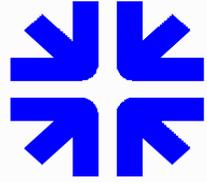


City/School Committee

Councilmember Ruth Atkin, Co-Chair
 School Board Member Pat Hooper, Co-Chair
 Councilmember Jennifer West
 Councilmember Ken Bukowski
 Councilmember Kurt Brinkman
 Councilmember Nora Davis
 School Board Member Cheryl Webb
 School Board Member Joshua Simon
 School Board Member Melodi Dice
 School Board Member Miguel Dwin
 Student Member VACANT
 Student Member VACANT

**AGENDA****City/School Committee**

Regular Meeting of the Advisory Committee

Special Meeting of the Emeryville City Council and Emery Unified School District Board of Trustees

July 7, 2011 - 5:30pmEmery Secondary School, 1100 47th Street, Emeryville, CA

All Advisory Committee meetings are noticed as Special City Council and School District Board of Trustees Meetings so that any or all of the City Council or School District Board of Trustees may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council and School District Board of Trustees but must be ratified at a regular City Council and School District Board of Trustees Meeting. All writings that are public records and relate to an agenda item below which are distributed to a majority of the City/School Committee (including writings distributed to a majority of the City/School Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

- I. Roll Call
- II. Public Comment
- III. Approval of 6/2/11 Minutes
- IV. Staff/Committee Member Comments
- V. Information Items
 - A. Operation Lifesaver – Railroad Safety (Stephen Ceballos – 30 mins)
 - B. Comcast – End the Digital Divide (Davis – 15 mins)
 - C. Final Expenditure Report for MOU #1- Report (Miller – 5 mins)
 - D. COC Chair's Report (Carver – 10 mins)
- VI. Action Items
 - A. Recommendation for MOU #2 Amendment (Miller – 5 mins)
 - B. Approval of Responsibilities Matrix for Measure J (Miller – 5 mins)
 - C. Student Appointment to the City/Schools Committee for 2011/12 School Year (Kim – 5 mins)
 - D. Approval of City/School Committee reverting to Action Minutes (Laven – 5 mins)
- VII. Adjournment

FURTHER INFORMATION may be obtained by contacting Melinda Chinn, City/School Committee Secretary, at (510) 596-4314

Dated: 7/1/2011 _____ Karen Hemphill, City Clerk
 Post on: 7/1/2011
 Post until: 7/8/2011 _____ John Sugiyama, EUSD Superintendent

All documents are available in alternative formats, on request. In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid or service to participate in this program should contact the sponsoring department at (510) 450-7813 or ADA Coordinator as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfil the request will be made.

Dominique B. Burton, ADA Coordinator
 City of Emeryville 1333 Park Avenue Emeryville, CA 94608
 Direct Line: 510.596.4380, Facsimile: 510.596.3724, TTY Relay: 711 dburton@ci.emeryville.ca.us

City/School Committee
6/2/2011 Action Minutes +
5:30pm
ESS Atrium

1. Roll Call at 5:33pm.
 - a. Committee:
 - i. Council: Davis, Brinkman, Atkin, Bukowski
 - ii. School Board: Dwin, Hooper, Simon, Webb, Dice
 - iii. Students: None
 - iv. Absent: Howard, West
 - b. Staff:
 - i. City: O’Keeffe, Chinn, Laven
 - ii. School: Sugiyama, Miller, Kim, Stewart
2. Public Comment:
 - a. Resident Sarah Himes from Pacific Rim International School is offering a 50 percent discounted tuition to public employees in the City of Emeryville.
 - b. Marina and Keana, students at Emery Secondary School, talked about the success of the 2011 Relay for Life. Inaugural event was a great success and raised \$14,000 by the event date through 11 teams participating. The event is projected to raise \$20,000 by the end of August 2011.
 - c. ESS Teacher Larry Pratt presented the business program, in which one of the Emery Secondary School teams finished in first place. The program offers students a multi-year program teaching business entrepreneurship throughout high school.

Approval of the Minutes

- o Davis noted two corrections on the report from COC
 - o Clarify that Mr. Carver’s report was from himself, not on behalf of the COC.
 - o Change the spelling of the bond sales from “LAFE” to “LAIF.”
- o Nora so moved to approve the minutes with the noted changes, Simon seconded, passed without exception.

Staff/Committee Comments

- o Laven announced the upcoming Summer Concert Series every Thursday in July, from 6:00-8:00pm, at the Christie Avenue Park. Bukowski asked why Thursdays? Laven answered it was based on past feedback and attendance.
- o Atkin asked why Bukowski was included in the roll call when he resigned. O’Keeffe noted that Bukowski asked to be added back on the roster and that the Committee’s rules state that all members of the City Council and School Board are members, so he has been reinstated.

