



*Division of Fiscal Services*                      *and*                      *Division of Facilities and Operations*  
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**M E M O R A N D U M**

**DATE:** April 11, 2017

**TO:** The Citizens Bond Oversight Committee (CBOC)

**FROM:** Karen Michel, Chief Financial Officer  
 Moisés G. Aguirre, Ed.D., Assistant Superintendent, Facilities & Operations

**RE:** UPDATE – Proposition O Salaries for Quarter 1 of FY 2016-17

During FY 2015-16, the District implemented a new time certification process for all staff funded by Proposition O. “Time Certification Reports” are used to validate the applicability and accuracy of labor charged to Proposition O.

The purpose of this memorandum is to provide the CBOC with the “Salary Reconciliation” for the first quarter (July-September 2016) of FY 2016-17 (Attached) and the monetary impact of the corresponding adjusting entries.

	<b>Salaries Paid (Based on Projections)</b>	<b>Adjusting Entries (Per Salary Recon.)</b>	<b>Salaries Paid (Based on Time Cert.)</b>
<i>Prop O Bond Sale 1</i>	\$175,097.22	(\$97,719.64)	\$77,377.58
<i>Prop O Bond Sale 2</i>	\$2.40	\$94,815.85	\$94,818.25
<b><i>Total Prop O Quarter 1</i></b>	<b>\$175,099.62</b>	<b>(\$2,903.79)</b>	<b>\$172,195.83</b>

For the first quarter of FY 2016-17, Proposition O paid an average of \$57,398.61 in monthly salaries and benefits. Please refer to attached Salary Reconciliation for percentages of time spent by employee.

Attachments: Salary Reconciliation - 2016-2017 (Quarter 1)

**Salary Reconciliation  
2016-2017 (Quarter I)**

Prepared by B. Picart and G. Moreno

**Construction Oversight/Admin - Funded By Facilities Funds**

Position Title	Time Certification Reports July - Sept 2016						PAR FY 2016 -2017						Difference July - Sept 2016				
	Actuals						Projected						Adjustments				
	01	Prop O-1	Prop O-2	35	49	Total	01	Prop O-1	Prop O-2	35	49	Total	01	Prop O-1	Prop O-2	35	49
Director of Planning & Construction	42%	6%	51%	0%	1%	100%	34%	35%			31%	100%	8%	-29%	51%	0%	-30%
Planning Project Manager	50%	35%	10%	0%	5%	100%	31%	69%				100%	19%	-34%	10%	0%	5%
Planning Project Manager	35%	47%	6%	0%	12%	100%	19%	61%			20%	100%	16%	-14%	6%	0%	-8%
Planning Project Manager	24%	2%	24%	0%	50%	100%	23%	13%			64%	100%	1%	-11%	24%	0%	-14%
Planning Project Manager	42%	0%	55%	0%	3%	100%	56%	16%			28%	100%	-14%	-16%	55%	0%	-25%
Planning Specialist	26%	36%	26%	11%	1%	100%	19%	81%				100%	7%	-45%	26%	11%	1%
Planning Specialist	24%	59%	14%	3%	0%	100%	21%	56%			23%	100%	3%	3%	14%	3%	-23%
Planning Specialist	52%	1%	18%	14%	15%	100%	62%	17%			21%	100%	-10%	-16%	18%	14%	-6%
Planning Specialist	80%	20%	0%	0%	0%	100%	44%	20%			36%	100%	36%	0%	0%	0%	-36%
Planning Specialist	46%	5%	19%	7%	23%	100%	30%	13%			57%	100%	16%	-8%	19%	7%	-34%
Senior Administrative Assistant	100%	0%	0%	0%	0%	100%	34%	35%			31%	100%	66%	-35%	0%	0%	-31%
Office Assistant II	90%	3%	7%	0%	0%	100%	34%	35%			31%	100%	56%	-32%	7%	0%	-31%
Capital Projects Financing & Reporting Manager	32%	13%	15%	5%	35%	100%	10%	45%			45%	100%	22%	-32%	15%	5%	-10%
Contracts Manager	46%	8%	46%	0%	0%	100%	32%	43%			25%	100%	14%	-35%	46%	0%	-25%
Accountant	46%	24%	0%	5%	25%	100%	10%	45%			45%	100%	36%	-21%	0%	5%	-20%
Accounting Technician	64%	16%	1%	7%	12%	100%	10%	45%			45%	100%	54%	-29%	1%	7%	-33%