

CITIZENS' OVERSIGHT COMMITTEE
PASADENA UNIFIED SCHOOL DISTRICT

May 2, 2015

Mr. Nelson Cayabyab
Chief of Facilities, Pasadena Unified School District
351 S. Hudson Avenue
Pasadena, CA 91101

Dear Nelson:

As part of its statutory duty to monitor Proposition TT expenditures, the Citizens' Oversight Committee is attempting to review the April 2017 "Spend-out Plan" proposed by the Facilities Department. Many of the numbers appearing in the Spend-out Plan are significantly different from the February 2017 publicly-promulgated budget. The Citizens' Oversight Committee, the Board of Education, and the public need to know why. At this point, we cannot figure out where many of those numbers came from.

Let us use Norma Coombs as an example. The current remaining total budget is \$4,787,261. The proposed "spend-out" is \$6,900,000. Where is the additional \$1,212,739 to come from, and on what will it be spent? In order to answer those questions, the Citizens' Oversight Committee hereby requests that you provide us with the following information as soon as it is available:

- Needs assessment
- Owner-architect agreement
- Written program for the project
- Architect's written budget at the completion of (i) schematic design, (ii) design development, and (iii) construction documents Board reports requesting the expenditure of Proposition TT funds on the project
- All changes to any of the foregoing documents

As the work progresses, we will need to review additional project information, such as the owner-contractor agreement, the schedule of values as determined by the general contractor, monthly payment requests, and change orders.

Note that we are not asking Facilities to *create* any new documents for the Committee or to provide any other information that it does not already possess or will not acquire in the ordinary course of business. Consequently, fulfilling the Committee's request should not be a burden.

If you have any questions, please direct them to Glenn de Veer, who is the Chair of our Architecture and Construction Subcommittee, and send a copy to Quincy Hocutt and me.

Of course, the foregoing information does not answer the first question: where is the additional \$1.2 million to come from? If you can explain that, we will be most grateful.

Sincerely,


Clifton B. Cates
Chair