Information Items

- Operation Lifesaver
 - Hooper announced that Mr. couldn't make it and it was postponed to the July 7th meeting.
- MOU #1 Report – May 2011
 - Miller noted this is the second to the last report for MOU #1, MOU #2 is effective starting July 1, 2011. Running an unencumbered balance of around \$300,000.
 - Davis questioned the environmental studies line of \$316,000 is not spent?
 - Miller noted that this \$316,000 is actually the architectural line item and that has not been spent.
 - Davis requested if the \$25,000 environmental studies will be enough?
 - The environmental studies line item is not enough for the entire project, but this will be covered in MOU #2.
 - Bukowski asked if we are starting over and not using the work from the past 8 years?
 - Miller noted that all of the previous work is used to shape the work of today and none of it was wasted.
 - Simon added that the ECCL is a reiterative process and assumptions need to be rechecked throughout the process.
- COC Chair's Report
 - COC Member Charlie Schuman gave a COC Chair's Report in Brian Carver's absence. The last meeting was May 18th. A history of the ECCL was presented to learn the past engagements and to help shape future engagements. The Committee also noted that the bond language may be too strict for administrator salaries, and that the attorney general has ruled that the bonds may pay for administrators help to support the bond, but prevent the funds from being diverted. Schuman distributed a proposal by the COC to the Committee for discussion on the financial oversight. The COC will also planning school tours in June. Finally, the COC is discussing alternative meeting locations such as the Emery Bay Village, volunteered by their HOA, and the Emeryville Senior Center.
- COC, School Board, and City/School Role
 - Sugiyama noted that the COC needs more clarification on how to operate and serve its mission. Staff recognized more clarification is needed on all of the roles and responsibilities of the City, School Board, City/School Committee, and COC. Sugiyama referred to the document that captured what staff felt is the most significant items and the responsible group, how/when, and established by information. Sugiyama asked the Committee for their input:
 - Bukowski noted he would like the COC to approve expenditures prior to the expenditures are authorized. He also noted that the Council should held approve these expenditures.

- Simon was amazed staff summarized three years and four documents of policy decisions into one document. The document helps break-up the responsibilities and roles in an efficient way that still allows the community to engage. Simon noted he would like to see if the COC could receive the same monthly reports that the School Board receives.
 - Sugiyama noted that City/School meetings how/when also is meant to allow each separate board
 - Atkin asked to add the RFPs and Nexus Teams response to add to the document. The COC should add a review of what the community expects of the Nexus Partners based on the RFP response.
 - Miller noted he would share that with the COC.
 - Dice wanted to add that structure on which people are on each item would be helpful, but overall this was a great document. Only other comment she heard in the community is that this shouldn't add more work if systems exist to monitor the decisions already exist.
 - Davis thanked staff for the matrix, but had a question on #3 in the document. The steering committee is the COC, why is this not clear?
 - Sugiyama noted the description can clarify this in the next edition is the COC.
 - Webb noted this helps put as much info out as possible on the roles and responsibilities. Webb noted the COC doesn't grasp the MOU #1 and #2 where the expenses are already mapped out. MOU #2 already delineated the expenditures and approved these funds. The COC needs to understand the roadmap which is MOU #2 and work on any differences that could be found.
 - Hooper thanked staff and noted that it's important that the COC be well informed, but that MOU #2 clarifies the expenditures.
 - Atkin noted the COC can help by adding a column to the chart and keeping track of the timeline. The importance of reviewing the monthly expenditures is that the COC keeps track on how wisely the money is being spent and that it is spent in a timely fashion. Atkin asked staff to add this to the report.
 - Simon noted that staff has the five suggestions from the COC and asked if these can't logistically be implemented into our practice.
 - Sugiyama noted that this is the first time he has seen this version, so staff would review the proposal and make suggestions at the next meeting. One issue he sees with the proposal is that certain items shouldn't need full approval by the COC. Finally, the COC cannot have a budget or staff by law and the School and City will support them as much as possible, but needs to beware of crossing the line of serving the government and COC.

