



Denton Navarro Rocha Bernal & Zech, P.C.  
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October 11, 2023

City Of Johnson City  
Attn: Chief Administrative Officer Rick Schroder  
City Hall  
303 E. Pecan Dr.  
Johnson City, Texas 78636

**RE: SEALED BID - RFQ 2023 CITY ATTORNEY / LEGAL SERVICES**

Dear Mr. Schroder;

On behalf of Denton Navarro Rocha Bernal & Zech, P.C. (DNRB&Z and/or Firm), we are pleased to submit our response to the Request for qualifications (RFQ) City Attorney / Legal Services issued by the City of Johnson City. We sincerely appreciate the opportunity to be considered for the City Attorney and firmly believe that our legal expertise and dedication makes us a strong fit to meet and exceed all expectations outlined in the RFQ.

Our team of experienced attorneys specializes in various practice areas, including Municipal Law, Government Regulations, and Public Projects. We understand the complexities and legal nuances that are integral to projects of this nature.

The firm prides itself on our commitment to excellence and attention to detail. Our legal professionals possess a deep understanding of the unique challenges and legal intricacies. We are confident in our ability to provide comprehensive and innovative legal solutions tailored to the City of Johnson City.

Should you have inquiries or require further information, please do not hesitate to contact me directly at (512) 279-6431 or [cezech@rampagelaw.com](mailto:cezech@rampagelaw.com). We are more than willing to address any questions and provide additional details to aid your evaluation process.

Very truly yours,

Denton Navarro Rocha Bernal & Zech, P.C.  
attorneys & counselors at law • rampagelaw.com

CHARLES E. ZECH, SHAREHOLDER

# CITY OF JOHNSON CITY, TEXAS



## RESPONSE TO THE CITY OF JOHNSON CITY REQUEST FOR QUALIFICATIONS

FOR

LEGAL SERVICES

SUBMITTED ON OCTOBER 13, 2023

BY

Charles E. Zech, Partner/Shareholder  
cezech@rampagelaw.com

Denton Navarro Rocha Bernal & Zech  
A Professions Corporation  
[www.rampagelaw.com](http://www.rampagelaw.com)



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San Antonio, Texas 78212-  
4685  
Bexar County  
(210) 227-3243 Telephone  
(210) 225-4481 Fax

701 East Harrison,  
Suite 100  
Harlingen, Texas 78550-  
9151  
Cameron County  
(956) 421-4904 Telephone  
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2500 W. Wm Cannon,  
Suite 609  
Austin, Texas 78745-5320  
Travis County  
(512) 279-6431 Telephone  
(512) 279-6438 Fax

549 N. Egret Bay Blvd.  
League City, Texas 77573-  
3237  
Harris County  
(832) 632-2102 Telephone  
(832) 632-2134 Fax

**1. Firm or Individual name and contact information, including e-mail and website addresses and year organized.**

Denton Navarro Rocha Bernal & Zech, P.C. ("DNRB&Z") was established in 1990 with the aim of providing high-quality legal representation to local governments and their officials at an efficient cost. Initially, the firm specialized in litigation defense for cities across Texas, handling cases ranging from municipal court matters to State and Federal Court litigation. Over the years, DNRB&Z has earned a reputation for ethical, innovative, collaborative, and outcome-driven strategies, leading to the growth of its public law practice. The firm operates from four different office locations, which are as follows:

- **Austin Office:**  
Address: 2500 W William Cannon Dr., Suite 609, Austin, Texas 78745-5320  
Phone: (512) 279-6431
  
- **San Antonio Office:**  
Address: 2517 North Main Avenue, San Antonio, Texas 78212-4685  
Phone: (210) 227-3243
  
- **Rio Grande Valley Office:**  
Address: 701 East Harrison, Suite 100, Harlingen, Texas 78550-9165  
Phone: (956) 421-4904
  
- **Texas Gulf Coast:**  
Address: 549 North Egret Bay Blvd., Suite 200, League City, TX 77573  
Phone: (832) 632-2102

These office locations provide convenient access to legal services offered by DNRB&Z across different regions in Texas.

You can find more information about Denton Navarro Rocha Bernal & Zech, P.C. at the following website: [www.rampagelaw.com](http://www.rampagelaw.com). The website provides additional details about the firm's areas of practice, attorneys, and services offered.

**2. Attach a list of Principals in the firm. Including a biographical sketch of each, including education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipal law.**

- Lowell F. Denton
- Ricardo J. Navarro
- Patrick C. Bernal
- Charles E. Zech
- Clarissa M. Rodriguez
- T. Daniel Santee
- Scott M. Tschirhart
- Robert L. Drinkard
- Rebecca S. Hayward



### **Lowell F. Denton**

Founding Partner/Shareholder. Mr. Denton is also the Managing Partner of the Texas Gulf Coast office. He earned his Bachelor of Arts from Baylor University in 1976 and a Juris Doctor from Baylor University School of Law in 1978. Mr. Denton was admitted to the State Bar of Texas in 1978. He has 44 years of municipal law and civil litigation experience, land use, civil rights (including police and employee litigation), public sector labor negotiation, civil service, first amendment violations, voting rights issues, and religious freedom claims. He is Board Certified in Civil Trial Law by the Texas Board of Legal Specialization. Mr. Denton is admitted to practice before the United States Supreme Court, Texas Supreme Court, United States Court of Appeals Fifth Circuit, and United States District Courts for the Southern, Western, and Eastern Districts of Texas. He has been recognized as a Texas Super Lawyer each year since 2008 for Government, Cities, Municipalities, Employment, and Labor.



### **Ricardo J. Navarro**

Partner/Shareholder and Managing Partner of the Rio Grande Valley office. Mr. Navarro earned his Bachelor of Arts from the University of Texas at Austin in 1978 and his Juris Doctor from the University of Texas School of Law in 1984. He was admitted to the State Bar of Texas in 1985. He has 37 years of legal experience in local government and municipal law, with expertise in civil litigation in State and Federal Courts, labor, and employment law, municipal and county civil service law and practice, public sector labor negotiations, and general counsel representation of local government entities. He is admitted to practice before the United States Supreme Court, the United States Court of Appeals Fifth Circuit, and the United States District Courts for the Southern and Western Districts of Texas.



### **Patrick C. Bernal**

Partner/Shareholder and Managing Partner of the San Antonio office. He earned his Bachelor of Arts from Texas A&M University in 1979, his Master of Public Affairs from the University of Texas at Austin in 1983, and his Juris Doctor from the University of Texas School of Law in 1983. Mr. Bernal was admitted to the State Bar of Texas in 1983. He has 39 years of governmental and municipal law experience, local government law, with expertise in state and federal litigation matters, employment law, land use, annexation, flooding, civil rights, torts, contracts, personal injury, and property damage claims. He is admitted to practice before the United States Court of Appeals for the Fifth Circuit, the United States District Court for the Western and Southern Districts of Texas, and the Texas Supreme Court.



### **Charles E. Zech**

Partner/Shareholder and Managing Partner of the Austin office. He earned his Bachelor of Business Administration from Southwest Texas State University in 1995, his Juris Doctor from St. Mary's School of Law in 1998, and his Master of Public Administration from Texas State University in 2008. Mr. Zech was admitted to the State Bar of Texas in 1998. He has 24 years of legal experience, 21 years of municipal legal experience, and 21 years of economic development legal experience. Mr. Zech is experienced in local government and municipal law, Texas Public Information Act, Open Meetings Act, ordinance, and resolution drafting, with expertise in interpreting, defending, reviewing, and



analyzing charters, municipal land use, contracts, and Chapter 380 Economic Development agreements. He is admitted to practice before all County and District Courts of Texas, the Texas Supreme Court, and the United States District Courts for the Western and Northern District of Texas.



**Clarissa M. Rodriguez**

Partner/Shareholder. She earned her Bachelor of Arts in Speech Communication from Texas A&M University in 1998, her Master 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. Ms. Rodriguez was admitted to the State Bar of Texas in 2006. She has 16 years of legal experience including 14 years of expertise in municipal and governmental law, economic development, Texas Public Information Act, Open Meetings Act, and ordinance and resolution drafting, with expertise in civil litigation, employment issues, land use, municipal infrastructure issues, premises liability, personal injury, and constitutional violations. She is admitted to practice before the United States District Courts for the Southern and Western District of Texas and the United States Court of Appeals for the Fifth Circuit.



**T. Daniel Santee, II**

Partner/Shareholder. Mr. Santee earned his Bachelor of Arts-Psychology from Baylor University in 1991, and his Juris Doctor from St. Mary's University School of Law in 1994. He was admitted to the State Bar of Texas in 1995, has 27 years of legal experience, including 25 years of expertise in municipal and governmental law, and 23 years of Economic Development law, Texas Public Information Act, Open Meetings Act, ordinance and resolution drafting, municipal prosecuting, with expertise in land use, ordinance, code provisions, and economic development performance agreements. He is admitted to practice before the United States District Court for the Northern District of Texas. He holds merit certification for distinguished service in municipal law.



**Scott M. Tschirhart** is a Partner/Shareholder. Mr. Tschirhart earned his Bachelor of Arts in Criminal Justice from the University of Texas at San Antonio (Magna Cum Laude) in 1996, and his Juris Doctor from Baylor University School of Law (Cum Laude) in 1999. Mr. Tschirhart was admitted to the State Bar of Texas

in 1999. He has 23 years of legal experience, mainly in civil litigation, and 15 years of experience in local government and municipal law. Mr. Tschirhart is an experienced litigator, particularly in federal civil rights defense and appeals, as well as representing local government clients in matters ranging from employment discrimination to condemnation suits. He also provides day-to-day legal advice for police departments and guidance for critical incidents. He is admitted to practice before the United States District Court for the Northern, Southern, Eastern, and Western Districts of Texas, the United States Court of Appeals for the Fifth Circuit, and the United States and Texas Supreme Court.



**Robert L. Drinkard**

Partner/Shareholder. He earned his Bachelor of Arts from The University of Texas at Austin in 1995 and his Juris Doctor from the University of Texas School of Law at Austin in 1998. Mr. Drinkard was admitted to the State Bar of Texas in 1998. He has 24 years of legal experience in municipal law. Mr. Drinkard is experienced in representing governmental entities and public officials in constitutional claims, civil rights, employment law, deceptive trade practices, planning and zoning, and torts. He is admitted to practice before the United States District Courts for the Southern and Western District of Texas, the Texas Supreme Court, and the United States Court of Appeals for the Fifth Circuit.



**Rebecca S. Hayward**

Partner/Shareholder. She earned her Bachelor of Arts from Texas A&M International University in Laredo, Texas in 2008 and her Juris Doctor from Ave Maria School of Law in Naples, Florida in 2011. Mrs. Hayward was admitted to the State Bar of Texas in 2012. She has 10 years of municipal and governmental law experience with expertise in civil litigation, labor, and employment law, public sector labor negotiations, and municipal prosecution. She is admitted to practice before the United States District Courts for the Southern and Western District of Texas and the United States Court of Appeals for the Fifth Circuit.

**3. Provide the name of the assigned attorney and complete resume who will have primary responsibility for the City of Johnson city legal matters.**

The assigned attorney with primary responsibility of ensuring efficient legal services to the City of Johnson City legal matters is Shareholder Charles E. Zech. Below is his complete resume:

### **Charles E. Zech**

Charles E. Zech has been and Equity Partner/Shareholder of the Firm since 2011. He served with the United States navy for six years and was honorably discharged. He earned his Bachelor of Business Administration from South Texas State University in 1995, his Juris Doctor from St. Mary's School of Law in 1998 and was admitted to the State Bar of Texas that same year. He then earned his Master of Public Administration from Texas State University in 2008. Mr. Zech has 24 years of legal experience, 21 years of expertise in local government and municipal law, Texas Public Information Act, Open Meeting Act, Ordinance, resolution drafting, and a mastery in interpreting, defending, reviewing, and analyzing charters, municipal land use, as well as negotiating contract and chapter 380 Economic Development agreements, land use development agreement, tax abatement agreement, and many other facets of local government law. Mr. Zech is admitted to practice before all County District Courts of Texas, the Texas Supreme Court, and the United States District Courts for the Western and Northern District of Texas. He has been representing government entities across Texas since 2001 by providing legal advice to various City Councils, Commissions, Boards, and Development Corporations.

