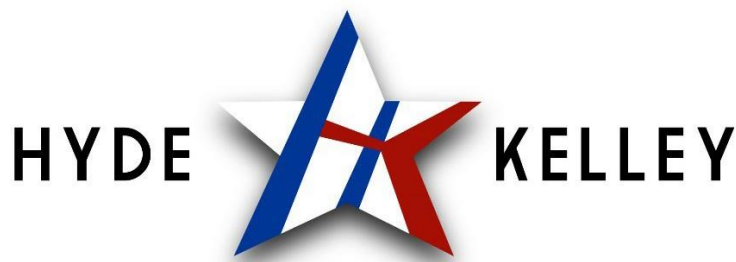
Extra Jobs – Are they worth it? Factors Police Officers and Police Administrators Should Consider When Deciding on the Ability to Work the Extra Job, Texas Police Journal, Vol. 48, No. 5, May '20  
Advanced Legal Drafting for Texas Paralegals 2003 (Training Textbook)

**MEMBERSHIPS:**

Phi Delta Phi International Legal Honors Fraternity  
St. Mary's University Law Alumni Association, Board of Directors Term: 2017-2021  
Texas City Attorneys Association  
International Municipal Lawyers Association  
Texas District & County Attorneys Association  
Williamson County Attorneys Association  
Travis County Attorneys Association  
Texas Bar Association  
Federal Bar Association  
Bar Association of the Fifth Federal Circuit  
Texas State Bar College

**COMMUNITY RELATED ACTIVITIES:**

Texas Peace Officer - 23.5 years (with both city and county, and in paid and volunteer capacities)  
Volunteer Firefighter - 6 years (Lake Dunlap Area Volunteer Fire Department, South Hays County Fire-Rescue Fire Prevention District)



ATTORNEYS AND COUNSELORS AT LAW

August 21, 2023

Ms. Evelyn Njuguna  
Director of Legal Services  
Texas Municipal League

evelyn@tml.org

RE: 2023 TCAA BOD Application  
Introduction and desire to serve as a Board Member

Dear Ms. Njuguna,

Please accept this letter seeking consideration to serve on the TCAA Board of Directors. Having been a member of TCAA for over 20 years, I have experienced the fabulous way in which the Association creates an environment for municipal attorneys to come together, to learn, to play, and to take care of our municipalities in the best way possible.

If selected for the board, I would share my passion for the work, my knowledge, and my experience through the Association to others and seek out the same for me. I want to do my part to do the work needed to serve the members in any way necessary in support of the Association. I also want to play a part in ensuring the continuation of the Association, by offering the lessons learned from the past, while seeking out the imagination of the future. I can lead, when necessary, but am just as comfortable working in teams or accomplishing individually assigned tasks alone. In discussions I look to facilitate compromise. I just want to help. I find serving on the Board appears to be a means that I could make a difference in an area important to me.

Attached to the email which sent this letter are my Application, my Curriculum Vitae, and a list of Past and Present Municipal Clients to fulfill the attachments requested to go along with the Application. Unfortunately, both court and client demands will unfortunately prevent me from attending the 2023 Annual Conference which is just around the corner but hope for favorable consideration and approval. I thought at least my offer of support to the TCAA would be a means to contribute, even when I cannot attend personally.

Very Respectfully,

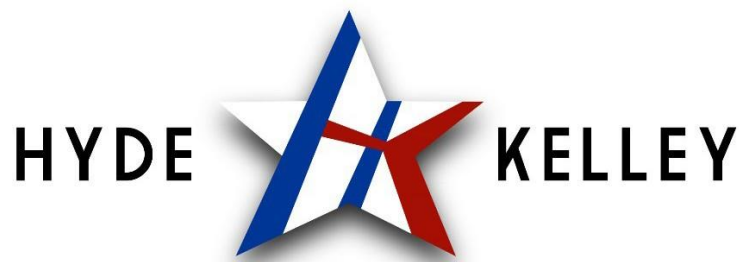
George E. Hyde

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Hyde Kelley LLP

Flintrock Office Park | 2806 Flintrock Trace, Suite A104, Austin, Texas 78738  
Phone: 512.686.0700 | Facsimile: 866.929.1641 | URL: [www.txlocalgovlaw.com](http://www.txlocalgovlaw.com)

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ATTORNEYS AND COUNSELORS AT LAW

**Hyde Kelley Past and Present Municipal Clients**

Hyde Kelley has over 20 years of experience representing municipal clients. It is nearly impossible to list every client, however, a list of representative current and past firm clients is below.

**City Attorney**

City of Bay City, Texas  
City of Brady, Texas  
City of Burnet, Texas  
City of Buda, Texas  
City of Copperas Cove, Texas  
City of Garden Ridge, Texas  
City of Hearne, Texas  
City of Mountain City, Texas  
City of Pflugerville, Texas  
City of Rosenberg, Texas  
City of Somerset, Texas  
City of Victoria, Texas (Interim for approximately one year)  
City of Watauga, Texas  
Village of Point Venture, Texas

**Special Counsel**

City of Buda, Texas  
City of Bryan, Texas  
City of Carrollton, Texas  
City of Converse, Texas  
City of Hitchcock, Texas  
City of Hutto, Texas  
City of Liberty Hill, Texas  
City of Little Elm, Texas  
City of Missouri City, Texas  
City of Plano, Texas  
Town of Addison, Texas

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Hyde Kelley LLP

Flintrock Office Park | 2806 Flintrock Trace, Suite A104, Austin, Texas 78738  
Phone: 512.686.0700 | Facsimile: 866.929.1641 | URL: [www.txlocalgovlaw.com](http://www.txlocalgovlaw.com)

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**General Counsel**

Bay City TIRZ 1 & TIRZ 2  
Buda Economic Development Corporation  
Capital Area Council of Governments  
Alamo Area Council of Governments  
Hutto Economic Development Corporation  
Pflugerville Community Development Corporation  
Rosenberg Economic Development Corporation  
Pflugerville TIRZ 1  
Somerset Economic Development Corporation

**County Government**

Bandera County  
Bexar County  
Edwards County  
Frio County  
Gillespie County  
Karnes County  
Karnes-Wilson Juvenile Probation Department  
Kendall County  
Kerr County  
Limestone County  
Maverick County  
McMullen County  
Medina County  
Smith County  
Williamson County

**RE: Applications for a Position on the TCAA Board Now Open****Jeff Lewis** <jlewis@arwhlaw.com>

Tue 8/1/2023 9:49 AM

To: Evelyn Njuguna &lt;evelyn@tml.org&gt;

■ 1 attachments (630 KB)

08012023 TCAA board app ltr resume 5 pgs.pdf;

Evelyn,

My board application is attached.

Thank you.

**Jeffery C. Lewis**

Atchley, Russell, Waldrop &amp; Hlavinka, L.L.P.

1730 Galleria Oaks Dr.

Texarkana, Texas 75503

Tel 903-792-8246

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**From:** Texas City Attorneys Association <TCAA-LIST@LISTSERV.MUNICODE.COM> **On Behalf Of** Evelyn Njuguna**Sent:** Tuesday, July 25, 2023 3:38 PM**To:** TCAA-LIST@LISTSERV.MUNICODE.COM**Subject:** Applications for a Position on the TCAA Board Now Open

Good afternoon, all:

TCAA is now accepting applications for a position on the TCAA Board. Those interested in applying for a position on the board should fill out an application and return it via email to me at [evelyn@tml.org](mailto:evelyn@tml.org). Application forms are available [here](#) and under the "About TCAA" tab, "Board of Directors" section, on the TCAA website at <https://texascityattorneys.org>. Applications must be received by **5:00 p.m.** on **August 25, 2023**.

If anyone has questions, please feel free 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)

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[Access the TCAA-LIST Home Page and Archives](#)

[Unsubscribe from the TCAA-LIST List](#)

**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.

Jeffery C. Lewis  
Name: \_\_\_\_\_

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, L.L.P.

ATTORNEYS AT LAW

Jeffery C. Lewis



CIVIL APPELLATE LAW

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

August 1, 2023

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

### *Municipal Law Experience*

In 2008, the City Council of the City of Texarkana, Texas, appointed my 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,

A handwritten signature in black ink that reads 'Jeffery C. Lewis'.

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 DistinguishedK and Martindale-Hubbell NotableK 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.

## TCAA Board Application

Levine, Scott <SLevine@garlandtx.gov>

Tue 8/22/2023 9:21 AM

To: Evelyn Njuguna <evelyn@tml.org>

■ 1 attachments (64 KB)

Scanned from a Xerox Multifunction Printer.pdf;

Evelyn,

See attached application. Thank you for the reminder.

**Scott D. Levine**

*First Assistant City Attorney*



City of Garland

(w) 972.205.2384

(f) 972.205.2389

[slevine@garlandtx.gov](mailto:slevine@garlandtx.gov)

**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: Scott D. Levitt

Position: City Attorney - City of Garland

Address: 200 N. Fifth Street Garland, Texas 76110

Phone: 214 228 2284

Email: levitt@cityofgarland.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@tcaa.org.

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



August 22, 2023

Ms. Njuguna,

I am the First Assistant City Attorney for the City of Garland and I have a sincere interest in serving on the TCAA Board. I wish to serve as a board member because I believe that it is important that the City of Garland take a leadership role in the TCAA. Additionally, I believe that I have significant municipal experience, in both the private and public sector, which would allow me to contribute to the TCAA in a meaningful way.

As I indicated previously, I have over three decades of experience in municipal law. As a managing partner in my former firm, Banowsky & Levine, P.C. I represented several municipalities in the Dallas Fort Worth Metroplex including the cities of Anna, Arlington, Denton, Garland, Parker, and Royse City, as well as Collin County. In 2022, I left my firm to take the First Assistant position at Garland.

In addition to my professional career, I also served five terms on the City of Parker city council and currently serve on the board for the North Texas Tollway Association where I serve as the chair of the Customer Service, Projects, and Operations Committee.

Please do not hesitate to contact me if you have further questions. I appreciate your consideration.

Best Regards,

Scott D. Levine

## Re: Board Application and Letter

McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>

Fri 8/25/2023 4:34 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 2 attachments (84 KB)

LTRNjuguna.pdf; 2023-TCAA-Board-Application-Form.pdf;

Evelyn,

Please find attached my application and brief description of service for consideration for Board membership.

