



STAFF REPORT

Date: September 14, 2015
To: Mayor and Members of City Council
From: William R. Galstan, Special Counsel *William R. Galstan*
Cc: Bryan H. Montgomery, City Manager; Derek P. Cole, City Attorney;
Libby Vreonis, City Clerk
Subject: Grand Jury Inquiry Regarding Brown Act Training

FOR CONSIDERATION AT THE CITY COUNCIL MEETING ON SEPTEMBER 22, 2015

Summary and Recommendation

Receive and file this report.

Fiscal Impact

None.

Background and Analysis

The Contra Costa County Grand Jury has recently sent out inquiries to all the Contra Costa cities regarding compliance with the Ralph M. Brown Act. Specifically, the Grand Jury has asked for information from each city about the mandatory Councilmember training, how agendas are posted, whether audio tapes of meetings are available to the public, etc. Attached is a letter which this office has sent to the Grand Jury in response to its inquiry. It was felt important for Councilmembers and the public to know how Oakley has responded to these questions, thus this matter was placed on your Consent Calendar with a recommendation to receive and file.

Attachment

Letter to Grand Jury.



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Oakley, CA 94561
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September 14, 2015

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MAYOR

Doug Hardcastle

VICE MAYOR

Kevin Romick

COUNCILMEMBERS

Randy Pope
Sue Higgins
Vanessa Perry

Michael Simmons
Grand Jury Foreman
Contra Costa Grand Jury
P.O. Box 431
Martinez, CA 94553-0091

Re: Brown Act Information Request

Dear Mr. Simmons:

This responds to your August 18 request for information. The City of Oakley provides the following information.

Councilmembers completed their AB1234 training, which includes a Brown Act component, as follows:

Hardcastle, Doug	5/13/2015
Higgins, Sue	1/16/2015
Perry, Vanessa	1/16/2015
Pope, Randy	1/30/2015
Romick, Kevin	7/29/2014

These trainings were provided by the FPPC. Additionally, Councilmembers are encouraged to attend "new member" training sessions conducted by the League of California Cities, and most new members take advantage of such training, which includes Brown Act requirements. Finally, the city attorney's office provides a written summary of the Brown Act requirements to each newly-elected or appointed Council member.

- The city manager, Bryan Montgomery, is responsible for monitoring completion of required training.
- The city clerk, Libby Vreonis, is responsible for posting of the meeting agendas;
- Derek Cole, City Attorney, and/or William Galstan, Special Counsel, are responsible for proper identification of all items on the agenda.
- Agendas are posted for public viewing at the following locations: City Hall, Delta Vista Middle School, the public library located at Freedom High School; agendas are also posted on the City's website and are sent via "Constant

Contacts” to persons who have requested copies of the agendas. Agendas are posted 72 hours in advance of meetings.

- Video recordings of the meetings are available on the City’s website. They are accessed through the following link:
<http://www.ci.oakley.ca.us/subpage.cfm?id=552244>.
- Oakley implemented video recordings of its meetings in March of 2012. All recordings since that date are available on the website.

As the Grand Jury’s letter was in the nature of a request for information rather than making a recommendation, this response has not been approved in advance by the Oakley City Council, however, this letter will be posted on its next available agenda for “receive and file” action.

Very truly yours,



WILLIAM R. GALSTAN
Special Counsel

Cc: Bryan H. Montgomery, City Manager; Derek P. Cole, City Attorney;
Libby Vreonis, City Clerk