

TRACY FINANCE COMMITTEE

SPECIAL MEETING AGENDA

Thursday, August 31, 2023, 7:00 PM

Tracy City Hall, 333 Civic Center Plaza, Tracy

Web Site: www.cityoftracy.org

**THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON AND
REMOTE PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION
54953(e)**

**MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY IN THE MEETING VIA
THE FOLLOWING METHOD:**

As always, the public may view the Tracy Finance Committee meetings live on the City of Tracy's website at CityofTracy.org or on Comcast Channel 26/AT&T U-verse Channel 99. To view from the City's website, open the "Government" menu at the top of the City's homepage and select "Finance Committee", then select "[View Finance Committee Meetings on YouTube](#)" under the "Boards and Commissions" section.

If you only wish to watch the meeting and do not wish to address the Council, the City requests that you stream the meeting through the City's website or watch on Channel 26.

Remote Public Comment:

During the upcoming Finance Committee meeting public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number: 2550 353 1001** and **Event Password: Finance**
 - ***If you would like to participate in the public comment anonymously***, you may submit your comment in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.
 - ***Join by phone by dialing +1-408-418-9388, enter 25503531001#3462623# Press *3 to raise the hand icon to speak on an item.***
- *Protocols for commenting via WebEx:*
 - *If you wish to comment on the "Consent Calendar", "Items from the Audience/Public Comment" or "Regular Agenda" portions of the agenda:*
 - *Listen for the Chairperson to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*

- *Comments for the "Consent Calendar" "Items from the Agenda/Public Comment" or "Regular Agenda" portions of the agenda will be accepted until the public comment for that item is closed.*

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

Full copies of the agenda are available on the City's website: www.cityoftracy.org

CALL TO ORDER
ROLL CALL

1. CONSENT CALENDAR

1.A Adoption of May 17, 2023, Meeting Minutes

2. ITEMS FROM THE AUDIENCE - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, Finance Committee members may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Finance Committee.*

3. REGULAR AGENDA

- 3.A STAFF RECOMMENDS THAT THE TRACY FINANCE COMMITTEE RECEIVE AN INFORMATIONAL REPORT AND PROVIDE FEEDBACK ON THE FY 2023-24 TRAVEL BUDGET OF THE CITY COUNCIL BODY.
- 3.B STAFF RECOMMENDS THAT THE TRACY FINANCE COMMITTEE RECEIVE AN INFORMATIONAL REPORT AND PROVIDE FEEDBACK ON THE FY 2023-24 SUPPLIES BUDGET OF THE CITY COUNCIL BODY.

4. STAFF ITEMS

5. COMMITTEE ITEMS

6. ADJOURNMENT

Posting Date: August 30, 2023

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Persons requiring assistance or auxiliary aids in order to participate, should contact the City Manager's Office at (209) 831-6000 at least 24 hours prior to the meeting.

TRACY FINANCE COMMITTEE
MINUTES

REGULAR MEETING

May 17, 2023, 7:00 p.m.

City Hall, 333 Civic Center Plaza, Tracy

Web Site: www.cityoftracy.org

CALL TO ORDER – Chairperson Member Arriola called the meeting to order at 7:07p.m.

ROLL CALL – Roll call found Chairperson Arriola and Mayor Young present.

ITEMS FROM THE AUDIENCE – There were no items from the audience.

1. CONSENT CALENDAR

1.A. Approval of April 19, 2023, meeting minutes. Roll call found all in favor; passed and so ordered.

1.B. Adoption of Tracy Finance Committee Bylaws

2. DISCUSSION ITEMS

2A. DISCUSS AND PROVIDE FEEBACK TO THE STAFF ON THE FY2023-24
PROPOSED CITY COUNCIL TRAVEL BUDGET

Sara Cowell, Finance Director, provided the staff report on the FY2023-24 proposed city Council travel budget.

Mayor Young suggested that all council members be able to utilize the travel budget regardless of if it is allocated to one Council Member in the instance that the budget not be used. Mayor Young suggested that staff put forth a recommendation for the travel budget for the City Council.

Assistant City Manager Karin Schnaider recommended to increase the council travel budget overall by \$15,000.

Chairperson Arriola suggests that more detail is given for what each budget line-item means.

Chairperson Arriola called for a recess at 7:58 p.m.

Chairperson Arriola called meeting to order at 8:02 p.m.

Proposal was made by Chairperson Arriola to allocate \$20,000 for Council Members travel budget and \$50,000 for the City Mayor's travel budget

Assistant City Manager, Karin Schnaider, suggested an addendum be written to clarify numbers for these amounts.

