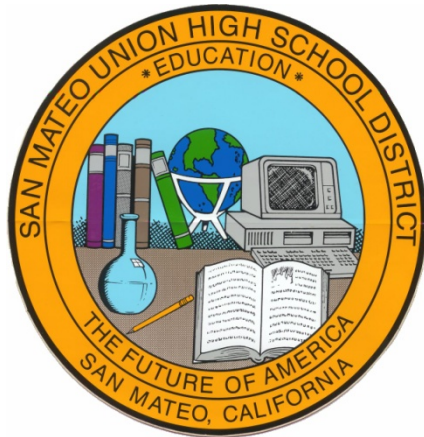


# **SAN MATEO UNION HIGH SCHOOL DISTRICT**



**2008-2009**

**Citizen Oversight Committee  
First Annual Measure M Report to  
the Community**

**June 25, 2009**

# Agenda

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- Bond Overview
- Approved Project List
- Purpose of COC
- Proposition 39 Requirements
- Citizen Oversight Committee Members
- Summary of Activities
- Financial Summary
- Conclusion

## A LETTER FROM THE COMMITTEE CHAIR

Dear Community Member:

On November 7, 2006, voters in the San Mateo Union High School District approved a \$298 million facilities bond measure (Proposition M) under the rules established by Proposition 39. This measure supports the District's Master Plan, which was published in 2006. More than the required 55% of voters supported Proposition M; they saw it as an investment in their high school district. Under the rules of Proposition 39, a Citizen's Oversight Committee (COC) was established on January 18, 2007.

The COC is pleased to present our 2008-2009 Annual Report, covering the period from July 1, 2008 to June 30, 2009, to the San Mateo Union High School District Board of Trustees. The Annual Report is available to District residents, in fulfillment of the role of the COC as specified by law, and provides a report on the activities accomplished this past year.

The Committee's primary responsibilities are to:

- Review expenditures to ensure that bond proceeds are expended only for the purposes set forth in Proposition M.
- Affirm whether the District is in compliance with bond requirements.
- Present to the District's Board of Trustees an annual report summarizing the Committee's proceedings and activities for the preceding year.

The Committee is pleased to report that, to the best of its knowledge, the San Mateo Union High School District is in full compliance with their responsibilities as described in Article XIIA of the California State Constitution. With this report, the COC members assure the community that Proposition M bond expenditures have been issued properly, only for projects identified in the bond measure, and that no Proposition M money has been spent on teacher or administrative salaries.

It has been my pleasure to serve as COC chair and to work closely with COC members, the community and the District staff. I am proud of the work we all have accomplished thus far on behalf of the community to maintain and modernize the San Mateo Union High School District's schools. The COC looks forward to continuing the positive work the community's investment has provided, as the District continues to serve its community.

Thank you.



Mike Loy  
Chair, Proposition M Citizens' Oversight Committee (COC)

## Bond Overview

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- Measure M is a Proposition 39 bond initiative and required 55% approval by registered voters in the District
- Purpose of Measure M is to renovate, remodel and expand the existing school facilities to provide safe and healthy and state of the art teaching facilities for academic success
- On November 7, 2006, the voters of San Mateo Union High School District approved Measure M and an extensive list of projects by a yes vote of 66.5%

# Approved Project List

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- Aragon High School
  - Student services building expansion
  - Kitchen renovation
  - Locker room and gym renovation
  - 600 seat theatre
  - Civil projects
  - Stadium field renovation
  - Air Conditioning
  - Swimming pool renovation
  - Columbine locks installed
  - Computer equipment replacement

# Approved Project List

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- Burlingame High School
  - Cafeteria renovation
  - Gym and locker room renovation
  - Theatre renovation
  - New industrial arts building
  - Civil projects
  - Stadium field renovation
  - Columbine locks installed
  - Computer equipment replacement

# Approved Project List

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- Capuchino High School
  - Columbine locks installed
  - Computer equipment replacement
  - Stadium field modernization
  - Child development facility replacement
  - Science building roof and window replacement
  - Replace classroom building
  - Gym and locker room renovation
  - Theatre renovation
  - Civil projects
  - Swimming pool renovation