Have a great weekend!

Bryan McWilliams  
City Attorney  
City of Amarillo

### 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.

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  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      City of Amarillo

Address: PO Box 1971 Amarillo, TX 79105-1971

Phone: 806-378-6067

Email: bryan.mcwilliams@amarillo.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.



August 25, 2023

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

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

Re: TCAA BOARD APPLICATION

Dear Ms. Njuguna,

Please accept this letter and application for membership on the TCAA Board of Directors. I have served in the City Attorney's Office for the City of Amarillo since 2007. Over the past 16 years I have served in every capacity including my current role as City Attorney since 2018. During this time, I have given presentations for TML and the Government Law Section for the State Bar of Texas and want to continue to grow in my knowledge of the challenges that all municipalities face and more actively participate in the problem-solving collegialism that is mission of the Texas City Attorney's Association.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bryan McWilliams', written over the typed name and title.

Bryan McWilliams  
City Attorney

## Application for TCAA Board of Directors

Deborah Pullum <dpullum@tylertexas.com>

Fri 8/25/2023 5:11 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 3 attachments (145 KB)

Scanned from a Xerox Multifunction Printer.pdf; TCAA - Statement of Interest.docx; Munic Law Experience - CV DPullum.docx;

Ms. Njuguna

I am interested in serving on the TCAA Board of Directors, therefore I am submitting my **Application Form** and two attachments (my **Municipal Law Experience brief /CV** and my **Statement of Interest**). Please find these three documents attached above. If you have any questions or need additional information, please don't hesitate to contact me. My contact information is provided below.

Sincerely,  
*Deborah Pullum*

**Deborah Pullum** | City Attorney  
City Attorney's Office  
City of Tyler | [www.cityoftyler.org](http://www.cityoftyler.org)  
212 N. Bonner Ave., Tyler, TX 75702  
P: (903) 531.1161, C: (903)262-8958  
[dpullum@tylertexas.com](mailto:dpullum@tylertexas.com)

*Deborah*



**Deborah Pullum** | City Attorney  
[dpullum@tylertexas.com](mailto:dpullum@tylertexas.com)  
903-531-1164

**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.

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  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:

Deborah Pullum

Position:

Municipal Attorney

Address:

1111 N. Loop West, Suite 1000, Dallas, TX 75202

Phone:

214-768-1234

Email:

dpullum@tylertexas.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.

# DEBORAH PULLUM



## HONORS AND AFFILIATIONS

♦ Member, Texas City Attorneys Association

♦ Member, International Municipal Lawyers Association

♦ Member, Board of Disciplinary Appeals, State Bar of Texas, 2014–2017, reappointed 2017-2020

♦ Harvard Kennedy School, Senior Executives in State & Local Gov't (July 2018 Class)

♦ President of the Smith County Bar Association, Jul. 2016 – Jul. 2017

♦ Member, College of the State Bar of Texas, 2011-2019

♦ Member, Paralegal Advisory Committee, Tyler Junior College

## LICENSED AND ADMITTED TO PRACTICE:

♦ Supreme Court of the United States, June 2014

♦ Fifth Circuit Court of Appeals, May 2014

♦ U. S. District Court for the Eastern District of Texas  
Apr. 2014

♦ In all Courts of the State of Texas, Nov. 1996

## EDUCATION

□ J.D., College of William & Mary, Marshall-Wythe School of Law. Williamsburg, VA, May 1996

□ B.S., *with honors* in Business Administration, Florida A&M University, Tallahassee, FL, August 1984

## MUNICIPAL LAW EXPERIENCE

### **TYLER CITY ATTORNEY'S OFFICE ♦ Tyler, TX**

**CITY ATTORNEY**

-

**JULY 2013-PRESENT**

**ASSISTANT CITY ATTORNEY**

-

**NOVEMBER 2004 – JUNE 2013**

♦ **ANALYSIS & ADVICE.** Serves as the City Attorney for the City of Tyler, provides legal counsel to the City Manager and City Council, executive staff and departments, and City boards and commissions in all aspects of municipal law. Provides in-depth legal analysis and advice in various areas of law, including but not limited to employment, operational and policy issues, elections, economic development, ethics, land acquisition/transfers, environmental law, code enforcement, utilities, federal programs/grants, construction contracting, zoning and land use, and open government/public information.

♦ Prepares legal opinions in response to questions from the City Council, City Manager, department leaders and other entities. Responds to inquiries from citizens related to City legal matters. Researches and analyzes complex legal issues and correctly applies legal principles, case law, statutes, and other legal authority in the preparation of opinions and briefs.

♦ Analyzes state and federal legislation including proposed bills affecting City interests. Maintains and updates knowledge of state statutes, federal laws, City charter and ordinances, and court decisions relating to municipal issues.

♦ **LEGAL DRAFTING & NEGOTIATION EXPERIENCE.** Drafts original form documents including contracts, ordinances, resolutions, policies, council communications, releases, deeds, leases, and other legal documents as necessary to achieve City's intended purpose. Conducts reviews of various legal documents/ contracts to ensure legality, accuracy, and completeness. Negotiates contracts, settlements, etc., benefiting and/or protecting the City's interests.

♦ **TRIAL/LAWSUIT MANAGEMENT EXPERIENCE.** Represents the City of Tyler and supervises contract attorneys in civil litigation in county, district, and federal courts and before state administrative agencies. Manages litigation in actions including personal injury, property damages, injunctions, excessive force, utility CCNs, election contests, and governmental immunity. Oversees the Prosecution division for Municipal Court.

♦ **MANAGEMENT & BOARD EXPERIENCE.** Acts as Department Leader for the City Attorney's office, the City Clerk's office and oversees the Housing and Community Development departments. Serves on the City Manager's Executive Team and provides legal oversight for City operations. Serves as legal advisor to various City of Tyler quasi-judicial Boards and Council committees, including the Civil Service Board, Board of Adjustments, Neighborhood Revitalization Board, Infrastructure Improvements & Investments Committee, and Quality of Life and Space Committee.

**STATEMENT OF INTEREST IN SERVING ON THE TCAA BOARD OF DIRECTORS**

Over the years that I have been involved in local government, I have seen cities, city staff and the communities that rely on our service face many challenges to its underlying purpose of local governance and to its subsistence by the limitation of funding sources. I have been proud to see how the legal professionals that are employed by our Texas cities and are members of the Texas City Attorneys Association have provided the leadership needed to develop the best solutions for our cities and communities. The Texas City Attorneys Association and its membership provide such a high level of legal support and a depth of knowledge to its members, that city attorneys across the state would be hard press to respond to such challenges without the Association's guidance and advocacy.

Throughout the past nineteen years that I've worked in municipal government, TCAA has been a trusted resource for me and the assistant city attorneys that work with me. I would like to be a part of ensuring that legacy endures, so that future city attorneys and their assistants will continue to have a community of interest that will help them meet the challenges of their day. I hope you will consider my Application.

Respectfully,

***Deborah Pullum***

Deborah Pullum | City Attorney  
City Attorney's Office  
City of Tyler | [www.cityoftyler.org](http://www.cityoftyler.org)  
212 N. Bonner Ave., Tyler, TX 75702  
P: (903) 531.1161  
[dpullum@tylertexas.com](mailto:dpullum@tylertexas.com)

## Application for TCAA Board

Kristi Skillern <[kskillern@cityoflufkin.com](mailto:kskillern@cityoflufkin.com)>

Mon 8/21/2023 9:16 AM

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

■ 1 attachments (141 KB)

TCAA Board of Directors application.pdf;

Ms. Njuguna:

Attached please find my application with attachment to the TCAA Board of Directors. TML and TCAA has been a wonderful resource for me in my role, and I would be honored to serve on the Board.

Thank you for your kind consideration.

Kristi

Kristi C. Skillern  
City Attorney



300 E. Shepherd  
Lufkin, Texas 75901  
Office (936) 633-0260  
Cell (214) 577-5900  
Fax (936) 633-0381  
[kskillern@cityoflufkin.com](mailto:kskillern@cityoflufkin.com)

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**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: Kristi C. Skillern

Position: Board

Address: 300 E. Shepherd, Lufkin, Tx. 75901

Phone: 936-633-0260

Email: kskillern@cityoflufkin.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.



**Municipal law experience:**

I have been the City Attorney for Lufkin, Texas for one year. We are the county seat of Angelina County with about 38,000 citizens. I have no assistants, so I am basically the law department for the City. And, let me tell you it has been an incredibly busy and rewarding year. I have handled numerous HR issues, written ordinances and resolutions, advised council members, dealt with civil service issues, worker's compensation claims, a pending lawsuit and an arbitration. I also oversee municipal court and its budget. And, I am starting a Teen Court program in September that I am looking forward to running. My prior experience for the past 15 years was as in-house counsel for State Farm handling insurance defense cases.

**Reasons for wishing to serve:**

The main reason for my application is my desire to serve and "give back" to this profession. Since I am new to a role in municipal government, I feel I can contribute a fresh perspective to the Board. A secondary reason revolves around our City slogan to "Meet the needs of citizens." In order to accomplish that mission, it is important for me to keep apprized of the legal issues surrounding cities today. I feel that my representation on the Board would assist with my role as City attorney and serving our City and our community in the best way possible.

## TCAA Board Application 2023

Clarissa Rodriguez <cmrodriguez@rampagelaw.com>

Thu 8/24/2023 10:32 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 3 attachments (76 KB)

TCAA 2023 Application (4890-9176-9467.1).pdf; Bio and Resume (4817-1706-5659.1).docx; Essay- TCAA Application 2023 (4887-9810-0091.2).docx;

Hi Evelyn,

Please see attached for my TCAA Board application. If you need anything further, please let me know.

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)

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

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Name: Clav1ss0- (Lt 12ocLVley-:cz,

Position: 1JffiVGirolO(&c .

Address: lo (1-- :1J M avh San Antonio, TX 78217

Phone: 2:0/ 22 f- 3. Z.+3

Email C VIVo01 ngu-cr @ vet\_rvxpog el 3/4I, Gr:tb

- 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 [cvclyn@tml.org](mailto:cvclyn@tml.org).

