

# CITY OF KYLE

## Notice of Special City Council Meeting



Kyle City Hall, 100 W. Center Street, Kyle, TX 78640  
The public can watch remotely at: Spectrum 10;  
<https://www.cityofkyle.com/kyletv/kyle-10-live>. One or more members of the governing body may participate in the meeting by videoconference pursuant to Section 551.127, Texas Government Code, provided that a quorum of the governing body will be present at Kyle City Hall.

Notice is hereby given that the governing body of the City of Kyle, Texas will meet at 9:00 AM on April 1, 2023, at Kyle City Hall, 100 W. Center Street, Kyle, TX 78640, for the purpose of discussing the following agenda.

Posted this 29th day of March, 2023, prior to 9:00 a.m.

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### **I. Call Meeting to Order**

### **II. Citizen Comment Period with City Council**

The City Council welcomes comments from Citizens early in the agenda of special meetings. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning city business, and they must observe the three-minute time limit.

### **III. Executive Session**

1. Pursuant to Chapter 551, Texas Government Code, the City Council reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting. The City Council may convene into Executive Session pursuant to any lawful exception contained in Chapter 551 of the Texas Government Code including any or all of the following topics.
  1. Pending or contemplated litigation or to seek the advice of the City Attorney and Attorneys concerning legal issues pursuant to Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct.
    - Engagement of an Employment Attorney
  2. Possible purchase, exchange, lease, or value of real estate pursuant to Section 551.072 to deliberate the purchase of real property for public purpose.
  3. Personnel matters pursuant to Section 551.074.

- City Manager Candidate Review
  - 4. Convene into executive session pursuant to Section 551.087, Texas Government Code, to deliberate regarding the offer of economic incentives to one or more business prospects that the City seeks to have locate, stay, or expand in or near the City.
2. Take action on items discussed in Executive Session.

#### **IV. Consider and Possible Action**

- 3. Discussion and history of Prop F approved through the 2020 City Charter Election.
- 4. Discussion and possible action on implementation of the committee and police department reporting requirements of Prop F, Section 7.06 of the City Charter.
- 5. Discuss, authorize and possibly approve the verbiage of the Request for Qualifications (RFQ), approved by the City Council during the March 21, 2023, regular council meeting, to allow for the Council to receive, review and possibly retain legal counsel, specifically for the future City Manager's contract. ~ *Yvonne Flores-Cale, Council Member*

#### **V. Adjourn**

*At any time during the City Council Meeting, the City Council may adjourn into an Executive Session, as needed, on any item listed on the agenda for which state law authorizes Executive Session to be held.*

Under the Americans with Disabilities Act, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Kyle City Hall is wheelchair accessible. Individuals who require auxiliary aids, interpretive services, and/or other services for this meeting should submit a request at <https://www.cityofkyle.com/contact> or call (512)262-1010, 48 hours in advance of the meeting.



# CITY OF KYLE, TEXAS

## Executive Session - Convene

**Meeting Date: 4/1/2023**

**Date time: 9:00 AM**

**Subject/Recommendation:** Pursuant to Chapter 551, Texas Government Code, the City Council reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting. The City Council may convene into Executive Session pursuant to any lawful exception contained in Chapter 551 of the Texas Government Code including any or all of the following topics.

1. Pending or contemplated litigation or to seek the advice of the City Attorney and Attorneys concerning legal issues pursuant to Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct.
  - Engagement of an Employment Attorney
2. Possible purchase, exchange, lease, or value of real estate pursuant to Section 551.072 to deliberate the purchase of real property for public purpose.
3. Personnel matters pursuant to Section 551.074.
  - City Manager Candidate Review
4. Convene into executive session pursuant to Section 551.087, Texas Government Code, to deliberate regarding the offer of economic incentives to one or more business prospects that the City seeks to have locate, stay, or expand in or near the City.

**Other Information:**

**Legal Notes:**

**Budget Information:**

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**ATTACHMENTS:**

**Description**

No Attachments Available



# CITY OF KYLE, TEXAS

Reconvene

Meeting Date: 4/1/2023  
Date time: 9:00 AM

**Subject/Recommendation:** Take action on items discussed in Executive Session.

**Other Information:**

**Legal Notes:**

**Budget Information:**

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**ATTACHMENTS:**

**Description**

No Attachments Available



# CITY OF KYLE, TEXAS

## History of Prop F

**Meeting Date: 4/1/2023**  
**Date time:9:00 AM**

**Subject/Recommendation:** Discussion and history of Prop F approved through the 2020 City Charter Election.

**Other Information:**

**Legal Notes:**

**Budget Information:**

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**ATTACHMENTS:**

**Description**

No Attachments Available



# CITY OF KYLE, TEXAS

## Prop F - PD Oversight Committee

**Meeting Date: 4/1/2023**

**Date time:9:00 AM**

**Subject/Recommendation:** Discussion and possible action on implementation of the committee and police department reporting requirements of Prop F, Section 7.06 of the City Charter.