#### **Areas of Practices**

- City Attorney/General Counsel/Special Counsel
- Economic Development
- Employment Labor Law
- Ethics Compliance and Public Integrity Investigations
- Home Rule Charter Commission
- Open Meetings Act and Public Information Act
- Legislative, Ordinance and Resolution Drafting
- Land Use/Real Estate/Zoning

#### **Bar Admissions**

- State Bar of Texas, 1998 - State Bar No. 50511785
- All County and District Courts, State of Texas, 1998 Texas Supreme Court, 1998
- U.S. District Court Northern District of Texas, 1998
- U.S. District Court Western District of Texas, 1998

#### **Education**

- Texas State University, San Marcos, Texas; Master of Public Administration – 2008
- St. Mary's University School of Law, San Antonio, Texas; Juris Doctor – 1998
- Southwest Texas State University, San Marcos, Texas;
  - Bachelor of Business Administration Economics – 1995
  - Bachelor of Business Administration Finance – 1995

## **Professional Associations and Memberships**

- International Municipal Lawyer's Association 2001 to Present; Chair: Ethics Section, 2003-2005; Local Government Fellow, 2007 - Present
- Suing and Defending Governmental Entities Faculty, 2004;
- San Antonio Bar Association Texas Bar Association
- Texas City Attorneys Association, Past President 2010-2011 Texas City Managers Association
- The College of the State Bar Association, 2002 to Present
- Travis County Bar Association
- University of Texas Land Use Faculty, 2008 to Present

## **Employment Experience**

- Denton Navarro Rocha Bernal and Zech, P.C (2006 to Present)  
Equity Partner/Shareholder. Managing Partner for Firm's Austin Office. Handling all aspects of municipal representation, providing counsel to city councils, commissions, boards, and other governing bodies concerning a variety of complex issues, with an emphasis on contract law, municipal and governmental law, planning and zoning, land use, open meetings, open records, contract drafting and negotiations, conducting legal research and analyzing laws, local codes and regulations pertaining to municipal governments.

- City of New Braunfels (2004 – 2006)  
Deputy City Manager. Handled all aspects of municipal management, with supervisory responsibility for Finance, Human Resources, Municipal Court, Technology, and City Secretary's Office.

- City of New Braunfels – (2001 – 2006)  
City Attorney. Handled all aspects of municipal representation, represented the City of New Braunfels and the City Council in a variety of complex issues, with an emphasis on contract law, local government law, zoning, land use, and planning; conducted statutory research and analyzed laws and regulations regarding municipalities, advising the City of New Braunfels, City Council, the Economic Development Corporation, and City Staff on a wide variety of legal issues and in litigation.

- Law Office of Charles E. Zech – (2000 – 2001)  
Sole Proprietor. Trial lawyer handled all aspects of intricate litigation in both federal and state courts. Represented plaintiffs in a variety of complex claims, with an emphasis on personal injury, breach of contract, workers compensation (non-subscriber) claims, consumer litigation, Deceptive Trade Practices Act (DTPA) violations, retaliatory discharge, Residential Construction Act violations, nursing home neglect, and medical malpractice.

- Law Offices of George W. Mauze, II, P.C. – (1997 – 2000)
- Associate Attorney - (May 1998 – September 2000)
- Law Clerk - (June 1997 – May 1998)



4. **Provide a list of attorneys who will provide services to the City. Include a description of these attorney's education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.**



**Megan R. Santee**

Attorney. She earned her Bachelor of Arts from Baylor University in 1991, and her Juris Doctor from Texas A&M University School of Law in 1997. Mrs. Santee was admitted to the State Bar of Texas in 1997. She has 21 years of municipal law experience, 7 years of economic development, and 8 years of prior municipal management as the Executive Director of a Municipal Housing Authority. She is also the Assistant Director of Planning and Community Development, and Director of Public Works. Mrs. Santee is experienced in litigation, appeals, local government, Texas Public Information Act, Open Meetings Act, ordinance and resolution drafting, municipal prosecutor, personnel policies, briefing and motions, employment issues, purchasing, economic development, planning, and land use issues. She also has legal experience as a Briefing Attorney for the Eleventh District Court of Appeals. She is admitted to practice before the United States District Court for the Northern District.



**Kenneth LaVergne**

Attorney. Mr. LaVergne joined the Firm in 2023 and provides prosecution services and general legal support to the firm's City Attorney/General Counsel practices. He is a 2021 graduate of Liberty University School of Law in Lynchburg Virginia, a Marine Corps veteran, and veteran police officer with over 10 years of full-time law enforcement services. He began his legal career as a Criminal Defense Attorney and was an Assistant Criminal District Attorney for Jasper County Texas prior to joining the firm.



**Lee Simmons**

Attorney. Mr. Simmons specializes in city attorney matters. In 2015 he graduated from the University of St. Mary's School of Law after a prior career in journalism. At St. Mary's he served as a staff writer for the Scholar: St. Mary's Law Review on Race and Social Justice. He was a member of the Austin Bar Association's 2016 Leadership Academy, and in 2017 was awarded along with two attorneys by the State Bar of Texas for "Best Series of Articles in Substantive Law for Immigration Issues." Mr. Simmons began his municipal law career as an assistant city attorney for the City of Austin, where he advised on land use matters.



**Roxana Perez Stevens**

Attorney. She earned her Bachelor of Business Administration in International Business from St. Mary's University in 1998, and her Juris Doctorate from St. Mary's University in 2002. Mrs. Perez Stevens was admitted to the State Bar of Texas in 2002. She has 20 years of legal experience with 19 years of municipal law experience. Mrs. Perez Stevens is experienced in civil litigation, and labor and employment law. She is admitted to practice before the Texas Supreme Court and the United States Southern District Court.



### **Adolfo Ruiz**

Attorney. Mr. Ruiz earned a Bachelor of Arts in Government in 1980 and a Juris Doctorate in 1983 from the University of Texas at Austin. He was admitted to the State Bar of Texas in 1984. He has 38 years of legal experience with 34 years of municipal and governmental law, civil litigation, Texas Public Information Act, Open Meetings Act, ordinance and resolution drafting, and municipal prosecuting, with expertise in water rights. He is admitted to practice before the United States District Court for the Western, Eastern, Northern, and Southern Districts of Texas; the United States Court of Appeals for the Fifth Circuit; and the United States and Texas Supreme Court.



### **Cynthia X. Trevino**

Attorney. Ms. Trevino earned her Bachelor of Arts in Psychology from Texas A&M University in San Antonio in 2009, and her Juris Doctor from St. Mary's University School of Law in 2013. Mrs. Trevino was admitted to the State Bar of Texas in 2013. She has 9 years of legal experience, including 8 years of municipal and governmental law, and 7 years of economic development law. She is experienced in Texas Public Information Act, Open Meetings Act, ordinance and resolution drafting, and municipal prosecuting, with expertise in land use, condemnation, economic development, eminent domain, annexation, and real estate transactions. Ms. Trevino is admitted to practice before the United States District Court Western District of Texas.



### **John-Michael Hayward**

Attorney. Mr. Hayward earned his Bachelor of Science in Criminology from California State University in Fresno, California in 2008, and his Juris Doctor from Ave Maria School of Law in Naples, Florida in 2012. He was admitted to the State Bar of Texas in 2013. He has 9 years of municipal law experience and is also experienced in civil litigation defense in State and Federal Courts involving employment and labor law, personal injury, contracts, state constitutional claims, government risk pool coverage issues, federal constitutional claims made under section 1983, and various other claims and causes of action brought under state and federal law specific to representing governmental entities. Mr. Hayward is a veteran of the United States Marine Corps. He is admitted to practice before the United States District Court Southern and Western District of Texas for the United States Court of Appeals for the Fifth Circuit.



### **Allison A. Bastian-Rodriguez**

Attorney. Ms. Bastian-Rodriguez earned a Bachelor of Arts in Visual Communication from the University of Oklahoma in 1994 and her Juris Doctor from Oklahoma City University in 2007. She was admitted to the State Bar of Texas in 2007. She has 15 years of experience in municipal and governmental law, as well as experience in Texas Public Information Act, Open Meetings Act, ordinance and resolution drafting, and municipal prosecution, with expertise in real estate transactions, regulation of land use, election law, and contracts for municipalities and governmental entities. She is admitted to practice before the Texas Supreme Court.



### **Joshua Neese**

Attorney. Mr. Neese earned a Bachelor of Science from the University of Texas Rio Grande Valley in 2015 and his Juris Doctor from Texas Southern University Thurgood Marshall School of Law in 2019, and was admitted to the State Bar of Texas in 2019. He has experience in Labor and Employment, Civil Litigation, and Civil Appeals. Mr. Neese is admitted to the U.S District Court Southern District of Texas and the U.S. Fifth Circuit Court of Appeals.



### **Kelly Albin**

Attorney. Ms. Albin joined the Firm in 2022 and assists with the city attorney and litigation matters, as well as municipal prosecution. She is a 2013 graduate of Texas A&M School of Law, where she served as the Editor-in-Chief of the Texas Wesleyan Journal of Real Property Law. Ms. Albin began her career in 2013 defending the city in employment and civil rights litigation, serving as a Senior Labor and Employment Attorney for the Fort Worth City Attorney's Office from 2013-2022. She has extensive experience providing legal advice related to the Americans with Disabilities Act, the Texas Whistleblower Act, and the Texas Labor Code. Ms. Albin has been practicing law since 2013.



### **Valerie Elizondo**

Attorney. Ms. Elizondo joined the Firm in 2022 and handles representation of municipalities and counties as City Attorney and General Counsel. She is a highly skilled municipal prosecutor with in-depth knowledge of the Texas Penal Code, Rules of Evidence, the Texas Code of Criminal Procedure, municipal law, county, and local laws and ordinances. Her areas of expertise are in public safety and police matters, jury trials, prosecution, the Texas Public Information Act, the Open Meetings Act, ordinance and resolution drafting, municipal prosecution, and code compliance. Ms. Elizondo has been practicing municipal law since 2019.



### **Sharon Sneed Hicks**

Attorney "Of Counsel" with the Firm. Ms. Sneed Hicks earned her Bachelor of Agricultural Economics at Texas A&M (Cum Laude) in 1985, and her Juris Doctor from the University of Texas School of Law in 1988. She also attended Abilene Christian University for Civil and Family Mediation in 2016. Ms. Hicks was admitted to the State Bar of Texas in 1988, has 34 years of legal experience including 31 years of municipal law. She is experienced in general counsel matters and employment mediation. Ms. Sneed Hicks is admitted to practice before the United States District Court for the Northern District of Texas and the United States Court of Appeals for the Fifth Circuit.

#### **5. Provide a complete list of all past and present municipal clients including email and phone contact information.**

The Firm limits its representation to local government clients and has been in existence for over 30 years, as such, it is impossible to provide a complete list of all past and present municipal clients. In addition to the following current City Attorney, General Counsel and Special Counsel Clients, the Firm has represented literally hundreds of municipal clients in litigation and collective bargaining over the last 30 years.

**6. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas which your firm does not have experience in and would need to outsource.**

a. Business contracts and agreements.

The Firm has an in-depth experience in negotiations, drafting and review of numerous types of contracts including Economic Development Agreements, Contracts for the Sale of Goods and Services, such as Architectural and Engineering Services, Independent Contractor Agreements, Information Technology Services, Franchise Agreements, Easement, and Rights-of-Way Access Agreements, Real Estate Purchase/Sale Agreements, and many others. As the City Attorney's for the City's of Abilene and New Braunfels, Mr. T. Daniel Santee, II and Mr. Charles E. Zech, Shareholders, were involved in every RFP and RFQ proposal solicited, negotiated, and drafted. Our attorneys have negotiated multiple types of contracts including Construction Contracts (including the modification of AIA agreements), Contracts for Placement of Wi-Fi in a community, Airport Contracts, Hangar Agreements and Leases, Sale of Water Contracts, Franchise Agreements for the use of streets and other Rights-Of-Way, multitudes of Economic Development and other Development Agreements, and routine purchasing and competitive bid negotiations.

b. Ordinances and Resolutions.

Attorneys in the Firm have significant experience with drafting, updating, amending, or creating new Ordinances or Resolutions, Legislative Findings, Incorporation of Code Provisions, and Codification based on city council direction and policy decisions. They also have experience in an extensive scope of topics, including but not limited to Budget Amendments, Rental Property Registration, Stormwater Ordinances, Sexually Oriented Business, Subdivision Regulation Ordinances, Zoning Ordinances, Interlocal Agreements, and many others. Because we have such an in-depth experience and represent so many different unique communities, we have often already drafted a particular ordinance or resolution which may only need to be tweaked to fit your policy needs, resulting in tremendous savings for your taxpayers. For example, during the beginning of the COVID pandemic, we spread the cost of researching issues and drafting Orders, Ordinances, and Resolutions amongst all our clients, saving our clients considerable amount of tax dollars during that trying time.

c. Real Estate Matters, Including Condemnations, Platting, Deeds, And Easements.

