

**MINUTES**  
Citizens' General Obligation Bond Oversight Committee  
May 22, 2003  
Room 201, City Hall  
San Francisco, CA 94102

**1. Call to Order and Roll Call**

Chair Yockey called the meeting to order at 9:35 AM. Mr. Yockey noted that there was quorum. Mr. Wunderman and Mr. Micheau were absent.

**2. Discussion and Possible Action to Approve Minutes**

Moved by Mr. Wong, seconded by Ms. Singer, the minutes of the March 3, 2003 meeting were adopted unanimously.

There was no public comment on this item.

**3. Discussion and possible action regarding staff reports and correspondence to and from administering departments relating to the status of remaining bond proceeds.**

Ms. Darby reported that letters have been sent to departments asking them to report to the Committee about the unexpended funds on their "old bonds" by June 30, 2003. Staff will pursue.

Ms. Darby reported that one of the bonds, 1987 Police Department Facilities Bond, had only \$7,085 remaining in the account. As instructed by Ms. Moyer of the Mayor's Office of Public Finance, the City is in the process of applying those funds to debt service on the bonds.

Ms. Darby added that, as requested by the Committee in its February meeting, staff has sent letters to the bond-issuing departments' Finance Officers asking them to present a Gantt chart view of the their program's expenditures and finances in their future presentations to the Committee.

As requested by Chair Yockey, members were provided with copies of the bond ballot measure language for each of the active bonds.

Mr. Yockey directed staff to distribute to all Committee members the draft letter addressed to department heads regarding certification of bonds, for future discussion.

There was no public comment.

#### **4. Discussion and Possible Action Regarding Committee Work Plan**

Committee members and staff discussed the work plan for the rest of the year and agenda items for future meetings. During this discussion, the members indicated their desire to build on the momentum gained from the Committee's efforts to date by holding a special meeting, possibly in late September. Chair Mr. Yockey asked staff to secure a room and to confirm the meeting date with committee members. At the consensus of all members present, the following schedule of future committee meeting and agenda items was agreed upon:

##### *July 24 Committee Meeting:*

1. Presentation by the Recreation and Parks Department to include:
  - 2000 Neighborhood Recreation & Park Facilities Improvement Bond program
  - The 1997 Zoo Facilities Improvement Bonds
  - The 1987 Recreation and Park Facilities Bonds
  - The 1992 Golden Gate Park Improvements Bonds

Staff will send a letter to the Department regarding the outstanding Golden Gate Park Improvement Bonds.

2. Staff to prepare a summary of the information received from departments regarding their outstanding bonds.

##### *September Committee Meeting:*

1. Presentations by:
  - School District
  - Community College District
2. Review responses from departments regarding the status of their "old bonds"

##### *October 23, 2003 Meeting:*

1. Presentation by the Library
2. An overview by the Mayor's Office of Public Finance staff on any GO bonds on the November 2003 ballot (an informational item only).
3. Discussion on the annual report to be submitted to the Board

##### *January 22, 2004 Committee Meeting:*

1. Presentation regarding the Laguna Honda Bond Plan

Mr. Hentz suggested and the Committee agreed to have staff send courtesy letters to the Chair and the Vice Chair of the School District Oversight Committee to the September Committee meeting.

##### **Public Comment:**

Mr. Douglas Legg, Dept. of Public Works, said the Committee work plan sounds great. He

suggested that in order for the department presentations to be more useful to the Committee, the departments could be provided with more guidance and the specific items that the Committee wants to know.

Ms. Sue Cauthen, member of the Council of Neighborhood Libraries and the Sunshine Task Force said that she is very much interested in the Library bond activity, its 19 projects and the 5 new buildings.

Mr. Hentz moved the motion to adopt the above work plan and agenda items for future meetings. Ms. Jue seconded the motion.

Committee members discussed the format of future department presentations in order to track and focus on the projects. The Committee discussed some general questions for the departments, including whether the project is on time (and if not, why not), whether the project has not started (and if not, why not), which employees are being charged to the project and what tasks those employees are performing, and whether the department has instituted internal controls to ensure proper expenditures of bond funds. Mr. Yockey said that he has spoken with the Controller, who has agreed to provide some audit assistance should it be required prior to the Committee being funded to conduct audits itself. Staff was asked to draft a series of questions for the departments to answer on a project-by-project basis when they made presentations to the Committee. Staff will send copies of these questions to the members in order for them to provide their input to staff.

In response to the inquiry from staff, Mr. Yockey asked to tentatively schedule a special meeting of the Committee in November.

##### **5. Discussion and Possible Action Regarding the Committee's Annual Report to the Board of Supervisors**

Chair Yockey volunteered to prepare a draft annual report on behalf of the Committee in the next couple of months and circulate it to all members. The content of the report would remain fairly generalized, stating that since the Committee was formed in January 2002 it has met several times, heard departmental presentations, reviewed old bond issues, but has not performed any audits because it does not have authorization and does not have the resources.

The members discussed the format of the annual report at length.

Ms. Singer brought up the question of how to stay within the parameters of the Sunshine Ordinance while the members work on the draft report. Mr. Yockey asked Deputy City Attorney Michael Martin if the members could exchange comments outside meetings. Mr. Martin said that he would provide the legal analysis to the members before the July 24 meeting.

**Public comments:** Ms. Cauthen provided information regarding Ms. Singer's question.

**6. Discussion and Possible Action Regarding Agenda Items for Next Meetings**

Please see the discussion and motion in item #4 above.

**7. General Public Comment**

There was no comment.

**8. Adjournment**

The meeting adjourned at 11:15 AM.