



## **MEASURE I CITIZENS' OVERSIGHT COMMITTEE BYLAWS**

### **ARTICLE I: THE COMMITTEE**

#### **Section 1.1 Name of Committee**

The name of the Committee shall be the "Citizens' Oversight Committee" (hereinafter referred to as "COC").

#### **Section 1.2 Purpose**

The purpose of the COC is to ensure citizen participation, open discussion, and accountability regarding the use of the revenue generated through the one-cent General Transactions and Use (Sales) Tax approved by voters through passage of the Escondido Community Investment Measure (Measure I) on November 5, 2024. The COC shall review and report on the revenues collected through Measure I and provide an audit report on the use of that revenue to the City Council at least annually, no later than ninety (90) days following the conclusion of each fiscal year. The Committee shall confine its oversight specifically to revenues generated by Measure I.

The COC is advisory in nature, and as such shall have no authority to approve, disapprove or prevent any City action, and shall have no authority to direct the conduct of any department or employee. Final spending authority for proceeds lies solely with the City Council.

### **ARTICLE II: MEMBERSHIP**

#### **Section 2.1 Composition**

The Citizens' Oversight Committee shall consist of five (5) members, as follows:

1. One (1) member shall be a current serving Officer of the Escondido Police Officers Association, as selected by the Association's Board of Directors.
2. One (1) member shall be a current serving Officer of the Escondido Firefighters Association, as selected by the Association's Board of Directors.

Three (3) members shall be appointed by the City Council, as follows:

1. One (1) member shall be active in a business organization representing the business community located in the City.
2. One (1) member shall be a representative of the San Diego County Taxpayers Association. In the case that a member of the San Diego County Taxpayers Association cannot be identified to serve on the Committee, solicitation for representation of a bona-fide taxpayers association shall be opened to the broader community.
3. One (1) member shall be of the community at-large.

The City Council shall also appoint one (1) alternate member who will serve only when quorum is not met without his or her participation.



If no representative is able and willing to serve on the Committee in any of the appointment categories specified above, the City Council shall have the discretion to appoint a member of the community at-large to fill that Committee position.

Upon their appointment and during their incumbency the At-Large, Business and Alternate Members of the Committee shall be and remain residents of the incorporated territory of the City. Current and past employees, officials or vendors shall be eligible to serve on the Committee, provided that there are no conflicts of interest as determined by the City Attorney.

Candidates for Committee membership pursuant to subsection (3) shall be solicited through an open application process that is promoted through a broad-based recruitment process. Any resident of the incorporated territory of the City of voting age is eligible to apply for Committee membership, subject to the appointment categories specified. All applications will be reviewed by the City Council, who will collectively have the authority to make all final decisions on committee membership.

### **Section 2.2 Terms of Service**

Members of the Committee shall be appointed for terms of two (2) years. No committee member shall serve more than three (3) consecutive terms.

Committee members whose terms expire shall continue to serve until their successor is appointed and qualified. If a vacancy occurs other than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term.

Should a member of the Committee fail to attend two (2) consecutive regular meetings, unless excused for cause by the Chair, that member's service shall be deemed vacant and the member's term ended. The Committee secretary shall immediately notify the City Council of such termination.

Committee members shall serve at the pleasure of the City Council and may be removed in the sole determination, with or without cause, notice, hearing or appeal, by the City Council.

All Committee members' terms will end when the Escondido Community Investment Measure terminates.

## **ARTICLE III: OFFICERS**

### **Section 3.1 Officers**

The Committee shall elect a Chair, Vice-Chair and Secretary. Their respective duties shall be as are usually carried out by such officers. In the Chair, Vice-Chair or Secretary's absence or disability, the Committee may designate a Chair, Vice-Chair or Secretary pro tempore. Officers shall hold office for one year and until their successors are elected.

## **ARTICLE IV: MEETINGS**

### **Section 4.1 Regular Meetings**



The Committee may adopt rules and regulations to govern proceedings and shall set a time for regular meetings which shall be held six times per year.

#### **Section 4.2 Rules of Procedure; Quorum**

A majority of the committee shall constitute a quorum for the transaction of business.

Committee meetings are subject to all open-meeting laws, and must be noticed and open to the public. Committee minutes and reports are a matter of public record and must be made available to the public in the manner provided by law.

Orientation and training is mandatory for all new committee members. Each committee member shall attend such orientation and training prior to their first regular committee meeting.