- Simon reiterated he wants to know what is possible and what is not.
- Dwin noted that the COC role is to review the expenditures and that staff and the COC can find a good timeline to have goods and services reported to the COC in a timely manner.
- Staff Comment:
 - Stewart noted that the COC should refer to school district as “Emery,” not Emeryville.
- Davis so moved to have this item added to the next meeting to continue the discussion, Bukowski seconded (no vote, discussion continued)
 - Simon noted that this is a perfect example of the committee, staff, and COC working together to increase accountability to the expenditures to the bond measure.
- Public Comment:
 - Cooley noted that the COC was supposed to receive School District support and reports, as it can’t operate without help and information to accurately track the bond. She also asked for a report from the architectural team as to what info they want from the community and what is already set from past input, research, MOU, etc.
 - Hooper noted this is part of the ongoing process with the COC to create this information
 - Simon noted that the COC has a lot of issues to cover in a short amount of time. They may consider having meetings more often or longer meetings.
 - Miller noted that the website has a lot of information in the archives of the website.
 - Dice wanted to show appreciation the COC for being such an engaged group that truly represents the community, which will reflect in a better facility.
 - Barbie Robison, COC Member, wanted to clarify the weight and role of the COC process to review the expenditures. She is not clear to what extent should be reviewing expenditure review or community engagement. Any clarification would be helpful.
 - Webb noted the parameters are important and the RFP process would be added to show the objectives that will be helpful. The financial roadmap is shown in MOU #2 and the COC needs to review this document. The community engagement is very important.
 - The Committee acted on the open motion and second. The motion passed without exception.

- Sugiyama noted a report from staff will be on the next City/Schools Committee meeting and provide comments.
 - Oakland Library Report
 - O’Keeffe noted he met with Oakland’s Library Director and Interim City Manager. The City of Emeryville agreed to pay \$120,000 in FY11, up from \$85,000 in FY10. In FY12 and FY13, O’Keeffe noted the City should expect to step up the funding to Oakland, but that has yet to be brought to the City Council and is pending more negotiation for the final amounts. The City was previously asked to pay \$600,000 a year originally in FY11 and they are still seeking roughly 80 percent of that figure for future payments. O’Keeffe is worried that due to the many City Managers, he is worried that these talks could be discarded if another City Manager is named the permanent manager in the near future.
 - Bukowski asked how many residents are using the library?
 - O’Keeffe noted that 2200 library cards are out for Emeryville residents and that 1500 of those are actively used. He feels the usage is better measure of the burden we are putting on their system.
 - O’Keeffe noted that the City discussed the closure of Golden Gate Library. Three proposals have been advanced and one version includes closure of Golden Gate. The City would still plan on contributing to Oakland as residents would still have access to other branches in Oakland and reciprocal services in Berkeley and Alameda County, but it wouldn’t plan on paying an increased amount as noted earlier.
 - Bukowski asked if we looked into working with the Berkeley libraries?
 - O’Keeffe noted that the City has approached Berkeley, but Berkeley already pays a higher per capita expense for libraries and thus started with an even higher figure than Oakland for such an agreement.
 - Bukowski the school library inventory the same as Oakland?
 - The Committee answered no.
 - Simon asked if Alameda County would be interested to partner with Emeryville?
 - O’Keeffe noted the County would provide the staff, but the County would need a facility.
 - Simon asked what is the space requirement is from Alameda County compared to contracting with Oakland?
 - Miller noted it was approximately 10,000 square feet.
 - Simon noted that the Oakland’s capacity study shows the North Oakland/Emeryville area needs additional library services even if Golden Gate Library is operating.
 - Davis noted that several cities in Southern California have contracted out library services were contracted out to private businesses.

- O’Keeffe noted this will be added to the analysis.
- Webb noted if the City is required to provide library services?
 - O’Keeffe noted it is not mandated.
- Webb asked what collection would Emeryville draw from if partnered from Alameda County? What is the ballpark cost of providing library services?
 - O’Keeffe noted that we would draw from Alameda County’s full catalog plus access to Oakland and Berkeley. He noted that the cost would be approximately \$250,000/year to operate for an Alameda County library.

Action Items

- Kim reported is that one student has applied, but couldn’t attend the meeting. She asked the Committee to move this approval to the next meeting.
 - Atkin moved to add the approval of the student member to the next Committee meeting, Simon seconded, passed without exception.

Hooper invited the public to join in cake and celebrating Dr. Sugiyama’s retirement after the meeting is adjourned.

Adjournment at 7:05pm

MEMORANDUM OF UNDERSTANDING
INCREMENT 2

Section 4. Budget and Funding Issues.

i. Other Funds. The parties will work independently and jointly (as appropriate) to pursue and obtain any and all other available sources of funding for the Project. By way of illustration and not limitation, these include (excepting Proposition 84 Parks and Recreation grant funding):

(1) State funding for Project site improvement and development (District);
and

~~.....~~ Deleted: (2) . Proposition 84 Parks and Recreation grant funding (City); and

~~(2) Funding related to joint use of portions of the Project (both parties).~~ Deleted: 3

If new and / or additional funding over and above the Budget is obtained, those funds shall go toward funding the Scope of Work defined below (and in accordance with Subsection (d) above), rather than be utilized to expand the Scope of Work. Specifically, any such additional funds shall be utilized to reduce and/or offset the District “Measure J” funds and the City/Agency’s “RDA” funds.