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



**Clarissa M. Rodriguez** is a Partner at Denton, Navarro, Rocha, Bernal & Zech P.C.. Ms. Rodriguez earned her Bachelor of Arts in Speech Communication from Texas A&M University in 1998, her Masters of Public Administration from the University of Texas at San Antonio in 2001, and her Juris Doctor from Drake University School of Law in 2006. She was admitted to the State Bar of Texas in 2006. She has 17 years of legal experience and 15 years of municipal, government law, and economic development legal experience. Ms. Rodriguez is experienced in local government and municipal law, Texas Public Information Act, Open Meetings Act, ordinance and resolutions drafting, and municipal prosecution, with expertise in civil litigation, employment issues, ordinance drafting, land use, municipal infrastructure issues, premises liability, personal injury, and constitutional issues. Ms. Rodriguez is admitted to practice before the United States District Court, Southern District of Texas, the United States District Court, Western District of Texas, and the Fifth Circuit Court of Appeals.

Ms. Rodriguez serves as the City Attorney for the City of Live Oak and City of Kirby, Texas. On a daily basis, she assists the Firm with a range of municipal law issues, focusing in particular on legal requirements for employment, police, fire and civil service issues, including revisions to personnel manuals for legal compliance, personnel training for discrimination and harassment, drug testing, ADA, FLSA, FMLA, EEOC Charges and daily personnel matters. She also manages daily issues related to planning, zoning, contracts and serves as EDC general counsel. She is also the General Counsel for the San Antonio Housing Trust, its PFC and FC as well, which requires evaluation of housing regulations and compliance on a daily basis related to contract review, procurement and other legal matters. She serves as litigation counsel for the Firm, working on a multitude of pre-litigation and litigation matters for the TMLIRP, which includes complex litigation issues, defending cities on immunities, 1983 and other civil rights cases, personal injury, employment, land use, among many others.

# CLARISSA M. RODRIGUEZ

---

**Clarissa M. Rodriguez** is a Partner. She joined the Firm in 2008. She is experienced in representing municipalities as City Attorney and General Counsel, with expertise in handling day to day operations, human resources/employment matters including training and personnel manual updates, ordinance drafting, contract review, planning & zoning matters and tracking legislation for municipal entities and associations. She also has experience in Police and Fire civil service issues. Her litigation practice involves employment issues, land use, municipal infrastructure issues, premises liability, personal injury, and constitutional issues. Ms. Rodriguez has been practicing law since 2006 and has been practicing municipal law since 2008.

## Areas of Practice

City Attorney/General Counsel

Civil Appeals – State & Federal Courts

Civil Rights Litigation/Constitutional Litigation

Including §1983, excessive force, takings, First Amendment, Due Process, etc.

Civil Trial – State & Federal Courts

Development Agreements

Economic Development

Labor & Employment Litigation

Including Title VII, Whistleblower, ADAAA, FLSA, etc.

Land Use, Annexation & Code Compliance Litigation

Including zoning, vested rights, etc.

Municipal Incorporation Litigation

Municipal Prosecutions

Ordinance Drafting

Special Counsel Projects

Texas Tort Claims Act Litigation

Texas Public Information Act – Open Records

Open Meetings Act

## Bar Admissions

State of Texas, 2006

State Bar No. 24056222

U.S. District Court Southern District of Texas, 2009

U.S. District Court Western District of Texas, 2007

U.S. Court of Appeals 5<sup>th</sup> Circuit, 2011

## Employment Experience

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

2008 to Present

Partner. Assists with representation of clients in state and federal litigation matters in civil defense litigation, including motion practice, discovery and depositions for governmental

entities. Assists with representation of municipalities, economic development corporations, and counties as City Attorney and General Counsel. Researches legislation, statutes, performs statutory interpretation, and assists with negotiations in municipal and state government relations in lobbying for municipal and governmental entities.

*Shelton & Valadez, P.C.*

2006 - 2008

Associate Attorney. Assisted with representation of clients in state and federal trial and arbitration matters in a wide range of commercial, work injury and civil defense litigation disputes. Extensive written discovery, depositions and motion practice experience, including appearances in federal and state trial courts. Researched statutes, performed statutory interpretation, contract interpretation and assisted with negotiations in municipal and state government relations for multiple clients within the law firm.

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

Summer 2004 and 2005

Law Clerk. Served as a law clerk during law school. Analyzed and drafted memoranda regarding employment law, 11<sup>th</sup> Amendment, sovereign, and official immunity, premises liability, and civil procedure issues.

### **Professional Associations and Memberships**

State Bar of Texas

San Antonio Bar Association

American Bar Association

Texas City Attorneys Association

### **Education**

*Drake University School of Law*, Des Moines, Iowa

Juris Doctor – 2006

Legislative Practice Certificate – 2006

*The University of Texas at San Antonio*, San Antonio, Texas

Master of Public Administration – 2001

*Texas A&M University*, College Station, Texas

Bachelor of Arts – 1998

Clarissa M. Rodriguez

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

San Antonio, Texas

**2023 Statement for TCAA Board Application**

For the last 15 years I have actively participated in TCAA as a member through my firm Denton, Navarro, Rocha, Bernal & Zech. An opportunity to continue that service on the TCAA Board would allow me the ability to help others while collaborating with my fellow colleagues across the state. In my activities with TCAA, I have attended almost all Fall and Summer Conferences. I have also presented several times and offer topics for presenting. As an attorney who has experience in representing municipalities and governmental entities in both the litigation, general counsel, and city attorney work, I believe I have a unique skillset to contribute to TCAA Board. I have become quite proficient at advising clients in advance of litigation and explaining the repercussions on the back end helping them through those legal proceedings.

This year, there are significant changes recently to legal issues as they pertain to municipal law, such as the "Death Star Bill" HB 2127 and HB 471 on fire/police benefits which will be critical in assisting our fellow colleagues navigate over the year. My experience and education in Public Administration can provide leadership in that arena. My experience as both a litigator and city attorney will contribute to developing a range of information for contributing to the interpretation of these issues. Developing networking opportunities for our colleagues is an important way for municipal attorneys to grow and connecting people is one thing I do well; being a part of the TCAA Board will afford opportunities to connect people across the state. I love doing training and can assist in developing the CLE for TCAA. I would like to contribute to the Board to assist with facilitating information to its members more regularly I would like an opportunity to bring new ideas in how the Board can expand its work, to possibly include service opportunities and communicating the Board's work and efforts with the members across the state. TML has active Regional groups, therefore, if I am selected, I would like to facilitate additional Regional TCAA opportunities across the state or quarterly webinars as noted in the TCAA constitution related to emerging and specific municipal legal topics. I believe the TCAA Listserve can also be improved with determining whether there can be a way to efficiently and directly share documents, instead of how we have to ask for email addresses and send separately. And also, identify those making comments or asking for guidance from our colleagues because that information is not always available. Also, with the continuation of disasters affecting municipalities across the state, we should consider expanding the CARE unit and additional resources to those who need them in the areas affected.

TCAA has afforded me opportunities to grow my practice and knowledge in and municipal law and I am very grateful for every day with connecting with other attorneys at the conferences, reading case summaries, reading and gathering helpful information on the TCAA Listserve. I have applied to join the TCAA Board of Directors for several years and my commitment to serve remains unwavering; as a Partner of one of the leading municipal government Firms in the State, I am looking forward to continuing to contribute to the legacy of service exhibited by my mentors and prior board members.

Your consideration is appreciated!

## TCAA Board Application- Isaac Tawil

Austin Stevenson <astevenson@mcallen.net>

Tue 8/22/2023 8 44 AM

To: Evelyn Njuguna <evelyn@tml.org>

■ 3 attachments (705 KB)

TCAA Board Application- Isaac Tawil.pdf; TCAA BoD Statement- Isaac Tawil.pdf; CV w Municipal Experience- Isaac Tawil.pdf;

Good morning, Ms. Njuguna:

Please find attached Isaac Tawil's TCAA board application and supporting materials.

Respectfully,

Austin Stevenson  
Assistant City Attorney  
(956) 681-1090

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

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

Isaac J. Tawil  
Name: \_\_\_\_\_

Position: City Attorney  
\_\_\_\_\_

Address: 1300 Houston Ave., McAllen, TX 78501  
\_\_\_\_\_

Phone: 956-681-1090  
\_\_\_\_\_

Email: itawil@mcallen.net  
\_\_\_\_\_

- 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.



CITY ATTORNEY'S OFFICE  
P.O. Box 220  
McAllen, Texas 78505-0220  
956-68H090 Office  
956-68H099 Fax  
[www.mcallen.net](http://www.mcallen.net)

August 21, 2023

Dear Honorable TCAA Board

With great pleasure and humility, I submit my application for nomination to the Texas City Attorneys' Association Board of Directors. As a lawyer practicing for over 20 years, I have proudly dedicated nearly half of that time to representing the City of McAllen. My diverse experience as a trial lawyer and certified mediator, and businessman, coupled with my long-time representation of the City of McAllen, gives me unique insight into the demanding duties each city attorney faces. I am excited to play a vital role in elevating the municipal law profession across the state.

Over the past 20 years, I have enjoyed assisting countless clients with a vast array of legal issues. Most recently, I have served as the City Attorney for McAllen, Texas. As City Attorney, I am the Chief Legal Officer for the City of McAllen, responsible for providing legal advice to the Mayor, City Commission, City Management, Police Department, Fire Department, Planning and Zoning Department, Building Inspections Department, the McAllen Public Utility and dozens of other city departments. I also supervise several lawyers, paralegals, in-house claims adjusters, and land acquisition personnel.

Prior to serving as the City Attorney, I was the Litigation Section Chief of the McAllen City Attorney's Office. In this capacity, I was the lawyer primarily responsible for representation of the City's interests in all matters of litigation, including without limitation, defense of claims against the City, condemnation, civil rights claims, civil service appeals, employment litigation, and voters' rights claims among many others. My career has allowed me to represent the McAllen Housing Authority, local and international elected officials, large and small corporations, and individuals with varying legal issues, including both prosecution and defense of criminal litigation, family law issues, personal injury litigation, employment litigation, contract litigation, construction defect litigation, complex transactional matters, and healthcare law.