No public comment no action needed to be taken.

2B. DISCUSS AND PROVIDE AN INFORMATIONAL UPDATE REGARDING THE NEW DIGITAL BUDGET BOOK.

Felicia Galindo, Budget Officer, provided the staff report and update on the new digital budget book for the FY 23-24.

Chairperson Arriola recommended that there be a social media push. and asked clarification as to where the budget book will be located on the City's website. Felicia Galindo, Budget Officer clarified that the budget book will be located on City's website on the Finance page and will include directions and an introduction with directions will be included.

No public comment, no action needed to be taken.

3. STAFF ITEMS – There were no staff items

4. COMMITTEE ITEMS – Mayor Young requested that a paid intern be hired for her office as per a discussion that she had with City Manager Michael Rogers. Mr. Rogers clarified that the position would be for an unpaid intern. Chairperson Arriola said that he could be on board with sharing a clerk amongst all the council members and looking into the scope of responsibility for this position. The committee requested that staff look into what other Cities have assigned to Council as in interns or paid clerk positions.

5. ADJOURNMENT – Time: 8:41 p.m.

ACTION: Motion was made by Chairperson Arriola and seconded by Mayor Young to adjourn. Motion found all in favor; passed and so ordered.

The agenda was posted at City Hall on May 12, 2023. The above are action minutes. A recording is available on the City's website.

Chairperson

ATTEST:

Executive Assistant

Agenda Item 3.A

RECOMMENDATION

STAFF RECOMMENDS THAT THE TRACY FINANCE COMMITTEE RECEIVE AN INFORMATIONAL REPORT AND PROVIDE FEEDBACK ON THE FY 2023-24 TRAVEL BUDGET OF THE CITY COUNCIL BODY.

EXECUTIVE SUMMARY

At the May 17, 2023, Finance Committee meeting, committee members requested staff return with an informational item on the City Council's FY2023-24 travel budget.

BACKGROUND AND LEGISLATIVE HISTORY

In prior fiscal years, the City Council's budget has three account lines related to travel: Travel (5228), consisting of lodging, meals, transportation); Memberships (5292); and Registration (5293). With the adoption of the FY2023-24 budget, these line items were rolled into one account line: Travel and Memberships (5228). This budget line encompasses all Council travel, training and memberships, including mileage reimbursement.

Over the last three fiscal years, Council's travel has increased, which has also increased the requests for memberships and organizations related to travel. The chart below depicts the summary of travel expenses since fiscal year 2018. Due to the COVID-19 pandemic, travel and related expenses for fiscal years 2020 and 2021 were significantly lower than other years.

Historical Council Travel Costs

FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Amended Budget FY 2023	Actual FY 2023	Budgeted FY 2024
\$33,285	\$50,948	\$8,123	\$4,060	\$41,865	\$111,491	\$81,956	\$150,000

At the April 18, 2023, Council meeting, the City Council adopted a new policy for reimbursement for travel and expenses for Elected and Council-Appointed Officials. As part of the change in policy, each Elected Official will now have an individual budget that is separately approved by the City Council through the budget approval process. The budget allocation will be for all costs, including the cost of registration and/or memberships required to secure the relevant travel and/or training. Below is a chart of all FY2022-23 Council travel, by Council member.

FY2022-23 City Council Travel, by Council Member						
YOUNG	ARRIOLA	BEDOLLA	DAVIS	EVANS	VARGAS	TOTAL
\$23,647	\$17,786	\$14,666	\$14,727	\$8,413	\$2,718	\$81,956

On May 17, 2023, staff presented the proposed FY2023-24 City Council budget to the Finance Committee. The Finance Committee recommended a travel budget in the amount of \$150,000 to allow \$25,000 per Council Member and \$50,000 for the Mayor. During the Finance Committee meeting, the Committee also requested staff look into paid and unpaid options for an Intern for the City Council.

Staff has performed an analysis of both the travel budgets and staff assigned to the City Councils of the surrounding area. In performing this analysis, staff found that the average total travel budget for City Council was \$45,561. In reviewing the staff assigned to work with the City Council of surrounding Cities, two cities have a paid position assigned to staff. Other Cities analyzed utilize the Executive Assistant in the City Manager's office or staff in the City Clerk's office for support. Other Cities utilize unpaid Interns for the support of Council functions.