~~j. Proposition 84 Parks and Recreation Grant Funding. City shall pursue, with assistance from District as necessary, a Proposition 84 Parks and Recreation Grant (“Proposition 84 Funds”). Proposition 84 Funds, should they be obtained, shall be considered a separate and distinct source of funding, and shall be utilized to fund portions of the Project developed for community-wide use and public access activities.~~

The following form was submitted via your website: Board / Committee / Commission Application

Select the Board, Commission, or Committee applying for:: City/School Committee

Name:: Jordan Taylor

Sex:: Male

Applying as a: Student

Home Address:: [REDACTED]

Home Phone Number:: [REDACTED]

Occupation:: Student

Email Address:: [REDACTED]

Length of Residency in City:: 4 Years of School in Emeryville

High School:: Emery Secondary School

Hobbies:: Play Basketball

Are you currently serving on other Boards, Commissions, or Committees?: No

Have you served on a Board, Commission, or Committee before?: No

If yes, which:: (Not Applicable)

Please list organization memberships and positions held::

Please List Areas of Special Interest:: I want to be on city school committee because I want to help my school become a better place. For example, I want see more activities during and after school. I am also interested in how city government works.

Please Enter Basic Resume Information Below:: I was apart of the ESS Thursday group which met weekly after school from March to May. We conducted surveys to the whole school and after we collected the data and came to a conclusion that students wanted more sports and tutoring.

MOU Increment 1: ECCL Actual Expenditures as of June 30, 2011

			2010-2011			
		MOU	Year-to-Date	2009-2010	Currently	Balance
Object	Description	Budget	Actual	Actual	Encumbered	Unencumbered
2000-3999	Staff (teachers) Stipends	15,000.00	11,992.49	0.00	0.00	3,007.51
	ECCL Staff salaries and benefits	470,000.00	332,184.45	110,000.00	0.00	27,815.55
4300	Supplies	10,000.00	2,398.88	1,560.48	360.72	5,679.92
5200/5600	COC Events	25,000.00	0.00	0.00	0.00	25,000.00
5200/5800	Other Events	25,000.00	9,574.26	4,897.78	0.00	10,527.96
5825	Youth Engagement	50,000.00	37,937.11	0.00	10,462.89	1,600.00
5825	Townsend Public Affairs	62,500.00	31,177.36	30,072.44	0.00	1,250.20
5825	Lapkoff and Gobalet	15,000.00	7,500.00	5,000.00	0.00	2,500.00
5825	School Facility Consultants	55,000.00	5,626.52	15,677.50	11,205.98	22,490.00
5825	The Lew Edwards Group	65,000.00	22,221.33	37,192.67	1,586.00	4,000.00
5825	Murdoch Walrath and Holmes	22,500.00	0.00	5,004.48	15,000.00	2,495.52
5830	Prof'l/Consulting, SPICE facilitators	90,000.00	57,559.65	15,000.00	8,540.25	8,900.10
5830	Collaborative Strategic Plan Resources	15,000.00	7,000.00	0.00	0.00	8,000.00
5830	Goldman School Stipend	10,000.00	9,416.37	0.00	83.63	500.00
5830	Web Resource & Communications	15,000.00	1,075.00	0.00	925.00	13,000.00
5845	Legal Fees	70,000.00	49,184.49	14,636.56	1,178.51	5,000.44
5870	Printing	12,000.00	1,359.55	0.00	0.00	10,640.45
5900	Postage	3,000.00	0.00	0.00	0.00	3,000.00
6140	Preliminary Site Testing (ex.: geotech)	25,000.00	0.00	12,252.03	0.00	12,747.97
6210	Architectural Fees	615,000.00	244,021.14	316,705.57	49,773.29	4,500.00
6240	Environmental Studies (CEQA prelim.)	25,000.00	0.00	0.00	0.00	25,000.00
6260	Builder Pre-Construction Fees	0.00	0.00	0.00	0.00	0.00
6270	CDE/Agency Fees	5,000.00	0.00	0.00	0.00	5,000.00
6297	Contingency	100,000.00	0.00	0.00	0.00	100,000.00
6298	Reserve	0.00	0.00	0.00	0.00	0.00
	Totals, MOU Inc. 1 (12/09-06/11)	1,800,000.00	830,228.60	567,999.51	99,116.27	302,655.62

