

**BYLAWS OF THE  
 FINANCE COMMITTEE BYLAWS  
 CITY OF TRACY, CALIFORNIA**

**WHEREAS**, The City desires to form a standing committee of the Tracy City Council to continue the work begun by the previous Ad Hoc Fiscal Sustainability Subcommittee, to be named the Finance Committee (Committee); and

**WHEREAS**, Committees are essential to the effective operation of legislative bodies; and

**WHEREAS**, Committee membership enables members to develop specialized knowledge of the matters under their jurisdictions; and

**WHEREAS**, Committees monitor on-going governmental operations, identify issues suitable for legislative review, gather and evaluate information, and recommend courses of action for the Council; and

**WHEREAS**, the Finance Committee is authorized and directed to ascertain, study, and analyze all facts relating to any subjects or matters within their jurisdiction, and shall report to and submit recommendations to the City Council for action.

**NOW, THEREFORE**, these Bylaws govern the conduct of the Finance Committee meetings and the transaction of its affairs.

A. PURPOSE

1. The purpose of the Committee is to provide policy guidance as it relates to the development of a multi-year fiscal sustainability plan to address the City's fiscal health and long-term planning.
2. The Finance Committee shall have initial jurisdiction over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or relate to the overall jurisdictional purpose of the Committee.
3. Approaches may include, but are not limited to, budget strategies and fiscal policies, related revenue enhancement, cost containment, and use of other revenue sources such as Measure V and/or General Fund Reserves, keeping in mind planned recreational amenities.
4. The Committee will aid the City Council in fulfilling its fiduciary responsibilities to oversee the financial activities and financial condition of the City of Tracy and its jurisdiction may include the review, discussion, and input on the following areas:
  - 4.1.1. Annual audits and compliance reporting
  - 4.1.2. Annual and quarterly budget updates, augmentations, and forecast
  - 4.1.3. Long-term planning, including but not limited to
    - 4.1.3.1. City revenues and expenses, including related fee and tax studies

- 4.1.3.2. Deferred maintenance and capital planning
  - 4.1.3.3. Long-term liabilities, debt, and other finance planning
5. The Committee will not have jurisdiction to discuss any budget approaches that would require good faith bargaining with labor groups.
  6. Requests for authority to apply for grants as well as City acceptance of grants, including the appropriation of any awarded grants, are not required to be considered by the Finance Committee, as long as such grants do not include a fund matching requirement by the City.

B. Action by Subject Matter Committees -

The assigned subject matter Committee shall have initial jurisdiction over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or relate to the overall jurisdictional purpose of such Committee and may take any of the following actions with respect to the assigned item:

The Committee may, by a vote of the consensus of the members present, decide to postpone, continue, or table an item on the agenda. On any item on an agenda, the Committee may allow for an informational presentation by City staff relating to the item. With respect to an action item, and after discussion and consideration of the item, the Committee may take one of the following actions:

1. Vote by consensus to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval, request additional information to be presented for consideration when the full Council hears the item.
2. Fail to approve any recommended action, in which case the item shall not be forwarded to the full City Council; provided that the City Council shall have jurisdiction to place the item on the agenda for a future City Council meeting, in accordance with the requirements of the Meeting Protocols for agenda setting, if no action was taken on the item due to any one of the following reasons:
  - 2.1. Due to the cancellation of a Committee meeting or
  - 2.2. Due to lack of a quorum, or
  - 2.3. the Committee was not able to approve any recommended action
3. Propose by a consensus vote of those present one or more alternative recommendation(s) be forwarded to the full City Council for consideration and final action. The Committee may request additional information to be presented for consideration when the full Council hears the item.
4. Reject by a consensus vote, jurisdiction over the action item and refer the action item back to the City Council with a recommendation for reassignment to another appropriate subject-matter committee.
5. Request, by consensus vote, additional, specified information from staff or the originator of the proposed action item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Meeting Protocols and the Brown Act.

6. With respect to an informational item, following discussion and consideration, Committee shall take one of the following actions:
  - 6.1. Receive the informational report by majority vote without forwarding the report to the full City Council;
  - 6.2. Receive the informational report and forward the report onto the full City Council by majority vote;
  - 6.3. Request by consensus vote from staff or the originator of the proposed informational item. The item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Meeting Protocols.

C. ROLE AND RESPONSIBILITIES

The role of the Finance Committee is to provide quarterly updates to the full City Council as part of the regular agenda, to inform City Council members and the public; and the multi-year fiscal sustainability plan will be presented to the City Council by the Finance Director for the body's review and approval.

D. MEMBERSHIP GUIDELINES

1. **Membership.** The Finance Committee shall consist of two (2) City Councilmembers.
2. **Term.** Each member shall serve a one-year term; selected as part of the City Council's annual appointment process outlined in the Council's Code of Conduct.
3. **Attendance.** If a member of the Finance Committee fails to attend four (4) regular meetings in any calendar year, his or her position on the Finance Committee shall automatically become vacant. For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the next meeting.

E. QUORUM

A quorum of the Finance Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Finance Committee to hold a meeting.

Meetings of the Committees may be noticed as a Special Meeting of the City Council if a majority of the members of the Council plan to attend and participate as part of the Committee.

F. OFFICERS

1. The officers of the Finance Committee shall be:

- 1.1. The Chairperson and
- 1.2. The Vice-Chairperson.
2. The Chairperson shall:
  - 2.1. Preside at all regular and special meetings.
  - 2.2. Rule on all points of order and procedure during the meetings.