Many of the Firm's attorneys have experience with real estate matters including Purchase and Sale Agreements, Deeds, Easements Right-of-Way documents, and all other real estate issues. The Firm also offers planning services, which include general planning consulting; plat, plan, and development review; review, revise, and create development Codes & Ordinances (tree preservation, historical preservation, zoning, subdivision, and others); creating and updating comprehensive plans; creating and updating area/neighborhood plans; community engagement; evaluation, recommendation, implementation of business process improvements; and development fee study. Redistricting. When the federal census was finally released, we were poised to assist our clients with any necessary review and updates to their districts. Attorney Santee put together a redistricting team that included



several attorneys, paralegals, and our GIS Services partner, Doucet & Associates. The redistricting team then assisted several clients through a prompt, inclusive, and successful redistricting process, including the cities of Rockport, Gonzales, Del Rio, Hitchcock, and Sweetwater. In addition, the City has a depth of experience in eminent domain matters including at the commissioners and court levels.

d. Elections

The Firm regularly assists its clients with legal guidance on regular and special elections. Working with the City Secretary is key to ensuring the elections are efficient and properly conducted for the City. Attorney Trevino brings a unique perspective to this area of the practice as she served in the role of City Secretary before becoming an attorney. The Firm also has experience advising about legal implications for initiatives and referendums, before and after elections. Shareholder Zech, Rodriguez, and Denton have advised cities such as San Antonio, El Paso, Austin, and Houston on initiative and referendum elections filed in those cities.

e. Open Meetings and Open Records.

Part of a City Attorney's responsibility is assisting Elected & Appointed Officials, and their Boards & Commissions with agendas and postings under the Texas Open Meetings Act and the Texas Public Information Act. Our attorneys are remarkably familiar with both Acts and deal with questions from City Councils and their Boards & Commissions daily regarding compliance. The Firm routinely counsels its cities on the Texas Open Meetings Act and the Texas Public Information Act. Our attorneys and paralegals are experienced in handling requests for public information, meeting statutory deadlines associated with those requests, and advocating before the Office of the Texas Attorney General. The Firm has developed procedures and processes to streamline and assist clients with efficient legal compliance and response to these requests. We offer state-mandated training for both the Texas Open Meetings Act and the Texas Public Information Act that has been approved by the Attorney General for the issuance of compliance certificates.

f. State law, as it pertains to municipalities.

Our entire practice is dedicated to the representation of local governments. The majority of which are municipalities. As such, all our attorneys keep abreast of current and evolving laws regarding local government by not only attending various continuing education programs focused on local government law but by speaking and presenting at those programs and other programs for local government officials. We also keep up with the legislation that affects municipalities.

g. Personnel matters

The Firm frequently represents municipalities and their officials in everything from non-civil service police, employment claims resulting from Equal Employment Opportunity Commission (EEOC), Texas Workforce Commission, and Texas Workforce Commission Civil Rights Division (TWCCRD) investigations to state and federal employment and civil rights lawsuits including non-civil service police. To round out our experience, we are proud to share that a Westlaw case search reveals over 200 appellate and federal court

decisions currently available where lawyers of our Firm zealously represented the local government in many of these areas. The Firm's attorneys routinely advise cities on hiring, discipline, termination, American Disability Act (ADA), and other employment issues involving city employees. Our attorneys' extensive experience in revisions to personnel policy manuals and personnel training on diverse topics allows them to quickly and correctly respond to the issues presented. The Firm counsels and successfully defends local governments in this practice area. The Firm combines our experience as a multi-city comprehensive City Attorney and Special Project representation with our varied litigation practice and experience to provide a "best practice" approach to our clients to avoid potential liability and risk through improving internal practices and policies.

h. Zoning and development processes

Our attorneys have extensive experience in the zoning and development process, including representing City Councils and Planning and Zoning Commissions, as well as Boards of Adjustment. We also employ a planner on our staff, Mr. Bryce Cox, to assist your in-house planning professionals. Our planners and land use attorneys have assisted several cities in comprehensive updates to their development codes such as The City of Live Oaks. We have also been retained by the City of Coleman to develop a Downtown Plan for revitalizing their unique downtown area. Additionally, we also employ city planners on staff to assist your in-house planning team across all areas of the development process. Finally, our attorneys are frequent speakers for the Texas Municipal League (TML) and at the University of Texas Land Use Conference on zoning and development topics and provide training specifically in this area for public officials through the Alamo Area Council of Governments (AACOG).

i. Municipal court prosecutor services.

Our Firm provides Municipal Court prosecution services for several of our client's cities. The Firm has multiple attorneys with Municipal Court experience. Our attorneys understand the need to balance city resources with prompt prosecution of Class C misdemeanors. We also offer specialized training for code enforcement officers due to the unique demands of that enforcement area.

j. Public safety.

The Firm is well versed in the legal issues impacting police departments and law enforcement entities, including civil service issues. Our attorneys have considerable experience covering the broad spectrum of law enforcement and other public safety issues, including establishing a police department for the City of Buda and advising officers on substantive procedural matters, to handling personnel matters and defending departments in litigation. Our attorneys routinely represent cities such as Abilene, Amarillo, Austin, Big Spring, Brownsville, Del Rio, Harlingen, Houston, Sweetwater, and other cities, as well as Bexar County, in meet and confer and collective bargaining negotiations. Two of our attorney's served in law enforcement for City's prior to becoming attorneys.



- 7. Please list any client that you currently represent that could cause a potential conflict and/or be a potential litigant against the City of Johnson City. Describe how you would resolve these current or future potential conflicts of interest.**

The Firm does not have any clients that could cause a conflict of interest with our responsibilities as City Attorney for the City of Johnson City. DNRB&Z limits our representation to only local governments and quasi-governmental entities. The Firm believes no conflict of interest would ever arise in our representation of the City. However, should a conflict of interest arise, the Firm will fully comply with our ethical obligations under the Texas Disciplinary Rules of Professional Conduct.

- 8. If your firm has represented any client in the past five (5) years against the City of Johnson City or one of its employees, please describe the case(s).**

None

- 9. I you have participated in any litigation in the last five (5) years in which the City of Johnson City or one of its employees was named as a defendant, please describe the case(s).**

None

- 10. Proposed hourly rates for each attorney assigned to the City of Johnson City or any alternative fee structure you propose, as well as billing increments, billing period and travel rates.**

- By Attorney:  
Unless identified, all staff member support time is provided at no charge.
- Proposed Alternative Fee Structure.

General Representation and Special Projects hourly rates:

Shareholder	\$225.00
Partners	\$215.00
Associates	\$210.00
Planner	\$160.00
Law Clerks	\$125.00
Paralegals	\$110.00

### Litigation Hourly Rate

Shareholders <sup>1</sup>	\$395.00
Partners	\$375.00
Associates	\$325.00
Law Clerks	\$125.00
Paralegals	\$125.00

- **Billing Increment**

We bill on the tenth of an hour. All work will be performed at the General Representation hourly rates unless specifically acknowledged by the Firm and the City of Johnson City.

- **Billing Period**

Our invoices are due on receipt and are past due after thirty days.

- **Travel Rates**

All travel is billed at the hourly rate and travel expenses charged by multiplying the actual miles traveled by the then current IRS rate.

### 11. List of references and contact information.

#### City of Wimberly

Tim Patek, City Administrator 221 Stillwater Rd.

Wimberly, TX 78676

(512) 648-2402

[tpatek@cityofwimberly.com](mailto:tpatek@cityofwimberly.com)

#### City of Burnet

David Vaughn, City Manager 1001 Buchanan Drive, Suite 4

Burnet, TX 78611

(512) 715-3208

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

#### City of Rollingwood

Ashley Wayman, City Administrator 403 Nixon Drive

Rollingwood, TX 78746

(512) 327-1838

[awayman@rollingwoodtx.gov](mailto:awayman@rollingwoodtx.gov)

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<sup>1</sup> Lowell Denton - \$450.00

City of Umland  
Karen Gallaher, City Administrator 15 N Old Spanish Trl  
Umland, TX 78640  
(512) 398-7399  
[city@uhlandtx.gov](mailto:city@uhlandtx.gov)

City of Live Oak  
Glen Martel, City Manager  
(210) 653-9140  
[gmartel@sbcglobal.net](mailto:gmartel@sbcglobal.net)

**12. Any other items which the firm/individual deems necessary.**

In addition to our legal expertise, Denton Navarro Rocha Bernal & Zech, P.C. (DNRB&Z) has the advantage of an in-house planner on our staff. This planner plays a crucial role in assisting with planning, zoning, and land use matters. With a decade of experience, our planner has worked closely with communities of various sizes, addressing a wide range of issues.

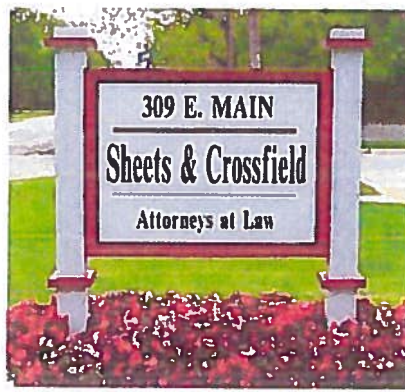
Our planner is dedicated to providing exceptional service to our clients and brings a unique perspective to the table. By leveraging their expertise, we offer specialized solutions tailored to the specific needs of our clients and their growing communities. Their insights help navigate complex planning regulations, zoning requirements, and land use challenges.

In summary, our core philosophy shared by DNRB&Z's lawyers and staff is referred to as "Rampage Law." Rather than resorting to traditional and costly adversarial approaches, the firm prioritizes creative problem-solving and bold action on behalf of its clients. DNRB&Z believes that innovative solutions lead to the best possible outcomes for all parties involved while remaining mindful of costs to ensure responsible use of public funds.

Over the years, DNRB&Z's commitment to excellence and dedication to client's success has allowed the firm to handle significant cases, including appearances before the United States and the Supreme Court. Notably, the firm's involvement in cases such as Flores v. Boerne in 1998 and Conner v. Castro, et al. in 2018 has further solidified its reputation as a trusted and reliable legal partner for local governments throughout Texas.

As DNRB&Z continues to grow and widen its footprint, it remains focus on providing top-tier legal representation to its clients and upholding its values of innovation, collaboration, cost-effectiveness, and a commitment to achieve the best possible results for the communities it serves.

**Response to Request for Qualifications  
City Attorney/Legal Services  
for the  
CITY OF JOHNSON CITY, TEXAS  
“The Crossroads of the Texas Hill Country”**



**Sheets & Crossfield, P.L.L.C.**

**309 E. Main Street**

**Round Rock, Texas 78664**

**Telephone: (512) 255-8877**

**Facsimile: (512) 255-8986**

**Contact: Tyler Stevens**

**E-mail: [tyler@scrrlaw.com](mailto:tyler@scrrlaw.com)**

# Sheets & Crossfield, P.L.L.C.

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-255-8877 • fax 512-255-8986

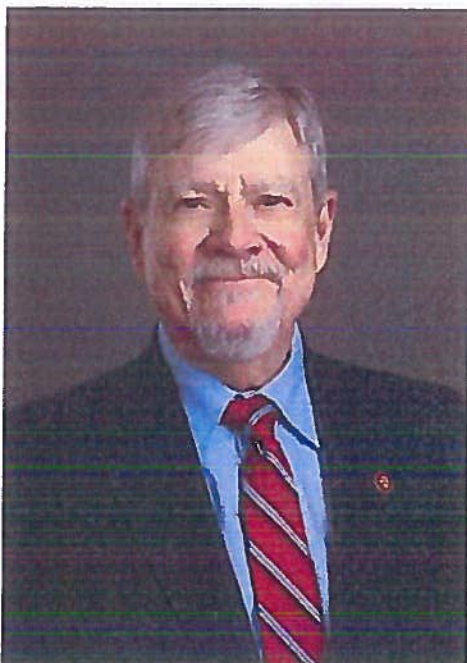
[www.sheets-crossfield.com](http://www.sheets-crossfield.com)

## STATEMENT OF QUALIFICATIONS

### 1. Firm name and contact information, including email and website address and year organized.

Sheets & Crossfield, P.L.L.C.  
309 E. Main Street  
Round Rock, Texas 78664  
(512) 255-8877  
Website: <https://www.sheets-crossfield.com/>  
Contact email: [tyler@scrrlaw.com](mailto:tyler@scrrlaw.com)  
Year organized: 1985

### 2. Attach a list of Principals in the firm. Include a biographical sketch of each, including education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipal law.