I understand this is a highly coveted nomination and entails a significant time commitment. I am confident my experience and desire to serve coupled with my desire to further the practice of municipal law will allow me to make concrete contributions to TCAA's mission and goals. I look forward to discussing this opportunity with you further and remain ready and willing to serve TCAA.

*124)*

Isaac ;l  
City Attorney  
McAllen, Texas

# Isaac J Tawil

Attorney | Mediator

1300 W. Houston Ave., McAllen, Texas 78501  
Itawil@mcallen.net 956-457-6261

## Legal Experience

---

City of McAllen

City Attorney's Office 2021-Present

City Attorney's Office 2012-2021  
Litigation Section Chief  
1300 Houston Ave

McAllen, Texas 78501

My career with the City of McAllen began as a part-time prosecutor in the Municipal Court. Shortly thereafter, I was hired to work full time as a member of the in-house legal team assisting with various projects including legal issues related to the Performing Arts Center, various development agreements, the airport and as general counsel to the various departments of the City. When the City decided to self-insure, I was asked to take the lead in the development of a self-insurance and in-house defense and litigation department for the City Attorney's Office. Since the implementation of the City of McAllen Self-Insurance and Risk Management Claims Program in 2015, I have been the lawyer in charge of claims management, lead counsel on all litigation filed by or against the City of McAllen and was tasked with the general oversight of the program's employees and budget. During my tenure, I have successfully defended contested liability claims resulting in millions of dollars saved in insurance premiums and claims paid as compared to the City budget prior to the implementation of the program. Additionally, while working as the head litigator for the City, I continued to provide general counsel assistance to the various City departments.

Garcia Quintanilla & Palacios  
Attorney - August 2007- August 2012  
5526 N. 10<sup>th</sup> Street

McAllen, Texas 78504

While working with Garcia Quintanilla & Palacios, the scope of my practice was expansive. In addition to handling complex commercial disputes in litigation, I also represented personal injury plaintiffs and defendants in various claims, litigated lender liability and complex commercial claims, handled hundreds of family law matters, and obtained my certification as both a general and family law specialized mediator.

During this time, I also successfully tried a complex personal injury case for a plaintiff whose child was killed after a charter bus broadsided their vehicle. With less than a day to prepare for trial, I successfully tried the case and obtained a jury verdict in excess of \$11,000,000 for the client.

While working with Garcia Quintanilla & Palacios, I was hired to assume the representation of Filipino Congressman and world-renowned boxer Emmanuel "Manny" Pacquiao in a breach of contract filed against the Congressman in Federal Court in McAllen. Upon assumption of the case, I was able to successfully identify fraudulent claims by plaintiffs and manipulation of evidence by the plaintiffs and through various forensic techniques successfully presented to the court a motion for dismissal of the action against my client. The dismissal withstood review on appeal to the 5<sup>th</sup> Circuit.

Law Office of Tom Wilkins

Associate Attorney – August 1999- August 2007

3900 N. 10<sup>th</sup> Street Suite 1010

McAllen, Texas 78504

While working with the Law Office of Tom Wilkins, my legal work focused mainly in the areas of commercial litigation and complex business transactions. Within the first year after obtaining my law license, I assumed lead trial responsibility for a multi-party complex construction defect case. Representing a local developer, we sued over 20 defendants and settled with all defendants in less than one year. Additionally, I represented the developer of several low-income housing projects which the State Attorney General deemed an illegally developed colonia in violation of state law. In litigation which was brought against my client in the District Court for Travis County, I successfully resolved the litigation for my client with no additional cost nor construction obligations in the developments.

## Business and Other Notable Experience

Amara Hospice

Founding and managing member of the largest hospice agency in Hidalgo County. Amara Hospice was the first hospice agency to offer all levels of hospice care (routine home care, respite care, general inpatient care, and continuous home care) in the Rio Grande Valley. Amara Hospice serves patients in a four-county area including Hidalgo, Starr, Cameron, and Willacy Counties. The agency currently employs nearly 50 health care employees including physicians, nurses, certified nurse assistance and office personnel. Amara Hospice operates from its 14,500 Joint Commission certified free-standing general inpatient hospice located in Edinburg, Texas.

As general counsel for the Hospice I drafted the company's operating policies to be compliant with both local, state, and federal regulations as well as the Center's for Medicare Services policies and State Medicaid requirements for participation. My duties also include employee oversight and organizational administration.

Southwest Research Institute

As a legal intern during law school, I had the unique opportunity to work for Southwest Research Institute (SwRI), a nationwide independent, nonprofit, applied research and development organization. While working at SwRI, I had the opportunity to assist in launching SwRI designed research satellites from foreign launch sites. I additionally provided research assistance in a product liability claim related to electronic relay switch failures in certain high-power antennae installed on the US Naval submarine fleet.

## Education

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St. Mary's University, School of Law  
1996-1999

J.D.

Legal Research Assistant – Professor Aloysius A. Leopold

Compiled nationwide comprehensive controlling decisions regarding community property and common law property decisions for the preparation of a major law review on issues relevant to marital dissolution decisions and the varied handling by jurisdiction.

Teaching Assistant -- Professor Lee Lytton, III

Conducted weekly review of course work and study sessions related to property law for first year law students to assist in their preparation for exams and general understandings of major concepts as requested by Professor Lytton.

University of Texas, Austin

1992-1996

B.A., Psychology

## General In-House Counsel Expertise and Experience

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During my tenure as an Assistant City Attorney with the City of McAllen Legal Department, I have provided legal advice to City Management and the City Commission in a vast array of legal issues including:

### 1. Complex Real Estate Development

a. Provided advice related to the construction of the Performing Arts Center and was instrumental in drafting language to hold project architect accountable for budget overages. Additionally, have provided legal advice in the areas of parkland development in conjunction with the local school district and the conversion of parkland for general development purposes.

### 2. Development Agreements

a. Drafted and reviewed dozens of development agreements for the expansion of both retail and industry in the City of McAllen and certain projects in the surrounding area, including agreements with SpaceX and a local hospital system.

3. Planning and Zoning

- a. Provided general legal advice to development center staff on a variety of issues including the interpretation and implementation of City Ordinances related to development requirements

4. Airport Law

- a. Provided general legal advice to the current and previous directors of the McAllen Municipal Airport in revamping agreements with rental car companies, concessionaire contracts, mainline air service, airport revenue among, development of airport hanger lease policies and their implementation.

5. Civil Service Law

- a. Participated in several civil service disciplinary arbitrations and successfully defended both police and fire department disciplinary determinations; served as counsel in litigation related to promotional disputes raised in conjunction there with.

6. Healthcare Law

- a. Provided the benefits department advice in the negotiation of various agreements related to the administration of the health benefits available to City employees and served as a legal resource for compliance with key personnel training in areas of HIPAA implementation and compliance.

7. Workers' Compensation Law

- a. In addition to filing suits to protect and collect worker's compensation benefits liens, have also provided legal advice to Risk Management staff in the implementation of various policies for workplace safety, claims mitigation and resolution, and catastrophic loss management.

8. Emergency Management

- a. In the wake of various disasters, have prepared emergency declarations for the Mayor and City Management. Additionally, provided significant legal guidance for the creation and implementation of the COVID-19 task force protocols which successfully mitigated widespread infection among city employees. I continue to monitor CDC and other disease control sites for updated guidance in public health management of COVID-19 mitigation.

9. Condemnation and Eminent Domain

- a. Prosecuted several lawsuits for the acquisition of rights of way and other property for the development and furtherance of public need and projects.

10. Insurance Law

a. Instrumental in the development of the City's Self-Insurance and Risk Management program which, in addition to claims-related litigation, includes general advice for the reduction of risk and protection of the program's budget.

11. Budget Management

a. Primarily responsible for the management and administration of the City's Self-Insurance and Risk Management budget and oversight of the program's employees

12. Human Resources/ Employment Law

a. In addition to defense of employment related litigation against the City, have provided general advice to the Human Resources director in the implementation of City Policies and Procedures and have represented City Management in human resources appeals proceedings

13. Depository Agreements

a. In the wake of the City's primary local depository facing failure, strategically prepared and implemented agreements to secure the City's funds and see that all City assets were protected from the depository's failure

14. Municipal Procurement

a. Provided legal advice and interpretation of contractual provisions related to City purchasing, contractor insurance and indemnity requirements and City compliance with procurement laws including among others Davis Bacon.

15. Open Government

a. Reviewed notices of public meetings, provide advice on the implementation of changes in the law related to public engagement during open meetings and ensured compliance with the open meetings act

16. Public Information

a. Provided City Management legal advice in its response to requests for public information and additionally requested numerous opinions regarding public information from the Attorney General.

17. Election Laws

a. Provided City Management legal advice in the implementation of State election laws and addressed legal issues related to candidate qualification, resign-to-run, mail-in ballots and other issues related to the administration of City elections.

18. Nuisance Abatement

a. Filed and successfully resolved several lawsuits to further Management's efforts to abate nuisances that posed serious threats to the health and safety of the local community

19. Civil Rights

a. Successfully defended several claims of civil rights violations related to claims against both the McAllen Police Department and several individual officers.

20. Water Law

a. Reviewed and prepared agreements related to the sale and purchase of water for the public utility and have additionally assisted in the City's dealings with several local Water Improvement and Irrigation Districts

21. Government Contracts

a. Drafted and reviewed hundreds of contracts, interlocal agreements, memorandums of understanding and other legal instruments which are critical to various City functions and events.

22. Public Housing

a. Advised the McAllen Housing Authority and successfully prosecuted a lawsuit for recoupment of MHA funds paid to a landlord which was found to have violated HUD rent policies.

23. Civil Litigation

a. Serve as lead attorney on over 80 lawsuits filed by or against the City of McAllen in the areas of employment litigation, civil rights litigation, Tort Claims Act defense, condemnation, nuisance abatement, annexation, and municipal court prosecution. A description of notable litigation is included below.

24. CDBG

a. Provide legal guidance to CDBG related to grant administration, HUD compliance, and community agency funding.

