

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #171 (2004-2005)

February 7, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: APPROVAL OF BUDGET FOR CONSOLIDATION OF SUPPORT  
STAFF TO 5530 EAST NORTHERN LIGHTS BOULEVARD

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to process a budget transfer from under expended accounts in the amount of \$225,000 into various accounts for costs associated with relocating support staff into the Boniface Center, 5530 East Northern Lights Boulevard.

PERTINENT FACTS:

On December 13, 2004, Board Memo #118 (2004-2005), the Board authorized the Administration to enter into a five-year lease with Boniface Center, LLC for approximately 65,159 square feet of administrative space. This lease will combine all currently leased offices, with the exception of the DeBarr Administration Building, into renovated space at the Boniface Center. Moving of offices into renovated space will begin over spring break, and will conclude prior to June 30, 2005, as sections of the renovated leased space become available.

The move of staff offices into the leased space will involve the following types of expenditures: Moving services; packing materials and boxes; electronic components required for connecting data and computer networks; charges from ACS for telephone installation; contracted services for carpentry services such as removing and re-installing shelving, re-locating white boards, etc.; supplemental equipment to efficiently utilize the new configuration of space; contingency for other, currently un-identified cost items. These cost areas are summarized on Page 2.

BUDGET SUMMARY

|                                         |                  |
|-----------------------------------------|------------------|
| Moving Services                         | \$110,000        |
| Hardware for Data Connections           | 40,000           |
| Telephone Installation Charges from ACS | 20,000           |
| Contracted Carpentry Services           | 20,000           |
| Supplemental Equipment                  | 10,000           |
| Contingency                             | <u>25,000</u>    |
| Total Move Budget                       | <u>\$225,000</u> |

Based on approval of the above recommendation, a budget transfer will be made from under expended salary and benefit accounts due to late hires and turnover. The transfer will be made into various accounts in the Non-Departmental Consolidation Move counter (109910) in the amount of \$225,000 to support the budget for the consolidation of support staff to the Boniface Center at 5530 East Northern Lights Boulevard.

CC/GV/RA/RB/jg

Prepared by: Rick Barrier, Project Support Manager  
Ray Amsden, Director of Facilities

Approved by: George Vakalis, Assistant Superintendent Support Services