Stephan L. Sheets is the founder and managing partner. He was the City Attorney for the [City of Round Rock](#), Texas beginning in 1977 during which time the population of Round Rock has grown from 5,000 citizens to over 100,000. His experience representing the City of Round Rock

for more than 40 years has provided him with the expertise in municipal and local government law that is unmatched in the central Texas area.

Steve's primary practice is in the area of local government law.

In addition to providing counsel and advice to the City of Round Rock on every aspect of municipal law, Steve has negotiated the incentive agreement with Dell Computer Corporation which brought the company to Round Rock. Steve also negotiated agreements with Sears, Simon Property Group, IKEA, Texas State University, Texas A&M, Austin Community College, Scott & White hospital, Seton hospital, Bass Pro Shop, and Kalahari Resorts.

He was also instrumental in negotiating an agreement with Nolan Ryan and his family that resulted in Round Rock having a Triple A minor league team, the [Round Rock Express](#).

In 2008, Steve was one of the first attorneys in the state to receive the "Individual Civil Law Merit Certification in Municipal Law" from the Texas City Attorneys Association. Sheets & Crossfield is one of the few law firms to also receive the TCAA "Merit Certification of Legal Office in Municipal Law." He has also attained an AV Peer Review Rating by Martindale-Hubbell ® for 10 years.

Steve is licensed to practice law before all Texas state courts, as well as the Federal Courts of the Western District of Texas. He has served as a member of District 8C Grievance Committee for the State Bar of Texas and served as Chairman of District 8C from 2006 to 2008.

#### Education

- Doctor of Jurisprudence, University of Texas School of Law, Austin, Texas
- Bachelor of Arts, University of Texas, Austin, Texas

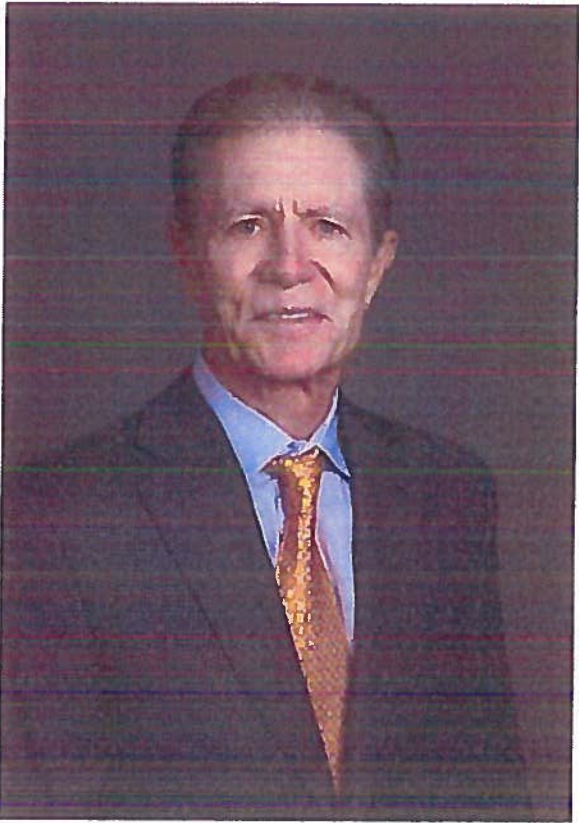
#### Memberships

- Williamson County Bar Association (Past President, 1979)
- Texas City Attorneys Association
- International Municipal Lawyers Association
- Round Rock Chamber of Commerce
- Board Member, American Heart Association, Capital Area Div.
- Board Member, American Cancer Society
- Board Member, Central Texas Chapter of March of Dimes
- State Bar of Texas

#### Professional Awards and Honors

- Merit Certification in Municipal Law, Texas City Attorneys Association (2008)
- AV rating by Martindale-Hubbell ® for 10 years





Charles D. Crossfield, a partner in the firm, has over 20 years' experience in municipal law and has represented Williamson County, Texas for 43 years. Charlie's expertise in right-of-way acquisition has involved him in literally hundreds of eminent domain cases over the years with roughly 20-30 of those matters per year going to the administrative level of the Special Commissioners Hearings. In all cases, the matters have been resolved with the city and county acquiring the land and a settlement price being reached between the parties.

Charlie's practice involves:

- Right-of-way acquisition
- Condemnation law
- Governmental law
- Real estate development/economic incentives
- Mediation

During Charlie's representation of Williamson County and the City of Round Rock, he has been instrumental in:

- Acquiring right-of-way for all major highways in Williamson County for the past 43 years
- Drafting dozens of economic development agreements on behalf of Williamson County over the past 43 years, including agreements with Kalahari, Dell Computer, Apple Computer, and Samsung.

Charlie was instrumental in the formation of the Upper Brushy Creek Water Control and Improvement District, which provides flood protection for the southern half of Williamson County.

Charlie also formed the Williamson County Conservation Foundation, which adopted the Williamson County Habitation Plan, a naturally renowned program protecting several endangered species in Williamson County.

#### Education

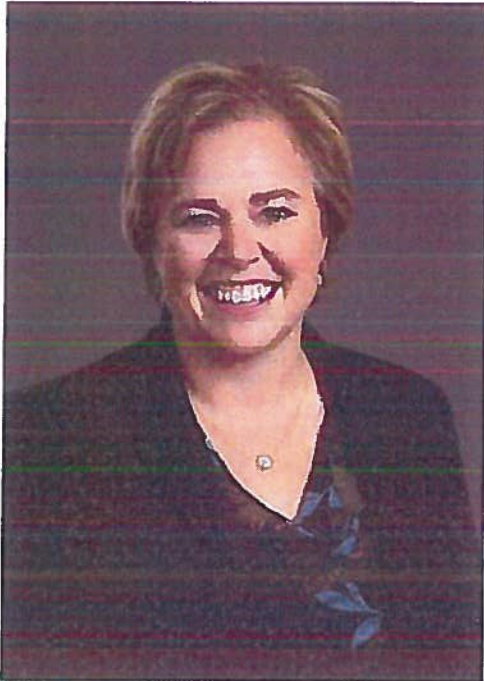
- Doctor of Jurisprudence, Western New England College School of Law, Springfield, Massachusetts
- Bachelor of Arts, Knox College, Galesburg, Illinois

#### Memberships

- State Bar of Texas
- State Bar of the Commonwealth of Massachusetts
- Williamson County Bar Association
- Texas City Attorneys Association

#### Awards and Honors

- Merit Certification in Municipal Law, Texas City Attorneys Association (2008)
- AV ® rating by Martindale-Hubbell for 10 years



Stephanie L. Sandre, a partner of the firm, has over 20 years' experience practicing law with local governments and municipalities. She has been the City Attorney for the City of Round Rock since October of 2022, and served as an Assistant City Attorney for Round Rock for 9 years prior to becoming the City Attorney.

Before joining Sheets & Crossfield, PLLC, Stephanie was a senior attorney at Jacob & Klein, Ltd. in Bloomington, Illinois and assisted municipalities and counties with the implementation and maintenance of tax increment financing districts.

Stephanie's practice is in the area of local government law. Her duties as the City Attorney for Round Rock, include but are not limited to: providing counsel and legal advice to the City Council, boards, commissions, City Management, and City Departments; prosecutorial duties in Municipal Court; overseeing real estate matters, including right-of-way acquisition; review of Open Records Requests and ensuring compliance with the Open Meetings Act; preparation and review of contracts, resolutions, ordinances, and other items presented to the City Council; and representing the City in litigation.

#### Education

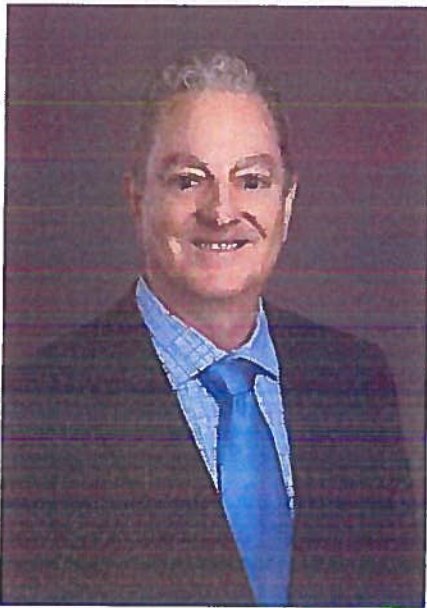
- Doctor of Jurisprudence, Drake University, Des Moines, Iowa
- Bachelor of Arts in Journalism and Mass Communications, University of Iowa
- Bachelor of Arts in Communication Studies, University of Iowa

#### Additional Professional Experience

- The Law Firm of Jacob & Klein, Ltd., Bloomington, Illinois
- Assistant State's Attorney for McLean County, Illinois

#### Memberships

- State Bar of Texas
- Williamson County Bar Association
- Texas City Attorney's Association



Don Childs, Partner, has been with Sheets & Crossfield since 2001 and has over 25 years' experience practicing law. Don serves as condemnation counsel for numerous local city, county, and other governmental entities. He has developed his expertise in the coordination and management of appraisal, land planning, and negotiation consultants in the acquisition of property rights for public use projects on behalf of entities with the power of condemnation.

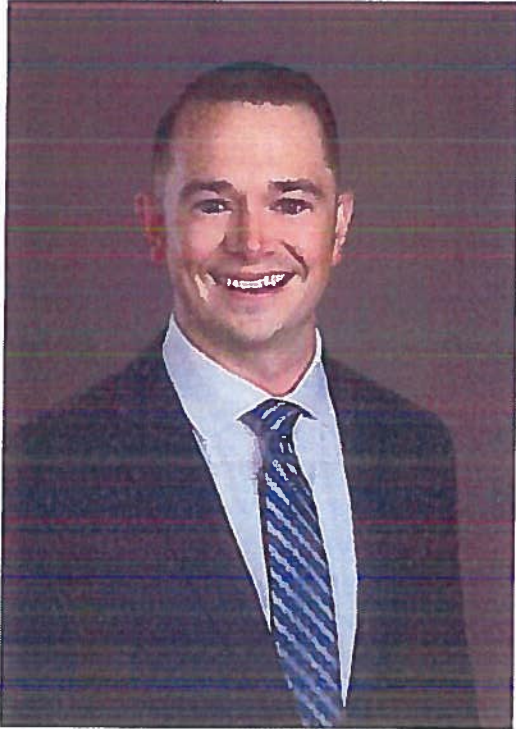
Don's practice includes:

- Litigation management with primary experience in eminent domain
- Acquisition of right-of-way and related property interests for public works projects
- Governmental regulations enforcement
- Real estate and general business transactions

Don has overseen acquisition and condemnation proceedings of 1000+ parcels for projects of all sizes and complexity. Successful right-of-way acquisition and utility relocation projects in the Central Texas area include:

- Williamson County Road Bond Program (2000-present)
- Brushy Creek Regional Utility Authority Raw Water Pipeline
- SH 29 Liberty Hill Bypass
- East Wilco Highway (SE Loop)
- 183A (CTRMA)
- Ronald Reagan Blvd.
- US Hwy 79 (Round Rock + Williamson County)
- Chandler Road/University Blvd.
- SH195
- US 290E Toll (CTRMA)
- Gattis School Road (Round Rock)
- SH 45
- Red Bud Lane (Round Rock)
- Kenney Fort Boulevard (Round Rock)
- RM 620 (TX Dot)
- Bee Cave Road (West Lake Hills)
- Brushy Creek Regional Trail + Heritage Trail
- FM110/1626 (Hays County)
- FM 621 (Hays County)
- FM 2001 (Hays County)
- Driftwood Conservation District (Driftwood Country Club)
- Butler Farm Wastewater Extensions (Liberty Hill)

**3. Provide the name of the assigned attorney and complete resume who will have primary responsibility for the City of Johnson City legal matters.**



Tyler Stevens  
Associate Attorney

Tyler was born and raised in Fort Worth, Texas. While in law school, Tyler obtained a temporary trial card so he could join the Caprock Regional Public Defender Office and represent indigent clients in Lubbock, Texas. He also interned with the Tarrant County District Attorney's Office. After passing the bar exam, Tyler was hired as a misdemeanor prosecutor with the Bexar County District Attorney's Office and was quickly promoted to felony prosecutor. Tyler joined Sheets & Crossfield in 2020.

**Practice Areas**

Municipal Law  
Zoning and Land Use  
Economic Development  
Litigation  
Municipal Court Prosecution

**Practice Description**

Tyler provides representation and counsel in a broad range of areas including: contracts, real estate transactions, human resources, administrative and regulatory processes and actions, development of policies and procedures, notice and confidentiality issues, open meetings, public



information, drafting and review of ordinances, resolutions, and other official documents, annexation, planning and zoning, municipal court prosecution, and code enforcement.