ECCL Warrants
June 1 to June 30, 2011

Check Number	Date Paid	Payee	Description	Amount
		Community Network for Youth		
50008380	6/1/2011	Development	Youth Engagement services	7,858.15
50008399	6/1/2011	University of California	PLUS Fellow stipend	1,916.37
50008614	6/2/2011	Feldman, Joe	Spice Facilitation Services	450.00
50009531	6/9/2011	Kingsley, Bogard, Thompson	Legal Services	2,638.08
50009547	6/9/2011	Townsend Public Affairs	Lobbying Services	2,500.00
50009536	6/9/2011	National Center for Urban	Consulting Services	7,000.00
50009534	6/9/2011	MKThink	Architectural Pre-Design Service	2,594.63
50011038	6/21/2011	MKThink	Architectural Pre-Design Service	20,950.00
50011037	6/21/2011	Miller, Roy	Meeting Expenses reimbursement	111.00
50011037	6/21/2011	Miller, Roy	Supplies reimbursement	195.00
50011773	6/23/2011	Community Network for Youth	Youth Engagement services	14,007.16
50011798	6/23/2011	Townsend Public Affairs	Lobbying Services	1,177.36
50011791	6/23/2011	School Facility Consultants	Consulting Services	85.00
		Total		<u>61,482.75</u>

COC Proposal

Response to Last Revised May 18, 2011 version

Please Note: underlined text has been added by District Superintendent to the 05/18/11 COC Proposal

The Citizens' Oversight Committee is pleased to be in partnership with the City of Emeryville and the Emeryville Unified School District to provide oversight for Measure J. As we endeavor to meet our commitment and responsibilities, we need to clarify the monitoring process and data requirements.

To enable the Measure J Oversight Committee to perform its obligation to actively review and report on the proper expenditure of taxpayers' money for school construction and to ensure that bond revenues are expended only for the purposes described in the Measure J bond project list, and with the overall understanding that the purpose of the following agreement is to enable the Measure J Oversight Committee and the District to identify any expenditures at the earliest possible time, the Measure J Oversight Committee and the Emery Unified School District agree that:

1. Each School Board staff report discussing a potential Measure J expenditure will clearly indicate:
 - a. The *amounts* of funds to be approved, contractually obligated, or expended; and
 - b. Whether the expenditure is a *one-time or recurring* expenditure and if recurring, its frequency.
Response: Yes, staff reports discussing a potential Measure J expenditure will clearly indicate the information listed in 1a and 1b.
2. At each monthly meeting of the Oversight Committee, the Committee will receive a report covering all Measure J expenditures since the last such report, whether spent or approved by the School Board directly or by the Program Manager. The report shall indicate whether expenditure is:
 - a. Approved by the School Board but not yet the subject of a contractual obligation (meaning the item is budgeted),
 - b. The subject of a contractual obligation, but not yet spent (meaning the item is encumbered), or spent (meaning the item is already expended).
Response: Yes, these requested items will be implemented. The report format will be similar to the format that has been used so far to report monthly MOU #1 budget information to the City/Schools Committee.
3. The Measure J Expenditures Report will also indicate, so far as is possible, Measure J expenditures that are expected to be the subject of School Board or Program Manager action within the next month.
Response: This is problematic for staff as we often must develop agenda items for Board approval inside of one week prior to a regularly scheduled Board meeting. The time differential between a monthly COC meeting and a bi-monthly school board meeting makes responding to this request in a responsible manner difficult, if not impossible. Even to a greater degree, the ability to prepare the expenditure report to include anticipated program manager action is impossible. Staff believes that the combination of monthly expenditure reports as identified in #2 above along with all COC members receiving a copy of the Board agenda and packet prior to a school board meeting addresses this request.

4. The Measure J Expenditures Report will, to the extent possible, also be provided to the Committee in an agreed-upon electronic format.

Response: Reports will be furnished to the Committee in hard copy and as secured pdf's. Any format other than a pdf compromises the security of any official expenditure report. It is a matter of regular practice of most school districts that items such as this are provided in pdf format.

5. The Oversight Committee will review each Measure J Expenditure Report promptly and will immediately report any questions or concerns about an expenditure in writing to the School Board.

Response: Yes, we appreciate prompt feedback from the COC.

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

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 engagement model	COC and Staff input to School Board whose resolution defining Community Engagement is then reviewed by City/Schools	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	Project Staff	Forums, events, communications strategies, etc/ As-needed	MOU & City/Schools policy
	Monitor community engagement	School Board and City/Schools	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