25. Police Department

a. Provide legal advice to Police Chief and Captains in connection with legal elements of various crimes, ongoing training and compliance and assistance with interaction in various courts as needed.

26. Fire Department

a. Provide legal advice to Fire Chief related to ambulance service to the City of McAllen and various compliance issues as needed.

27. City Board Representation

a. Provide legal advice to City the McAllen City Commission, Public Utility Board, and additionally the Ambulance Evaluation Committee, Building Board of Adjustments & Appeals, the community Development Board, the McAllen Economic Development Council Board, the McAllen Housing Authority, the McAllen housing Finance Corporation, the Airport Advisory Board, the Property & Casualty Claims Board, among others.



## Notable Litigation

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### 1. CTC Distributing Ltd v. Descon Construction, et al., in the 92<sup>nd</sup> Judicial District Court, Hidalgo County, Texas

This was a construction defect case on which I was lead counsel for Plaintiff. The suit involved 21 individual defendants. This was the first lawsuit I handled as lead counsel. I worked the case from the ground up, which included formulating the case strategy, managing expert witnesses, conducting depositions and discovery and all other facets of the case, up to and including preparation for trial. The case resulted in a multi-million-dollar settlement for Plaintiff.

Case was filed on 12/06/2002 and was assigned to the 92<sup>nd</sup> judicial district court of Hidalgo County, Texas.

### 2. Imperial Ed Promotions, LLC v. Emmanuel Pacquiao, in the United states District Court for the Southern District of Texas, McAllen Division.

Edumndo H. Lozano Individually and d/b/a Imperial Ed Promotions v. Emmanuel Pacquiao, et al, in the 93<sup>rd</sup> Judicial District Court, Hidalgo County, Texas

I was initially approached to substitute as local counsel for Emmanuel Pacquiao in the federal action as Mr. Pacquiao was not satisfied with his local representation. The matter arose as a breach of contract case in which Plaintiff alleged that Mr. Pacquiao had committed an anticipatory breach of contract and ultimately failed to make an appearance in Hidalgo County, Texas. During my representation, I was able to determine that Plaintiff failed to adhere to required protocols and lacked standing to bring its suit. Additionally, after engaging in limited discovery, I was able to develop the theory that Plaintiff had fabricated documents and evidence ultimately resulting in the dismissal of the case. The dismissal was upheld on appeal to the 5<sup>th</sup> Circuit.

Subsequent to having the Federal matter dismissed, Plaintiff refiled his lawsuit in State court alleging that his/its lawyer engaged in professional malpractice and additionally sought to re-litigate his claims against Mr. Pacquiao. Ultimately, Plaintiff settled his claims with his lawyers and all claims against Mr. Pacquiao were dismissed.

### 3. In the Estate of Adelio Falcon Lopez, Deceased, in the Probate Court of Hidalgo County, Texas.

After the death of Mr. Lopez, three of his daughters were the beneficiaries of a life insurance policy. They used the proceeds of that policy to purchase an apartment complex. Subsequently, there became a need to probate his estate. Unrelated to the life insurance, during the pendency of the administration of the estate, an after-born child made an unlawful claim for an interest in the life insurance proceeds which caused a delay in the sale of certain assets of the estate. Real estate counsel for the estate was not familiar with the procedure to have the notice of lis pendens removed. I was able to demonstrate the absolute jurisdiction of the probate court over the real estate matter, successfully remove the lis pendens, and completed the complex real estate transaction which resulted in the tax-free transfer of a multi-million-dollar complex.

4. Lidia Salinas, et al v. Manrique Salinas Autobuses Del Noreste, S.A. de C.V.; in the United States District Court, Southern District of Texas

This case arose from a commercial car accident. My client in this matter, Manrique Salinas, was traveling on a winding road near Reynosa, Mexico, when suddenly a commercial bus disregarded a stop sign crashing into my client's automobile, killing his wife and one of his children. Suit was filed in state district court in Hidalgo County, Texas. Defendants unsuccessfully attempted to remove venue to Harris County. I was retained on the second day of trial to try the case for Mr. Salinas. Counsel for Plaintiff, on the Monday evening prior to trial, contacted me and requested that I appear for him in the morning to urge a continuance of the matter as plaintiff's counsel's father had suffered a heart attack during jury selection. The judge refused the continuance, and I was authorized to try the case on behalf of plaintiff, having less than an evening to prepare. I tried the case to the jury, which ultimately awarded Mr. Salinas a multi-million-dollar judgment against the Defendant. After the jury verdict, and prior to entry of the judgment, Defendant for the first time attempted to remove the case to Federal District Court, McAllen Division. Prior to remand or entry of the judgment, a confidential settlement was reached.

This case was originally filed in the as cause number C-2951-07-C; 139<sup>th</sup> District Court of Hidalgo County, Texas on

5. CSQ Texas Co Et Al v. Moon G. Kim, et al; in the 370<sup>th</sup> Judicial District Court, Hidalgo County Texas

This case involved a Deceptive Trade Practices Act claim against a predatory tow truck company in which Plaintiff alleged that the entity had engaged in unlawful activity under the Texas State Towing Statute. On behalf of my client, the tow company, I filed a motion to dismiss for lack of jurisdiction of the State District Court. At the time of the suit, the state statute regulating tow truck companies was clearly preempted by the Federal Reauthorization Act. Ultimately, the judge of the 370<sup>th</sup> District Court agreed, and dismissed all causes of action against my client. This case marked an important recognition of the ability of the federal government to preempt state regulation of business

6. Garcia v. City of McAllen, Texas, In the United States District Court, Southern District of Texas

Plaintiff filed a complaint alleging excessive force claims against the City of McAllen police department after his daughters were brutally murdered by their stepfather. Plaintiff claimed that in responding to a domestic violence call, McAllen police officers discharged their weapons shooting and killing his children. Additionally, Plaintiff claimed that the police department lacked sufficient training and fostered and condoned the excessive use of force. In addition to the alleged civil rights violations, Plaintiffs claimed that the City violated the Texas Public Information Act. I successfully represented the City of McAllen in having all the civil rights claims dismissed before having to answer the suit, and the alleged violations of the Public Information Act claims dismissed on summary judgment without trial.

7. Cavazos v. City of McAllen, in the 430<sup>th</sup> Judicial District Court of Hidalgo County, Texas

This case involved a side-swipe car accident between a City of McAllen refuse vehicle and a pickup truck. Liability was contested, and Plaintiff was represented by exceptional, widely-respected trial counsel. Plaintiff refused reasonable offers to settle this case, and the case was tried to a jury. After trial, the jury found that 95% of the liability for the accident lied with Plaintiff and he was awarded no damages. This case was important because it was the first major accident case that the City of McAllen tried after implementing a self-insurance program. As the lead litigation attorney and attorney responsible for implementation of the program, this case was critical in establishing our ability to defend our client and to justify our client's ability to assess liability fairly.

This case was originally filed on February 7, 2018 as Cause number C-0488-18-J and tried to a jury on October 21, 2019.

#### 8. Araujo v. City of McAllen in the 430<sup>th</sup> Judicial District Court, Hidalgo County, Texas

This case involved a slip and fall at the McAllen Central Bus Terminal. Plaintiff tripped and fell while walking to board a bus for a trip to Mexico. Plaintiff in this case was represented by competent counsel with significant experience suing and defending governmental entities. Despite significant efforts to create issues of fact regarding the level of knowledge Defendant City of McAllen had with respect to damage and defects in the sidewalk where the accident allegedly occurred, Plaintiff's claims were defeated on a plea to the jurisdiction. In addition to the importance of the result in this matter to my client, this case was critical in limiting an unjustified expansion or relaxing of the notice requirements which can lead to a waiver of liability under the Texas Tort Claims Act.

This case was originally filed as Cause number C-0979-17-J and the Defendant, City of McAllen Plea to the Jurisdiction was granted on February 4, 2019.

#### 9. McAllen Housing Authority v. Diamond in the 430<sup>th</sup> Judicial District Court, Hidalgo County, Texas

In this case I represented the McAllen Housing Authority in bringing claims against the operator of several low-income housing projects operating under the Housing Authority's low-income housing program. This claim was unique in that it involved prosecuting claims against a landlord for mischarging tenants under a HUD-sponsored program. Under the specific program at issue a landlord can be liable to the Housing Authority for all rents collected when a landlord mischarges a tenant under the program. This is one of only a handful of similar cases that have been tried nationwide and was a critical deterrent to the unscrupulous practices of local low-income landlords. I successfully collected significant funds for the Housing Authority and corrected many bad practices among low-income landlords as a result of the litigation.

This case was originally filed by the McAllen Housing Authority on October 31, 2018 and resolved by settlement agreement on July 31, 2019.

#### 10. Lopez v. City of McAllen, in the United States District Court, Southern District of Texas

This was an employment discrimination case brought against my client, the City of McAllen. Plaintiff claimed that he suffered age and race discrimination and was wrongfully terminated as a result thereof. This case involved significant and thorough discovery and was ultimately dismissed on summary judgment. At the summary judgment hearing, Plaintiff admitted that he had no evidence to rebut the defenses I developed for the City and ultimately

acquiesced to the dismissal of the case as a result. This case was significant because it was the first employment related claim brought against my client under its new self-insurance program and verified that its adjustment of claims against the City of McAllen for discriminatory employment practices are fair.

This case was originally filed on January 20, 2017 as Cause number M-17-025 and final summary judgment in favor of the City of McAllen was granted on June 18, 2018

#### 11. Ford Motor Company v. Garcia, 363 SW3d 573, Texas 2012

In this case, my client, Mr. Garcia, was appointed Guardian ad litem and Attorney ad litem to represent the interests of minor plaintiff who was injured in an automobile accident. The dispute at issue involved the award of fees for the guardian and/or attorney ad litem and the distinctions of each under Texas law. In this case I represented my client and his interest through litigation and appeal to the Texas Supreme Court which ultimately clarified the differences in attorneys and guardians ad litem under Texas law and solidified how each is to be compensated for their services.

