

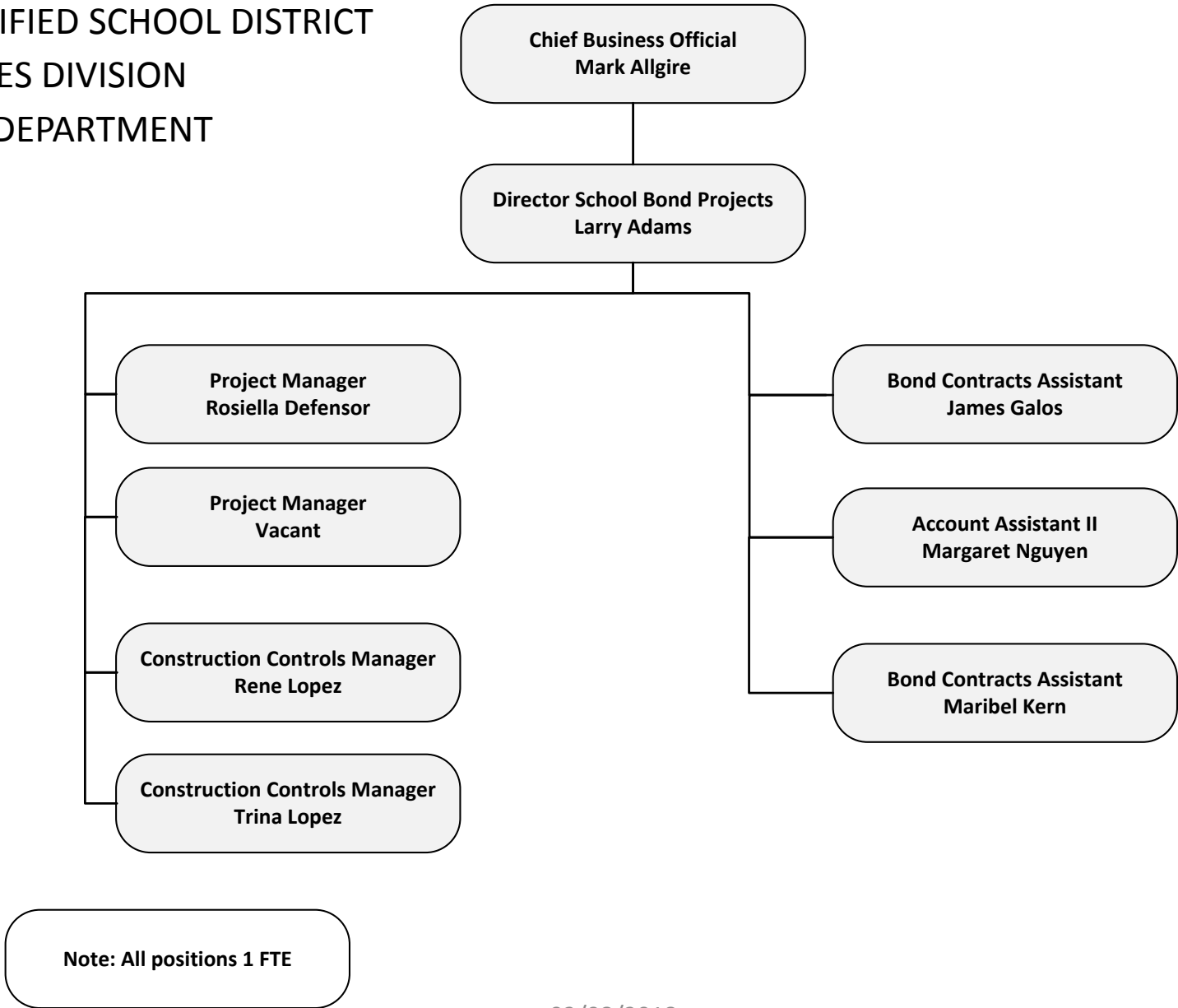
BOND PROJECTS DEPARTMENT

SANTA CLARA UNIFIED SCHOOL DISTRICT

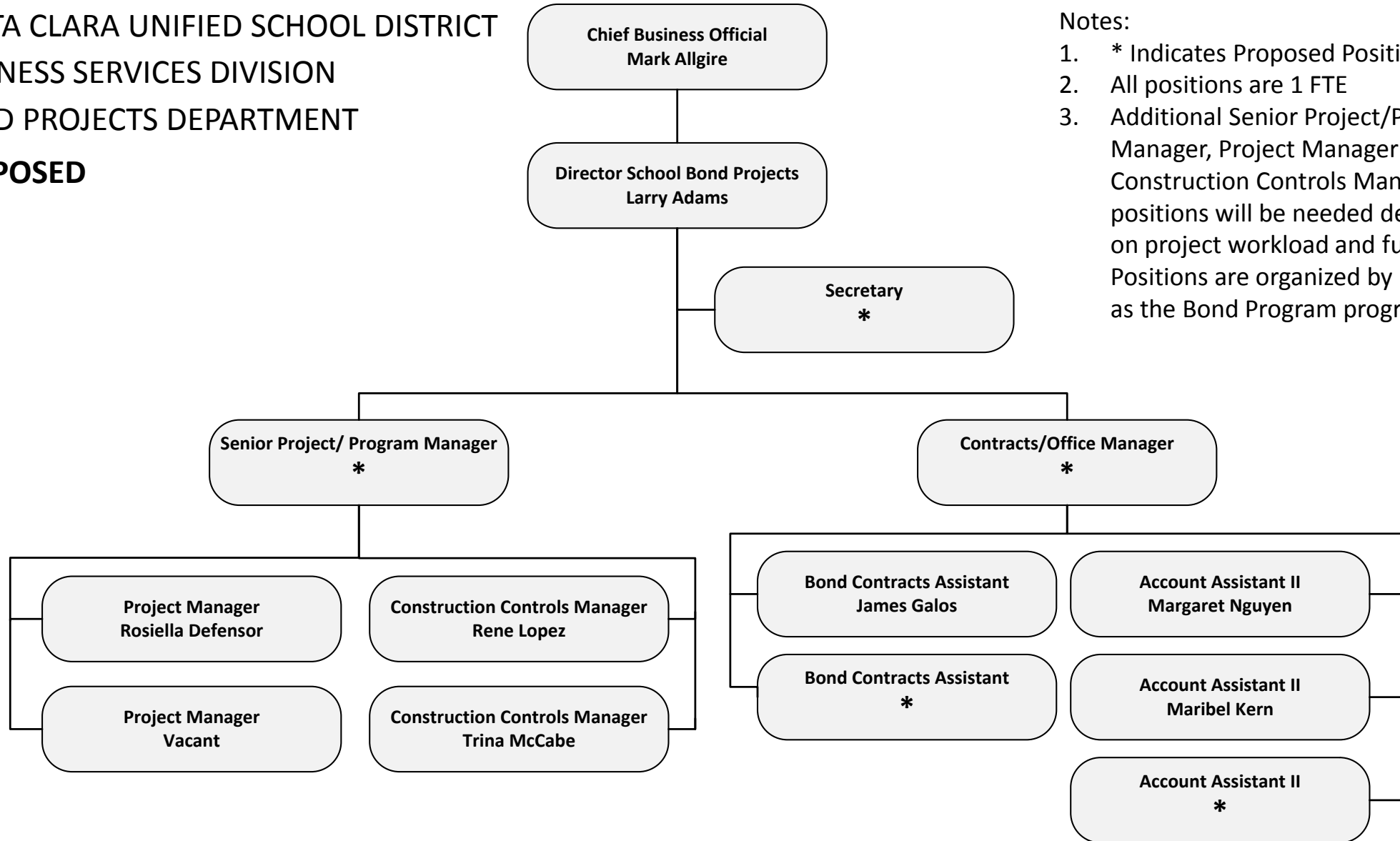
DEPARTMENT REPORT

FEBRUARY 8, 2018

SANTA CLARA UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES DIVISION
BOND PROJECTS DEPARTMENT
EXISTING



SANTA CLARA UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES DIVISION
BOND PROJECTS DEPARTMENT
PROPOSED



Notes:

1. * Indicates Proposed Position
2. All positions are 1 FTE
3. Additional Senior Project/Program Manager, Project Manager and/or Construction Controls Manager positions will be needed depending on project workload and funding. Positions are organized by projects as the Bond Program progresses.

Bond Projects Department

Current Structure: • 7 employees supplemented with contracted extensions of staff.

- Proposed Structure:**
- +/- 15 employees supplemented with reduced contracted extensions of staff.
 - Does not apply to Construction Management pre-construction and on-site construction services.
 - Does apply to the Bond Project Office (Department).
 - Meant to be flexible – additional employees authorized based on need with:
 - Concurrence of the Director School Bond Projects, Chief Business Official and Superintendent.
 - Ratified by the Board.
 - No cost to the General Fund, all costs born by Building Funds.
 - Phased in approach.
 - Proposed 15 FTE would equate to approximately 11 contracted extension of staff positions:

1	Secretary III
2	Bond Contract Assistants
3	Accountant Assistants
2	Senior Project Manager/Program Manager
1	Contract/Office Manager
3	Project Managers
3	Construction Control Managers
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15	Total

Bond Projects Department

- Rationale:**
- Need to develop District “institutional memory”.
 - Transition to future as current employees retire.
 - Potential significant increase in workload: Measure H-2014, Agnews Campus, possible new bond.

- District FTE:**
- Advantages
 - Additional positions for given cost of contracted extensions of staff.
 - Positions directly responsible to District.
 - Information retained in District “institutional memory”.
 - Risks
 - Dealing with rapid change in District organizational structure.
 - Workers Compensation. Performance issues.

- Contacted Extensions of Staff:**
- Advantages
 - Quick source of specialized expertise.
 - Flexibility in dealing with project and program change.
 - No District “lay-offs” as projects complete.
 - Risks
 - Higher cost
 - 3rd Party “arms-length” relationship.