

NOTICE OF SPECIAL MEETING


Pursuant to Section 54956 of the Government Code of the State of California, a Special meeting of the **Tracy City Council** is hereby called for:

Date/Time: **Tuesday, January 15, 2013, 5:00 p.m.**
(or as soon thereafter as possible)

Location: **Council Chambers, City Hall**
333 Civic Center Plaza, Tracy

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Tracy City Council on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

1. Call to Order
2. Roll Call
3. Items from the Audience - *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140 any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Council Member to sponsor the item for discussion at a future meeting.*
4. REVIEW, DISCUSS AND FINALIZE CANDIDATE INTERVIEW QUESTIONS AND INTERVIEW PROCESS TO FILL THE VACANT CITY COUNCIL SEAT
5. CONDUCT INTERVIEW PROCESS AND VOTING PROCEDURE
6. POTENTIAL APPOINTMENT OF SUCCESSFUL CANDIDATE
7. POTENTIAL SWEARING IN CEREMONY
8. Adjournment



Mayor

January 10, 2013

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall (209-831-6105), at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Tracy City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at 333 Civic Center Plaza, Tracy, during normal business hours.

AGENDA ITEM 4

REQUEST

REVIEW, DISCUSS AND FINALIZE CANDIDATE INTERVIEW QUESTIONS AND INTERVIEW PROCESS TO FILL THE VACANT CITY COUNCIL SEAT

SUMMARY

After reviewing the appointment options to fill the vacant City Council seat at the December 18, 2012, Council meeting, the Council determined that the process should include an interview with the three candidates who ran for the Council seat during the November, 2012 elections. The Council appointed Mayor Pro Tem Maciel and Council Member Rickman as the Council Subcommittee to compile interview questions and present their recommendations for Council consideration at the January 15, 2013, Special Council meeting. Additionally, Council determined that interviews with interested candidates should be held during this January 15th Special Council meeting.

DISCUSSION

Council subcommittee members Maciel and Rickman reviewed various questions and have submitted ten questions for Council's consideration for the Candidate interviews (Attachment 1: Council Subcommittee Recommended Questions for Candidate Interviews).

Additional procedural considerations Council may discuss and finalize before commencing with the Candidate interviews include the following:

- **Finalize Interview Questions:** Council may begin by discussing and finalizing the Council subcommittee's recommended questions;
- **Follow-up Questions:** Will Council allow follow-up questions by individual Council members? If so, how should follow-up questions be handled?
- **Location of Interviewing Candidates:** Council may wish to discuss the physical location of the Candidates before, during, and after the individual candidate Interviews;
- **Opening and/or Closing Statements by Candidates:** Council may wish to discuss whether Council wants to hear opening or closing statements by Candidates during the interview process;
- **Voting Process:** The Council may wish to discuss how and when the voting will occur (after each Candidate completes interviews, by priority candidate, voice vote, etc.);

- **Discuss process to be used in the event of a tie:** Government Code section 36512 (b) states "...the council shall, within 60 days from the commencement of the vacancy; either fill the vacancy by appointment or call a special election to fill the vacancy...). The commencement of the vacancy occurred on December 17, 2012; therefore the Council must fill the vacancy no later than February 15, 2013.
- **Other Considerations:** There may be other considerations Council may wish to discuss prior to commencing Candidate interviews.

STRATEGIC PLAN

This agenda item is a routine operational item and does not relate to the Council's four strategic priorities.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

That Council review, discuss and finalize Candidate interview questions and interview process to fill the vacant City Council seat.

Prepared by: Maria A. Hurtado, Assistant City Manager

Approved by: R. Leon Churchill, Jr., City Manager

Attachment 1: Council Subcommittee Recommended Questions for Candidate Interviews

Council Subcommittee**Recommended Questions for Candidate Interviews****January 15, 2013****QUESTIONS:**

1. What prompts you to want to be a Council Member?
2. Do you have any specific area or areas of interest that prompt you to apply for consideration?
 - a. What distinguishes you from other applicants?
 - b. What has been your level of community involvement and how does that relate to council service?
3. What do you consider to be the four (4) most significant issues currently facing the Council and the City?
4. What is your understanding of the role of a Council Member in a Council-Manager form of government?
 - a. What is a council member's role regarding operational issues?
 - b. What is a council member's role regarding personnel issues?
 - c. If a council member receives a request or complaint from a citizen regarding city services, how should the council member deal with the matter?
5. What is your opinion regarding the city's economic development practices?
 - a. Do you agree with the practice of creating incentives to encourage some businesses to come to Tracy?
 - b. Would you want to change the practice and if so, how?
 - c. How should the city fund such incentives?
 - d. What else should the city be doing to promote economic development?
6. What position, if any, should the City take in regard to downtown development?

7. Could you give us your awareness and understanding of the City's General Plan?
 - a. Are you familiar with the growth management ordinance (GMO)?
 - b. What are your feelings regarding development agreements?
 - c. What changes, if any, would you like to see regarding how Tracy deals with growth?

8. What is your opinion regarding public safety in Tracy?
 - a. How should public safety staffing levels be determined?
 - b. Are you familiar with the police department's strategy to combat gang activity in Tracy and what, if any, changes would you like to see made to that strategy?
 - c. If fiscal restrictions forced a reduction to public safety budgets, what should be the council's role in resolving the problem?

9. What is your opinion regarding how the city manages its budget?
 - a. Have you reviewed the city budget?
 - b. What do you feel is an appropriate level of fiscal reserves?
 - c. If the city sees a budget surplus over the next few years as a result of Measure E, what should be done with the funds?
 - d. When Measure E expires what should be done if annual expenses continue to exceed revenues?

10. What is your opinion regarding how the city handles capital improvement projects (CIP)?
 - a. How do you feel CIP priorities should be determined?
 - b. Do you feel there is adequate public input in establishing CIP priorities?
 - c. Should the process be changed and if so, how?
 - d. What are your thoughts regarding CIP funding?