

## **COP Oversight Committee Discussion Notes from Christene for the May 5, 2016 Meeting**

### **Committee Administrative Action Items**

**1. Confirm the wording within the COP documents for the Committee's scope** to "review the expenditure of the 2016 CoP revenues to ensure that funds were spent in accordance with the 2016 CoP and provide a recommendation to the City council on project revisions and/or requests for additional funding that require City Council approval". Found on page 7 & 10 of 102 "Preliminary Official Statement Dated December 4, 2015. Is this it or are there other pertinent areas for us to read? As follows:

*"Proceeds of the Certificates will be used to (a) finance capital improvements to the City's MLK campus and Robin Sweeny, Southview and Dunphy Parks, including, but not limited to, site improvements, roofing, exterior enclosure, plumbing, electrical systems and equipment upgrades (collectively, the "Project") and (b) pay delivery costs incurred in connection with the execution, delivery and sale of the Certificates. See "THE PROJECT".*

*THE PROJECT (page 10 of 102)*

*"Proceeds of the Certificates will be used to (a) finance the costs of the Project (estimated to total \$\_\_\_\_) and (b) pay delivery costs incurred in connection with the execution, delivery and sale of the Certificates."*

*"The Project includes all public capital improvements relating to the City owned "MLK campus" located at 100 Ebbtide Avenue and three (3) City of Sausalito Public Parks: Robin Sweeney, Southview and Dunphy Park. Such public capital improvements include, but are not limited to: Site Improvements, Roofing, Exterior Enclosure, Plumbing, Electrical Systems and Equipment Upgrades as well as compliance with current ADA code".*

**2. Confirm the date that the COP expenses should be counted.**

As discussed, does the scope of our work begin when the CoP's closed? What was that date? December 15? Or do we include expenses from the beginning?

**3. After #1 and #2 are agreed, the Committee to go over each invoice from Melanie to date to include in CoP expenses or not.** And then agree these to the account print out from Melanie from the City Accounting system. Expenses not under the CoP scope should be categorized and tracked separately, such as "Prior to CoP ", "ADA expense" or "City Funded Park Expense" etc. Confirm the RFP's went out last week for all other projects.

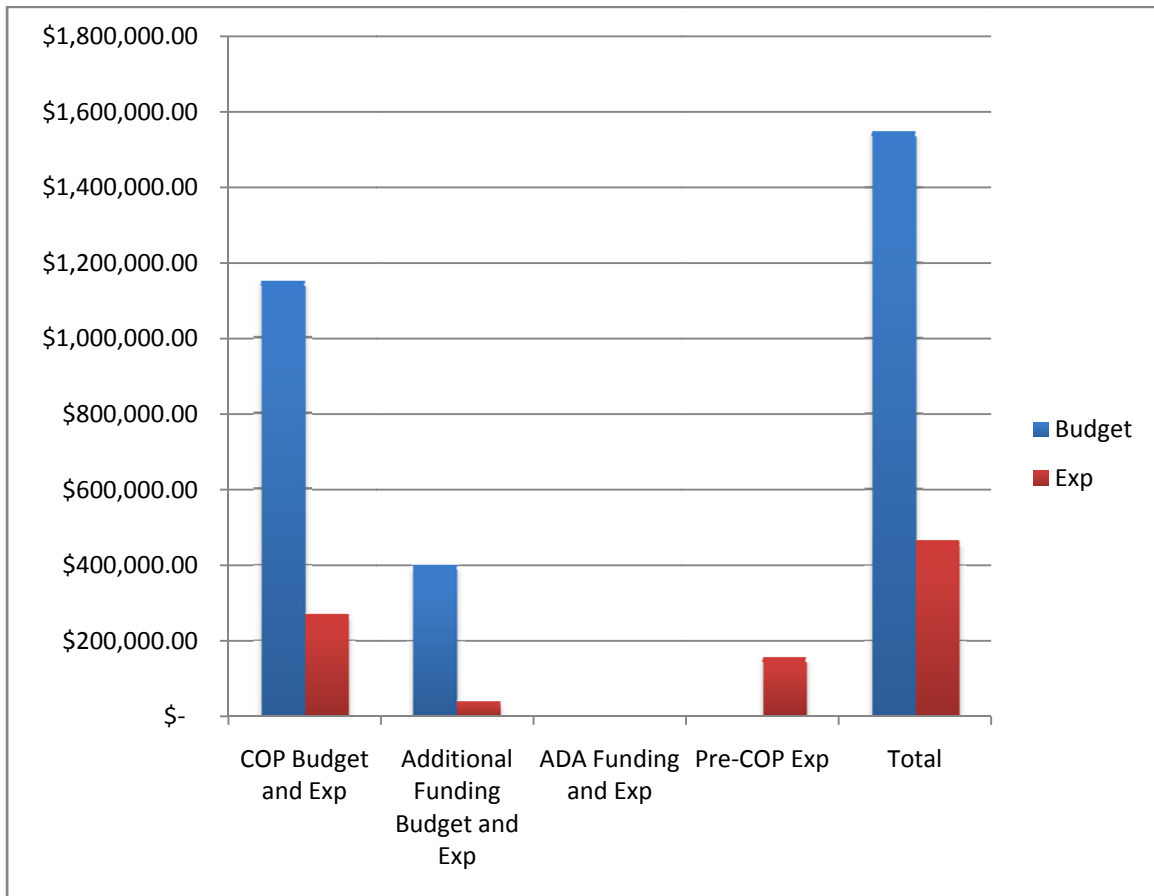
**4. Confirm a reporting process for each project to the City Council.** "The Committee shall issue quarterly written reports to the City Council and

community on the expenditure of the 2016 CoP funds for the immediate preceding quarter.”

How often and what to include in those reports. Suggestions were discussed at the April meeting. Include – CoP expenses, non-CoP expenses, ADA expenses, prior CoP Robin Sweeney expenses? (Example for Robin Sweeney as we discussed attached – **NUMBERS INCLUDED ARE NOT VERIFIED OR ACTUAL – just an example**)

## Robin Sweeney as of x/x/xx

### 1. Expense Report



### 2. Robin Sweeney - X% Complete

### 3. Committee Conclusion: ✓