City of Patterson

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August 17, 2006

Superior Court – Stanislaus County
Presiding Judge Marie Sovey Silveira
P.O. Box 3488
Modesto, CA 95353

RE: Response to City of Patterson Grand Jury Case # 06-01, 06-03

Presiding Judge Silveira:

On behalf of the City of Patterson we submit the following response to the Grand Jury recommendations on Grand Jury Case # 06-01, 06-03. We appreciate the work of the Grand Jury and their review and recommendations.

Recommendations:

1) The CGJ recommends that the Patterson City Council develop a written policy regarding the establishment of Special Assignment/Ad Hoc Committees. This policy shall direct that committees authorized by the Council, include representation from the City Council, City employees and the public at large, as required to perform the committee's assignment in an objective and professional manner. The Council shall clearly define the duties, responsibilities, scope, authority, timeline, and interim and final reports.

Response: *The City agrees with this recommendation and has begun the process of creating the policy. The Policy will be adopted no later than October 1, 2006.*

2) The CGJ recommends that the above written policy include the following:

- Candidates for appointment by the Patterson City Council to Special Assignment/Ad Hoc Committees should be questioned regarding any potential or ongoing economic or personal conflicts or bias.

- Any real or perceived conflicts of interest shall disqualify the candidate from appointment to the committee.

- The policy shall also disqualify any Council member with any real or perceived conflicts of interest from participating in the selection, assignment, work, or reports of Special Assignment/Ad Hoc Committees.

Response: *The City agrees with this recommendation and has begun the process of creating the policy. The Policy will be adopted no later than October 1, 2006.*

3) The records indicate that the City Council did not either endorse or reject the FOC's Report. The CGJ, through sworn testimony and the review of documents, has found that the scope of the report was beyond what was authorized by the Council. For this reason, the CGJ recommends that the FOC report be expunged from the City's records.

Response: *On the advice of the City Attorney the City determined that a document once made public cannot be expunged from City records. Therefore, the City determined to take no action on Recommendation #3.*

4) The City of Patterson continues to implement the recommendations of the Maze & Associates' report and that they are integrated into the City Policy and Procedures Manual

When the City implements a new contract or related process, a responsible staff member shall be assigned as the contract manager and they shall be held responsible for the implementation, training, coordinating, and monitoring of the terms of the contract.

The City conduct periodic meetings involving contract implementation by staff and management and should be conducted to answer questions, address problems, and identify process improvements and other issues.

Response: *The City agrees with these recommendations. All items of the Maze report were previously agreed to and are being implemented and made a part of policy and procedures manuals.*

The City will set up a process to assign new contracts to a responsible staff member who will be held accountable for implementation, training, coordinating and monitoring of the terms of the contract. This process will be implemented by October 1, 2006.

The City will set up an annual review process for all contracts. This process will be complete and implemented by October 1, 2006.

Thank you again to the Grand Jury for their work and recommendations. If any further clarification is required on any of these recommendations please let me know.

Sincerely,

M. Cleve Morris
City Manager

cc: Patterson City Council
        Patterson City Clerk
        Office of the Stanislaus County Clerk
        Civil Grand Jury