

What cities are saying about us:

"With an engaging balance of humor and directness, the City Hall Essentials speakers shared their professional knowledge related to Social Media and Municipal Fundamentals. The speakers addressed social media, and the growing issues that municipal cities face such as policy, retention, and open records. Being a new city secretary, I also found the Municipal Fundamentals extremely helpful and I took away a lot of tips, knowledge, and resources that I can apply in my daily work environment. I appreciate City Hall Essentials as well as the speaker's strong sense of commitment to sharing their knowledge for the betterment of all Texas Cities."

~Julie Lunsford, City Secretary, City of Todd Mission

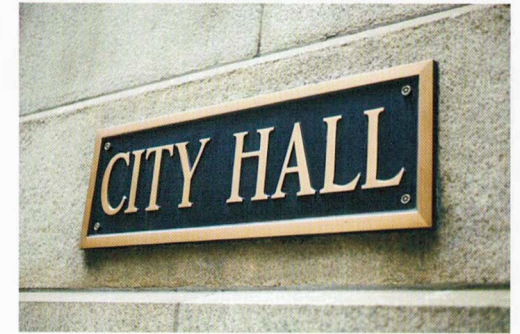
"After attending the recent Municipal Fundamentals Seminar in Bastrop, I wanted to write and express my satisfaction. As an experienced City Councilmember, the seminar was a great refresher course. The presenters were professional and knowledgeable, and made the educational process entertaining. I will highly recommend Municipal Fundamentals Seminar to anyone wanting to learn more about City government. I look forward to attending future seminars."

~Nancye Britner, Mayor Pro-Tem, City of Woodcreek

"Best Municipal Law Training in the State of Texas! As the City Clerk of a city that has experienced huge growth in the past five years, it is imperative that my colleagues and I stay abreast of the ever-changing laws and issues affecting municipalities at the federal, state and local level. If you are looking for a dedicated team of professionals with a proven record of high moral and ethical standards, I highly recommend you contact Alan Bojorquez and his business partner, Sheila Bojorquez, at City Hall Essentials - They are simply the best money can buy!"

~Elvia Schuller, City Clerk, Town of Horizon City

Our Consultants Are:	See our website for our consultants' bios
City Managers	City Secretaries
City Planners	Court Clerks
Finance Directors	Procurement Specialists
Police Department Specialists	Parks & Recs Managers
Economic Development Advisors	Local Government Specialists
Spanish Translators	Document Editors & Designers
Ethics Trainers	Organizational Culture Leaders
Social Media Specialists	Web Designers and Management



Training for City Halls; Big and Small

Because informed officials make better decisions



City Hall
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Some of Our Most Popular Topics

Municipal Fundamentals

- *Open Meetings/Open Records
- *Ethics
- *Parliamentary Procedure
- *Ordinances, Resolutions, Proclamations
- *Social Media & Effective Communications
- *Official Liability & Immunity
- *Dealing with the Media
- *Organizational Culture
- *Boards & Commissions

Municipal Court

- *Court Costs and Fines
- *Court Budgeting
- *Role of the Municipal Court in Local Govt
- *Court Records Management
- *Jury Trial Processing
- *How to Become a Court of Record

City Secretary

- *City Secretary Duties: Step by Step
- *Setting up a Records Center
- *Parliamentary Procedures
- *Being a PIO During a Crisis
- *Notary Public Rules & Regulations
- *Elections
 - Elections Law
 - Step by Step Procedures
 - Training candidates/newly electeds

Police Department

- *Training on Best Practices
- *Successful Department Policies
- *Adopting Law Enforcement Procedures
- *First & Second Amendment "Freedom Audits"

Planning

- *Intro to Planning & Development Regulation
- *Comprehensive/Strategic Planning
- *Zoning
- *P&Z and ZBA Training
- *Subdivision Regulation
- *Capital Improvements Planning
- *Smart Growth & Growth Management

Other Subjects

- *Budget, Bonds, and Public Hearings
- *DiSC Leadership Program
 - Effective Leadership
 - Building a Cohesive Team
- *Employee Engagement
- *Serving our Constituents/Customer Service
- *Employment Harassment

About Us:

We routinely conduct state-wide seminars, present specific educational events for particular cities, and arrange one-on-one coaching for new professionals. City Hall Essentials, LLC ("CHE") is a consulting firm with a network of seasoned professionals who are available to answer the call of duty when city officials need help.

Based in Austin, Texas, City Hall Essentials is structured to bring high-quality learning opportunities to municipalities across the state. We can provide customized training for your city council, staff, and citizen advisory boards.



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