



DATE: July 31, 2024

TO: Independent Salary Commission

FROM: Kathleen Kline, Assistant City Attorney, 452-4085  
*City Attorney's Office*

SUBJECT: Open Public Meetings Act and Public Records Act Review

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State law requires that all elected officials and members of governing bodies of public agencies receive Open Public Meetings Act (OPMA) training no later than 90 days after taking the oath of office or assuming duties. Additionally, every member must receive OPMA “refresher” training at intervals of no more than four years, so long as they are a member of a governing body.

In June, all members of the Salary Commission received an email with a link to a virtual training that satisfies the state law requirement and asked to view the training prior to the first Independent Salary Commission meeting. In addition to the OPMA, the virtual training also covered the basics of the Public Records Act (PRA), including information about what is a public record, records management, search requirements, and some best practices.

This evening, staff will provide an overview of the major points of the virtual training and be available to answer any questions the Commissioners may have about OPMA and PRA requirements.

Tonight’s presentation is for information only, no action is being sought from the Commission.