# Approved Project List

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- Hillsdale High School
  - Columbine locks installed
  - Gym, wrestling and dance room renovations
  - Industrial arts classrooms
  - HVAC piping and controls replacements
  - Cafeteria renovation
  - Theater renovation (small and large)
  - Civil projects
  - Stadium field modernization
  - Fire line replacement
  - Book locker replacement
  - Computer equipment
  - Air conditioning
  - Swimming pool renovation



# Approved Project List

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- Mills High School
  - Air conditioning
  - Columbine locks installed
  - Pool system replacement
  - Locker replacement
  - Additional classroom building
  - Locker room renovation
  - Civil projects
  - Theatre renovation
  - Gym renovation
  - HVAC piping and controls installed
  - Stadium field renovation
  - Computer equipment replacement
  - Skylight replacement

# Approved Project List

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- San Mateo High School
  - Columbine locks installed
  - Music room renovation
  - Performing Arts Theatre renovation
  - New Biotech building
  - Stadium field renovation
  - Civil projects
  - Computer equipment replacement

# Purpose of Citizen Oversight Committee

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- Inform public concerning the expenditure of bond proceeds
- Ensure bond proceeds are expended on approved projects specified on the project list
- Oversight Responsibilities:
  - Report to the Board of Trustees annually on the expenditure of Measure M funds
  - Inspect school facilities to ensure funds are expended accordingly
  - Ensure no funds are expended on teacher or administrator salaries or other school operating expenses
  - Review annual independent financial and performance audits

# Proposition 39 Requirements

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- A list of projects was provided to the voters in the ballot measure
- A Citizens' Oversight Committee was established and will continue to be operational during life of Measure M
- An annual report is made by the COC to inform the Board of Trustees and community about Measure M expenditures and compliance with Proposition 39 requirements
- An annual financial audit is conducted of the funds until all funds have been expended
- An annual performance audit is conducted to ensure that funds have been expended only on the specific projects listed
- COC membership includes a minimum of seven members with at least one from each of following categories:
  - Parent
  - PTO Member
  - Member of a taxpayers' organization
  - Business Organization Representative
  - Senior citizen Organization
- Members can serve up to two-two year terms

# 2009 Citizen Oversight Members

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## **Committee**

- Mike Loy-Chair
- Evelyn Long
- Artur Urbanski
- Mildred Swan
- Al Pucci, Ed.D.
- Patricia Griffin, Ph.D
- Richard Bojack
- Mike Koenigs
- Lee Manus-McNutt
- Mark Jones

## **Administration**

- Elizabeth McManus, Deputy Superintendent

## **Board of Trustees**

- Linda Lees Dwyer
- Dave Pine

# Summary of Activities

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- Since its inception the COC has met 14 times
- Agendas were disseminated in advance of the meetings
- Minutes were reviewed by the COC and posted on the District website
- Original Bond finance team and legal counsel were replaced
- Language was validated to allow the District to issue 40 year bonds and align with construction schedule
- Original architect agreements were terminated and fees incurred negotiated
- RFP was issued for architects and exemplary set of designers selected
- Prior Construction Management team was terminated
- RFP for Construction Management services was conducted and most qualified firm selected
- Lawsuit with prior Construction Management firm was settled
- Project list was consolidated for efficiencies and cost containment
- Construction schedules were consolidated for efficiencies
- New systems, processes and procedures were implemented
- Perry Smith, LLP performed a financial and performance audit

# Summary of COC Activities

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- Construction project updates were provided at each meeting
- Schedules were reviewed at each meeting
- Project budgets for specified approved projects were reviewed at each meeting
- Detailed expenditure reports for specified approved projects were reviewed at each meeting
- The annual independent audit was reviewed
- The annual independent performance audit was reviewed
- The committee conducted site visits to observe completed projects and future projects at all comprehensive high schools
- Bond counsel reviewed legal responsibilities of committee
- Closure status of Measure D projects was reviewed to ensure California Department of State Architect (DSA) approval on Measure M projects as required by law

