

SPECIAL MEETING MINUTES
MEASURE E RESIDENTS' OVERSIGHT COMMITTEE

January 20, 2016 5:30 p.m.

City Hall Conference Room 109, 333 Civic Center Plaza

City Website: <http://www.ci.tracy.ca.us>

1. **CALL TO ORDER:** Michel Bazinet called the meeting to order at 5:30 p.m.

2. **ROLL CALL:**
 - Present: Kevin Tobeck, Michel Bazinet, Bryan Thompson, Larry Fragoso
Eleassia Davis
 - Staff Present: Anne Bell, Mgt. Analyst II, Rachelle McQuiston, Administrative
Services Director, Laura Borjon, Executive Assistant; Administrative
Services Dept., Finance Division
 - Citizens Present: None

 - Recorded by: Laura Borjon

Those in attendance were provided with agenda packet.

3. **ITEMS FROM THE AUDIENCE**
None.

4. **APPROVAL OF MINUTES FROM June 29, 2015:**
 - Motion to approve Minutes: Larry Fragoso
 - Second motion: Eleassia Davis
 - All in favor: John Ferguson, Michel Bazinet, Kevin Tobeck, Larry Fragoso, Eleassia
Davis

5. **INTRODUCE NEW MEMBER AND NEW STAFF:** All members and staff introduced themselves and welcomed new member, Bryan Thompson and new staff; Laura Borjon and Rachelle McQuiston.

6. **BRIEF NEW MEMBER ON COMMITTEE PURPOSE:** Staff briefly described how the Measure E Resident's Oversight Committee was created and its purpose. Staff referenced bylaws regarding committee member absences.

7. **REVIEW MEMBERSHIP TERM:** Anne Bell asked if the committee members would agree to extend their terms to August 2017. All members were amenable to the extension. Staff to follow up with the City Clerk's Office and contact the committee members when direction is received.

8. **CONDUCT ELECTION OF NEW CHAIRPERSON ND VICE-CHAIRPERSON:**
 - Motion to appoint Michele Bazinet as Chairperson: Kevin Tobeck.
 - Second: Larry Fragoso
 - All in favor: Kevin Tobeck, Bryan Thompson, Michele Bazinet, Larry Fragoso, Eleassia
Davis

Motion to appoint Kevin Tobeck as Vice-Chairperson: Larry Fragoso

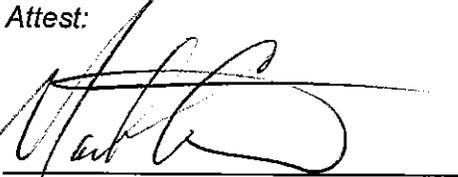
Second: Michele Bazinet

All in favor: Kevin Tobeck, Bryan Thompson, Michele Bazinet, Larry Fragoso, Eleassia Davis

9. PROVIDE STATUS OF CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): Rachelle stated the auditors will conduct the audit within the next few weeks and anticipates the CAFR will go to Council in March. Staff will distribute a copy as soon as possible after completion. Chairman Bazinet asked why there has been a delay in completing the report. Staff indicated the delay was caused by recent turnover in director position and implementation of new financial software.
10. PROVIDE UPDATE ON MEASURE E SALES TAX REVENUE AND FORECAST: Staff reviewed Sales Tax Review report prepared by MuniServices. Vice-chairman Tobeck asked how retailers are informed about sales tax rate changes. Staff will research and inform committee members via email.
11. CONFIRM NEXT MEETING DATE: Next meeting will be held on Monday, April 18, 2016
12. ADJOURNMENT
Motion to adjourn: Kevin Tobeck
Second: Larry Fragoso
All in favor: Kevin Tobeck, Bryan Thompson, Michel Bazinet, Larry Fragoso, Eleassia Davis

The above agenda was posted at the Tracy City Hall in accordance with *In accordance with Procedures for Preparation, Posting, and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052. These are the summary and action minutes.*

Attest:



Martha Garcia, Staff Liaison