Tyler is currently the City Attorney for the City of Giddings and Assistant City Attorney for the City of Round Rock.

Education

University of Texas at Austin, Bachelor of Science in Public Relations, 2014  
Texas Tech University School of Law, Doctor of Jurisprudence, 2017

Licensure

State Bar of Texas, 2018

Professional Associations and Memberships

Round Rock Rotary Club  
Leadership Round Rock, Class of 2023  
Texas City Attorneys Association

# Tyler Stevens

SBN 24100489 (817) 905-3154 • tyler@scrrlaw.com

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## Municipal Law Attorney

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Accomplished attorney offering legal counsel and representation to municipalities, government agencies, and public entities. Experience navigating complex legal issues, drafting legislation, and advocating for clients' interests. Track record of successful results founded in strong work ethic.

## License

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State Bar of Texas May 2018

## Education

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**Texas Tech University School of Law**  
Doctor of Jurisprudence May 2017

**The University of Texas at Austin**  
Bachelor of Science, Public Relations. Business Foundations Certificate. May 2014

## Experience

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**Associate Attorney** December 2020 – Present  
*Sheets & Crossfield, PLLC* Round Rock, TX  
City Attorney for the City of Giddings. Assistant City Attorney for the City of Round Rock. Providing representation in a broad range of areas including contracts, real estate transactions, human resources, administrative and regulatory processes and actions, development of policies and procedures, notice and confidentiality issues, open meetings, public information, drafting and review of ordinances, resolutions and other official documents, annexations, planning and zoning, municipal court prosecution, and code enforcement.

**Felony Prosecutor** August 2018 – December 2020  
*Bexar County District Attorney's Office* San Antonio, TX  
Significant criminal trial experience. Developed strategies and arguments in preparation of trials, motions, and pleas. Presented key evidence and exhibits. Prepared and coordinated witnesses. Questioned and cross-examined witnesses. Met with victims of criminal cases. Negotiated plea agreements with opposing counsel. Conducted legal research and drafted briefs in preparation of contested hearings.

**Compliance Analyst** April 2018 – August 2018  
*CAPCO RISC, LLC* San Antonio, TX  
Ensured financial compliance with federal consumer protection laws and regulations. Proactively mitigated emerging risks for clients. Conducted loan audits on consumer mortgages.

**Law Clerk** August 2017 – December 2017  
*Robinson & Kardonsky, P.C.* Grapevine, TX  
Conducted initial client interviews at local jails. Prepared and filed petitions, orders, and motions in Denton, Tarrant, and Dallas counties. Participated in settlement negotiations with insurance companies. Attended juvenile proceedings.

**Student Attorney** August 2016 – May 2017  
*Caprock Regional Public Defender Office* Lubbock, TX  
Represented indigent criminal defendants in a multi-county region and handled their cases from intake through disposition. Reviewed discovery to spot legal issues. Conducted factual investigations. Negotiated with county and district attorneys.

**4. Provide a list of attorneys who will provide services to the City. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience and any areas of specialty within the field of municipal law.**

Primary Contact: Tyler Stevens – see biography and resume above.

Secondary Contact: Stephanie Sandre – see biography above.

Open Records: Susan Camp-Lee



Susan Camp-Lee has been with Sheets & Crossfield for over 20 years. She has over 25 years' experience practicing law which includes:

- Advising governmental entities under the Public Information Act.
- Reviewing and responding to requests under the Public Information Act
- General litigation with emphasis on criminal prosecution work including plea negotiations, pretrial issues, trials before the court and jury trials
- Prosecuting cases in Municipal Court
- Advising police officers regarding potential violations of state statutes and city ordinances; drafting form complaints, and issues regarding excessive use of force, search warrants, pursuit policies
- Drafting Ordinances
- Estate planning including wills, powers of attorney and directives to physicians
- Probate of Simple Estates

In addition, Susan is Board Certified in Criminal Law by the Texas Board of Legal Specialization.

**5. Provide a complete list of all past and present municipal clients, including email and phone contact information.**

See attached Exhibit "A."

**6. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas which your firm does not have experience and would need to outsource:**

**a. Business contracts and agreements.**

The attorneys at Sheets & Crossfield were instrumental in negotiating and drafting agreements that brought Dell Computers, the Round Rock Express, IKEA, Texas State University, Texas A&M, and Kalahari Waterpark and Convention Center to Round Rock. We also have extensive experience in procurement contracts.

**b. Ordinances and resolutions.**

Tyler Stevens becomes intimately familiar with his clients' existing ordinances and provides ongoing review, drafting and possible revisions to municipal ordinances as may be determined by city staff. Tyler has drafted dozens of ordinances and resolutions for the City of Round Rock and the City of Giddings.

**c. Real estate matters, including deeds and easements.**

Tyler Stevens is responsible for drafting all deeds and easements for the City of Round Rock and the City of Giddings and has overseen numerous real estate transactions for these cities and the Giddings Economic Development Corporation.

**d. Elections.**

Both Stephanie Sandre and Tyler Stevens have experience guiding clients through the maze of modern election laws and regulations to ensure compliance with the Texas Election Code and other relevant statutes.

**e. Open meetings and open records.**

Susan Camp-Lee handles all open records requests for all Sheets & Crossfield clients and has done so for over 20 years. She reviews and responds to open records on a daily basis and

prepares requests for Attorney General determinations when needed. Tyler Stevens and Stephanie Sandre are both familiar with the Open Meetings Act and frequently help clients comply with the various provisions of the Texas Open Meetings Act by drafting agenda language and attending public meetings.

**f. State law, as it pertains to municipalities.**

All attorneys at Sheets & Crossfield stay up to date on recent legislative changes so that we can continue to keep our clients informed of any new legal requirements. Whether it's the Texas Government Code, the Local Government Code, the Tax Code, the Public Funds Investment Act, the Open Meetings Act, the Public Information Act, the Property Code, the Health & Safety Code, the Penal Code, the Election Code, the Water Code, or even case law, we strive to ensure that our clients stay ahead of the curve.

**g. Personnel matters.**

Stephanie Sandre specializes in defending the Cities against any TWC, EEOC, FMLA and FLSA complaints. Our firm provides legal assistance as may be needed for personnel matters, including but not limited to training, insurance contracts and proposal/bid packets, human resource manuals, employee reviews, terminations, and claims. Tyler Stevens has successfully litigated several TCOLE F-5 appeals in the State Office of Administrative Hearings.

**h. Zoning and development processes.**

Tyler Stevens advises the Round Rock Department of Planning and Development Services in land use, zoning, and annexation matters on a daily basis. He also attends all Round Rock Planning & Zoning (P&Z) Commission meetings.

**i. Municipal Court prosecution.**

Tyler Stevens was hired at Sheets & Crossfield to be the City Prosecutor for the City of Round Rock due to his extensive experience as a prosecutor. He has significant criminal trial experience from Class C misdemeanors to third-degree felonies. Tyler is a firm believer that it is a prosecutor's job "not to convict, but to see that justice is done." *see* Article 2.01 Texas Code of Criminal Procedure.

**i. Public safety.**

The firm serves all departments of the city in their day-to-day legal matters, including public works, planning, human resources, parks, police, fire, animal control, and building standards. Tyler Stevens serves as the legal advisor to the Round Rock Police and Fire Departments and the Giddings Police and Fire Departments.

**7. Please list any client that you currently represent that could cause a potential conflict and/or be a potential litigant against the City of Johnson City. Describe how you would resolve these current or future potential conflicts of interest.**

Sheets & Crossfield is currently unaware of any current clients that would create a conflict of interest with the City of Johnson City. If we are selected to provide legal services to the City, we will not undertake future representation of any person or entity in a manner adverse to the City's interests during the term of the contract, and any extensions thereto.

**8. If your firm has represented any client in the past five (5) years against the City of Johnson City or one of its employees, please describe the case(s).**

Not Applicable.

**9. If you have participated in any litigation in the last five (5) years in which the City of Johnson City or one of its employees was named as a defendant, please describe the case(s).**

Not Applicable.

**10. Proposed hourly rates for each attorney assigned to the City of Johnson City or any alternative fee structure you propose, as well as billing increments, billing period and travel rates.**

Sheets and Crossfield bills on an hourly basis as follows:

**Sheets & Crossfield, P.L.L.C.  
FEES AND BILLINGS**

Stephanie Sandre	\$250
Tyler Stevens	\$225



Susan Camp-Lee	\$225
Legal Assistant/Paralegal	\$100

Mileage shall be reimbursed at the rate of \$.655 per mile. The City shall reimburse Sheets & Crossfield for any additional out-of-pocket expenses, including, but not limited to experts, litigation costs, client specific software or hardware charges, outside copying charges, postage, and delivery charges at cost. Sheets & Crossfield does not charge its clients for reasonable long-distance charges, printing or copying done in-house in the ordinary course of the representation.

**11. List of references and contact information.**

**REFERENCES:**

City of Round Rock: Brooks Bennett, Assistant City Manager  
(512) 218-7070  
[bbennett@roundrocktexas.gov](mailto:bbennett@roundrocktexas.gov)

Craig Morgan, Mayor  
(512) 323-3251  
[cmorgan@mvalaw.com](mailto:cmorgan@mvalaw.com)

Alan McGraw, Municipal Court Judge  
(512) 218-5485  
[amcgraw@roundrocktexas.gov](mailto:amcgraw@roundrocktexas.gov)

City of Giddings: Spencer Schneider, City Manager  
(979) 540-2710  
[sschneider@giddings.net](mailto:sschneider@giddings.net)

Joel Lopez, Mayor  
(979) 540-2710  
[mayer@giddings.net](mailto:mayer@giddings.net)

City of Smithville: Robert Tamble, City Manager  
(512) 423-9390  
[citymanager@ci.smithville.tx.us](mailto:citymanager@ci.smithville.tx.us)

**12. Any other items which the firm/individual deems necessary.**

Sheets & Crossfield specializes in municipal law and has demonstrated continuing substantial involvement and special competence in the practice of municipal law. Our firm has over one hundred (100) years of combined experience representing local governments. On June 11, 2008,

Sheets & Crossfield received its Merit Certification in Municipal Law from the Texas City Attorneys Association, the first year it was offered.

**Each submittal should also provide a summary detailing the experience and understanding of the role of providing consulting legal services. The summary should also include the firm/individual mission statement and a statement of values.**

At Sheets & Crossfield, our mission is to serve as a trusted legal partner for municipalities, delivering comprehensive, innovative, and ethical legal solutions. We are committed to upholding the highest standards of integrity, professionalism, and excellence in our practice, ensuring the protection and advancement of the public interest. Through our dedicated advocacy, proactive counsel, and deep understanding of municipal law, we strive to foster thriving communities, promote equitable governance, and facilitate sustainable development. Our firm is dedicated to providing accessible, responsive, and personalized legal services that empower local governments to navigate complex legal challenges and achieve their strategic objectives with confidence and integrity.

Sheets & Crossfield's long history of representing local governments makes the firm keenly aware of a municipality's need for the right legal advice at the right time. All of our attorneys have extensive experience representing municipalities or governmental entities and work very well collaborating to meet our clients' needs. The attorneys understand the need to provide the client with a response in a timely manner, often on short notice. Additionally, Sheets & Crossfield's investments in technology allow our attorneys to address the City of Johnson City's needs practically anytime from anywhere. If Tyler Stevens is not immediately available, Stephanie Sandre is the secondary point of contact and will be able to immediately respond to any requests.

We appreciate the opportunity to be considered to represent the City of Johnson City as City Attorney.

If you have any questions regarding the enclosed submission, please do not hesitate to contact me.