# Financial Summary-Projects Completed 4/25/09

Site	Description	Total Adopted Budget	Approved Budget Revisions and Transfers	Total Approved Budget	Encumbrances & Actuals to Date	Pending Encumbran	Balance	Actuals to Date	Contract Completion Level
	<b>Projects Completed</b>								
MHS	Operable Skylights	\$ 175,000	\$ -	\$ 175,000	\$ 153,459		\$ 21,541	\$ 153,459	100.00%
DW	Air Conditioning at AHS,HHS,MHS	\$ 5,263,588	\$ -	\$ 5,263,588	\$ 4,970,278	\$ 183,438	\$ 109,872	\$ 4,903,063	100.00%
DW	Security Lock Replacement	\$ 303,700	\$ -	\$ 303,700	\$ 297,386		\$ 6,314	\$ 297,386	100.00%
HHS	Hillsdale Emergency Fire / Gas Line	\$ -	\$ 500,000	\$ 500,000	\$ 454,802		\$ 45,198	\$ 440,077	100.00%
	<b>Projects Completed Total</b>	<b>\$ 5,742,288</b>	<b>\$ 500,000</b>	<b>\$ 6,242,288</b>	<b>\$ 5,875,925</b>	<b>\$ 183,438</b>	<b>\$ 182,925</b>	<b>\$ 5,793,985</b>	



# Financial Summary-Construction Phase and Bid Phase

Site	Description	Total Adopted Budget	Approved Budget Revisions and Transfers	Total Approved Budget	Encumbrances & Actuals to Date	Pending Encumbran	Balance	Actuals to Date	Remaining Contingency	Remaining Contingency %	Contract Completion Level
<b>Construction Phase</b>											
DW	Track & Field Facilities Modernization	\$15,691,096	\$ 2,205,000	\$17,896,096	\$17,048,857	\$ 34,227	\$ 813,012	\$15,090,719	\$ 220,378	9.14%	88.51%
CHS	Child Development Center	\$ 1,124,839	\$ -	\$ 1,124,839	\$ 340,361	\$ 556,413	\$ 228,065	\$ 88,069	\$ 151,200	100.00%	25.88%
CHS	Science Bld. Roof & Windows	\$ 1,924,843	\$ -	\$ 1,924,843	\$ 194,021	\$ 126,995	\$ 1,603,827	\$ 145,305	\$ 266,400	100.00%	74.89%
DW	Book Locker Replacement MHS, HHS	\$ -	\$ 700,023	\$ 700,023	\$ 82,206	\$ 306,000	\$ 311,817	\$ 65,206	\$ 53,000	100.00%	79.32%
SMHS	Music Room Renovations	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 884,279	\$ 115,721	\$ -	\$ 820,511	\$ -	0.00%	92.79%
DW	Computer Equipment	\$ -	\$ 470,000	\$ 470,000	\$ 364,181		\$ 105,819	\$ 364,181	\$ -	0.00%	90.00%
<b>Construction Phase Total</b>		<b>\$18,740,778</b>	<b>\$ 4,375,023</b>	<b>\$23,115,801</b>	<b>\$18,913,905</b>	<b>\$1,139,356</b>	<b>\$ 3,062,540</b>	<b>\$16,573,991</b>	<b>\$ 690,978</b>		
<b>Bid Phase</b>											
AHS	Kitchen Renovation	\$ 674,113	\$ -	\$ 674,113	\$ 80,114		\$ 593,999	\$ 48,435	\$ 89,600	100.00%	60.46%
AHS	Expand Student Services Bld	\$ 2,284,182	\$ -	\$ 2,284,182	\$ 224,905		\$ 2,059,277	\$ 165,943	\$ 333,000	100.00%	73.78%
<b>Bid Phase Total</b>		<b>\$ 2,958,295</b>	<b>\$ -</b>	<b>\$ 2,958,295</b>	<b>\$ 305,019</b>	<b>\$ -</b>	<b>\$ 2,653,276</b>	<b>\$ 214,378</b>	<b>\$ 422,600</b>		