## Licenses and Associations

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State Bar of Texas

United State District Court, Southern District of Texas  
United State Court of Appels, Fifth Circuit

State Bar of Texas Government Law Section  
State Bar of Texas Health Law Section  
State Bar of Texas Alternative Dispute Resolution Section  
State Bar of Texas Litigation Section

College of the State Bar of Texas

## TCAA Board Application

Will Trevino <Will.Trevino@brownsvilletx.gov>

Wed 7/26/2023 1:01 PM

To: Evelyn Njuguna <evelyn@tml.org>

■ 3 attachments (2 MB)

Guillermo S. Trevino Resume v3.pdf; Will's TCAA-Board-Application.pdf; TCAA Board Application Letter.pdf;

Hello Evelyn,

Please find attached my board application and additional enclosures for consideration. Thanks!

**Thanks,**

**Guillermo (Will) S. Trevino**

City Attorney

City of Brownsville | Office of the City Attorney

1001 East Elizabeth Street | Brownsville, Texas 78520

Tel: (956) 548-6070 Cell: (956) 556-5520

*For more information about the City Attorney's Office click [HERE](#)*

*To schedule a meeting, click [HERE](#)*



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**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: Guillermo (Will) Samuel Trevino

Position: City Attorney - City of Brownsville, Texas

Address: 1001 E. Elizabeth Street, Brownsville, Texas 78520

Phone: 214-909-1199

Email: will.trevino@brownsvilletx.gov

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

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.

Will graduated from Texas A&M in 2004 with a degree in Psychology. In 2007, he received his law degree from Texas Southern University Thurgood Marshall School of Law and his masters in law from Western New England School of Law in 2011. In December 2021, Will received his MBA from Baylor University, with a concentration in cyber security. He is currently enrolled in Baylor University's doctoral program in Learning and Organizational Change.

Will is the 2018 recipient of the Rising Advocate in Government Law presented by the State Bar of Texas Government Law Section to recognize an outstanding government lawyer who has provided exemplary service to the profession and the public. He has worked with cities for more than twelve years. He provided legal services to cities in both his private practice work and as an in-house attorney for the City of Fort Worth. Will previously worked for Texas Municipal League as a legal counsel and is currently the City Attorney for the City of Brownsville. He is also a council member of the State Bar of Texas Computer Law & Technology Council and contributed to the 2021 9th Edition of the National League of Cities Model Charter manual.

# **Guillermo (Will) Samuel Trevino, J.D., LL.M., MBA**

1751 Westminster Rd. • Brownsville, Texas 78521

Cell: (214) 909-1199 • Email: [willtrevino@gmail.com](mailto:willtrevino@gmail.com)

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## **BAR MEMBERSHIP**

Admitted to the State Bar of Texas, November 2008

## **WORK EXPERIENCE**

**City of Brownsville**, Brownsville, TX, February 2022 – Present

**City Attorney** (Previously First Assistant City Attorney)

- Responsible for providing quality legal services to assigned departments, boards, committees, and commissions
- Responsible for overseeing the Office of the City Attorney and its four assistant attorneys and five personnel members
- Provides legal advice and services to the City, Mayor and Board of Commissioners, City Manager, and Staff
- Reviews documents and provides legal opinions and advice
- Prepares, reviews, tracks, and analyzes contracts, agreements, policies, and other legal documents
- Represents the City in negotiating legal issues; assures that legal issues are resolved within City policy guidelines and applicable law; assures effective communication of issues with City principals
- Recommend changes in policies and procedures in order to meet legal requirements
- Provides final decision-making on legal matters affecting policy with possible significant cost implications
- Makes professional presentations before boards, commissions, and the Board of Commissioners
- Prepares legal instruments for boards and commissions, City Manager, and Board of Commissioners
- Supports the relationship between the City of Brownsville and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City Staff

**Town of Indian Lake**, Indian Lake, TX, October 2022 – Present

**Presiding Judge**

- Preside over Municipal Court for all class C Misdemeanors, Town matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court
- Review, approve, and/or deny motions filed before the court
- Determine innocence or culpability in bench trials and levy fines as appropriate
- Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of the law
- Review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, and affidavits
- Support court activities with Municipal Court Clerk, Town Attorney and/or Town Prosecutor, and other Town departments



- Conduct hearings (including property, emergency protective order, and dangerous structures)
- Issue warrants (including search, arrest, and blood warrants), summons, magistrate warnings, set bonds, etc.
- Review legislation and current case law affecting offenses and the criminal justice system and implemented procedures to ensure compliance
- Perform legal research as needed and determine fine amounts
- Collaborate with the Town Council and applicable Town department(s) to ensure policies and orders are within the parameters of state law but also consistent with the values of the communities and needs of other departments
- Collaborate with the Town Council to establish judge-specific performance benchmarks regarding the effectiveness and productivity of the court

### **Texas Municipal League, Austin, TX, January 2021 – February 2022**

#### **Legal Counsel**

- Provided legal advice to member cities, including their city attorneys, other city officials, and other interested parties
- Drafted papers and participated in educational seminars and presentations on matters affecting cities
- Assisted the Executive Directors, General Counsel, Director of Legal Services, and the Director of Legislative Services in various projects and responsibilities
- Analyzed and prepared legal memoranda and amicus briefs for filing in appellate cases that are significant to Texas cities
- Wrote articles for TML publications, including legal Q & A columns
- Assisted the Director of Legal Services with projects and responsibilities of the Legal Department
- Assisted with League's legislative program, including analyzing and drafting of legislation, and testifying before legislative groups
- Spoke at TML regional meetings and TML educational programs

### **City of Manor, Manor, TX, January 2020 – June 2020**

#### **Presiding Judge**

- Presided over Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court
- Reviewed and/or denied motions filed before the court
- Determined innocence or culpability in bench trials and levied fines
- Supervised the administration of juror notification and directed jurors in trial cases on their role in the interpretation and application of the law
- Reviewed and/or signed complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, and affidavits
- Supported court activities with Municipal Court Administrator, City Attorney and/or City Prosecutor, and other city departments
- Conducted hearings (including property, emergency protective order, and dangerous structures)
- Issued warrants (including search, arrest, and blood warrants), summons, magistrate warnings, set bonds, etc.
- Reviewed legislation and current case law affecting offenses and the criminal justice system and implemented procedures to ensure compliance

- Performed legal research as needed and determined fine amounts
- Collaborated with the City Council and applicable city department(s) to ensure policies and orders are within the parameters of state law but also consistent with the values of the communities and needs of other departments
- Collaborated with the City Council to establish judge-specific performance benchmarks regarding the effectiveness and productivity of the court

**Messer, Rockefeller, & Fort, PLLC, Austin, TX, November 2016 – December 2020**

Associate Attorney – Served as city attorney for several cities

- Past City Attorney for the Cities of Clarksville, Whitney, and Bartlett, Texas
- Past assistant EDC Counsel for Van Alstyne Type A and B corporations, Bartlett Type B corporation and Municipal Development District, Schulenburg Type B corporation, Newark Type B corporation and Municipal Development District, and Pflugerville Type B corporation
- Counseled home rule and general law cities in elections, land use, economic development, and on compliance with the Public Information and Open Meetings Acts
- Negotiated, drafted, reviewed, and approved various contracts, including construction, employment, and complex economic development agreements
- Drafted and reviewed city ordinances and resolutions
- Drafted and submitted legal briefs to the Texas Attorney General's Office
- Reviewed subpoenas and associated records; drafted and filed motions; and attended hearings
- Prosecuted Class C Misdemeanors and violations of various city codes; drafted trial briefs, pre-trial motions and responses; and negotiated settlements of municipal court cases with attorney representatives and unrepresented defendants

**City of Fort Worth, City Attorney's Office, Fort Worth, TX, March 2012 – November 2016**

Assistant City Attorney II

- Negotiated and drafted complex contracts for the Purchasing Division and Human Resources Department, such as TPAs, BAAs, and NDAs
- Legal Advisor for the Minority and Women's Business Enterprise Advisory Committee
- Advised City Departments on matters ranging from municipal procurement, elections, M/WBE to HIPAA compliance
- Advised City officials and departments on Public Information and Open Meetings Acts
- Drafted and submitted legal briefs to the Texas Attorney General's Office
- Conducted training sessions for City Staff on the Public Information and Open Meetings Acts
- Reviewed legislation that impacted the City, worked with City's lobbyist as necessary, and implemented changes for approved legislation
- Reviewed subpoenas and associated records; drafted and filed motions; and appeared on behalf of the City in Criminal and Family Courts
- Drafted City ordinances, Administrative Regulations, Mayor and Council Communications, and policies to comply with changes in the law or management direction
- Past responsibilities included: Prosecuted State and local criminal offenses in the City's municipal courts; Conducted case screening and evaluation, case preparation, pre-trial hearings, case-in-chief presentations, and bench and jury trials; Negotiated appropriate settlements of municipal court cases with attorney representatives and unrepresented defendants; Prepared legal opinions on Class C misdemeanor prosecution matters; Prepared/reviewed Code ordinances carrying Class C misdemeanor prosecution consequences; Prepared responses to appeals, trial briefs, discovery requests and motions to suppress

**The Trevino Law Office, Lewisville, TX, January 2010 – March 2012**

**Solo Practitioner**

- Represented clients on various estate planning matters
- Performed legal research on a variety of legal issues, including tax, real estate, and estate planning
- Conducted client intake interviews
- Prepared various estate planning documents, including Wills, Trusts, Directives to Physicians, HIPPA Releases, Power of Attorneys, Medical Power of Attorneys, and Declaration of Guardianships

**PROFESSIONAL EXPERIENCE**

**City of Fort Worth, Council Member Kathleen Hicks, District 8, Fort Worth, TX District Administrator, October 2008 – March 2012**

- Oversaw the operating budget for the office, staffed committee meetings, and assisted with constituent services and community outreach
- Managed public policy initiatives
- Worked with the Council Member on the analysis of the City's budget
- Represented the Council Member in meetings with corporate and public officials, and constituents
- Drafted Council statements and speeches
- Briefed the Council Member on issues before Council

**City of Houston, Council Member Jolanda “Jo” Jones, At-Large Position 5, Houston, TX Deputy Chief of Staff, January 2008 – October 2008**

- Managed public policy initiatives and oversaw community outreach
- Researched laws, bills, and other reference materials to fulfill requests for information by the City Council Member and constituents
- Assisted with policy issues at the local, state, and federal level
- Assisted the Chief of Staff in managing the office