Sincerely,

**Tyler Stevens**

Attorney at Law  
Sheets & Crossfield, PLLC  
309 East Main Street  
Round Rock, Texas 78664  
Office: (512) 255-8877  
Direct: (512) 738-8738

Exhibit "A"  
List of Current and Former Clients

CLIENT	Phone	Email
City of Round Rock	512-218-5400	<a href="mailto:bbennett@roundrocktexas.gov">bbennett@roundrocktexas.gov</a>
Aqua Water Supply Corporation	512-303-3943	<a href="mailto:info@aquawsc.com">info@aquawsc.com</a>
Central Texas Regional Mobility Authority	512-996-9784	<a href="mailto:gpetrov@ctrma.org">gpetrov@ctrma.org</a>
<b>Elgin - Former Client</b>	512-281-5724	<a href="mailto:tom.mattis@ejintexas.gov">tom.mattis@ejintexas.gov</a>
<b>Georgetown - Former Client</b>	512-930-8158	<a href="mailto:ms@georgetown.org">ms@georgetown.org</a>
Giddings	979- 540-2710	<a href="mailto:sschneider@giddings.net">sschneider@giddings.net</a>
Hays County	512-393-7779	<a href="mailto:jordan.powell@co.hays.tx.us">jordan.powell@co.hays.tx.us</a>
<b>Hutto - Former Client</b>	512-759-4015	<a href="mailto:anna.rodriguez@huttobx.gov">anna.rodriguez@huttobx.gov</a>
Leander ISD	512-434-5068	<a href="mailto:jimmy.disler@leanderisd.org">jimmy.disler@leanderisd.org</a>
Liberty Hill	512-778-5449 x102	<a href="mailto:pbrandenburg@libertyhilltx.gov">pbrandenburg@libertyhilltx.gov</a>
Manville Water Supply Corporation	512-856-2488	<a href="mailto:tony.graf@manvillewsc.org">tony.graf@manvillewsc.org</a>
Smithville	512-237-3282	<a href="mailto:citymanager@ci.smithville.tx.us">citymanager@ci.smithville.tx.us</a>
<b>Taylor - Former Client</b>	512-352-3675	<a href="mailto:brian.laborde@taylorbx.gov">brian.laborde@taylorbx.gov</a>
Travis County WCID No. 10	512-327-2230	<a href="mailto:generalmanager@waterdistrict10.org">generalmanager@waterdistrict10.org</a>
Upper Brushy Creek WCID	512-284-7685	<a href="mailto:Alysha.Girard@UBCdams.org">Alysha.Girard@UBCdams.org</a>
Williamson County	512-943-1100	<a href="mailto:hhawes@wilco.org">hhawes@wilco.org</a>
West Lake Hills	512-327-3628	<a href="mailto:tfletcher@westlakehills.gov">tfletcher@westlakehills.gov</a>



ATTORNEYS AND COUNSELORS AT LAW

October 13, 2023

City of Johnson City, Texas  
City Hall  
303 E. Pecan Dr.  
Johnson City, TX 78636

RE: SEALED BID - RFQ 2023 CITY ATTORNEY / LEGAL SERVICES

Dear Mr. Rick Schroder, Chief Administrative Officer:

This proposal serves as Hyde Kelley LLP's RFQ response to Johnson City's Request for Qualifications for City Attorney/Legal Services. Below is a summary detailing our experience and understanding of the role of providing consulting legal services, including the firm/individual mission statement and a statement of values.

*Hyde Kelley Mission Statement:*

*Our mission is to provide local government, its elected and appointed officials, staff, and volunteers, with the highest quality, non-partisan, legal representation - at the best value to local government.*

We operate to instill and maintain:

- 1) the trust of the people you serve;
- 2) confidence in the municipality, its administration, and other decision makers, that they are conducting operations in compliance with all applicable laws; and,
- 3) a trusting relationship with all elected officials, administration, and other decisionmakers to ensure the free exchange all pertinent information necessary to provide the best legal advice, allowing us to offer all the applicable tools known, exceptional and innovative problem solving skills, and cost effective options, when one makes decisions so that each member of our team can conduct themselves to serve the community in a manner which upholds the laws and constitutions of the great State of Texas, the United States of America *and meet the needs and resolve the issues you face.*

---

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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***Hyde Kelley Core Values:***

Our law firm is built on a foundation of core values which every member of our firm adopts, and which guides our principles when serving our clients and in decisions in our everyday lives:

Our law firm values are:

**Client Centric  
Integrity  
Quality  
Teamwork, and  
Technology**

—

***Client Centric***

Hyde Kelley recognizes the importance of local government, its role to the people it serves, and its relationships with other local governments, state government, and the local community. We know that communities are just like people. They have their distinct personalities, likes, dislikes and “way” about them. “Bespoke” legal services, tailor-made to “fit” Johnson City, Texas, is what we do. Hyde Kelley LLP was established to distinguish itself from other law firms by offering clients a dynamic group of highly capable, cost-conscious attorneys and professional staff, who together, form both a nimble and robust boutique law firm.

***Integrity***

Lawyers and law firms have a less than stellar reputation for integrity and honesty with the public at large. We strive to change that view one client and one case at a time using our agreed upon law firm values. We hold each other accountable for our actions, internally, and we want our clients to do the same. Our aim is to be ethical and trustworthy in every legal interaction – with clients, opposing counsels, other parties, and our third-party partners and our legal advice is centered on this value.

***Quality***

Legal services are frequently viewed as costly. If the services aren’t tens of thousands of dollars, then the quality must not be high. We do not operate in that fashion. We provide our clients with preeminent legal representation and advice, born out of our many years of education and decades of legal experience in an encompassing variety of practice areas in which we represent local government, *as it demands*. In our unique and personalized way, clients receive legal representation and advice with precision through



our delivery of bespoke legal services, custom tailored to meet each clients' specific needs, expectations, and community. Our very design was founded upon our desire to always strive to be perfect. Recognizing that is not possible, so try to settle for excellence. We only offer our services at a reasonable and affordable cost to the clients we serve. Our unique and proven approach to your legal needs allows us to deliver bespoke legal services, of the highest quality, and of the best value, to our clients.

### *Teamwork*

While Mr. Hyde and Ms. Kelley are undoubtedly some of the most qualified and tenured City Attorneys in Texas, they cannot operate at their best without their Team. Here, that Team is their attorneys and staff, and combined with the elected and appointed decisionmakers in Johnson City. *This is the Johnson City Team.* Our firm was designed to serve as your out-sourced City Attorney's Office. We keep our client base managed so that we are prepared for the "flareups" and enjoy the quiet times. All five of its attorneys and staff will be available to meet your needs. Just as they say: "one should use the right tool for the right job"; we strategically approach each issue or project, assigning staff and applying just enough collaboration and teamwork which provides the most efficient and cost-effective manner of resolution, while maintaining the highest of excellence.

It takes consideration of the elected officials, ability in operations, sufficient financial support, and legal direction to meet most of your needs. We have to operate as a Team to be positioned to provide you with the best legal advice and can do so in a host of diverse legal issues and litigation. We have sufficient staff and the available capacity to meet your needs. Our goal is to integrate into, and be an essential part of, *the Johnson City Team*, to support success in your city.

### *Technology*

We utilize the best of technology to provide accessibility and efficiencies to your legal services. Being available during the workday (and in the evenings and weekends when elected officials make time for their community obligations) is an important factor in the delivery of legal services and we strive to exceed expectations. All reasonable and cost-effective technology which improves client relationships is essential to our practice.

Below (in blue for convenience) are our answers to the proposal requirements:

1. **Firm or individual name and contact information, including e-mail and website addresses and year organized.**

Hyde Kelley LLP's address is 2806 Flintrock Trace, Suite A-104, Austin, Texas 78738. Our Phone is 512-686-0700 and email for managing partner George Hyde is [ghyde@txlocalgovlaw.com](mailto:ghyde@txlocalgovlaw.com).

2. **Attach a list of Principals in the firm. Include a biographical sketch of each, including education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipal law.**

Please see attachment A for biographical information for firm attorneys.

3. **Provide the name of the assigned attorney and complete resume who will have primary responsibility for the City of Johnson City legal matters.**

George Hyde will have primary responsibility for the City of Johnson City legal matters. His CV and biographical information are included in Attachment A.

4. **Provide a list of attorneys who will provide services to the City. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.**

Please see Attachment A for the education and experience of the attorneys who will provide legal services to the City of Johnson City.

5. **Provide a complete list of all past and present municipal clients, including email and phone contact information.**

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.

<sup>1</sup> Includes municipal prosecution.

<sup>2</sup> Representation is aged; therefore, no contact information is available for current staff or elected officials.

#### **City Attorney**

City of Bay City, Texas<sup>1</sup>

City of Brady, Texas<sup>2</sup>

City of Burnet, Texas

City of Buda, Texas<sup>1</sup>

City of Castroville, Texas<sup>2</sup>

City of Cibolo, Texas<sup>1</sup>

- Peggy C, City Secretary of Cibolo
  - o Email: [pcimics@cibolotx.gov](mailto:pcimics@cibolotx.gov)
  - o Phone: 210-658-9900 x3111

City of Copperas Cove, Texas<sup>1,2</sup>



City of Garden Ridge, Texas<sup>2</sup>

City of Hays, Texas<sup>2</sup>

City of Hearne, Texas<sup>2</sup>

City of Leon Valley, Texas

- Art Fuentes, Former Councilmember

City of Missouri City, Texas<sup>1</sup>

- E. Joyce Iyamu, City Attorney
  - Email: [E.Joyce.Iyamu@Missouricitytx.gov](mailto:E.Joyce.Iyamu@Missouricitytx.gov)
  - Phone: 281.403.8500
- Ed Broussard, City Manager (now for City of Tyler)
  - Email: [ebroussard@tylertexas.com](mailto:ebroussard@tylertexas.com)
  - Phone: 903-531-1100

City of Pflugerville, Texas<sup>1</sup>

- Trey Fletcher, City Manager, Westlake Hills
  - Email: [tfletcher@westlakehills.gov](mailto:tfletcher@westlakehills.gov)
  - Phone: (512) 610-6825

City of Rosenberg, Texas<sup>2</sup>

City of Shavano Park, Texas

- Bob Werner, Mayor
  - Email: [mayor@shavanopark.org](mailto:mayor@shavanopark.org)
  - Phone: (210) 493-3478

City of Somerset, Texas<sup>1, 2</sup>

City of Victoria, Texas<sup>1, 2</sup>

City of Watauga, Texas<sup>1, 2</sup>

Village of Point Venture, Texas

- Vickie Knight, Village Secretary
  - Email: [villagesecretary@vopv.org](mailto:villagesecretary@vopv.org)
  - Phone: 512.267.5511

### Special Counsel

City of Austin, Texas<sup>2</sup>

City of Bee Cave, Texas<sup>2</sup>

City of Boerne, Texas<sup>2</sup>

City of Buda, Texas<sup>2</sup>

City of Bryan, Texas

- Thomas Leeper, City Attorney
  - Email: [tleeper@bryantx.gov](mailto:tleeper@bryantx.gov)
  - Phone: (979) 209-5150

City of Carrollton, Texas

- Meredith A. Ladd, City Attorney
  - Email: [Meredith.Ladd@cityofcarrollton.com](mailto:Meredith.Ladd@cityofcarrollton.com)
  - Phone: 972-466-3025

City of Converse, Texas<sup>2</sup>

City of Del Rio, Texas<sup>2</sup>  
City of El Paso, Texas<sup>2</sup>  
City of Gonzales, Texas<sup>2</sup>  
City of Hitchcock, Texas<sup>2</sup>  
City of Hondo, Texas<sup>2</sup>  
City of Hutto, Texas

- Dottie Palumbo, City Attorney
  - Email: Dottie@texasmunicipallawyers.com
  - Phone: 512-250-0411

City of Kerrville, Texas

- Mike Hayes, City Attorney
  - Email: attorney@kerrvilletx.gov
  - Phone: 830-258-1110

City of Laredo, Texas<sup>2</sup>

City of Liberty Hill, Texas

- Dottie Palumbo, Former City Attorney
  - Email: Dottie@texasmunicipallawyers.com
  - Phone: 512-250-0411

City of Little Elm, Texas

- Rodney Harrison, Chief of Police
  - Email: rharrison@littleelm.org
  - Phone: 214-975-0460

City of Missouri City, Texas (see above)

City of Natalia, Texas<sup>2</sup>

City of Plano, Texas

- Paige Mims, City Attorney
  - Email: Paigemims@planotx.gov
  - Phone: 972-941-7125

City of San Antonio, Texas<sup>2</sup>

City of San Marcos, Texas<sup>2</sup>

City of Victoria, Texas<sup>2</sup>

Town of Addison, Texas<sup>2</sup>

#### **General Counsel**

Bay City TIRZ 1 & TIRZ 2

- Mark Bricker, Former Mayor
  - Email: markbricker1@gmail.com
  - Phone: 979-318-9135

Buda Economic Development Corporation

- Micah Grau
  - Email: micah.grau@budatx.gov
  - Phone: (512) 523-1074

Capital Area Council of Governments<sup>2</sup>

Alamo Area Council of Governments<sup>2</sup>

Hutto Economic Development Corporation

- Don Carlson, Chairman
  - Email: dcarlson@onepointesolutions.com
  - Phone: 512-982-1973

Pflugerville Community Development Corporation<sup>2</sup>

Rosenberg Economic Development Corporation<sup>2</sup>

Pflugerville TIRZ 1<sup>2</sup>

Somerset Economic Development Corporation<sup>2</sup>

#### County Government

Bandera County<sup>2</sup>

Bexar County<sup>2</sup>

Edwards County<sup>2</sup>

Frio County<sup>2</sup>

Gillespie County<sup>2</sup>

Karnes County<sup>2</sup>

Karnes-Wilson Juvenile Probation Department<sup>2</sup>

Kendall County

- Matt Grove, General Counsel, Kendall County
  - Email: matthew.grove@co.kendall.tx.us
  - Phone: (830) 249-9343 ext. 303

Kerr County<sup>2</sup>

Limestone County<sup>2</sup>

Maverick County<sup>2</sup>

McMullen County<sup>2</sup>

Medina County<sup>2</sup>

Smith County<sup>2</sup>

Williamson County<sup>2</sup>

6. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas which your firm does not have experience and would need to outsource:

- a. Business contracts and agreements.
- b. Ordinances and resolutions.
- c. Real estate matters, including deeds and easements.
- d. Elections.
- e. Open meetings and open records.
- f. State law, as it pertains to municipalities.
- g. Personnel matters.
- h. Zoning and development processes.
- i. Municipal Court prosecution.

