

MEASURE E RESIDENTS' OVERSIGHT COMMITTEE

SPECIAL MEETING MINUTES

March 26, 2012, 5:30 p.m.

City Hall Conference Room 109, 333 Civic Center Plaza

Web Site: [www.ci.tracy.ca.us](http://www.ci.tracy.ca.us)

1. CALL TO ORDER: Chairperson Arch Bakerink called the meeting to order at 5:34 p.m.

2. ROLL CALL:

Present: Arch Bakerink, George Riddle, Robert Tanner, David Ciesco

Absent: Larry Hite

Staff Present: Zane Johnston, Finance & Administrative Services Director

Citizen's Present: Yes

Recorded by: Linda Dasse, Executive Assistant

3. ITEMS FROM THE AUDIENCE: None

4. APPROVAL OF THE SPECIAL MEETING MINUTES FOR FEBRUARY 27, 2012

Chairperson Bakerink asked the minutes be amended to include his request, "if there were any studies done he could review that would show comparable City Attorney's budgets."

The amended minutes were approved.

Motion: George Riddle

Second: Robert Tanner

Abstain: None

Absent: Larry Hite

Vote: Voice vote found all in favor

5. DISCUSSION WITH CITY MANAGER OF ROLES AND ACTIVITIES OF THE MEASURE E RESIDENTS' OVERSIGHT COMMITTEE

Leon Churchill, City Manager opened the discussion of roles and activities of the committee. He stated Measure E revenue is going toward general City functions. Mr. Churchill indicated that the City is operating efficiently and continues to take steps in that regard. The City has implemented recommendations of the Management Partners report and the reduction of 9 departments to 6 departments should further reduce costs. He also indicated that the City has developed an 8 point plan to keep moving the City toward being able to operate without Measure E revenue.

Arch Bakerink asked if any cities have done studies to compare the cost of City Attorney Offices. Mr. Churchill indicated that such would be difficult as there are many differences between cities and the services they supply directly or through contract. As such, it would be difficult to make a meaningful comparison. Mr. Churchill noted the City would be happy to supply the committee any such reports should the City find them readily available.

Regarding the role of the committee, Mr. Churchill noted that the committee should review reports and documentation related to the Measure E tax. Mr. Riddle and Mr. Tanner noted that Measure E revenue is not discernible as it is spent on general purposes. Zane Johnston noted the committee does have audited reports as to how much Measure E revenue was collected. David Ciesco commented that the committee is taking a closer look at such matters, more than the average citizen. Mr. Bakerink noted the measure called for an oversight committee to provide strict fiscal accountability.

Chairperson Bakerink invited members of the public to address the committee on the item. There were no comments.

At this point in the meeting Chairperson Bakerink rearranged the order of the agenda and moved item 7 "Candidate Profile for Administrative Services Director Position" to item 6 and item 6 "Review Drafts from Committee Members of Annual Report to City Council" to item 7.

#### 6. CANDIDATE PROFILE FOR ADMINISTRATIVE SERVICES DIRECTOR POSITION

As part of the recruitment process for Administrative Services Director, selected members of the committee were interviewed by Terri Black to assess desirable qualities for this new department head position, which is a combined Finance and Administrative Services and Human Resources Director position.

Robert Tanner and George Riddle met with the recruiter and divided their suggested qualifications, with Mr. Tanner focusing on Finance and Human Resources and Mr. Riddle focusing on Information Technology. Mr. Tanner felt it was important to select a candidate from within California, one who is familiar with California Law. Mr. Riddle felt on the IT side, the candidate should have a list of qualifications to include those of a Chief Information Officer. Those qualifications should include an MBIA in Information Technology Services and experience in management of IT networks.

David Ciesco participated in a telephone interview with the recruiter. David emphasized along with the need to have a lot of patience, the candidate should have a high degree of objectivity and a track record to include explanation of complex financial data into lay terms and a willingness to take a stand.

#### 7. REVIEW DRAFTS FROM COMMITTEE MEMBERS OF ANNUAL REPORT TO CITY COUNCIL

Chairperson Bakerink asked for each committee member's draft of the Annual Report to City Council. The drafts were distributed to each committee member for their review. These drafts will also be made available to the absent member.

It was moved to form a subcommittee of David Ciesco and George Riddle to review the drafts for areas that are: the same, different and unique. The subcommittee will report back to the committee at the next meeting, April 23, 2012.

Before adjournment, the committee decided Monday was the best day of the week to meet and noted our next regularly scheduled quarterly meeting is Monday, April 23, 2012 at 5:30 p.m. and also scheduled a special meeting for Monday, May 14, 2012 at 5:30 p.m. Both meetings will be held in City Hall Conference Room 109.

- 8. ADJOURNMENT
  - Motion: Robert Tanner
  - Second: George Riddle
  - Vote: Unanimous
  - Time: 6:45 p.m.

The above agenda was posted at Tracy City Hall on March 20, 2012. These are the summary minutes.

Attest:



Secretary



Zane H. Johnston, Staff Liaison

