



# City Hall ESSENTIALS

*Municipal training...  
because informed officials  
make better decisions.*

## Municipal Fundamentals Seminar

Friday, December 3, 2021 | 8:00 am—4:15 pm

### GoTo Platform

Registration Link: <https://tinyurl.com/8swe6dj4>

*Ideal for Newly-Electeds or as a Refresher*

For City Officials (elected, staff, volunteers), Council, Attorneys, Managers, Planners, Department Heads, Secretaries, Clerks and Citizen Advisory Board Members

### Agenda

8:00 am—8:30 am	Enter into Meeting/Welcome
8:30 am—8:45 am	Welcome   Alan Bojorquez
8:45 am—9:45 am	Parliamentary Procedure   Mary-Lynne Stratta
9:45 am—10:45 am	Open Meetings   Cristian Rosas-Grillet
10:45 am—11:00 am	<i>Break</i>
11:00 am—12:00 pm	Open Records   Erin Higginbotham & Marianella Joseph
12:00 pm—12:15 pm	<i>Break</i>
12:15 pm—1:15 pm	Ethics   Alan Bojorquez
1:15 pm—1:45 pm	Official Liability & Immunity   Adam Hill
1:45 pm—2:15 pm	Ordinances v. Resolutions v. Proclamations   Rezzin Pullum
2:15 pm—2:30 pm	<i>Break</i>
2:30 pm—3:00 pm	Purchasing   Alessandra Gad
3:00 pm—4:00 pm	Social Media & City Hall   Lora-Marie Bernard
4:00 pm—4:15 pm	Closing Remarks   Alan Bojorquez

### Our Hosts, Sponsors & Affiliates are:



Department of Political Science &  
Master of Public Administration Program



McCreary Veselka Bragg & Allen P.C. Attorneys at Law

