

MINUTES  
ORIENTATION WORKSHOP  
HELOTES CITY COUNCIL  
July 1, 2022

The City of Helotes City Council gathered for educational training on Friday, July 1, 2022, at 12:00 p.m. in the Helotes Fire Department Training Room, 12951 Bandera Road, Helotes, Texas 78023. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Rich Whitehead, Mayor  
Craig Sanders  
Jen Sones  
Cynthia Massey  
Matthew Merchant

Absent: Matthew McCrossen

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary  
Frank Garza, City Attorney

**1. Call to Order.**

Mayor Whitehead called the workshop to order at 12:07 p.m.

ORIENTATION:

**2. Briefing by Staff on City Council Orientation Handbook.**

Celina Perez, City Secretary, supplied City Council with a City of Helotes Council Orientation Handbook. The handbook was created by Staff with the purpose of providing Council Members (existing and new) with a basic understanding of city government, their responsibilities, and City policy. Council was encouraged to refer to the handbook during their term for guidance.

**3. Training Session conducted by City Attorney on the following topics:**

- a. Texas Open Meetings Act;
- b. Texas Public Information Act;
- c. Agenda Posting Requirements;
- d. Closed Session;
- e. City Legislation: Ordinance vs. Resolution;
- f. Conflicts of Interest.

Frank Garza, City Attorney, begin the educational training session on the aforementioned topics. To allow for a housekeeping break, Mayor Whitehead recessed at 1:06 p.m. and reconvened at 1:10 p.m. Frank concluded the training session.

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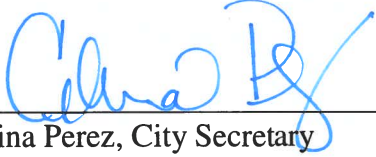
**Adjourn.**

Mayor Whitehead adjourned the workshop at 1:50 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

