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**TO:** Mayor Will Wynn, Council Member Sheryl Cole, Council Member Mike Martinez,  
Council Member Brewster McCracken

**FROM:** Toby Hammett Futrell, City Manager

**DATE:** July 21, 2006

**SUBJECT:** Required Open Meetings Training

During the last legislative session, Senate Bill 286 was passed **requiring** each public elected official who is a member of a governmental body subject to the Open Meetings Act to complete a course of training about the State's open meetings laws and his or her responsibilities under those laws. This provision became effective January 1, 2006.

As a public official elected to office after January 1, 2006 must complete the training not later than the 90<sup>th</sup> day after taking the oath of office. This means **you must complete the training by September 18, 2006**. The statute mandates the content and length of the training (approximately one hour). It requires the Attorney General to make such training available, at no cost, on a widely available medium. To that end, the Attorney General has provided a free training video, on DVD, of the Open Meetings Act training program. **A copy of this DVD is attached for your convenience.**

As the video announcer's closing remarks will indicate, you must also obtain a certificate of completion from the Attorney General and file it with the City Clerk. The announcer will explain how to obtain your certificate via the Attorney General's website, which is [www.oag.state.tx.us](http://www.oag.state.tx.us). Briefly, you will be required to enter the identification code provided at the end of the training video. If you are unable to complete your certificate online, call the Public Information and Assistance line at 1(800) 252-8011 to have a completion certificate mailed to you. The agent will need the identification code to prepare the certificate.

The new statute requires the City to maintain the certificates of completion and make them available for public inspection. Once you have completed the training, please fill out the certificate of completion, print it and provide the original certificate to the City Clerk's Office.

If you have any questions about this required training, please contact Cary Grace, Assistant City Attorney in the City's Law Department at 974-2509.

Sincerely,

Toby Hammett Futrell  
Austin City Manager