**City of Houston, Council Member Addie Wiseman, District E, Houston, TX Chief of Staff, October 2007 – December 31, 2007**

**Council Aide, July 2006 – October 2006, July 2007 – October 2007**

- Directed the public policy of the Council Office
- Oversaw Council staff, Council Agenda, committees, office operating budget, media and public relations, and constituent services and community outreach
- Served as record retention officer for the office ensuring compliance with Public Information Act
- Mediated between Mayor’s office and City Council member’s office

**EDUCATION**

**Baylor University - Waco, TX**

Candidate for Doctor of Education (EdD) in Learning and Organizational Change, May 2025

**Baylor University - Waco, TX**

Master of Business Administration (MBA), December 2021

- Concentration in Cyber Security

**Western New England University School of Law - Springfield, MA**

Master of Laws (LL.M.) in Estate Planning and Elder Law, May 2011

- GPA: 92.7 out of 100

**Texas Southern University Thurgood Marshall School of Law** - Houston, TX

Juris Doctor, May 2007

- Top 45% of Class; Class Rank: 87/210
- Dean's List: Summer 2006, Spring 2007
- CALI Excellence for the Future Award in Business Planning
- CALI Excellence for the Future Award in Family-Based Immigration
- Phi Alpha Delta Law Fraternity International Member
- Hispanic Law Student Association Member
- Texas Bar Student Association Member

**Texas A&M University** - College Station, TX

Bachelor of Science in Psychology, May 2004

## **PROFESSIONAL ASSOCIATIONS AND TRAINING**

- State Bar Computer and Technology Section Council Member, 2020 - 2023
- State Bar Government Law Section Member, 2016 - 2022
- CompTIA Security+ (in progress) – Anticipated completion December 2025
- Member of the State Bar of College
- Texas District and County Attorney Association's Prosecutor Trial Skills Course, 2014
- Obtained Attorney General certificates in all open government trainings

## **SPEAKING, WRITING & SELECTED ACCOMPLISHMENTS**

- 34<sup>th</sup> Annual Advanced Government Law Conference, *Economic Development: A Case study of Brownsville, Texas* – San Antonio, July 2022
- 2022 TML Summer Annual Conference, *Meta-what Now? Navigating Your City Through the Next Evolution of Social Connection*, – Galveston, June
- Region 12 Meeting, *Cybersecurity*, – South Padre Island, May 2022
- Dallas City Attorney's Office Training, *First Amendment Issues* – Dallas, February 2022
- TML Newly Elected City Officials' Workshop, *Open Government Training* – San Antonio, February 2022
- 2022 TCMA William "King" Cole Training Series – Austin, January
  - *Open Government*
  - *Procurement Under ARPA*
- 2022 TML Newly Elected Officials' Conference, *Public Information and Texas Open Meeting Acts Training* – San Antonio, January
- 2021 TML Annual Conference, Houston, October
  - *How Small Cities Are Using Coronavirus Local Fiscal Recovery Funds*
  - *Cybersecurity is a Risky Business*
  - *TML Q&A Session*
- 2021 PRIMA Regional Risk Management Conference, *Cybersecurity* – Hurst, September
- 2021 TCAA Summer Conference, *Cybersecurity is a Risky Business* – Austin, August
- 33<sup>rd</sup> Annual Advanced Government Law Conference, *Cybersecurity is a Risky Business* – Austin, August 2021

- 2021 TML-TAMCC Elected Officials' Conference, *Cybersecurity is a Risky Business* – Austin, March
- 2019 TPCA Employment Law, Civil Service & Public Information Act (PIA)/Open Records Seminar, *The Public Information Act for Law Enforcement – What you need to know* – Austin, November
- Recipient of the 2018 – 2019 “Rising Advocate in Government Law” – State Bar of Texas, Government Law Section
- Local Government 101 Conference, The Cutting-Edge Issues, *Open Meetings* – Ennis County, May 2019
- Local Government 101 Conference, The Cutting-Edge Issues, *Open Records* – Grayson County, July 2018
- Open Government & Enforcement Conference, *Open Government Training* – Montague County, December 2017
- Fort Worth City Attorney's Office In-House CLE Training, *Municipal Election Law* – Fort Worth, November 2016

### **COMMUNITY ACTIVITIES**

- Boy Scouts of America, Pack 160, Lions Den Parent 2021 - 2022
- Tarrant County Bar Association Elder Law Committee, Chair-Elect 2015-2016, Chair 2016-2017
- Tarrant County Bar Association Diversity Committee, Chair 2013 – 2014
- Cameron County Bar Association member 2022 - Present



## Office of the City Attorney

July 26, 2023

**Via Email**

Texas City Attorneys Association  
Board of Directors  
c/o Evelyn Njuguna  
evelyn@tml.org

**RE: Service on Texas City Attorneys Association (TCAA) Board of Directors**

To Whom It May Concern:

I am writing to express my sincere interest in serving on the Board of Directors (the “Board”) for the Texas City Attorneys Association (“TCAA”). Having dedicated over 12 years of my professional career to the field of municipal law, I am keen to contribute my expertise and commitment to the advancement of TCAA's mission and objectives.

Throughout my career, I have had the privilege of representing various municipalities, gaining valuable experience in handling a wide array of legal matters related to local governments. I have been actively involved in drafting and reviewing city ordinances, negotiating contracts, and providing legal guidance on zoning and land use issues. My passion for government practice has fueled my determination to ensure that municipalities uphold the highest standards of legal compliance while effectively serving their communities.

As an attorney deeply committed to promoting excellence in municipal law, I have actively engaged in continuing legal education, workshops, and seminars relevant to the dynamic challenges faced by local governments. I have also continued my education by earning my master's in business administration with an emphasis in cyber security from Baylor University and am currently working on my dissertation, which focuses on cyber security breaches in local governments. This continuous pursuit of knowledge allows me to stay up-to-date with the latest developments in municipal law and equips me to make informed decisions for the benefit of my clients.

If granted the opportunity to serve on the Board of Directors, I would bring unwavering

dedication, a collaborative spirit, and a strategic vision to the table. I strongly believe that my experience and insights can help steer TCAA toward further growth, professional development, and advocacy for the interests of municipal law practitioners.

I am particularly enthusiastic about the prospect of working with other esteemed professionals who share the same passion for municipal law. I firmly believe that my skills in leadership, communication, and teamwork will contribute positively to the Board's efforts in advancing the goals of TCAA.

Thank you for considering my application to serve on the Board of Directors. I am confident that my years of experience in municipal law and my unyielding commitment to the field would make me an asset to TCAA and its members.

Please find my resume and board application enclosed for your reference. I look forward to the opportunity to discuss my candidacy further and how I can contribute to the success of the Texas City Attorneys Association.

Sincerely,

A handwritten signature in blue ink, reading "Guillermo S. Trevino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Guillermo (Will) Trevino  
City Attorney

## Application and Statement

Martie Vela <martie.garcia@gmail.com>

Fri 8/25/2023 12:45 PM

To:Evelyn Njuguna <evelyn@tml.org>

■ 2 attachments (620 KB)

TCAA Application Statement.pdf; TCAA Board Application.pdf;

Hi,

Please find the attached application and statement.

Thanks,

Martie



**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: Martie Garcia Vela

Position: City Attorney (Mercedes, La Grulla, Escobares)

Address: 4101 Washinton Avenue Houston, Texas 77007

Phone: 713-927-4433

Email: martie.garcia@gmail.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.



**MGV**  
martie garcia-vela  
attorney at law, p.c.

**Hon. Evelyn W. Njuguna**

Director of Legal Services  
Texas Municipal League  
[evelyn@tml.org](mailto:evelyn@tml.org)

I started my career in municipal law when I was an assistant district attorney in Starr County, Texas; a county that is home to several small cities. As a prosecutor I assisted local municipalities with court procedures, legal review of documents, ordinances, and election laws. Around 2018, I was selected as city attorney for Roma. I enjoyed my work that included reviewing and compliance with grants including USDA, CDBG, and other initiatives. In addition to that work, I assisted the city police department with code of criminal procedure issues, warrants, and report writing. I also managed claims in litigation on behalf of the city and worked closely with TML adjusters in mediations and settlement of claims. I provided input on budgetary (legal) concerns and worked closely with the city secretary in the administration of elections. I oversaw legal requirements for resolutions and ordinances. My experience included preparation of memorandums of law on complex legal questions, negotiating contracts, and counseling the entity on public information act requests. I attended continuing legal education courses focused on municipal law and self-studied the Texas Government Code

On or around 2021-2022, I became city attorney for Mercedes, La Grulla, and Escobares. I currently represent these three cities in South, Texas. The Rio Grande Valley encompasses a region of small to medium sized cities. It is a growing metropolis that has international law implications. My experience working for these fine cities has included recruitment of major retail and food service companies to closing of lengthy contracts. My experience has expanded to legal guidance of commissions, economic development corporations, and partnerships. I have reviewed thousands of proposed agreements, mou's, and development agreements. My work has expanded to working with our national and local legislators, county leaders, and other political counterparts. I consider myself an ambassador for our area focused on infrastructure, growth, and education. I enjoy my work in municipal law and have been an active member of TCAA.

I would like to serve on the board so that I may bring back ideas and opportunities to the municipalities in the Rio Grande Valley. I have experience teaching CLE's and have been in

community service positions with the Texas Bar and with TDCAA I was a member of the State Bar of Texas Leadership! And I have attended Train the Trainor programs. I would like to offer a diverse figure on the TCAA board that brings a small-medium cities exposure and presence to the board. I would like to also contribute by volunteering to present at CLE's for TCAA and other community service-based opportunities. I will advocate for the profession in talking to law students about municipal work and bring awareness to issues that affect municipalities and local government.