# Financial Summary-Design Phase and DSA Review Phase

Site	Description	Total Adopted Budget	Approved Budget Revisions and Transfers	Total Approved Budget	Encumbrances & Actuals to Date	Pending Encumbran	Balance	Actuals to Date	Remaining Contingency	Remaining Contingency %	Contract Completion Level
<b>Design Phase</b>											
DW	Swimming Pool Renovation	\$ 5,515,548	\$ -	\$ 5,515,548	\$ 166,941	\$ 400,999	\$ 4,947,608	\$ 166,941	\$ 835,940	100.00%	100.00%
HHS	Theater Renovation, Small & Large	\$15,523,086	\$ (1,653,600)	\$13,869,486	\$ 6,140		\$13,863,346	\$ 6,140	\$ 1,989,200	99.70%	100.00%
BHS	Replace Shops Building	\$ 8,754,577	\$ -	\$ 8,754,577	\$ 521,201		\$ 8,233,376	\$ 57,423	\$ 1,167,725	99.72%	11.02%
CHS	Theater Renovation	\$19,409,900	\$ -	\$19,409,900	\$ 1,351,939		\$18,057,961	\$ 70,219	\$ 2,613,600	100.00%	5.19%
HHS	Industrial Arts and Cafeteria	\$ 9,443,813	\$ 1,653,600	\$11,097,413	\$ 685,813		\$10,411,600	\$ 107,335	\$ 1,204,000	100.00%	15.65%
DW	Theater Programming	\$ -	\$ 155,000	\$ 155,000	\$ 137,835		\$ 17,165	\$ 125,445	\$ 15,500	100.00%	91.01%
MHS	Theater & Gym Renovation	\$17,274,640	\$ -	\$17,274,640	\$ 8,088		\$17,266,552	\$ 2,368	\$ 2,203,200	100.00%	
<b>Design Phase Total</b>		<b>\$75,921,564</b>	<b>\$ 155,000</b>	<b>\$76,076,564</b>	<b>\$ 2,877,957</b>	<b>\$ 400,999</b>	<b>\$72,797,608</b>	<b>\$ 535,871</b>	<b>\$10,029,165</b>		
<b>DSA Review Phase</b>											
SMHS	New Biotech Building	\$ 9,174,982	\$ -	\$ 9,174,982	\$ 764,968		\$ 8,410,014	\$ 515,888	\$ 1,275,074	99.53%	67.44%
AHS	New 600 Seat Theater	\$14,282,173	\$ -	\$14,282,173	\$ 778,336	\$ 158,400	\$13,345,437	\$ 114,227	\$ 1,894,000	99.68%	14.68%
BHS	Cafeteria Renovation	\$ 1,964,781	\$ -	\$ 1,964,781	\$ 205,445	\$ 15,235	\$ 1,744,101	\$ 143,562	\$ 266,400	100.00%	69.88%
BHS	Gym & Locker Room Renovation	\$ 6,104,450	\$ -	\$ 6,104,450	\$ 598,364	\$ 20,845	\$ 5,485,241	\$ 384,394	\$ 858,000	100.00%	64.24%
CHS	New Classroom Building	\$26,643,807	\$ -	\$26,643,807	\$ 1,821,749	\$ 61,720	\$24,760,338	\$ 729,570	\$ 3,717,000	100.00%	40.05%
HHS	Gym, Wrestling & Dance Renovation	\$ 4,883,477	\$ -	\$ 4,883,477	\$ 470,560	\$ 10,450	\$ 4,402,467	\$ 340,866	\$ 682,000	100.00%	72.44%
HHS	HVAC Piping & Controls	\$ 5,954,408	\$ -	\$ 5,954,408	\$ 563,928		\$ 5,390,480	\$ 365,043	\$ 836,000	100.00%	64.73%
MHS	New Classroom Building	\$ 5,744,646	\$ -	\$ 5,744,646	\$ 539,754	\$ 4,600	\$ 5,200,292	\$ 367,172	\$ 813,200	100.00%	68.03%
MHS	Complete Building "A" Renovation	\$ 9,784,666	\$ -	\$ 9,784,666	\$ 903,970	\$ 13,365	\$ 8,867,331	\$ 590,599	\$ 1,373,400	100.00%	65.33%
BHS	Theater Renovation	\$ 4,234,565	\$ -	\$ 4,234,565	\$ 371,316	\$ 104,500	\$ 3,758,749	\$ 85,238	\$ 550,000	100.00%	22.96%
<b>DSA Review Phase Total</b>		<b>\$88,771,955</b>	<b>\$ -</b>	<b>\$88,771,955</b>	<b>\$ 7,018,390</b>	<b>\$ 389,115</b>	<b>\$81,364,450</b>	<b>\$ 3,636,559</b>	<b>\$12,265,074</b>		