**j. Public safety.**

No outsourcing will be necessary as our firm's experience in each of the above areas is *comprehensive*.

Mr. Hyde is "merit certified" in municipal law by the Texas City Attorney's Association, an affiliate of the Texas Municipal League (TML) and is further approved by the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to be assigned claims counsel to defend Texas municipalities in lawsuits covered by TMLIRP. Mr. Hyde has served as a City Attorney since 2003 and has defended cities in lawsuits since 2001.

Mr. Hyde, having served as a City Attorney for over 20 years, with many appointments being with multiple cities at the same time, provides the City of Johnson City with the "complete package" allowing Hyde Kelley to provide all necessary legal advice in the below areas and more.

Ms. Kelley, having served as a City Attorney and Assistant City Attorney, both in-house at the City of Missouri City, Texas, and outside counsel City Attorney (currently with the Village of Point Venture, Texas) for a combined total of 21 years of service also provides the City of Johnson City the "complete package" allowing Hyde Kelley to provide all necessary legal advice in the below listed areas and more.

Mr. Hyde has not only provided legal counsel in negotiating, preparing, administering, has handled a wide range of contract conflicts, including representing cities in litigation from the trial court to the Texas Supreme Court and in Federal Court litigation from the Trial Court to the Fifth Circuit Court of Appeals and is admitted to practice before the United States Supreme Court. Having counseled cities and litigated in defense of cities, Mr. Hyde has a unique combination of experience most attorneys do not possess.

Mr. Hyde's practical experience as an employee of the City of New Braunfels, Texas, as a Park Ranger; an employee of the City of Selma, Texas as a Police Officer (25.5 years of service as a Texas Peace Officer), and 6 years' service as a volunteer fire fighter for two volunteer fire departments (Lake Dunlap VFD (Guadalupe County) and South Hays County Fire Protection District (Hays County)) provides a unique level of judgment and common sense to understand and provided focused counsel which is necessary to serve the City of Johnson City as its City Attorney, especially in matters of public safety and frankly all the above listed subjects.

Hyde Kelley LLP has the experience the City of Johnson City, Texas wants for its City Attorney.

7. Please list any client that you currently represent that could cause a potential conflict and/or be a potential litigant against the City of Johnson City. Describe how you would resolve these current or future potential conflicts of interest.

Hyde Kelley does not have any current clients that could cause a potential conflict and/or be a potential litigant against the City of Johnson City. Legal conflicts of interest are avoided or easily resolved when Mr. Hyde and Hyde Kelley are your appointed City Attorney.

In fact, Hyde Kelley has limited its City Attorney practice, only serving a select number of cities, to ensure the focus and availability of services, in the specific manner its clients prefer. It may not be hugely profitable, but money, while necessary, is not one of the core values we place on doing this work. There is an element of trust and satisfaction we strive to obtain as a public servant that comes first.

Conflicts of interest are a normal part of municipal representation. For instance, let's say you select our firm as City Attorney and the City Council serves as the Board of Adjustment. A builder files an appeal of your Building Official's decision regarding the application of a law or rule. The Building Official needs representation because the builder is also represented. The City Council, sitting as the Board of Adjustment, needs representation as well. If our firm represents the Building Official and the City Council/Board making the decision on the appeal, it is a conflict of interest.

In such a situation, we would simply follow the applicable Texas State Bar Rules of Disciplinary Conduct. In doing so, we would recommend the engagement of special counsel for the limited purpose of representing the Building Official for the Board of Adjustment hearing. We would be able to remain the City Council/Board of Adjustment's legal counsel for the hearing, thus resolving the conflict issue.

Our office does not sue municipalities (unless it is a municipality v. municipality dispute, such as overlapping city limit boundaries). Even if there is not a legal conflict of interest, we try to avoid even the appearance of a conflict of interest.

Ultimately, the Texas State Bar rules apply for all instances where a conflict exists. We see this question often, but all lawyers should respond



that they must follow the Texas State Bar Rules of Disciplinary Conduct. In certain circumstances, your City Attorney may continue to represent the city, and in others the City Attorney cannot continue to represent either party in the dispute, requiring two special counsel engagements for purposes of the dispute. If your City Attorney is paying attention, he or she should anticipate situations of potential conflict before they happen and take action to minimize or eliminate the conflict when possible.

8. **If your firm has represented any client in the past five (5) years against the City of Johnson City or one of its employees, please describe the case(s).**

None.

9. **If you have participated in any litigation in the last five (5) years in which the City of Johnson City or one of its employees was named as a defendant, please describe the case(s).**

None.

10. **Proposed hourly rates for each attorney assigned to the City of Johnson City or any alternative fee structure you propose, as well as billing increments, billing period and travel rates. List of references and contact information.**

*Hyde Kelley brings the highest quality legal services to Johnson City, at the best value.*

We are flexible in preparing a fee structure uniquely designed for the City of Johnson City, Texas. We believe a hybrid fee structure is best for the City and our law firm. But we can work with you to develop the best fee structure that the city is most comfortable with.

#### Our Fee Philosophy

We treat clients the way we would want to be treated if we were the client. Mr. Hyde resigned as an equal partner of one of the largest local government law firms in Texas (at the time) to establish his boutique law practice for a preferred clientele to focus on local government client needs, while minimizing overhead and client expense. We work efficiently, effectively, and only with the essential tools needed to care for our preferred clientele.

*We want to build relationships of trust, not bank account balances. We bring valuable and unique talents to our clients, practice ethically, and work to become a trusted partner of the cities we serve to help each community. We offer fee choices to our clients to fit them. As stated, we suggest a flat-fee scope of services and a negotiated hourly rate for other services outside the scope of the flat-fee. Legal costs for cities are unique to each community and are difficult to compare, so a special plan that fits your community is preferred.*

### Hourly Fee Proposal

Without sitting down and discussing the needs and scope of work desired, providing a fee proposal with that discussion is analogous to shooting to hit a target in the dark while in a strange place. If selected, we would like to see what you have been spending on legal service and the level of satisfaction and quality you received. Then we would work together to describe the things you want to be included in the flat fee and how long we both can agree to allocate for that work and come up with an annual amount to track your fiscal year for those services.

If (and usually when) something comes up that is not part of the scope of work, we would not set a base fee, but would talk about it jointly and come up with a plan and a budget and work through whatever comes up, together.

When performing hourly work, we try to assign legal staff such that you receive the best work for the least price. We create templates and teach staff to help us design materials so that the lawyer's work is not being consumed by matters more suited to City Staff, who can collect and summarize information so we can go straight to work on the legal analysis and strategies to be carried out, saving you tax dollars.

In a state that has inflation blooming, rates are more challenging than ever. We try to set rates that we can stick to for years, without having to adjust. But, just shooting in the dark:

Assuming that the City of Johnson City anticipated after due diligence that it had, for example, 20 hours of legal work a month. We would likely set the flat rate at \$5,300 (20 x \$265) (Covering all staff from paralegal to Mr. Hyde and Ms. Kelley). In contrast, if the anticipated amount was 60 hours of legal work a month, the flat rate would reduce per hour, say 3x more work, and the cost can reduce, saving \$1,800 to (60 x \$235). The more work, the greater discount to provide those



services (These are examples. We are willing to apply your specific circumstances upon selection and agree to an appropriate structure).

Our default local government rates for hourly City Attorney services are:

George Hyde	\$265
Caroline Kelley	\$255
Matthew Weston	\$225
Stephen Speck	\$200
Michael Bostic	\$200
Private Investigator	\$160
Crises Media Services	\$160 (with approved budget provided)
Paralegal	\$125

We generally invoice time in tenths of an hour (6-minute intervals). As quarter hours or larger intervals seem too broad with many tasks which take no more than 12 minutes to perform, which saves a tenth of an hour of fee for every task we perform.

Regarding expenses, we typically charge IRS rates for mileage to reimburse our employees for the use of their vehicle and charge hourly rates for only one-way because we share the burden and place 50% on us, not you, to use some travel time to prepare for or otherwise press forward the direction you provided, or to confer with other clients as needed, so the time is not lost in completing our client's work.

We have also found it best for all parties to charge a 3% administrative fee to cover in house costs such as copies, routine mailings, etc., as it is a reasonable allocation without expending the staff time and cost to track such costs, making our fees and rates more advantageous to you, our client.

Don't Fall for Low Hourly Rate Proposals.

This is an issue that some proposals will not raise and that is often ignored when evaluating hourly rates. But doing so hopefully builds trust. Another proposal may offer deeply discounted hourly rates to entice a municipality to select a firm on a low fee rate basis. However, I have seen such work product be of less quality and takes more time for the firm to complete. This ultimately results in higher costs than a law firm proposing somewhat higher rates and a level of quality which will last for the city for years to come.

With our experience and background, we have a great deal of work product already created, which will reduce time expended to complete many City Attorney tasks. We also develop templates for contracts and agreements, so that after the template is made, the use of the template by staff is much easier and cost effective. However, that means there is more work performed in the beginning of the engagement than later, after these cost savings efforts are developed and put in place. This ultimately is another consideration to be discussed when setting final fees/rates for this engagement.

**11. Any other items which the firm/individual deems necessary.**

Hyde Kelley LLP would enjoy serving as your City Attorney's Office and propose Mr. Hyde as your City Attorney and Ms. Kelley as First Assistant. As you can see from the attached letters and Resolutions, Mr. Hyde is a commendable public servant and is a top-quality local government legal counselor and trial attorney who would be a great addition to the City of Johnson City, Texas Team.

Additionally, Mr. Hyde's law office is uniquely situated in Lakeway, Texas, just north of the intersection of Texas FM 620 and Texas Highway 71, making the City of Johnson City only 50 minutes away. It will be hard to find a closer, more qualified candidate with a lawyer group that was established for the purposes listed and *means it*.

We look forward to the opportunity to represent the City of Johnson City as its City Attorney and hope that you find Hyde Kelley, LLP of the highest quality local government legal services provider at the best value to the City of Johnson City.