Analysis of City Council Travel and Staff - Surrounding Cities

City	Number of Council Members	Total Travel Budget	Staff Assigned to City Council
Brentwood	5	\$18,400	Executive Assistant (0.5)
Concord	5	\$40,379	None
Lathrop	5	\$19,500	None
Lodi	5	\$15,000	None
Manteca	5	\$35,000	None
Modesto	5	\$58,000	Executive Assistant (1)
Pleasanton	5	\$26,700	None
Stockton	7	\$169,214	Executive Assistant (1) Legislative Support Analyst (1)
Turlock	5	\$31,750	None
Walnut Creek	5	\$41,670	None

FISCAL IMPACT

The City Council's budget is funded through the City's General Fund. The recommendation of \$150,000 travel budget for the City Council body is an increase of 35% over the FY23 amended budget. At this time, no funding has been allocated for an intern.

STRATEGIC PLAN

This agenda item supports the Governance strategic priority, goal two, ensure short and long-term fiscal health.

ACTION REQUESTED OF THE FINANCE COMMITTEE

Staff recommends that the Tracy Finance Committee receive an informational report and provide feedback on the FY2023-24 travel budget of the City Council Body.

Prepared by: Sara Cowell, Director of Finance

Reviewed by: Bijal Patel, City Attorney
Karin Schnaider, Assistant City Manager
Midori Lichtwardt, Interim City Manager

Attachments

Attachment A: FY 2023-24 Travel Budget of the City Council Body PowerPoint Presentation



Finance Committee

FY 2023-24 Travel Budget of the City Council Body

August 31, 2023

Historical Council Travel Costs

FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Amended Budget FY 2023	Actual FY 2023
\$33,285	\$50,948	\$8,123	\$4,060	\$41,865	\$111,491	\$81,956

FY23 Travel by Council Member

FY2022-23 City Council Travel, by Council Member						
YOUNG	ARRIOLA	BEDOLLA	DAVIS	EVANS	VARGAS	TOTAL
\$23,647	\$17,786	\$14,666	\$14,727	\$8,413	\$2,718	\$81,956

Finance Committee Recommendation for Travel Budget Allocation

Council Member

FY24 Travel Budget

Arriola

\$25,000

Bedolla

\$25,000

Davis

\$25,000

Evans

\$25,000

Mayor Young

\$50,000

Total

\$150,000



Analysis of City Council Travel and Staff - Surrounding Cities

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Concord	5	\$40,379	None
Lathrop	5	\$19,500	None
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Manteca	5	\$35,000	None
Modesto	5	\$58,000	Executive Assistant (1)
Pleasanton	5	\$26,700	None
Stockton	7	\$169,214	Executive Assistant (1) Legislative Support Analyst (1)
Turlock	5	\$31,750	None
Walnut Creek	5	\$41,670	None





Discussion



Agenda Item 3.B

RECOMMENDATION

STAFF RECOMMENDS THAT THE TRACY FINANCE COMMITTEE RECEIVE AN INFORMATIONAL REPORT AND PROVIDE FEEDBACK ON THE FY 2023-24 SUPPLIES BUDGET OF THE CITY COUNCIL BODY.

EXECUTIVE SUMMARY

Upon receiving a request from a Council Member for a purchase that would deplete a significant portion of the Council Supplies budget, staff is requesting feedback related to purchases within the Council budget.

BACKGROUND AND LEGISLATIVE HISTORY

Included in the annual adopted operating budget is a line item for Council Supplies. Supplies include items such as business cards, name plates, City branded clothing, and office supplies.

The chart below depicts the actual amount spent on supplies in prior years, as well as the current fiscal year's budget of \$2,400. In fiscal year 2018-19, the supplies budget was increased for the purchase of new chairs and office equipment.

Council Supplies Budget - Historical

FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY24
\$4,115	\$1,078	\$9,214	\$868	\$1,339	\$690	\$1,533	\$2,400

Currently, the supplies budget is utilized without preapproval and is available until depleted.

Following a Council Member request for a purchase that would deplete a significant portion of the Council Supplies budget, staff is seeking feedback on the use of Council's Supplies budget. Considerations for feedback include the possibility of requiring preapproval by Council to utilize the supplies budget or allocating the supplies budget per Council Member.

FISCAL IMPACT

The City Council's budget is funded through the City's General Fund. The adopted FY2023-24 Council budget includes a line item in the amount of \$2,400 for supplies.

STRATEGIC PLAN

This agenda item supports the Governance strategic priority, goal two, ensure short and long-term fiscal health.

ACTION REQUESTED OF THE FINANCE COMMITTEE

Staff recommends that the Tracy Finance Committee receive an informational report and provide feedback on the FY2023-24 supplies budget of the City Council Body.

Prepared by: Sara Cowell, Director of Finance

Reviewed by: Karin Schnaider, Assistant City Manager
Midori Lichtwardt, Interim City Manager