

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Funding Request – Furniture and Equipment for Operations and Maintenance Office		
Purpose	Information:	Guidance:	Decision: X
Recommendation	Approve \$12,500 to purchase office furniture and computer equipment for new Operations and Maintenance Supervisors office.		
Last Action	With construction of the new administration building, the Director of Operations and Maintenance moved into his new office in the new building. The District’s two Operations and Maintenance (O&M) Supervisors moved into the old Directors office in the Maintenance Shop. This new O&M Supervisor Office is only furnished with one free standing desk and primarily hand-me-down old furniture and computers. The one desk and other furniture in the office are estimated to be 30+ years old.		
Discussion	<p>Our O&M Supervisors are currently sharing a desk and computer. While they work different shifts, their work week overlaps causing difficulties and some confusion with workspace. The current arrangement of their work space is inefficient and not conducive to effective work or the District’s expectation for their management positions.</p> <p>The District has received three quotes to refurnish the office with two workstations, lateral files, and bookshelves. Some of the existing newer furniture such as lockers and cabinets currently in the office are included in the design to save money.</p> <p>Refurnishing this office will bring the O&M Supervisor Office up to the current standard used in the administrative and management offices in the Administration Building. It’s important to the General Manager that the O&M Supervisors have the same tools, workstations, and resources available to their co-workers in the administration building.</p>		
Fiscal Impact	<p>Based on quotes received; two workstations with installation are quoted at \$7200. An additional \$5000 is budgeted for computer equipment, a printer, installation of a wall mounted data connection, moving a wall mounted thermostat, and paint for the office. The carpet in the office was replaced last year and is in good condition.</p> <p>The General Manager recommends allocating \$12,500 from previously undesignated revenues received by the District this fiscal year. Through January 2012, the District has received an additional \$24,000 in property tax revenue ahead of projections.</p> <p>The Board could also allocate the funding from the General Operating Funds Unrestricted Net Asset account which currently has a fund balance of \$1,000,000.</p>		

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Communication Strategy No specific communication strategy proposed for this item.

Attachments Office design and layout drawing