# Financial Summary-Future Projects/Total Measure M Construction Budget

Site	Description	Total Adopted Budget	Approved Budget Revisions and Transfers	Total Approved Budget	Encumbrances & Actuals to Date	Pending Encumbran	Balance	Actuals to Date	Remaining Contingency	Remaining Contingency %	Contract Completion Level
	<b>Future Projects</b>										
AHS	Civil Improvement Projects	\$ 5,151,821	\$ (200,000)	\$ 4,951,821	\$ -		\$ 4,951,821	\$ -	\$ 638,000	100.00%	
BHS	Civil Improvement Projects	\$ 7,374,091	\$ (227,000)	\$ 7,147,091	\$ -		\$ 7,147,091	\$ -	\$ 924,000	100.00%	
CHS	Civil Improvement Projects	\$ 5,863,659	\$ (200,000)	\$ 5,663,659	\$ -		\$ 5,663,659	\$ -	\$ 726,000	100.00%	
HHS	Civil Improvement Projects	\$ 4,174,837	\$ (700,000)	\$ 3,474,837	\$ -		\$ 3,474,837	\$ -	\$ 506,000	100.00%	
MHS	Civil Improvement Projects	\$ 7,344,078	\$ (200,000)	\$ 7,144,078	\$ -		\$ 7,144,078	\$ -	\$ 924,000	100.00%	
AHS	Locker Room & Gym Renovation	\$ 7,794,100	\$ -	\$ 7,794,100	\$ -		\$ 7,794,100	\$ -	\$ 990,000	100.00%	
MHS	HVAC Piping & Controls	\$ 4,944,718	\$ -	\$ 4,944,718	\$ -		\$ 4,944,718	\$ -	\$ 660,000	100.00%	
SMHS	Performing Arts Center Renovation	\$ 25,024,775	\$ -	\$ 25,024,775	\$ -		\$ 25,024,775	\$ -	\$ 3,240,000	100.00%	
SMHS	Civil Improvement Projects	\$ 2,974,853	\$ -	\$ 2,974,853	\$ -		\$ 2,974,853	\$ -	\$ 355,200	100.00%	
PHS	Fire Alarm & Sprinkler Upgrades	\$ 2,561,248	\$ -	\$ 2,561,248	\$ -		\$ 2,561,248	\$ -	\$ 333,000	100.00%	
	<b>Future Projects Total</b>	<b>\$ 73,208,180</b>	<b>\$ (1,527,000)</b>	<b>\$ 71,681,180</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,681,180</b>	<b>\$ -</b>	<b>\$ 9,296,200</b>		
	<b>Total Measure M Projects</b>	<b>\$265,343,060</b>	<b>\$ 3,503,023</b>	<b>\$268,846,083</b>	<b>\$34,991,196</b>	<b>\$2,112,908</b>	<b>\$231,741,979</b>	<b>\$26,754,784</b>	<b>\$32,704,017</b>		

# Conclusion

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- Measure M is a complex and multi-year program
- Strong administrative leadership, new consulting team, compressed project list and construction schedules, rigid process and controls all ensure the program is now fiscally sound
- Expenditures are compliant with proposition 39, Article XIII A, Section 1(b)(3) of the California Constitution and applicable to the approved construction projects
- Projects completed to-date are under budget
- Construction is inconvenient and full of surprises
- COC collectively has a great wealth of expertise
- COC is pleased with the results of the District's efforts