

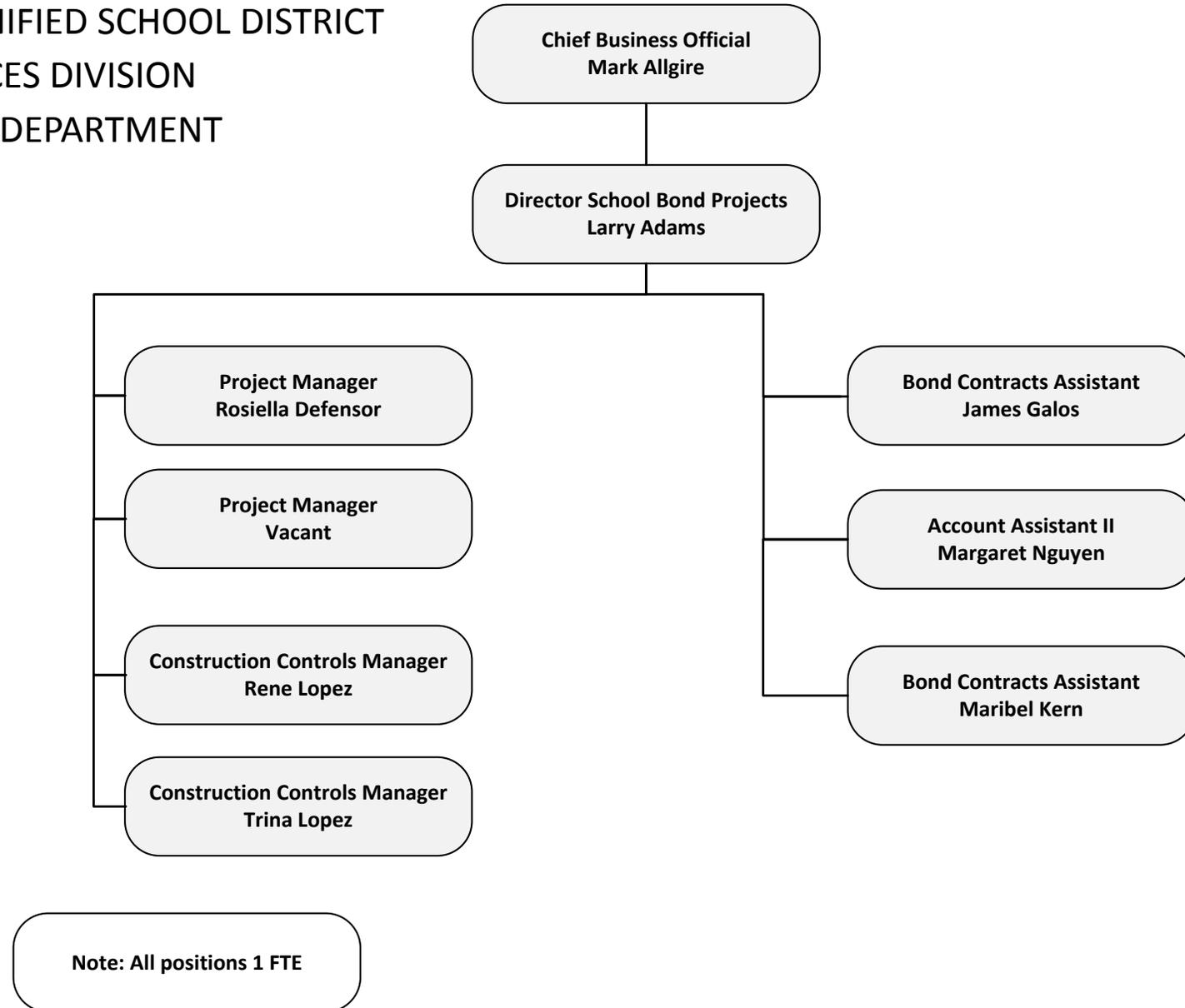
# **BOND PROJECTS DEPARTMENT**

**SANTA CLARA UNIFIED SCHOOL DISTRICT**

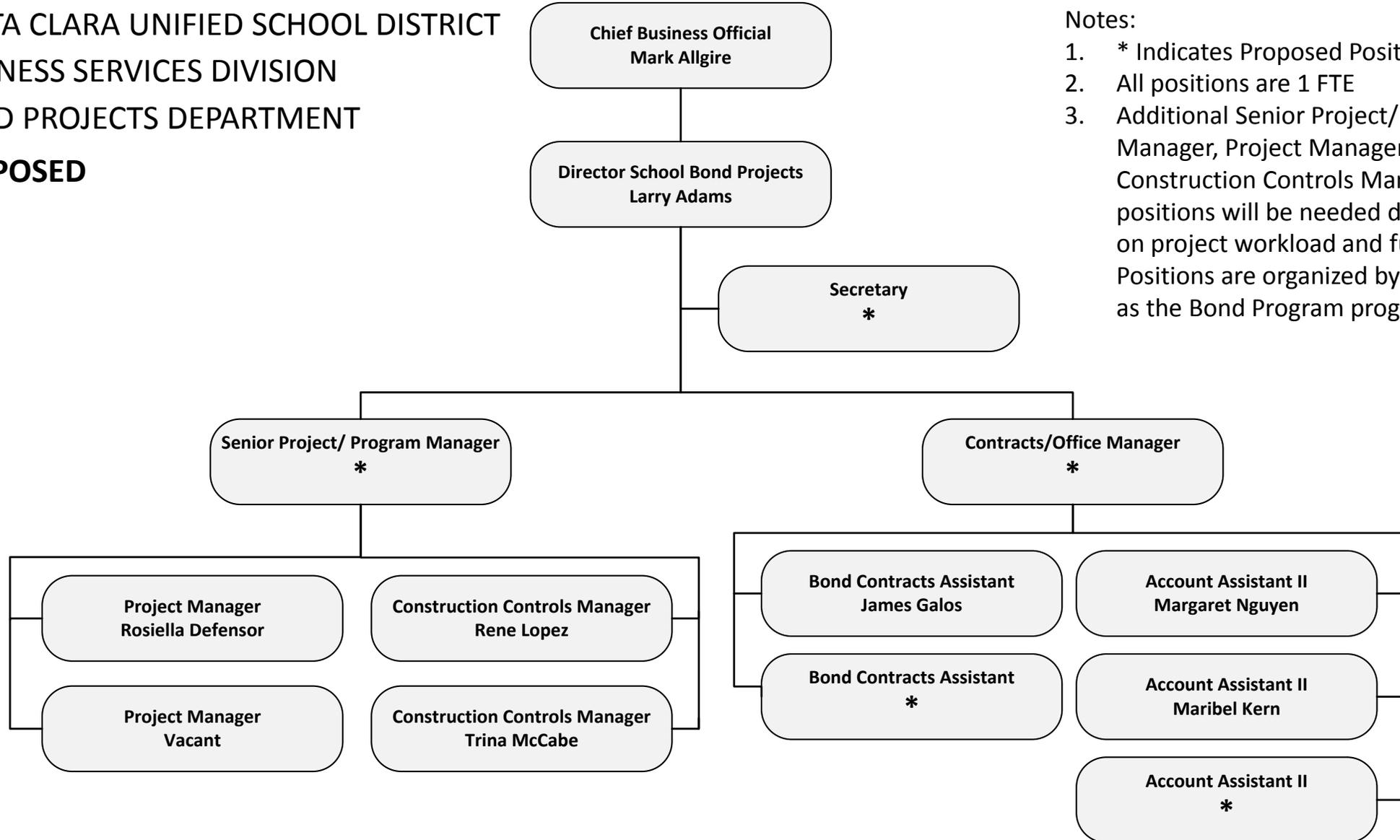
**DEPARTMENT REPORT**

**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
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
    - 3<sup>rd</sup> Party “arms-length” relationship.