

Agenda Item 3.C

RECOMMENDATION

**Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving the bylaws for the Committee.**

EXECUTIVE SUMMARY

On March 16, 2021, the City Council approved Resolution 2021-033 establishing Tracy's Homelessness Advisory Committee (THAC); no Committee bylaws were adopted with this action. On May 2, 2023, staff presented a draft of the proposed bylaws for Council standing committees and is returning with a recommendation to adopt the bylaws for the THAC.

BACKGROUND AND LEGISLATIVE HISTORY

On March 16, 2021, the City Council approved Resolution 2021-033 to create a standing City Council committee titled the Tracy Homelessness Advisory Committee (THAC). The approving resolution set the meetings of the THAC to be quarterly. As the City continues its multi-pronged approach to address homelessness, the THAC has been meeting more frequently than quarterly, through special meetings. At the February 16, 2023 City Council meeting, Mayor ProTem Davis requested that the THAC meetings change from quarterly meetings to monthly meetings. This item was seconded by Councilmember Bedolla. In addition, staff has evaluated whether THAC, and any other standing committee of the City Council, should have more prescribed roles in the review of agenda items, rather than serving as advisory bodies, as is currently identified in the City Councils Meeting Protocols and Rules of Procedure.

ANAYLSIS AND DISCUSSION

The City Council has formed standing subject matter Committees, including the Tracy Homelessness Advisory Committee. Committee membership enables members to develop specialized knowledge of the matters under their jurisdictions. Committees monitor on-going governmental operations, identify issues suitable for legislative review, gather and evaluate information, and recommend courses of action for the Council. Committees are 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.

Staff ascertained that the Tracy Homelessness Advisory Committee had not adopted bylaws. This agenda item has proposed bylaws for the THAC. Unlike City Commissions, where the bodies are comprised of residents of Tracy, the THAC are made up of two City Councilmembers who are also governed by the City Council's Code of Conduct and Meeting Protocols and Rules of Procedure (Meeting Protocols). The proposed bylaws include Section B, which define the role of these Committees as subject matter Committees and establish clear procedures for their actions to be recognized by the City Council.

## **Tracy Homelessness Advisory Committee**

Below is a summary of the key provisions of the proposed bylaws for the THAC. The basic framework is based on the original Council action forming this Committee.

### Purpose:

The stated purpose of the committee is as follows:

- 1.1. To implement the Tracy Homelessness Strategic Plan including the possible amendment of such plan
  - 1.1.1. This Strategic Plan provides a framework to target resources to manage and decrease homelessness
    - GOAL 1: Increase Housing Options in Tracy
    - GOAL 2: Increase Access to Coordinated Support Services for People Experiencing Homelessness
    - GOAL 3: Develop Action Plans for Engaging with People Experiencing Homelessness
    - GOAL 4: Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness
- 1.2. To address homelessness in the City of Tracy
- 1.3. The Tracy Homelessness Advisory 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 overall jurisdictional purpose of the Committee.

### Makeup:

The makeup of this Committee would consist of two (2) City of Tracy Councilmembers; appointed annually per the City Council's appointment procedures. The Committee would be supported by the Mobility and Housing Department (or such other department deemed appropriate by the City Manager). It is recommended that the Committee meet monthly on the 3<sup>rd</sup> Thursday of the month and hold special meetings, as needed, to fulfill the role of the Committee.

### Necessity:

The role of the Tracy Homelessness Advisory Committee is to provide input on the development of the Tracy Homelessness Strategic Plan initiatives and work to prevent and end homelessness in Tracy. This would ideally be done after receiving public deliberation and achieving consensus through partnering with staff.

## **Action by Subject Matter Committees**

Staff recommends that the City Council Meeting Protocols establish clear roles and responsibilities of these subjects, after Committees.

### A. 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, 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, a Committee shall take one of the following actions:
  - 6.1. Receive the informational report, by consensus 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 consensus 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.

#### FISCAL IMPACT

This is an administrative item and the fiscal impacts of implementing the proposed actions would be absorbed by the existing budgets of the City departments.

**STRATEGIC PLAN**

This agenda item supports the City Council's 2021-2023 Governance Strategic Priority, and specifically implements the following goal:

Goal 1: Model good governance, teamwork, and transparency.

**RECOMMENDATION**

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving the bylaws for the Committee.

