

CITY CLERK'S OFFICE

DEPARTMENT RESPONSIBILITIES

The primary duties of the City Clerk's Department are to:

- Administer municipal elections
- Serve as passport acceptance agents
- Advertise and coordinate local and regional appointments by the City Council
- Conduct bid openings
- Process claims for damages against City of Oakley
- Maintain the Municipal Code
- Serve as custodian of the official records
- Maintain conflict of interest and financial disclosure records submitted by public officials
- Oversee publication/dissemination of City Council/Successor Agency/Oversight Board/Public Financing Authority agendas and meeting packets and supporting information (staff reports)
- Ensure that the City Council/Successor Agency/Oversight Board/Public Financing Authority meetings are conducted in accordance with the Ralph M. Brown Act, commonly known as the "open meeting" law



Libby Vreonis

City Clerk / Paralegal

Ph. 925.625.7013

Ex. 925.625.9859

vreonis@ci.oakley.ca.us

CITY CLERK

Libby Vreonis was welcomed onto the City Staff in 2008. She has served the past six years in the City Attorney's Office, as a legal secretary and a paralegal and since 2011 as City Clerk. She holds law degrees from John F. Kennedy University School of Law and Golden Gate University School of Law. She assisted in the development of the online Oakley Municipal Code and online public records system. She continues to divide her time between the City Clerk duties and serving as Paralegal in the City Attorney's Office.

CITY CLERK'S OFFICE STAFF

Kim Carmody has worked in the City Clerk's Office for the past six years. She scans and indexes all City records, prepares meeting agenda packets, posts the agenda packet online, emails the agenda to persons on the City's email distribution list and prepares approved ordinances and resolutions for the Mayor's signature. She serves as an Elections Official during the election period, attends City Council meetings in the City Clerk's absence, serves as the City's primary Passport Acceptance Agent and assists the City Attorney in the Paralegal's absence.

Lacy Adkins has worked in the City Clerk's Office for the past year. She welcomes the public at our front counter and serves as a receptionist. She has completed training to serve as a Passport Acceptance Agent and will soon be certified. She has provided assistance with events such as the Mayor's Conference and December Council meeting. She assists the Public Works and Engineering department a few mornings each week and other departments with special projects as needed. New on board are part-time receptionist/office assistants Angelica Guzman and Kiyoka Fisher-Samson.

DID YOU KNOW?

You can receive City Council/Successor Agency to the Oakley Redevelopment Agency Agendas via e-mail by subscribing to the City Clerk's email distribution list. Access to these agendas not only keep you updated on Oakley events, but gives you advance notice of upcoming topics so you can, if desired, share your opinion with the City Council. Please email Kim Carmody at carmody@ci.oakley.ca.us to subscribe.

GOAL

To provide excellent customer service to our external and internal customers and to look for innovative and cost-effective ways in which to provide all services.