Respectfully submitted,

HYDE KELLEY LLP

  
George E. Hyde  
Managing Partner

# Attachment A

# GEORGE EDWARD HYDE

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## ATTORNEY & COUNSELOR AT LAW

Texas licensed attorney with a multi-disciplinary statewide law practice possessing four decades of litigation and trial experience and twenty-five years of service as City Attorney, 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	TMLIRP Claims Counsel
Contracts	Legal Issue Management	TMPA Claims Counsel
Constitutional Law	Legal Malpractice	TWCARMF 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 BACKGROUND:

Hyde Kelley, LLP		Current
Russell Rodriguez Hyde Bullock, LLP.		2017-2022
Denton Navarro Rocha Bernal Hyde & Zech, P.C. – San Antonio & Austin		2001-2017
Law Offices of Katherine Duff, P.C.	San Antonio & Austin	2000-2001
Lemler & Associates, P.C.	San Antonio	1999
O'Connell, Benjamin & Coghlan, LLP	San Antonio	1998-1999

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

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

**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 District Bankruptcy Court, Alexandria, Virginia  
Southern District Court of New York, Manhattan, New York

**EDUCATION**

Juris Doctor, *cum laude*

December 1998

St. Mary's University School of Law, San Antonio, Texas

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Bachelor of Science in Criminal Justice

May 1988

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:**

St. Mary's University's distinguished *John M. Harlan Society* recognizing legal excellence.  
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  
Texas Bar Association  
Federal Bar Association  
Travis County Bar Association  
Williamson County Bar Association  
Texas State Bar College

**COMMUNITY RELATED ACTIVITIES:**

**Texas Peace Officer 1989 – 2017 (with both city and county, and in paid and volunteer capacities)**

**TCOLE Master Peace Officer**

**TCOLE Peace Officer Instructor**

**Firearms Range Master**

**Texas Volunteer Firefighter 1983-1989**

**Lake Dunlap Area Volunteer Fire Department**

**South Hays County Fire-Rescue Fire Prevention District**

# GEORGE E. HYDE



HYDE KELLEY LLP

Austin, Texas

Direct: 512.540.3102  
Mobile: 210.325.4330

ghyde@txlocalgovlaw.com

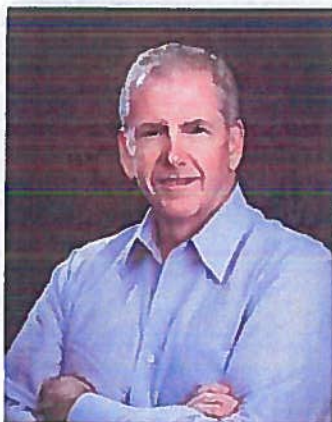
## EDUCATION —

St. Mary's University  
School of Law  
San Antonio, Texas  
Cum Laude

Texas State University  
San Marcos, Texas

## LICENSED —

Attorney & Counselor at Law,  
State Bar of Texas



MANAGING  
PARTNER



Proud Member of  
**Texas Bar College**  
A Professional Society of Legal Education

## BIOGRAPHY

George Hyde offers Firm clients multi-disciplinary legal services. Routine areas of engagement include litigation counsel (pre-suit, trial and appellate), special investigations counsel, special project counsel, general counsel (having served in the role of City Attorney in 11 Texas cities, ranging in population from 714 to over 63,000), economic development counsel, land use and development counsel, labor and employment counsel, law enforcement legal advisor, civil service legal advisor, ethics advisor, governance advisor, municipal court prosecutor and special prosecutor. With almost 35 years of litigation experience and almost 25 years of municipal government experience, George Hyde's practice sets a high bar for those licensed as an "Attorney and Counselor at Law" as he offers and excels as an attorney and as a counselor, using one to compliment the other.

Mr. Hyde has, and continues to be, devoted to public service. Before and during his service as an attorney, he served local government as a volunteer firefighter for the Lake Dunlap Area Volunteer Fire Department and for the South Hays County Fire Protection District, achieving the rank of Lieutenant. He also served as a Texas Peace Officer for 23.5 years in voluntary, part-time, and full-time capacities for a variety of law enforcement organizations. He attained Master Peace Officer, Peace Officer Instructor and Firearms Instructor certifications from the Texas Commission on Law Enforcement and achieved the rank of Commander by the end of his law enforcement career.



Mr. Hyde's litigation experience began before law school. In 1989, as a paralegal and investigator, he supported experts in high profile national and international products liability litigation, analyzing all forms of discovery and assisting in transportation investigations gathering evidence used in accident reconstruction and occupant kinematics analysis. In 1993, he transitioned to providing direct attorney support, serving as a trial paralegal on a variety of legal matters, gaining trial and appellate experience in both state and federal courts in Texas.


Mr. Hyde earned his Juris Doctorate from St. Mary's University School of Law. During law school, Mr. Hyde participated with high recognition in both mock trial and moot court competitions and was selected, as a Legal Research Instructor, to teach incoming law students. Throughout law school, he continued to work as a law clerk to help support his family. He graduated in December 1998 earning *cum laude* honors.

Throughout Mr. Hyde's career, he has been a longtime member of the Texas State Bar, rising through its divisions. In 1993, he became a member of the Legal Assistants Division; in June 1998, he became a member of the licensed law student attorney division; in December 1998, he became a member of the law school graduate attorney division. Finally, in May 1999, he became a fully licensed attorney. Mr. Hyde recently served as a Director on the St. Mary's University School of Law Alumni Association's Board of Directors from 2017-2021.

Mr. Hyde has served several roles in the area of land use, such as advising regulatory staff in both the planning and engineering departments. He has successfully performed property acquisition and conducted eminent domain proceedings. He has litigated land use disputes, defended against claims of unconstitutional takings and inverse condemnation, pursued civil code enforcement proceedings, and performed substantive local code development and amendment.

Mr. Hyde is licensed in Texas and admitted to practice in all Texas trial and appellate courts. He is also admitted to practice in all U.S. Federal District and Bankruptcy Courts in Texas, the U.S. Fifth Circuit Court of Appeals, and the U.S. Supreme Court. Since 2018, Mr. Hyde has also been a member of the State Bar College, an honorary society of lawyers and paralegals committed to high ethical standards and improved training for all legal professionals. He is a member of the Federal Bar Association, the Bar Association of the Fifth Federal Circuit, the Austin Bar Association, the Williamson County Bar Association, the Texas City Attorneys Association and the Texas District and County Attorneys Association.

While many lawsuits are not accounted for in Westlaw (which is a widely respected legal research tool). According to Westlaw, Mr. Hyde is referenced in over 356 filings of record, has litigated in 140 dockets and is noted as counsel of record in eighty-two judicial opinions. The actual number is much higher.



Mr. Hyde serves as Continuing Legal Education faculty for the Texas State Bar Government Law Section, the Texas City Attorneys Association, the Texas Police Chiefs Association, the University of Texas Land Use Conference, and many other educational programs, including prior service as faculty for the FBI Command College sponsored by FBI-LEEDA. Mr. Hyde also holds Merit Certification in Municipal Law, issued by the Texas City Attorneys Association.

# CAROLINE A. KELLEY



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New York University  
School of Law  
New York, New York

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With High Honors

## LICENSED —

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PARTNER

## BIOGRAPHY

Ms. Kelley earned her Bachelor of Arts in Political Science and Business Administration with high honors from Baylor University in 1988. She earned her Juris Doctorate from New York University School of Law in 1992 and was admitted to practice law in the State of Texas that same year.

Before relocating to Central Texas in 2015, Ms. Kelley exclusively served the City of Missouri City, Texas as in-house counsel for fifteen years. Seven of those years were served as an Assistant City Attorney, and the last eight years were served as City Attorney. During her tenure, she provided comprehensive legal counsel and support to city council, boards, commissions, and staff in all aspects of the law affecting municipalities. Ms. Kelley developed, prepared, and approved ordinances, resolutions, contracts, deeds, easements, briefs, and settlement agreements and conducted municipal court prosecution.

As Missouri City was a zoned City, Ms. Kelley regularly prepared both zoning text amendments and zoning map amendments to the City's Zoning Ordinance. Each time state or federal law was changed by legislative action or judicial decision, Ms. Kelley prepared the necessary ordinances to ensure the City of Missouri City's zoning ordinance was fully compliant with all applicable law. During her tenure, Ms. Kelley served as a zoning law expert in a prominent eminent domain case.



Additionally, Ms. Kelley served as both legal counsel and secretary to the City of Missouri City Recreation and Leisure Local Government Corporation which oversaw several park functions of the City, including the operation of two 18-hole golf courses, a restaurant, and an events/banquets facility.

Initially conceived as a bedroom community, Missouri City commenced a robust economic development initiative in the late 1990s. Ms. Kelley worked closely with the Missouri City Development Authority in its management of multiple public improvement districts and tax increment reinvestment zones. In this capacity, she prepared ordinances, resolutions, and contracts. Additionally, she was instrumental in preparing multiple Chapter 380 Economic Development Agreements which spurred the development of the industrial/commercial corridor of the City.

Prior to working at Missouri City, Ms. Kelley spent five (5) years serving the Texas Workforce Commission as a Hearing Officer handling complex hearings, including fraud and wage credit hearings. Ms. Kelley also practiced appellate law while serving the Court of Appeals, Third District of Texas (Austin) as a Briefing Attorney assigned to former Justice Mack Kidd. Prior to admission to the State Bar of Texas, Ms. Kelley clerked for a variety of law firms and public interest organizations.

Ms. Kelley's combined experiences have provided her with the knowledge to help guide the firm's clients with the ability to develop internal practices and policies and assist local governments to be ready and able to lead communities with knowledge of the law.



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## EDUCATION —

Juris Doctor  
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Bachelor of Arts  
Rice University

## LICENSED —

Attorney & Counselor at Law,  
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Attorney & Counselor at Law,  
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SENIOR  
COUNSEL

## BIOGRAPHY

Matthew Weston earned his Bachelor of Arts in History from Rice University in 1999 and his Juris Doctorate, cum laude, from the University of Houston Law Center in 2022. While at law school, he served as senior articles editor for the Houston Journal of International Law. He was admitted to practice law in the State of Texas in 2002 and in the State of California in 2010.

Upon graduation from law school, Mr. Weston has continually worked as a civil litigation attorney representing clients both at the trial court and appellate levels in Texas and in California in both the state and federal court systems. He has prepared multiple appellate briefs in disputes involving areas of practice as diverse as real estate, antitrust, aviation, products liability and entertainment law. He has two decades of experience interviewing witnesses, preparing motions and pleadings, conducting discovery, and negotiating settlements and has first chair trial experience.

Mr. Weston has represented clients in a wide variety of disputes, from airlines to a real estate company to governmental entities. He also has represented death row inmates in habeas corpus proceedings in California federal courts.

At Hyde Kelley LLP, Mr. Weston represents governmental entities in litigation in state and federal court at all levels.

# STEPHEN C. SPECK



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## EDUCATION —

Juris Doctor  
Washington & Lee University  
School of Law

Bachelor of Arts  
Indiana University

## LICENSED —

Attorney & Counselor at Law,  
State Bar of Texas

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## BIOGRAPHY

Mr. Speck earned his Bachelor of Arts in Economics from Indiana University in 2011 and his Juris Doctorate from Washington & Lee University School of Law in 2018. He was admitted to practice law in the State of Washington in 2018 and in the State of Texas in 2020.

While in law school, Mr. Speck clerked for a private law firm conducting legal related to a wide of array of issues in civil litigation. Additionally, he clerked for the United States Attorney's Office-District of Utah participating in the prosecution of white-collar crime cases. He worked on both motions and responsive motions related to the prosecutions. During his final year of law school, Mr. Speck completed an internship with the Roanoke County commonwealth's Attorney Office where he drafted evidential motions, conducted extensive legal research and assisted in the preparation for daily court.

Upon graduation from law school, Mr. Speck worked at Peterson Nykamp Law, LLC, in Seattle Washington as an Associate Attorney. He drafted motions and other pleadings related to the firm's civil litigation and negotiated over 100 settlements with defaulted debtors.

In 2020, Mr. Speck moved to Austin, Texas. While he awaited his Texas bar license, he worked as an investigator with the Texas Health and Human Services Commission, investigating healthcare provider fraud, waste, abuse, and non-compliance with state regulations. After he received his Texas bar license, Mr. Speck returned to litigation practice, defending automotive and homeowner policy holders in district and constitutional county courts for Liberty County Mutual Insurance Company.



Mr. Speck returned to government practice in 2022 as an attorney for the Texas Department of Banking, where he advised department staff, regulated entities and the general public on the interpretation and application of laws and regulations administered and enforced by the Department of Banking. He investigated and prosecuted violations of state banking law, addressed public information act requests and represented the Department in administrative proceedings before the State Office of Administrative Hearings.

Mr. Speck's current practice includes both litigation support and providing general counsel services for Economic Development Corporations, including drafting real estate purchase and sale agreements, economic development performance agreements, and providing advice regarding compliance with the Texas Open Meetings Act. In addition, Mr. Speck is active in the firm's litigation practice.



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## EDUCATION —

Juris Doctor  
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## LICENSED —

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ASSOCIATE  
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## BIOGRAPHY

Mr. Bostic earned his Bachelor of Arts in Political Science from Texas A&M University and his Juris Doctorate from Texas Tech University School of Law. He is admitted to practice in the State of Texas.

Upon graduation from law school, Mr. Bostic worked in the field of water law and government advocacy. He assisted senior attorneys with contested cases before the Texas Commission on Environmental Quality and Public Utility Commission. He worked closely with legislative consultants to develop extensive bill packages for the 84<sup>th</sup>, 85<sup>th</sup>, and 86<sup>th</sup> legislative sessions.

Continuing his experience in the administrative law field, Mr. Bostic represented the Texas Department of Public Safety—Office of Regulatory Counsel in licensing disputes including license to carry a handgun, vehicle inspection, private security, and metal recycling entities. Mr. Bostic represented the Department at administrative hearings before the State Office of Administrative Hearings and in proceedings at county court at law and justice courts across the state.

At Hyde Kelley LLP, Mr. Bostic continues to grow his experience representing governmental entities by providing litigation support.