

# **TCMA Host City Bid Packet**



## **2025 Texas City Management Association Annual Conference**

**All bids must be received by March 1, 2022.**

It is TCMA's pleasure to invite council-manager form of government cities to submit a bid to host the 2025 Texas City Management Association Annual Conference.

## **I. Bid Process – 2025 TCMA Annual Conference**

All questions are to be submitted by email to [tcmaconference@tml.org](mailto:tcmaconference@tml.org). Responses will be posted on the TCMA Q&A webpage at <https://www.tcma.org/270/Questions-Answers>. Questions by phone will not be accepted. Questions from employees at property venues will not be accepted. **All questions should filter through a designated individual of the city manager.**

**Proposals are to be sent from the city manager's office and signed by the appropriate individuals. Proposals are due by email to [tcmaconference@tml.org](mailto:tcmaconference@tml.org) no later than 5:00 p.m. on Tuesday, March 1, 2022. If the file size is large, you may submit via a Dropbox link. This invitation is for the 2025 TCMA Annual Conference only.**

The TCMA Board has determined that the Annual Conference will rotate between two Texas gulf cities (Galveston and South Padre Island); two geographic areas (Central Texas and the Dallas/Fort Worth Metroplex); and one resort location. For the two geographic areas, preference will be given to destination cities. TCMA has currently contracted with the following locations: Hyatt Regency Lost Pines Resort and Spa (2022), Allen (2023), and South Padre Island (2024).

## **II. History**

The TCMA Annual Conference attracts 600-800 attendees, family members, and guests and has been held in the following cities in the past five years: South Padre Island (2016), Austin (2017), Galveston (2018), Fort Worth (2019), and Round Rock (2021).

## **III. Requirements**

### **A. Conference Planning and Promotion**

While the TCMA Professional Development Committee and TML/TCMA staff are responsible for all aspects of the conference, the host city plays an integral part in the planning process. The host city should be prepared to provide suggestions of imaginative locations and a site tour of two or three offsite venues for the planning committee to determine which will serve best for social events. Typical events include:

- Welcome Reception: This event is typically the Thursday evening prior to the official conference opening and is typically held in the host hotel, but other options will be considered.
- Guest/Youth Event: This event is typically Friday during educational sessions.
- Conference-wide Family Social: This event is typically Friday evening.

**The host city will work with the Committee to ensure that wireless Internet connection is available without charge in hotel sleeping rooms and meeting rooms for conference participants.**

**The host city also provides 10 to 12 volunteers to assist with conference bag stuffing prior to the conference.**

### **B. Golf Tournament Coordination**

A golf tournament has become a traditional part of TCMA conference activities. **The city should be prepared to coordinate this event with the designated TCMA tournament coordinator.**

### **C. Hospitality**

The host city or TCMA regional organization traditionally staffs an information table throughout the TCMA Annual Conference. Maps and information on the host city, as well as surrounding attractions within other communities, and discounted attraction tickets are routinely made available.

#### D. Transportation

The city may be requested to assist with transportation (if needed) between the conference site and the conference events (TCMA Board, guest/youth event, and social events).

#### E. Financial Requirements

TCMA host cities make significant in-kind contributions toward defraying the expenses of the TCMA Annual Conference, including city staff time and use of various city facilities, such as convention or civic centers. The host city will agree to cover any rental fees associated with the meeting facility (convention center, hotel, etc.).

There are, however, direct expenses to the city in hosting the TCMA Annual Conference. In the year prior to hosting the conference, the 2025 host city is responsible for financially underwriting the closing conference social event (usually a family brunch). The approximate cost of this event is \$15,000-\$20,000, depending on location.

The host city must be willing at the time of the proposal to provide TCMA with written confirmation that the following financial obligations will be honored:

- Rental fee of the meeting facilities (convention center, hotel, etc.) if any
- Cost of wireless internet in meeting facility educational session rooms
- Cost of wireless internet in sleeping rooms
- Cost of a closing brunch at the 2024 TCMA Annual Conference
- Cost of transportation between the conference site/hotel(s) and conference events

#### F. Dates

The conference is held in June on a Thursday–Sunday format. The golf tournament is usually held on Thursday morning. The TCMA New Board and Region President orientation, TCMA Board meeting, and a pre-conference educational session are usually held on Thursday afternoon. A Board dinner is held on Thursday evening. The Opening General Session is held on Friday morning, a General Session on Saturday morning, and the Closing General Session on Sunday morning. A conference schedule is enclosed to provide the conference flow of events. **Any June 2025 weekend excluding Father's Day weekend will be considered.**

#### G. Other Considerations

- Hotel(s): A single property for sleeping and meeting rooms will receive preferred status in final site selection
- Accessibility to major airline service
- Unique points of interest
- Council-Manager form of government
- Site of TML Annual Conference
- Site of the ICMA Annual Conference

## Site Requirements

TCMA prefers to hold the TCMA Annual Conference at a single property including all sleeping and meeting rooms. Preference will be given to proposals that provide this opportunity.

