EUSD Board of Trustees, City/Schools Committee, and Measure J Citizens Oversight Committee (COC):

Approved revisions 07.08.11

Roles and Responsibilities Matrix for ECCL Project (Measure J funds plus RDA funds)

Category	Item	Responsible Group	How/When	Established by
1. Fiscal Activities	Approval of Measure J Bond Sales	School Board	School Board Action Items/ As-needed	Measure J
	Appropriation of Funds	School Board in collaboration with City/Schools	School Board and City/Schools Action Items/ As-needed	MOU & Measure J
	Review of Funds Appropriations	COC gives review input to City/Schools	Summary Spreadsheets/ As-needed	MOU & Measure J
	Budget Development	Project Staff input to City/Schools	Spreadsheets & Narratives/ As-needed	MOU
	Budget Approval	City/Schools	City/Schools Action Items/ As-needed	MOU
	Budget Management	Project Staff	On-going	MOU
	Budget Changes	Project Staff < $15,000; City/Schools > $15,000	City/Schools Action Items/ As-needed	MOU
	Contract Development	Project Staff input to City/Schools	City/Schools Information Items/ As-needed	District & City existing policy & procedures
	Contract Approval	City/Schools Approval & School Board Executes	School Board and City/Schools Action Items/ As-needed	MOU & Measure J
	Contract Management	Project Staff	On-going	MOU
	Invoice Review & Approval	Project Staff	Requisitions & Encumbrances/ On-going	District & City existing policy & procedures
	Warrants Review	School Board	Warrants Review/ Monthly	District & City existing policy & procedures
	Expenditure Report Development	Project Staff	Spreadsheets & Narratives/ On-going	District & City existing policy & procedures
	Expenditure Review	COC gives review input to City/Schools	Summary Spreadsheets/ COC conducts monthly review of prior month's expenditures which is then reviewed by City/Schools at their next meeting	MOU & Measure J
	Expenditure Report to Public	COC	Written Report/ Quarterly & Annually	Measure J
2. Project Scope, Project Plans & Programs, & Project Schedules	Development of Project Scope, Project Plans & Programs, & Project Schedules	Project Staff input to City/Schools	City/Schools Action Items/ As-needed	MOU
	Management of Project Scope, Project Plans & Programs, & Project Schedules	Project Staff input to City/Schools	City/Schools Action Items/ As-needed	MOU
	Direction of Project Management and Development	District Superintendent and City Manager, then referred to City/Schools As-needed	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Approvals of Project Scope, Project Plans & Programs, & Project Schedules	City/Schools	City/Schools Action Items/ As-needed	MOU & Measure J
3. COC's Steering Committee function (to make recommendations to the City/Schools Committee as needed to move the Measure J bond project work forward)	Based on City/Schools approved Scope, Plans, Programs & Schedules the COC will provide input to City/Schools, along with input from various other sources engaged in the project process, on Project Pre-Design, Schematic Design, & Design Development Phases. COC's assistance with other specific tasks may also be requested by City/Schools on an as-needed basis.	Input to City/Schools from all of the following: a) Project Staff input to City/Schools; b) various sources of input from workshops and other Community Engagement efforts; c) COC input to City/Schools; d) Project Staff with COC input to City/Schools	COC & City/Schools meetings/ Monthly	MOU, COC By-Laws, & District & City existing policy & procedures

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Roles and Responsibilities Matrix for ECCL Project (Measure J funds plus RDA funds)

Category	Item	Responsible Group	How/When	Established by
4. Project Management and Construction Activities	Approval of each design phase (Pre-Design, Schematic Design, & Design Development)	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Construction Documentation Phase (based on City/Schools approved Project Design)	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
	Approval of construction documents phase	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Project Permits & Approvals Phase (based on City/Schools approved plans & specs)	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
	Approval of Permits & Approvals Phase	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Project Negotiations and Construction Contracts	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
	Approval of Negotiations and Construction Contracts	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Project Construction (based on City/Schools approved plans & specs)	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
	Approval of Construction Phase	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Project Construction Change Orders	Project Staff input to City/Schools	City/Schools Action Items/ As-needed	MOU, COC By-Laws, & District & City existing policy & procedures
	Project Move-in & Occupancy (based on City/Schools approved schedules)	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
	Approval of Move-in & Occupancy Phase	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Project Close-out	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
	Approval of Project Close-out Phase	City/Schools	City/Schools Action Items/ As-needed	MOU & District & City existing policy & procedures
	Post-project Follow-up	Project Staff input to City/Schools	City/Schools meetings/ Monthly	MOU & District & City existing policy & procedures
5. Community Engagement (for community information, input, and participation in the design of school sites or related facilities)	Establish community engagment model	COC and Staff input to City/Schools, then to School Board who finalizes a resolution defining Community Engagement	City/Schools Action Items/ As-needed	Measure J, MOU, & City/Schools policy
	Define community engagement strategies	Both of the following: Project Staff; COC	COC and City/Schools meetings/ Monthly	MOU & City/Schools policy
	Incorporate community engagement activities as part of Project Scope	School Board	Forums, events, communications strategies, etc/ As-needed	MOU & City/Schools policy
	Monitor community engagement	School Board, City/Schools, and COC	School Board & City/Schools meetings/ Monthly	Measure J, MOU, & City/Schools policy
	Ensure community engagement has been implemented per Measure J	COC report to City/Schools	School Board & City/Schools meetings/ Monthly	COC By-Laws