

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## BOARD INQUIRY

Date Received: May 8, 2025

Time: 9:30 AM

Board Member: Gino Kwok

Administrator: Manoj Roychowdhury

### **I. ESTIMATED RESPONSE TIME REQUIRED:**

2 Hours

### **II. INQUIRY/ISSUE DESCRIPTION:**

Board Agenda Item 7.02.b - Board of Education - Discussion regarding location change for Personnel Commission Office to vacant District property.

What's the estimated cost for the move?

### **III. ANALYSIS/FACT FINDING:**

The Personnel Commission (PC) is currently housed in the District Administration Office. Relocating the PC to a vacant District office will vary in cost based on the chosen location, existing facility infrastructure, and the condition of the vacant space. At this stage, we can provide a high-level cost projection. This estimate assumes no need for reconfiguring office areas, including meeting and operational spaces. A more precise estimate will be provided once a vacant property is selected, and the PC conducts a walkthrough to define specific facility needs.

Item Description	One Time Cost	Ongoing Cost
Network Infrastructure upgrade at a vacant site	\$1 Million - \$1.5 Million	
Moving/ Setup Cost, Furniture (if needed)	\$15K	
Utility Cost (Electricity, Water, Gas, Trash, Internet, Fire & Burglar Alarms, Pest Control) increases		\$15 - \$25K
Repairs & Maintenance (Roof, HVAC, Asphalt, Safety, Grounds etc.) increases		\$50 - \$75K
Overheads (Warehouse Deliveries, Tech Support)		\$15 - \$20K
Custodial cost Increases		\$25 - \$40K
Office Assistant Add (if needed)		\$65K
<b>Total potential projected cost</b>	<b>\$1,015,000 - \$1,515,000</b>	<b>\$170,000 - \$225,000</b>