Prepared by: Karin Schnaider, Assistant City Manager  
Reviewed by: Adriana Castaneda, Director of Mobility and Housing  
Reviewed by: Riana Daniel, Deputy City Attorney  
Approved by: Karin Schnaider, Assistant City Manager

**ATTACHMENTS**

Attachment A – Tracy Homelessness Advisory Committee Bylaws

**BYLAWS OF THE  
TRACY HOMELESSNESS ADVISORY  
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 Homelessness Advisory Committee, to be named the Tracy Homelessness Advisory 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**, The City Council recognize that a shelter crisis exists and forming a Council Homelessness advisory committee will facilitate an opportunity to evaluate options to address the current homelessness crisis; and

**WHEREAS**, On February 16, 2021 the Tracy City Council voted to approve the Tracy Homelessness Strategic Plan; and

**WHEREAS**, On March 16, 2021 the Tracy City Council voted to approve Resolution 2021-033 form a standing Council committee entitled Tracy Homelessness Advisory Committee; and

**WHEREAS**, the 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 Tracy Homelessness Advisory Committee meetings and the transaction of its affairs.

1. PURPOSE

The stated purpose of the committee is as follows:

1.1. To implement the Tracy Homelessness Strategic Plan including the possible amendment of such plan

1.1.1. This Strategic Plan provides a framework to target resources to manage and decrease homelessness

- GOAL 1: Increase Housing Options in Tracy

- GOAL 2: Increase Access to Coordinated Support Services for People Experiencing Homelessness
- GOAL 3: Develop Action Plans for Engaging with People Experiencing Homelessness
- GOAL 4: Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness

1.2. To address homelessness in the City of Tracy

1.3. The Tracy Homeless Advisory 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 overall jurisdictional purpose of the Committee.

## 2. 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, 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 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 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 consensus 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 consensus 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.

### 3. ROLE AND RESPONSIBILITIES

The role of the Tracy Homelessness Advisory Committee is to provide input on the development of the Tracy Homelessness Strategic Plan initiatives and work to prevent and end homelessness in Tracy. This would ideally be done after receiving public deliberation and achieving consensus through partnering with staff.

### 4. MEMBERSHIP GUIDELINES

1. **Membership.** The Tracy Homelessness Advisory 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 Tracy Homelessness Advisory Committee fails to attend four (4) regular meetings in any calendar year, his or her position on the Tracy Homelessness Advisory 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. This would not include meetings that were canceled due to technical difficulties, City emergencies, or other staff related reasons.

### 5. QUORUM

A quorum of the Tracy Homelessness Advisory Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Tracy Homelessness Advisory 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.

## 6. OFFICERS

1. The officers of the Tracy Homelessness Advisory 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.

## 7. DUTIES OF THE COMMITTEE

1. Review, discuss, and provide direction to facilitate in the preparing and presenting of accurate, timely, and meaningful information and recommendations to address homelessness within Tracy to the Council from City staff
2. Monitor the finances related the Homeless Division
3. Develop an annual work plan and presentation to the City Council
4. Review and update from time to time, as necessary policies related to addressing the unsheltered population
5. The following key metrics should be used to evaluate the effectiveness of this Plan:
  - 5.1. Increase in the number of affordable housing units dedicated to people who are experiencing homelessness
  - 5.2. Decrease in homelessness in the community—including in key subpopulations such as families, veterans, and people who are chronically homeless
  - 5.3. Decrease in the number of persons who become homeless for the first time
  - 5.4. Decrease in the average and median length of time persons remain homeless
  - 5.5. Decrease in the percentage of persons who return to homelessness
  - 5.6. Increase in the percentage of adults who gain or increase employment or

nonemployment cash income over time

- 5.7. Increase in the percentage of persons who exit to or retain permanent housing

## 8. MEETINGS

1. Regular meetings of the Tracy Homelessness Advisory Committee shall be held on the 3rd Thursday 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 Tracy Homelessness Advisory 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.

## 9. FUNDING

Any funding necessary for operation of the Tracy Homelessness Advisory Committee shall be included in the City of Tracy budget, which shall be approved by the City Council.

## 10. ADMINISTRATIVE PROCEDURES AND POLICIES

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

## 11. STAFF LIAISON

The Tracy Homelessness Advisory 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.

12. ADOPTION

This document, as adopted by City Council, on May 16, 2023, by Resolution 2023-XX, and shall serve as the Bylaws for the Tracy Homelessness Advisory Committee.