- A. Hotel Accommodations  
380 first class sleeping rooms (run of house)
- Monday and Tuesday (three rooms for staff arrival)
  - Wednesday arrival (approx. 150 rooms)
  - Thursday, Friday, Saturday (approx. 380 rooms each night) with Sunday Noon departures
  - 25 room block for speakers, VIP guests, staff
  - Five suites
  - VIP suite for Association president (complimentary)
- \*complimentary wireless in meeting and sleeping rooms  
\*online reservation capability  
\*central booking agency such as PassKey provided by the city if multiple properties are required
- B. Hotel Accommodations at staff rate for 30 for two nights and complimentary meeting space to hold the conference planning meeting. This meeting typically takes place on a Thursday and Friday format between July and September.
- C. Meeting Accommodations including Food and Social Functions (See insert)
- The general session room **cannot** serve as a concurrent session room, but can be used for lunches
  - Function space for 24 tabletops
  - Large meeting room on Saturday for Intercollegiate Bowl Finale
  - Numbers are estimates only
  - Meeting room requirements are subject to change
  - If Convention/Conference Center contract is required, please include with your bid
  - Large space on Tuesday prior to the conference for bag stuffing

We have read the above listed host city requirements for the 2025 Texas City Management Association Annual Conference and, if selected, we agree to abide by the financial requirements and host city responsibilities so stated.

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City

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Mayor

Date

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City Manager

Date



**TCMA Annual Conference  
Sample Program Flow**

|                      |  |
|----------------------|--|
| <b>Monday</b>        | Staff arrival  |
| <b>Tuesday</b>       | Bag stuffing (600 bags) (20 tables to organize bags and bag stuffer;<br>move to staff room for bag storage and equipment)<br><br>Pre-con with hotel and/or conference center staff |
| <b>Wednesday</b>     | Staff work day<br>Opening General Session Rehearsal  |
| <b>Thursday</b>      |  |
| 7:00 a.m.-1:30 p.m.  | Golf tournament  |
| 10:00 a.m.-5:00 p.m. | Registration   |
| Noon-1:00 p.m.       | TCMA Region President Orientation (hollow square 30 with 40<br>theater seating)  |
| 1:30-2:30 p.m.       | TCMA Board Orientation (hollow square 30 with 40 theater seating)  |
| 3:00-5:00 p.m.       | Pre-Conference Concurrent Educational Session (175)  |
| 3:00-5:00 p.m.       | Pre-Conference Concurrent Educational Session (175)  |
| 3:00-4:30 p.m.       | TCMA Board Meeting ((hollow square 30 with 40 theater seating)   |
| 5:30-7:30 p.m.       | TCMA Board Reception and Dinner (80)   |
| 7:30-9:30 p.m.       | Welcome Reception (275)  |
| <b>Friday</b>        |  |
| 8:00 a.m.-5:00 p.m.  | Registration   |
| 9:00-10:30 a.m.      | Opening General Session (700+ This room should not double as a<br>concurrent session room)   |
| 10:30-10:45 a.m.     | Refreshment Break  |
| 10:45 a.m.-Noon      | Concurrent Session One (200)<br>Concurrent Session Two (200)<br>Concurrent Session Three (200)   |
| 10:45 a.m.-4:45 p.m. | Individual financial planning (two separate rooms with two rounds of four)   |
| 12:15-1:45 p.m.      | Awards Luncheon (350+ Must be a standalone room. General<br>session meeting room can be accommodated.)   |

|                      |  |
|----------------------|--|
| 2:00-3:15 p.m.       | Concurrent Session One (200)<br>Concurrent Session Two (200)<br>Concurrent Session Three (200)   |
| 3:15-3:30 p.m.       | Refreshment Break  |
| 3:30-5:00 p.m.       | Concurrent Session One (200)<br>Concurrent Session Two (200)<br>Concurrent Session Three (200)   |
| 6:00-10:00 p.m.      | Social Event (300+) (off site, depending on venue)   |
| <b>Saturday</b>      |  |
| 7:30 a.m.-3:00 p.m.  | Registration   |
| 7:30-8:45 a.m.       | Business Meeting and/or Networking (100)   |
| 9:00-10:15 a.m.      | General Session (700+ This room should not double as a concurrent session room)  |
| 10:15-10:30 a.m.     | Refreshment Break  |
| 10:30-11:45 a.m.     | Intercollegiate Bowl Finale (500)<br>Concurrent Session One (200)<br>Concurrent Session Two (200)<br>Concurrent Session Three (200)                        |
| 10:30 a.m.-3:45 p.m. | Individual financial planning (two separate rooms with two rounds of four)   |
| Noon-1:00 p.m.       | Networking Luncheon 250 Must be a standalone room. General session meeting room can be accommodated, but may be used for the Intercollegiate Bowl Finale.) |
| 1:15-1:45 p.m.       | Business Meeting optional time (100+)  |
| 1:50-3:50 p.m.       | Concurrent Session One (200)<br>Concurrent Session Two (200)<br>Concurrent Session Three (200)   |
| 3:50 p.m.            | Free time (no planned events scheduled)  |
| 4:00-6:00 p.m.       | Assistants' Organization Hosted Reception (depending on venue may be off site)   |
| <b>Sunday</b>        |  |
| 8:30-10:30 a.m.      | Registration   |
| 8:30-10:30 a.m.      | Continental Breakfast and Closing General Session (275)  |