

BYLAWS
THE FINANCE AND MEASURE I OVERSIGHT COMMITTEE
CITY OF WILLOWS, CALIFORNIA

A. PURPOSE

1. The purpose of the Committee is to review city finances and make recommendations to the City Council. Review of the city's fiscal matters shall include but are not limited to, the City's annual independent audit, City fees, City service charges, and budgets, accounts payable, Investment, General Fund reserve and Pension Funding policies.
2. The Committee shall have an initial purview 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. Activities of FMIOC shall include reviewing and tracking consistency between actual expenditures and the approved budget over the course of the fiscal year, quarterly review Measure i revenue progress and expenditures, and as necessary, revisiting Debt.
4. While the City Council will continue to review the detailed check register of monthly accounts payable as part of the City Council agenda, the FMIOC will review, consider and recommend to the full Council on the mid- and long-term implications of the city's revenue and expenditure trends, as well as review and recommend updates to financial policies as needed. Committee activities may include the review, discussion, and input in the following areas:
 - a. Measure i revenue and expenditures,
 - b. Annual audits and compliance reporting,
 - c. Annual and quarterly budget updates, augmentations, and forecasts, and
 - d. Long-term planning, including but not limited to:
 - City revenues and expenses, including related fee and tax studies,
 - Deferred maintenance and capital planning, and
 - 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. While the Committee may request data and reports, FMIOC may not direct staff's day-to-day work, including assigning research projects that may undermine staff's ability to maintain daily operations, without the authority and approval of the entire Council.

B. FUNCTION

The Committee may, by a vote of the consensus of the majority of appointed Committee

Members, 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 of a majority of the appointed Committee Members 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:
 - Due to the cancellation of a committee meeting, or
 - Due to lack of a quorum, or
 - The Committee was unable to approve any recommended action.
3. Any undecided or divided vote of the two-Council Committee shall automatically be presented to the full Council for consideration.
4. By a consensus of the Members present, may continue any item to a later meeting for further discussion and consideration.

C. ROLE AND RESPONSIBILITIES

The role of the Finance and Measure i Oversight Committee is to provide quarterly updates to the full City Council as part of the regular agenda to inform the City Council and the public of the City's overall fiscal management including the performance of Measure i (e.g., revenue, expenditures).

For the first three years of Measure i, these updates and reports to the City Council will occur quarterly as part of the Treasurer's Report and will include identifying sales tax revenues and expenditures. All reports will be posted on the City's website.

After the first three years, the FMiOC and City staff will produce an annual report that includes the sales tax revenues and expenditures to be presented to the Council and posted on the City's website.

For the first five years, the FMiOC will conduct one town hall meeting per fiscal year to report to the public on proposed expenditures of the transaction and use tax and to receive public input on how to expend the monies. The town hall meeting will be held in the spring before the final budget approval.

D. MEMBERSHIP GUIDELINES

1. **Membership.** The Finance Committee shall consist of two (2) City Councilmembers appointed by the entire City Council. The Mayor shall serve as the Committee alternate.
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 Protocol Manual.
3. **Attendance.** If a member of the Finance Committee fails to attend two (2) of the regularly scheduled and quarterly 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 both appointed Members. 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:
 - a. The Chairperson and
 - b. The Vice-Chairperson.
2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.

G. DUTIES OF THE COMMITTEE

1. Review, discuss, and provide direction to facilitate the preparation and presentation of accurate, timely, and meaningful financial statements to the Council from City staff.
2. Oversee the preparation of the Annual Townhall Meeting on Measure i, as well as the preparation and presentation of the Measure i Annual Report.
3. Monitor City finances.
4. Review and update from time to time and as necessary the city's financial policies.
5. Be familiar with and review periodically the organization's annual budget; Ensuring that the financial elements of the City are in accordance with the City Council's Strategic

Priorities.

6. Develop policies and plans for financial awareness in cooperation with other public and private agencies.
7. 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 FMIOC shall be held on the third Tuesday of October, January, April, and July starting at 5:30 pm.
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. Accordingly, all meetings shall be publicly noticed and agendas for all meetings shall be prepared and distributed in accordance with the current City Council meeting procedures and the Brown Act, including posted on the City's website and front door of the Civic Center 72 hours prior to a meeting.
5. All meetings will be recorded via video and/or audio and will be posted on the City's website after the meeting.
6. Action minutes will be produced for all meetings and posted on the City's website.
7. All meetings shall be conducted in accordance with the current City Council meeting procedures.

I. AGENDA SCHEDULE

- January Meeting
Review and track consistency of actual expenditures with the approved budget, as well as Measure i revenue progress. Meeting results and any recommendations to be presented to the entire Council within one month of the January FMIOC meeting.
- April Meeting
As required by the Measure i Ordinance, hold a Townhall Meeting to review and discuss Measure i revenues and expenditures. Before final budget approval and within one month of the April meeting, recommend to the full Council any Measure i expenditures for the next fiscal year to be included in the new budget.
- July Meeting
Review the City's finance policies for any needed updates and/or changes. Recommend

any changes to the full Council within one month of the July meeting.

- October Meeting

Review and track consistency of actual expenditures with the approved budget. Review year over year comparison of sales tax, property tax and Transient Occupancy Tax (TOT) comparing the most recent fiscal year to the prior fiscal year.

J. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Committees shall follow all applicable City administrative policies and procedures, as well as the Willows Municipal Code.

K. STAFF LIAISON

The Finance Committee's staff liaison will be the City Manager with support from the Finance Director.

L. ADOPTION

This document, as adopted by the City Council, October 15, 2024, by Resolution 35-2024 and shall serve as the Bylaws for the Finance and Measure i Oversight Committee.