Sincerely,  
Martie Garcia Vela  
4101 Washington Avenue  
Houston, Texas 77007  
713-927-4433  
[martie.garcia@gmail.com](mailto:martie.garcia@gmail.com)

TAB

5

# The Twentieth Annual Riley Fletcher Basic Municipal Law Seminar

February 8-9, 2023

Two Ways to Attend:

Live at Texas Municipal Center, Austin or Live Videocast

8 Hours MCLE (Including .75 Ethics Hour)

Thursday, February 8, 2023

|                                |   |
|--------------------------------|---|
| <b>8:00 - 9:00 a.m.</b>        | <b>Registration</b>   |
| <b>8:50 - 9:00 a.m.</b>        | <b>Moderator and Welcome</b><br><i>Slater Ezra, Shareholder, Underwood Law Firm, P.C. and TCAA President</i>                                |
| <b>9:00 – 9:30 a.m.</b>        | <b>Types of City Government (.5 hour)</b><br><i>Stephanie Huser, Legal Counsel, Texas Municipal League</i>                                  |
| <b>9:30 - 10:00 a.m.</b>       | <b>Open Meetings Act (.5 hours)</b><br><i>Laura Mueller, City Attorney, Dripping Springs</i>  |
| <b>10:00 - 10:30 a.m.</b>      | <b>Public Information Act (.5 hour)</b><br><i>Alyssa Castillon, Law Offices of Ryan Henry, PLLC</i>   |
| <b>10:30 - 10:45 a.m.</b>      | <b>Break</b>  |
| <b>10:45 - 11:15 a.m.</b>      | <b>Purchasing (.5 hour)</b><br><i>Jeff Chapman, Partner, The Chapman Law Firm</i>   |
| <b>11:15 a.m. - 11:45 p.m.</b> | <b>Personnel Law (.5 hour)</b><br><i>Victoria Huynh, Deputy City Attorney, Plano</i>  |
| <b>11:45 a.m. – 12:15 p.m.</b> | <b>Pick Up Box Lunches</b>  |
| <b>12:15 - 1:00 p.m.</b>       | <b>Ethics (.75 hour)</b><br><i>Jon Heining, General Counsel, Texas Legislative Council</i>  |
| <b>1:00 - 1:45 p.m.</b>        | <b>Municipal Budgets and Finance (.75 hour)</b><br><i>Kuruvilla Oommen, City Attorney, Irving</i>   |
| <b>1:45 - 2:15 p.m.</b>        | <b>Election Law (.5 hour)</b><br><i>Christina Adkins, Texas Secretary of State</i>  |
| <b>2:15 - 2:30 p.m.</b>        | <b>Break</b>  |
| <b>2:30 – 3:00 p.m.</b>        | <b>Code Enforcement (.5 hour)</b><br><i>Maleshia B. McGinnis, City Attorney, North Richland Hills</i>                                       |
| <b>3:00- 3:30 p.m.</b>         | <b>Municipal Court (.5 hour)</b><br><i>Mark Goodner, General Counsel and Director of Education, Texas Municipal Courts Education Center</i> |
| <b>3:30 p.m.</b>               | <b>Adjourn</b>  |

Friday, February 9, 2023

|                           |   |
|---------------------------|---|
| <b>8:15 - 8:45 a.m.</b>   | <b>Breakfast</b>  |
| <b>8:45 - 9:15 a.m.</b>   | <b>Municipal Liability (.5 hour)</b><br><i>Sharae Reed, City Attorney, Beaumont</i>                 |
| <b>9:15 - 9:45 a.m.</b>   | <b>Economic Development (.5 hour)</b><br><i>Victor Flores, City Attorney, Mission</i>               |
| <b>9:45 - 10:15 a.m.</b>  | <b>Land Use (.5 hour)</b><br><i>Julie Fort, Partner, Messer, Fort &amp; McDonald, PLLC, Frisco</i>  |
| <b>10:15 - 10:30 a.m.</b> | <b>Break</b>  |
| <b>10:30 - 11:00 a.m.</b> | <b>Parliamentary Procedure (.5 hour)</b><br><i>Mary J. Kayser, Former City Secretary, Ft. Worth</i> |
| <b>11:00 - 11:30 a.m.</b> | <b>Ordinances (.5 hour)</b><br><i>Jennifer Richie, City Attorney, Waco</i>                          |
| <b>11:30 a.m.</b>         | <b>Adjourn</b>  |

*To claim MCLE credit for today please see the instructions on the next page.*

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6

**RE: TCAA June Financials****Joe Foster** <JFoster@tml.org>

Thu 8/10/2023 8:34 AM

To: Evelyn Njuguna &lt;evelyn@tml.org&gt;; Tommy Lype &lt;thomas@tml.org&gt;

Here you go, Evelyn. Let us know if you need anything else.

In August 2021, the TCAA Summer Conference was held at the Omni Barton Creek Resort & Spa in Austin. The Omni sent a pre-estimate bill to TCAA in July for \$97,098.75 and it was paid. However, the amount was put into TCAA prepaid expenses instead of directly to the TCAA Summer Conference in the correct Fiscal Year 2021-2022.

The \$97,098.75 remained in the TCAA prepaid expense until Oct 2022 when it was discovered. At that point, the Fiscal Year 2021-2022 was closed. Therefore, the amount was expensed in the Fiscal Year 2022-2023. This had the effect of understating expenses in Fiscal Year 2021-2022 and overstating expenses in Fiscal Year 2022-2023. We apologize for this oversight and have since implemented controls to review the prepaid expense account at the end of each year before the books are closed. Please let us know if you need any further explanation. Thanks.

Joe Foster  
Deputy Executive Director, Administrative Services  
Texas Municipal League  
[www.tml.org](http://www.tml.org)  
[jfoster@tml.org](mailto:jfoster@tml.org)  
512-231-7400

***Empowering Texas cities to serve their citizens***

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**From:** Evelyn Njuguna <evelyn@tml.org>  
**Sent:** Tuesday, August 8, 2023 9:54 AM  
**To:** Joe Foster <JFoster@tml.org>; Tommy Lype <thomas@tml.org>  
**Subject:** Re: TCAA June Financials

Sounds great, thank you! No rush, the packet isn't due until September.

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)



**Texas City Attorneys Association**  
Profit and Loss Statement  
For the Twelve Months Ending June 30, 2023

|  | April            | May              | June                | YTD                | Budget             | Favorable<br>(Unfavorable)<br>Variance |
|--|------------------|------------------|---------------------|--------------------|--------------------|--|
| Membership Dues                            | \$290.15         | \$258.24         | \$334.98            | \$37,060.46        | \$37,920.00        | (\$859.54)                             |
| Investment Income                          | 569.36           | 563.88           | 589.70              | 4,807.53           | 2,000.00           | 2,807.53                               |
| Semi-Annual Meeting (Summer)               | 10,902.12        | 27,095.90        | 5,061.87            | 98,923.93          | 71,820.00          | 27,103.93                              |
| Sponsor Revenue                            | 1,765.69         | 1,929.71         |                     | 78,379.79          | 70,000.00          | 8,379.79                               |
| CML Revenue                                | 143.53           | 100.00           |                     | 357.89             | 300.00             | 57.89                                  |
| <b>Total Revenue</b>                       | <b>13,670.85</b> | <b>29,947.73</b> | <b>5,986.55</b>     | <b>219,529.60</b>  | <b>182,040.00</b>  | <b>37,489.60</b>                       |
| Professional Fees                          |                  |                  |                     | 825.00             | 1,100.00           | 275.00                                 |
| Postage                                    |                  |                  | 8.82                | 427.19             | 350.00             | (77.19)                                |
| Boards and Committees                      | 672.25           | 129.00           | 129.00              | 3,874.97           | 4,248.00           | 373.03                                 |
| Semi-Annual Meeting (TML)                  | 222.17           | 222.17           | 222.17              | 18,041.21          | 19,766.00          | 1,724.79                               |
| Semi-Annual Meeting (Summer)               | 1,046.52         | 3,771.89         | 108,806.23          | 240,285.03         | 158,015.00         | (82,270.03)                            |
| Public Relations                           |                  |                  |                     |                    | 300.00             | 300.00                                 |
| IMLA Scholarships                          | (96.75)          | 1,900.00         |                     | 4,350.00           | 8,000.00           | 3,650.00                               |
| IMLA Small Cities Membership Contributions |                  |                  |                     | 3,000.00           | 3,000.00           |  |
| TCAA Municipal Law Conference Sch          | 107.50           | 10.75            | 10.75               | 129.00             | 129.00             |  |
| TCAA Sponsorship Coordination              | 358.30           | 35.83            | 35.83               | 429.96             | 430.00             | 0.04                                   |
| Printing and Reproduction                  |                  |                  |                     | 302.70             | 350.00             | 47.30                                  |
| Newsletter                                 | 1,462.00         | 1,462.00         | 1,462.00            | 17,544.00          | 17,544.00          |  |
| Awards & Recognition                       |                  | 301.80           |                     | 877.92             | 1,300.00           | 422.08                                 |
| Office Supplies                            |                  |                  |                     | 50.15              | 100.00             | 49.85                                  |
| LisTCAA Listserve                          | 57.33            | 57.33            | 57.33               | 687.96             | 688.00             | 0.04                                   |
| Web Site Expenses                          | 86.00            | 171.27           | 192.44              | 2,798.27           | 3,032.00           | 233.73                                 |
| Miscellaneous                              |                  |                  |                     | 14.33              | 3,000.00           | 2,985.67                               |
| TCAA Affiliate Groups                      | 7.17             | 7.17             | 7.17                | 259.16             | 2,086.00           | 1,826.84                               |
| Other Association Sponsorships             | (322.47)         |                  |                     |                    | 1,500.00           | 1,500.00                               |
| Administrative Services                    | 290.50           | 307.50           | 324.50              | 13,584.00          | 13,618.00          | 34.00                                  |
| <b>Total Expenses</b>                      | <b>3,890.52</b>  | <b>8,376.71</b>  | <b>111,256.24</b>   | <b>307,480.85</b>  | <b>238,556.00</b>  | <b>(68,924.85)</b>                     |
| <b>Net Income (Loss)</b>                   | <b>9,780.33</b>  | <b>21,571.02</b> | <b>(105,269.69)</b> | <b>(87,951.25)</b> | <b>(56,516.00)</b> | <b>(31,435.25)</b>                     |
| Beginning Net Assets                       |                  |                  |                     | 308,806.19         |                    |  |
| Ending Net Assets                          |                  |                  |                     | 220,854.94         |                    |  |

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7

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8

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9