



# **ADMINISTRATIVE** **PROCEDURE**

**6740**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **CITIZEN'S OVERSIGHT COMMITTEE**

Upon passage of a general obligation bond under Proposition 39, a citizen's Oversight Committee is established.

### **Purposes**

- To inform the public about the expenditure of bond revenues;
- To review and report on the proper expenditure of taxpayers' money for school construction;
- and
- To advise the public as to the Desert Community College District's compliance with the Proposition 39 requirements as contained in the California Constitution.

### **Activities**

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended in properly;
- Receive and review copies of any deferred maintenance proposals or plans developed; and
- Review efforts to maximize bond revenues by implementing cost-saving measures.

**Members.** The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than two (2) consecutive terms. Members shall serve without compensation.

The committee shall be comprised of at least:

- One member active in a business organization representing the business community located within the district;
  - One member active in a senior citizen's organization;
  - One member active in a bona fide taxpayer's organization;
  - One member of a student both currently enrolled in Desert Community College District and active in a campus group. The student may serve up to six (6) months after his or her graduation;
  - One member active in the support and organization of a district
- No employee, official, vendor, contractor, or consultant of Desert Community College District shall be appointed to the committee.

**Assistance.** The Desert Community College District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its

conclusions.

**Public Meetings.** Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

**Reports.** At least once a year the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the district.

## CITIZENS' BOND OVERSIGHT COMMITTEE

### BYLAWS

Section 1. Committee Established. The Desert Community College District (the "District") was successful at the election conducted on March 2, 2004 (the "Election"), in obtaining authorization from the District's voters to issue up to \$346,500,000 aggregate principal amount of the District's general obligation bonds (the "Measure B"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Desert Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure B. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the following duties:

- 3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds.

- 3.2 Review Expenditures. The Committee may review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure B; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.
- 3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:
- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
  - (b) A summary of the Committee's proceedings and activities for the preceding year.
- 3.4 Duties of the Board and President. Either the Board or the President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:
- (i) Approval of construction contracts,
  - (ii) Approval of construction change orders,
  - (iii) Expenditure of construction funds,
  - (iv) Handling of all legal matters,
  - (v) Approval of construction plans and schedules,
  - (vi) Approval of all deferred maintenance plans, and
  - (vii) Approval of the sale of bonds
- 3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is only charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:
- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds, each of which shall be outside the authority of the Committee.
  - (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
  - (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
  - (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

#### Section 4. Authorized Activities.

- 4.1 In order to perform the duties set forth in Section 30, the Committee may engage in the following authorized activities:
- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
  - (b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's President.
  - (c) Review copies of deferred maintenance proposal or plans developed by the District.
  - (d) Review efforts by the District to maximum bond proceeds by implementing various cost-saving measures.

#### Section 5. Membership

##### 5.1 Number

The committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers' association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

##### 5.2 Qualification Standards

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The committee may not include any employee, union representative, official of the District or any vendor, contractor or consultant of the District.

- 5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaw’s.
- 5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee’s first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.
- 5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups or persons will be solicited for applications; (b) the Superintendent /President or his/her designee will review the applications; (c) the Superintendent/President or his/her designee will make recommendations to the Board.
- 5.6 Removal: Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.
- 5.7 Compensation. The Committee members shall not be compensated for their services..
- 5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District. (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual.

## Section 6. Meetings of the Committee.

- 6.1 Regular Meeting. The Committee is required to meet at least once a year but may meet more often as the Committee shall determine, but no more often than quarterly.
- 6.2 Location. All meetings shall be held within the Desert Community College District.
- 6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## Section 7. District Support,

- 7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:
- (a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
  - (b) provision of a meeting room, including any necessary audio/visual equipment;
  - (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
  - (d) retention of all Committee records, keeping minutes of Committee meetings, and providing public access to such records on an Internet website maintained by the District.
- 7.2. District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.
- 7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 32, the Committee may report to the Board from time-to-time in order to advise the Board of the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The President shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the entire Board of Trustees of the District.

Section 11. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

**Reference: Education Code Sections 15278, 15280, 15282**

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Administrator: VP Administrative Services