

## State-Mandated/Attorney General-Approved

### Who Must Receive Training ?

- Every elected or appointed member of a city council, P&Z, ZBA, etc.
- City employees who serve as designated public information coordinator.

§551.005) & the Public Information Act (Tex. Gov't Code §552.012).

### How Long is Training?

2 hours.

### Why is Training Required?

The Texas Legislature mandated training by approving Senate Bill 286 in 2005 (79th Texas Legislature), codified as Tex. Gov't Code §§551.005 & 552.012.

### What are Features of Presentation?

The presentation includes a comprehensive, user-friendly handout, PowerPoint visual aide, and *Legal Q&A* with a professional Municipal Lawyer. Each presentation is customized to fit the particular city. Our presenters share *practical tips* based on experience. There are no limitations on the number of attendees who can participate in the session.

### How Long is the Grace Period?

Officials have **90 days** from the date of swearing-in to complete the training.

### Who Approves Training Curriculum?

Our firm's presentation has been approved by the Texas Attorney General. The entire presentation is up-to-date and timely.

### What Must Training Cover?

The Open Meetings Act (Tex. Gov't Code

## In-House Seminars for Council, Staff, & Volunteers

**Our team of experienced Municipal Lawyers can come to your city to provide quality, customized training courses on the following topics:**

### Land Use & Development

Annexation, Comprehensive Plans, Subdivision Regulations, Zoning, Building Codes, Signs, Antenna Towers, Sexually-Oriented Businesses, Aesthetics and Exterior Design Standards, Landscaping, Open Space, Historic Preservation, Development Agreement, Planned Development Districts, Variances, Conditional Use Permits, Overlay Districts, Impact Fees, Grandfathering, Water Quality Protection (stormwater, impervious cover, waterway/groundwater protection).

### Personnel

Sexual Harassment, Age Discrimination, Whistle Blowers, Workers Compensation, Police/Firefighters, Flex-Schedules and Tele-Commuting, Overtime and Compensatory Time, Job Descriptions, Recruitment, Progressive Discipline, Employment Policies, Free Speech, Contracts.

### Ethics

Conflicts of Interest, Dual Office Holding, Resign to Run, Incompatibility, Nepotism, Revolving Door, Confidential-Privileged Information, Abuse of Office, Official Oppression and Misconduct, Financial Disclosure Statements, Gifts & Honoraria, Electioneering by cities.

### Elections

General Elections, Special Elections, Rollback, Propositions, Candidates, Preclearance under federal Voting Rights Act, Redistricting, Recall, Deadlines, Process, Charters.

### Open Government

Public Information Act, Open Meetings Act, Records Retention Act, Formulating Agendas, Conducting Meetings, Procedural Rules of Order, Open Government Policies & Procedures.

### Economic Development

Chapter 380 Agreements, 4A & 4B Sales Taxes, Sales Tax Refunds, Property Tax Abatements.

- Every session features a balanced discussion of *legal* and *practical* considerations
- All presentations include *visual aides* and *handouts* summarizing the material
- *Flat fee* regardless of number of attendees