

CGOBOC Liaisons Roles and Suggested Activities

Getting Started as a New Committee Members

- As a new member, you should become familiar with the committee and its requirements. Generally, these fall into two different roles with different voter-required requirements generally described below. You should read the voter-approved law that created CGOBOC and these functions, attached in _____.
 - General Obligation Bonds: Serving as the Citizen General Obligation Bond Oversight Committee (CGOBOC), ensure that General Obligation (GO) bonds are spent in accordance with the voter's authorization, and that no funds are spent for administrative salaries.
 - City Services Auditor: Serving as the Citizen Audit Review Board.
- The Chair of the Committee and a member of the Controller's Office (who staffs the committee) will offer an initial briefing prior to your first meeting; these can provide informal venues to ask questions, hear an overview of the committee's current work, and express initial interest in particular assignments as a committee member. We urge you to accept both briefings.
- The committee meets its required activities through a number of means, including reviews conducted by individual members serving as liaisons with specific and unique responsibilities. There are three primary committee liaison roles, described in more detail below. The Committee's Chair will assign you one of these roles upon your appointment to the committee.

Overview of Work as a Bond Program Liaison

- The bond program that you are assigned to will typically present before the CGOBOC Committee twice a year, approximately six months apart. Your work can be structured around the dates of these presentations. During the early implementation of a bond program following voter approval, these presentations may occur more frequently, and as bond programs near completion and enter the close-out phase, these hearings may occur less frequently.
- To begin, become generally familiar with your assigned bond program. Documents vary slightly between programs, but in general here is what you should do:
 - Read through the bond program founding documents:

- The legal texts as passed by the voters (the Bond Ordinance): This is the legal document that authorizes the use of bonds and limits their use to a specific set of purposes. In meeting the CGOBOC requirement to ensure “that bond revenues are expended only in accordance with the ballot measure,” this is the guiding language.
 - Review the departmental bond program summary: In most cases this has a financial summary, Gantt Chart, map and narrative description of the bond project(s). Typically a version of this document will have been prepared for the Board of Supervisors prior to a bonds placement on the ballot, and will have been finalized shortly after voter-approval. While the language of the ballot language may be more legally permissive, these early documents will speak to the envisioned scope and schedule from the beginning of the bond program.
- Read through the most recent bond progress reports for your assigned bond program:
 - Bond Accountability Report. These documents are required under the Administrative Code, are issued around the appropriation legislation. The Reports have specific required information, with more detail including funding, schedule and scopes of projects.
 - Quarterly CGOBOC Bond Status Report. These summary reports are prepared quarterly for CGOBOC by each bond program team – reviewing the most recent recent quarterly report is a good way to become familiar with the scope, schedule, budget, and other issues the program is facing, in a manner prescribed by CGOBOC.
- At least quarterly, meet with the Bond Program Manager, with one site visit in advance of each presentation:
 - Two months before the CGOBOC meeting, contact the Bond Program Manager and ask for any updated status reports to be emailed to you.
 - After review of any current reports, meet with the Manager in person and discuss your interests and observations and any questions you have about the program.
 - Have the Manager arrange for a site visit/tour—for a multi-site program, try to visit at least two sites in different stages of completion. Let other CGOBOC members know your planned date in case they want to join you.
- Review the materials submitted by the Bond Program in advance of the scheduled meeting. Your packet will contain a report and maybe slides—read them and note any changes or questions. Come to the COBOC presentation prepared with your notes, observations and questions. As the Program does its presentation and discussion, you can assist the Committee with your educated observations and questions.

- Here is a list of specific items for liaison review. Please be prepared to comment on these issues as appropriate at the CGOBOC Hearing for your bond program. 1) Administrative/Soft Costs as a percentage of the overall program, 2) Change orders as a percentage of each project in progress—noting where they exceed 5% of overall, 3) Schedule changes for each project in progress—noting where they have added 5% or more scheduled business days from start to estimated project end date, 4) Any projects dropped from or added to the program since the last report to CGOBOC, 5) Any uses of bond program contingency funds authorized since the last report to CGOBOC

Overview of Work as a City Services Auditor Liaison

- The City Services Auditor will present before the CGOBOC twice a year. Your work can be structured around the dates of these presentations. Fiscal year workplan events are also relevant and you can plan your work around them.
- Become familiar with the CSA requirements, program and publications.
 - Read through Charter Appendix F.
 - Read through CSA's workplan for the fiscal year. The workplan document is published on or around July 1st and contains a narrative summary of priorities for the year and a table with the 50 or so largest audits and projects scheduled that year.
 - Scan the CSA reports website homepage and become familiar with the basic reports—frequent audit reports, the Gov Bar, the benchmarking reports, the annual performance reports. Each CGOBOC packet has a memo from CSA with highlights of recent work.
 - For reports of particular interest to you or other CGOBOC members, make sure that they have been noticed/flagged/read. For example, audits that touch capital constructions processes in general or bond programs in particular should be read by you or the program liaisons.
- Meet with the CSA Directors in advance of each presentation.
 - Two months before the CGOBOC meeting, contact the CSA Directors for an in-person meeting. Depending on the timing, you may wish to ask for major updates to the workplan or budget status of the CSA Division. Ask for highlights or bring questions regarding reports you have read or other issues of interest.
- Review the materials submitted by CSA Directors in advance of the scheduled meeting. Your packet will contain a memo and/or slides—read them and note any changes or questions. Come to the COBOC presentation prepared with your notes, observations and questions. As the

Program does its presentation and discussion, you can assist the Committee with your educated observations and questions.

- If desired, you may want to review the annual performance measures report. This work could be considered in greater fulfillment of Charter section F.1111(1). CSA would welcome review of the content generally and specifically of the types of measures, their utility to the public, and any major gaps in the work.

Overview of Work as a Whistleblower Liaison

- Review the Whistleblower Program's Policies and Procedures and its website on the Controller's homepage
- Review the reports provided by the program, noting number of complaints, trends and issues that get your attention. Ask for copies of any outreach materials provided to city staff, vendors and the public.
- Meet with the Whistleblower program staff in advance of the CGOBOC meetings where the program is scheduled to present. Ask your questions. Have staff review sample cases with you as appropriate. Have staff summarize the program's outreach efforts if not covered in the reports or materials you have received
- Summarize your work at the Committee presentation, give your feedback regarding the appropriateness of the program and give any suggestions for improvement in content or reporting.
- Confidential material may be part of this role and you will be required to maintain confidentiality.