

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

TRACY CITY COUNCIL

RESOLUTION NO. 2025-025

**1) AMENDING THE TRACY FINANCE COMMITTEE BYLAWS TO COMBINE THE FINANCE COMMITTEE WITH THE INVESTMENT REVIEW COMMITTEE; AND
2) RESCINDING TRACY CITY RESOLUTION NO. 95-087.**

WHEREAS, The Tracy Municipal Code allows the City Council to establish advisory, ad hoc and standing committees, to address an explicit purpose or needs; 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 amended on February 6, 2024 to amend the meeting dates grant application and acceptance; and

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

WHEREAS, The Committee Bylaws state the committee regularly meets on the fourth Tuesday of the month at 7:00 P.M.; and

WHEREAS, On January 7, 2025, the City Council combined the Investment Review Committee and the Finance Committee, to now meet quarterly; and

WHEREAS, Resolution No. 95-087 approved the establishment of the Investment Review Committee; and

WHEREAS, The City desires to amend Section A (4.1.4, 4.1.5, & 6) of the Committee bylaws which defines the purpose of the committee to include quarterly review of the City's investment portfolio and annual review of the City's investment policy as follows, (deletions indicated by strikethrough, additions indicated by double-underline):

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 and to review the City's investment portfolio and policy.
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
 - 4.1.4. Quarterly review of the City's investment portfolio
 - 4.1.5. Annual review of the City's investment policy
5. The Committee will not have jurisdiction to discuss any budget approaches that would require good faith bargaining with labor groups.
6. Application, appropriations, or acceptance of grants are not required to have Finance Committee approval."

and,

WHEREAS, The City desires to amend Section H (1 & 4) of the Committee Bylaws to move the committee regular meeting date from every fourth Tuesday, to quarterly on the second Monday of the first month of each quarter at 5:00 p.m. and authorize the City Manager to determine time sensitive items will be directly discussed by the City Council as follows (deletions indicated by ~~strikethrough~~, additions indicated by double-underline):

A. MEETINGS

1. Regular meetings of the Finance Committee shall be held quarterly on the ~~2nd~~ ~~4th~~ ~~Monday~~ ~~Tuesday~~ of the first month of each quarter and shall begin at 5:00 p.m. ~~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. In the event of a time sensitive item, the City Manager is authorized to determine the item will be directly discussed by the City Council.
5. 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.
6. All meetings shall be conducted in accordance with the current City Council meeting procedures.

and,

NOW, THEREFORE, be it resolved as follows:

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 amends the Tracy Finance Committee Bylaws set forth in Exhibit 1 as the Bylaws of the Tracy Finance Committee; and be it further

RESOLVED: That the City Council rescinds Resolution No. 95-087; and be it further

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, per CEQA Guidelines Section 15378(b)(5) as the management of the Finance Committee is an administrative action that will not result in any changes in the physical environment.

* * * * *

The foregoing Resolution 2025-025 was adopted by the Tracy City Council on February 4, 2025 by the following vote:

AYES:	COUNCIL MEMBERS: BEDOLLA, EVANS, NYGARD, ABERCROMBIE, ARRIOLA
NOES:	COUNCIL MEMBERS: NONE
ABSENT:	COUNCIL MEMBERS: NONE
ABSTENTION:	COUNCIL MEMBERS: NONE


DAN ARRIOLA
Mayor of the City of Tracy, California

ATTEST: Mary Lopez f/c
ADRIANNE RICHARDSON
City Clerk and Clerk of the Council of the
City of Tracy, California

**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, on January 7, 2025, the City Council authorized combining the Investment Review Committee with the Finance Committee; 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 and to review the City's investment portfolio and policy.
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
- 4.1.4. Quarterly review of the City's investment portfolio
- 4.1.5. Annual review of the City's investment policy

5. The Committee will not have jurisdiction to discuss any budget approaches that would require good faith bargaining with labor groups.
6. Application, appropriations, or acceptance of grants are not required to have Finance Committee approval.

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 quarterly on the 2nd Monday of the first month of each quarter and shall begin at 5:00 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. In the event of a time sensitive item, the City Manager is authorized to determine the item will be directly discussed by the City Council.
5. 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.

6. 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 February 7, 2023, by Resolution 2023-027, amended by City Council on February 6, 2024, and February 4, 2025 shall serve as the Bylaws for the Finance Committee.