

Memorandum



DATE September 14, 2007

TO HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL

SUBJECT TEXAS OPEN GOVERNMENT TRAINING – SEPTEMBER 19, 2007

On Wednesday, September 19, 2007, the final item on the City Council Briefing agenda will be Texas Open Government Training for all newly elected City Councilmembers and other City officials who have not completed the training. Re-elected councilmembers are not required to attend the training, but are welcome to attend to refresh their knowledge of the law.

Section 551.005 and 552.012 of the Government Code, effective January 1, 2006, requires each elected or appointed public official who is a member of a governmental body to receive training in the requirements of the Opening Meetings and Public Information Act. The public official must complete the training not later than the 90th day after taking the oath of office.

A DVD, provided by the Texas State Attorney General's Office, which is approximately two hours long includes instruction in the following subjects:

- general background of the legal requirements for open meetings, open records and public information;
- applicability of the chapters to governmental bodies;
- procedures and requirements regarding quorums, notice, recordkeeping, complying with a request for information under the chapters
- procedures and requirements for holding an open meeting and for holding a closed meeting;
- role of the attorney general; and
- penalties and other consequences for failure to comply with the chapters.

You shall be provided a certificate of completion by the City Secretary's Office when the training course is completed. The City Secretary shall maintain and make available for public inspection the record of its members' completion of the training.

Each member of the council and appointed official will be provided an Open Meetings and Public Information Handbook at the beginning of the training.

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The City Secretary's Office official files indicate the following newly appointed councilmembers have received the open government training as appointed officials and do not have to attend the training on September 19th.

<u>Councilmember</u>	<u>Open Meeting</u>	<u>Open Records</u>
Jerry Allen	January 24, 2006	(must attend training)
David Neumann	April 12, 2006	April 12, 2006
Sheffield Kadane	April 17, 2006	April 17, 2006

If you have questions, please give me a call.


DEBORAH WATKINS
City Secretary

- C: Mary K. Suhm, City Manager
Thomas P. Perkins, City Attorney
Craig Kinton, City Auditor
Judge Jay Robinson, Administrative Municipal Judge
Ryan S. Evans, First Assistant City Manager
Chris Bowers, First Assistant City Attorney
Rosa Rios, Assistant City Secretary
Charles W. Daniels, Assistant City Manager
A. C. Gonzalez, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Ramon F. Miguez, P.E., Assistant City Manager
Dave K. Cook, Chief Financial Officer
Jesus Toscano, Assistant City Attorney
Gwen Satterthwaite, Assistant City Attorney
Chandra Marshall-Henson, Assistant to the City Manager