**Other Information:** [https://library.municode.com/tx/kyle/codes/code\\_of\\_ordinances?nodeId=PTICH\\_ARTVIIADSE\\_S7.06PODE](https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTICH_ARTVIIADSE_S7.06PODE)

**Legal Notes:**

**Budget Information:**

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**ATTACHMENTS:**

**Description**

No Attachments Available



# CITY OF KYLE, TEXAS

## Employment Attorney RFQ

Meeting Date: 4/1/2023

Date time: 9:00 AM

**Subject/Recommendation:** Discuss, authorize and possibly approve the verbiage of the Request for Qualifications (RFQ), approved by the City Council during the March 21, 2023, regular council meeting, to allow for the Council to receive, review and possibly retain legal counsel, specifically for the future City Manager's contract. ~ *Yvonne Flores-Cale, Council Member*

**Other Information:**

**Legal Notes:**

**Budget Information:**

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**ATTACHMENTS:**

**Description**

- DRAFT RFQ-Attorney for City Manager

## **REQUESTS FOR QUALIFICATIONS**

### **Employment Attorney for City Manager Contract Services**

#### **Purpose**

The City of Kyle, a Home Rule Municipality is seeking Request for Qualifications (RFQ) for an Individual Attorney or firm for the purpose of providing legal services to the City of Kyle for final contract preparation for the position of a City Manager.

The individual or firm will be tasked with providing and final contract preparations for a City Manager position for the City of Kyle, with Kyle's City Council's approval. The city requests that one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to this RFQ.

#### **Services Required**

The individual selected is to have a Juris Doctorate from an accredited law school, a license to practice law in the State of Texas and be a member in good standing of the State Bar of Texas. Experience with Texas municipalities and knowledge of Texas Municipal Law, personnel law, and city management contracts.

Legal services required include:

- a. Develop a competitive employment offer, including salary and benefits.
- b. Arrange for a leadership-management style assessment.
- c. Draft materials such as the employment agreement for city council formal approval.
- d. The firm may be asked to assist with some other aspects of the job offer.
  - Attending council meetings as needed to answer questions about the process steps being presented at that time.
  - Provide input on the six-month performance evaluation of the successful candidate.
  - Negotiations and Execution of Contract

The city reserves the right to negotiate all terms and conditions of the employment contract. In the event the city and the candidate are unable to agree upon all contract provisions, the city reserves the right to cease negotiations, reject the candidate and proceed to negotiate with the next selected candidate.

#### **Proposal Requirements**

1. Firm or individual name and contact information, including e-mail and website addresses and year practice was organized. Include a biography outlining education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipality and personnel contract law. (25 points)



2. Provide a complete list of all past and present municipal clients including email and phone contact information. (10 points)

3. 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 such as:

- a. Employment contracts and agreements.
- b. State law as it pertains to municipalities.
- c. Personnel matters and employment law.

4. List of references and contact information. (10 points)

5. List of contract negotiations for city management positions within the last 3 years. List city name and contact person with email address and phone number. (25 points)

6. Any other items, which the firm/individual deems necessary. (10 points)

Each submittal should also provide a summary detailing the experience and understanding of the role of providing legal services as it pertains to this RFQ,. The summary should also include the Firm/Individuals Mission Statement and a Statement of Values.

### **Evaluation & Selection Process**

The Request for Qualifications due date is \_\_\_\_\_ by 1:00 p.m. Based on the city council's review of submittals, the selected finalist may be required to interview with the City Council at its regular meeting on \_\_\_\_\_ at 6:00 p.m. prior to appointment.

Proposals will be evaluated on the following factors:

- Relevant experience of the firm.
- Reputation and quality of work based on references or other information.
- Qualifications of the personnel to be assigned.
- Agreement to meet or exceed performance specifications and scope of services.
- Commitment to complete the process in a timely manner.

### **RFQ Submission**

Submit one (1) electronic copy of the RFQ via email by 1 pm on \_\_\_\_\_, 2023 to:

City Secretary

Email address

The subject line of the email shall read, “City of Kyle - RFQ 2023 Employment Attorney for City Manager Contract Services.”

Proposals received after 1 pm on \_\_\_\_\_, 2023 will not be considered.

The City of Kyle reserves the right to reject any or all proposals submitted