

ATTACHMENT A
CRA/LA BOND EXPENDITURE AGREEMENT
BOND OVERSIGHT
ROLES & RESPONSIBILITIES

	OBLIGATIONS/ DUTIES	EWDD	CAO
1	<p>Accounting: Investments, fund tracking, deposits, withdrawals, transfers, reconciliation.</p>	<p>Ongoing: EWDD – Financial Management Department (“FMD”, accountants/auditors) in collaboration with Office of Finance and Auditor/Controller</p>	
2	<p>Bond Oversight Committee (BOC)</p> <p>Administration: Establishment (bylaws, etc.), agendas/minutes/notices, briefings, etc.</p>		<p>One-time: CAO AMSP would create governance structure, bylaws (if necessary), and other necessary docs for BOC establishment.</p> <p>Ongoing: Review reports submitted by EWDD for compliance w/ bond covenants and tax exempt status, Bond Spending Plan (BSP), redevelopment plans, etc. Set agendas, create and distribute minutes, briefings, and notices. CAO AMSP would monitor progress of projects, affects (if any) of the projects on the general fund or other funds. Assist in expediting cooperation from all participants. Work with other bond oversight committee members to resolve any policy issues. Review and report on/resolve any long term operational fiscal impact of projects. Transmit BOC recommendations to Council.</p>
3	<p>Proposed Appropriations: Track Council motions, prepare template and finalize reports for each proposed appropriation of Excess Bond Proceeds, transmit to Committee, Council, Mayor and CRA/LA.</p>	<p>Ongoing: EWDD – Legislative staff will track motions. EWDD staff will create and manage reports in coordination with departments and/or outside 3rd party entities involved in the proposed projects.</p>	<p>Ongoing: CAO staff would prepare appropriation instructions, as needed, for financial status reports or construction projects report.</p>

4	<p>Bond Covenants & Tax-Exempt Status: Qualify projects to ensure they meet bond requirements; ensure funds are spent within appropriate project areas.</p>	<p>Ongoing: EWDD FMD can track accounts and ensure that funds for each project are segregated and pulled from specific project area funds or respective interest earnings. EWDD will be responsible for providing viable projects to review by CAO Debt Group for compliance with bond covenants and applicable rules.</p>	<p>Ongoing: CAO Debt Group – review and verify compliance with bond requirements and, as needed, contract with Bond Counsel; EWDD City Attorneys (who previously worked for CRA/LA) and Bond City Attorney for assistance.</p>
5	<p>Bond Spending Plan (BSP) Adherence and Amendments: Ensure that funds are spent in accordance with BSP; flag proposals that would be considered amendments to the BSP; prepare appropriate requests for amendment on behalf of BOC and submit to CRA/LA for consideration.</p>	<p>Ongoing: EWDD – Major Projects staff can handle initial workload but would anticipate new staff to be hired in 2014-2015 and 2015-2016 to track projects by project area and be responsible for the details of the amendment requests. Requests to be made in collaboration with CAO, CLA and Mayor's Office.</p>	
6	<p>Semi-Annual Reporting: Provide semi-annual reporting to CRA/LA on Excess Bond Proceeds (project updates and quarterly accounting) as well as info required for Continuing Disclosure Requirements.</p>	<p>Ongoing: EWDD – Bond Staff and Major Projects staff to provide project updates and package quarterly accounting to be produced by FMD and Auditor/Controller. Similar to work done for ConPlan which was formerly administered by EWDD.</p>	<p>Ongoing: CAO Debt Group – review info to be submitted for continuing disclosure requirements and arbitrage requirements.</p>
7	<p>Project Implementation: Planning, funding, implementation and close out of projects receiving funds from Excess Bond Proceeds.</p>	<p>Option 1: Depending on project type, appropriate City Department establishes scope of work, budget/eligible expenses, and timeline for future expenditures.</p> <p>Option 2: EWDD will enter into contracts with 3rd parties or MOU's with City Departments to establish the scope of work, budget/eligible expenses, and timeline for fund expenditures. ED projects will be managed directly by EWDD as appropriate. Otherwise, EWDD's role will be oversight only - ensuring that expenditures are appropriate, timely, meet bond covenants and redevelopment project area goals. EWDD will collect updates and information for appropriate reporting back to BOC and CRA/LA.</p>	<p>For either option, CAO Debt Group – ongoing coordination with EWDD and monitoring use of facilities funded by tax-exempt bonds throughout life of bonds to ensure compliance with requirements necessary to maintain tax-exempt status of bonds.</p>