G. DUTIES OF THE COMMITTEE

1. Review, discuss, and provide direction to facilitate in the preparing and presenting of accurate, timely, and meaningful financial statements to the Council from City staff
2. Monitor the finances of the City
3. Develop an annual work plan and presentation to the City Council
4. Review and update from time to time, as necessary the financial policies
5. Be familiar with, approve, and review periodically the organization's annual budget; Ensuring that the financial elements of the City are in accord with the City Council's Strategic Priorities
6. Set long-range financial goals along with financial strategies to achieve them
7. Develop policies and plans for financial awareness in cooperation with other public and private agencies
8. Provide recommendations to the City Council on such matters that may be referred to the City Council by the community

H. MEETINGS

1. Regular meetings of the Finance Committee shall be held on the 4<sup>th</sup> Tuesday of each month and shall begin at 7:00 p.m.
2. If the scheduled date of a regular meeting conflicts with a holiday period, staff shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Finance Committee, by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code Sections 54950 and following. Accordingly, all meetings shall be noticed and agendas for all meetings shall be prepared and distributed in accordance with the current City Council meeting procedures and the Brown Act.
5. All meetings shall be conducted in accordance with the current City Council meeting procedures.

I. FUNDING

Any funding necessary for operation of the Finance Committee shall be included in the

City of Tracy budget, which shall be approved by the City Council.

J. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Committees shall follow all applicable City administrative policies and procedures.

K. STAFF LIAISON

The Finance Committee shall have a staff liaison designated by the relevant City Department. The staff liaison shall:

1. Receive and record all exhibits, petitions, documents, or other material presented to the Committee in support of, or in opposition to, any question before the Committee.
2. Sign all meetings minutes and resolutions upon approval.
3. Prepare and distribute agendas and agenda packets.

L. ADOPTION

This document, as adopted by City Council, on May 16, 2023, by Resolution 2023-085 and amended by City Council on February 6, 2024, by Resolution 2024-xxx, and shall serve as the Bylaws for the Finance Committee.

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

TRACY CITY COUNCIL

RESOLUTION NO. 2024-014

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**AMENDING THE TRACY FINANCE COMMITTEE BYLAWS TO CHANGE THE MEETING TIME AND REMOVE CERTAIN GRANT ACTIONS FROM THE PURVIEW OF THE COMMITTEE.**

**WHEREAS**, The Tracy Municipal Code allows the City Council to establish advisory, ad hoc, and standing committees, to address an explicit purpose; and

**WHEREAS**, The City Council adopted Resolution 2023-027 on February 7, 2023 that established the Tracy Finance Committee (Committee) as a two-member Council standing committee subject to the Brown Act; and

**WHEREAS**, The scope of the Committee is to provide policy guidance as it relates to the development of a multi-year fiscal sustainability plan to address the City's fiscal health and long-term planning; and

**WHEREAS**, The Committee Bylaws were adopted by the City Council on May 16, 2023 pursuant to Resolution 2023-085; and

**WHEREAS**, The City seeks to make amendments to the Committee Bylaws; and

**WHEREAS**, The Committee Bylaws state the committee regularly meets on the third Wednesday of the month at 7:00 p.m., and the Committee's currently scheduled regular meeting dates were found to have an ongoing scheduling conflict; and

**WHEREAS**, The City desires to amend Section H (1) of the Committee bylaws to move the Committee regular meeting date from every third Wednesday, to every fourth Thursday at 7:00 p.m. as follows, (deletions indicated by ~~striketrough~~, additions indicated by double-underline):

"H. MEETINGS

1. Regular meetings of the Finance Committee shall be held on the 4th ~~3rd~~ Tuesday ~~Wednesday~~ of each month and shall begin at 7:00 p.m."

and,

**WHEREAS**, the time-sensitive demands of grant processing necessitate expedited approval; and

**WHEREAS**, the City desires to further amend Section A of the Committee bylaws to clarify that certain grant applications, appropriations, and acceptances do not require Committee

consideration and recommendation, as follows (deletions indicated by ~~striketrough~~, additions indicated by double-underline):

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and,

NOW, THEREFORE, BE IT

**RESOLVED:** The City Council of the City of Tracy hereby finds and determines that the foregoing recitals are true and correct and are hereby incorporated as findings and determinations of the City; and be it further

**RESOLVED:** That The City Council hereby adopts the amended Tracy Finance Committee Bylaws set forth in Attachment 1 as the Bylaws of the Tracy Finance Committee; and be it further

**Resolution No. 2024-014**

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**RESOLVED:** To the extent that the Committee Bylaws conflict with the City Council's meeting protocols and rules of procedure, the latter shall prevail; and be it further

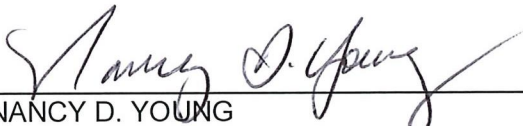
**RESOLVED:** That the City Attorney, solely, shall have the authority to interpret and render a final determination, in the event of ambiguity, the Committee Bylaws; and be it further

**RESOLVED:** That the actions contained herein do not constitute a "project" under the California Environmental Quality Act.

\* \* \* \* \*

The foregoing **Resolution 2024-014** was adopted by the Tracy City Council on the 6th day of February, 2024, by the following vote:

AYES: COUNCIL MEMBERS: **ARRIOLA, BEDOLLA, EVANS, DAVIS, YOUNG**  
NOES: COUNCIL MEMBERS: **NONE**  
ABSENT: COUNCIL MEMBERS: **NONE**  
ABSTENTION: COUNCIL MEMBERS: **NONE**

  
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NANCY D. YOUNG  
Mayor of the City of Tracy, California

  
\_\_\_\_\_  
ATTEST:  
ADRIANNE RICHARDSON  
City Clerk and Clerk of the Council of the  
City of Tracy, California

ATTACHMENTS:

Attachment 1 – Amendment to Finance Committee Bylaws