



OFFICE OF THE CITY ATTORNEY

MEMORANDUM
CONFIDENTIAL ATTORNEY-CLIENT AND/OR
ATTORNEY WORK PRODUCT COMMUNICATION
NOT INTENDED FOR PUBLIC DISSEMINATION

TO: Juli Lozano, Public Information Officer
FROM: Sylvia Borunda Firth, City Attorney *SB*
SUBJECT: Training – Texas Open Meetings Act/Texas Public Information Act
DATE: March 5, 2014

Please place the following notice in the next Employee Newsletter:

OPEN GOVERNMENT TRAINING

The City Attorney's Office will be presenting the videos provided by the Texas Attorney General to provide Open Meetings Act and the Public Information Act training on the following dates and times:

Wednesday, April 2, 2014, from 10:00 am to 12 noon – Open Meetings Act
Thursday, April 3, 2014, from 2:00 pm to 4:30 pm – Public Information Act

Each session is approximately 1 hour long and the legal department will be available to answer any questions you might have at the end of the session. Both training sessions will be held in the City Council Chambers. Any employee who would like to attend is welcome and the employees who are tasked with responding to records requests pursuant to the Public Information Act are encouraged to attend.