#### **Section 4.3 Special Meetings**

Special meetings may be held upon call of the Chair or of the majority of the membership of the COC in consultation with the City Manager or designee, for the purpose of transacting any business designated in the call.

### **ARTICLE V: REPRESENTATION BEFORE PUBLIC BODIES**

#### **Section 5.1 Representation**

Any official representation on behalf of the COC before the City Council, or any public body, shall be made by the Chair, the Vice Chair in the Chair's absence, or a member of the COC specifically designated by the COC.

### **ARTICLE VI: POWERS AND DUTIES**

#### **Section 6.1 Administrative Support**

The City Clerk shall serve as the primary staff for the Citizens' Oversight Committee and shall be responsible for:

1. Coordinating and scheduling all Committee meetings
2. Preparing agendas and meeting materials
3. Recording and maintaining minutes of all Committee meetings
4. Managing Committee correspondence and communications
5. Facilitating the orientation and training of new Committee members
6. Ensuring compliance with all open-meeting laws and public records requirements
7. Ensure the Committee's findings and recommendations are properly communicated to the City Council
8. Supporting the Committee in preparing its annual report to the City Council

The Finance Director shall provide relevant updates and reports to the Citizens' Oversight Committee, including but not limited to:



1. Quarterly financial reports on Measure I revenue collection
2. Quarterly expenditure reports showing how Measure I funds are being allocated and spent
3. Supporting documentation for the Committee's annual audit report

The City Manager or his or her designee may engage with the Citizens' Oversight Committee to:

1. Address policy questions related to the implementation of Measure I priorities
2. Support the Committee's public education and community engagement efforts

### **Section 6.2 Independent Auditor Selection**

The Committee shall have the authority to select an independent auditor to conduct annual audits of Measure I funds. The selection process shall include the following steps:

1. The Committee shall have the authority to develop and issue a Request for Proposals (RFP) for independent audit services, with assistance from City staff as needed.
2. The Committee shall review proposals from qualified firms and may interview potential auditors.
3. The Committee shall have the authority to select an independent auditor based on qualifications, experience with similar municipal tax measures, proposed methodology, and cost considerations.
4. The selected auditor shall have the authority to be engaged for a term not to exceed two (2) years, after which the Committee shall conduct a new selection process.
5. The independent auditor shall have the authority to report directly to the Committee and shall provide a comprehensive audit of all Measure I revenues and expenditures.
6. The Committee shall have the authority to incorporate the independent auditor's findings into its annual report to the City Council.
7. The cost of the independent audit shall have the authority to be paid from Measure I funds as an administrative expense.

### **Section 6.3 Escondido Community Investment Measure (Measure I) Priorities**

The Committee shall specifically monitor and evaluate expenditures to ensure they address the community priorities as described in the Escondido Community Investment Measure (Measure I) ballot question, including:

1. **Providing Public Safety:** Monitor investments in equipment, technology, facilities, and programs that enhance overall public safety.
2. **Addressing Homelessness:** Evaluate expenditures related to homelessness prevention, intervention, and support services, including outreach teams, transitional housing, and collaborative community programs.
3. **Improving Streets, Sidewalks, and Infrastructure:** Review investments in repair, maintenance, and improvement of streets, sidewalks, and critical infrastructure throughout the city.
4. **Increasing Police, Fire, and Paramedic Services:** Assess funding allocated to expand police, fire, and emergency medical services, including staffing, equipment, and response capabilities.



5. **Reducing Traffic Congestion:** Monitor expenditures aimed at alleviating traffic congestion, improving traffic flow, and enhancing transportation systems throughout the city.
6. **Maintaining Parks, Trails, and Open Space:** Evaluate funding for the maintenance, improvement, and expansion of parks, recreational facilities, trails, and open space preservation.

The Committee shall provide specific reporting on how funds are being used to address each of these priority areas in its annual report to the City Council and the community.

## **ARTICLE VII: COMMUNITY TRUST AND ACCOUNTABILITY**

### **Section 7.1 Transparency and Community Engagement**

The Committee recognizes the importance of building trust and accountability with the community by meeting their expectations around the expenditure of Measure I funds. To accomplish this, the Committee shall ensure all reports, meeting minutes, and financial documents are easily accessible to the public through the City's website and other appropriate communication channels.

## **ARTICLE VIII: MISCELLANEOUS**

### **Section 8.1 Procedural Situations Not Addressed**

In procedural situations not addressed in the body of the COC Bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney.