Two Day Event for City Officials
Attend One or Both

June 6: Planning & Zoning Workshop
1:00pm—4:15pm
Registration begins at 12:30pm

June 7: Municipal Law Seminar
9:00am—5:00pm
Registration begins at 8:30am

Where:
Texas Tech University School of Law
Lanier Auditorium

Thursday’s Agenda:
12:30pm—1:00pm  Registration & Refreshments
1:00pm—1:30pm  Comp Plans
1:30pm—2:00pm  Subdivision Plats
2:00pm—2:30pm  Zoning
2:30pm—2:45pm  Break
2:45pm—3:15pm  Development Agreements
3:15pm—3:45pm  Signs & the Constitution
3:45pm—4:15pm  Grandfathering

*subjective and subject to change

Friday’s Agenda:
8:30am—9:00am  Registration & Refreshments
9:00am—9:10am  Welcome & Greeting
9:10am—10:10am  Open Meetings
10:10am—10:25am  Break
10:25am—11:25pm  Open Records
11:25am—12:10pm  Social Media
12:10pm—12:40pm  Break/Grab Box Lunch
12:40pm—1:25pm  Ordinance Drafting
1:25pm—2:10pm  Official Liability
2:10pm—2:55pm  Guns at City Facilities
2:55pm—3:10pm  Break
3:10pm—3:55pm  Sign Law
3:55pm—4:55pm  Economic Development
4:55pm—5:00pm  Closing Remarks
5:00pm—6:00pm  Reception

*subjective and subject to change

REGISTRATION FORM HERE

Calling All:
City Officials (elected, staff, volunteers)
Council, Managers, Attorneys, Planners,
Department Heads, Commissioners,
Secretaries, Clerks

Registration Fees:
Planning & Zoning Workshop:
$50 on or before 5/21/19, $75 after
5/21/19
Includes refreshments
Municipal Law Seminar:
$150 on or before 5/21/19, $175 after
5/21/19
Includes breakfast items, box lunch, and
snacks.
See Registration form for Cancellation/
Substitution Policy

CEUs/CLEs:
*2 hrs by the Attorney General for
Open Government Training
*MCLEs: approval pending
*4 hrs by the Texas Court Clerks Assn
& Texas Municipal Courts Ed Ctr
*Texas Registered Municipal Clerks may
submit a Knowledge Transfer Action
Plan (KTAP) to receive TMCCP
education points
*Seminar agenda may be submitted to the
Texas Municipal League Institute

Contact:
Sheila Bojorquez
512/334-9570
Sheila@CityHallEssentials.com

Our Hosts, Sponsors & Affiliates Are:
Registration Form: Municipal Law Seminar and Planning & Zoning Workshop
For City Officials (elected, staff, volunteers), Council, Attorneys, Managers, Planners, Department Heads, Secretaries, Clerks & Commissioners, TTU Faculty, Staff & Students

*Thursday, June 6, 2019, 1:00 pm—4:15 pm
Registration begins at 12:30 pm
$50 before 5/21/19, $75 after 5/21/19
*Friday, June 7, 2019, 9:00 am—5:00 pm,
Reception 5:00 pm—6:00 pm
Registration begins at 8:30 am
$150 before 5/21/19, $175 after 5/21/19

*One form per attendee
*Cancellation/Substitution Policy applies, see below
*Payment must be received/processed by due date
*Texas Tech University School of Law
Lanier Auditorium, 3311 18th Street,
Lubbock, Texas 79415
*TTU Faculty, staff and students are free w/TTU ID but must complete a registration form

Name: _________________________________ Title: _______________________________
City/Organization: _____________________ Phone #: ____________________________
Address: _____________________________________________________________________
_____________________________________________________________________________
Email Address: ________________________________________________________________

[ ] Thursday, June 6th
Planning & Zoning Workshop

[ ] Friday, June 7th
Municipal Law Seminar

Pay by Credit Card
Call 512/334-9570 to have card payment processed

Check Enclosed
Please make check payable to City Hall Essentials, LLC
P. O. Box 170327, Austin, TX 78717

Cancellation/Substitute Policy
If you are registered and cannot attend, you are encouraged to send a substitute. The substitute must complete their own registration form. If you cannot send a substitute, you will receive a refund but a $25 cancellation fee will be assessed. An email requesting the cancellation must be received by 5/21/19. No refunds will be allowed after 5/21/19.

Contact: Sheila Bojorquez
Sheila@CityHallEssentials.com, 512/334-9570