

STAFF REPORT



MEETING DATE:	3/15/12
SUBJECT:	Authorize Independent RTPA Assets and Office Improvements
AGENDA ITEM:	4-6
STAFF CONTACT:	Dan Little

SUMMARY:

The RTPA transition to new office space will require office improvements, office furnishings, equipment and supplies. Budget authorization is needed at this time to place orders for a June 1, 2012, delivery date.

STAFF RECOMMENDATION:

It is recommended that the board authorize up to \$85,000 for RTPA assets and office improvements.

DISCUSSION:

Current RTPA assets were purchased with RTPA funds but are technically owned by the County of Shasta. The county will allow the RTPA to keep any desired items. RTPA staff proposes to retain all computers, software and related multi-media hardware.

The county has a need for the remaining assets. It would be advantageous to both the RTPA and the county if the county keeps these assets and reimburses the RTPA for their remaining value:

RTPA Assets to Remain With County	Purchase Price	Remaining Value
Vehicle	\$28,845	\$8,361
Office furnishings	\$45,142	\$25,957
Multi-function network copier/printer	\$10,688	\$4,157
Total	\$84,675	\$38,475

It would not be cost-effective for the RTPA to own, insure and maintain a single vehicle. Employees can be reimbursed for mileage consistent with current practice, or vehicles can be rented or leased as needed.

The current RTPA furnishings include paneled work stations that were customized to the county office layout and are not suited for the new RTPA office space. The network printer is near the end of its useful life. The county has a need for these items and proposes to retain them and reimburse the RTPA for their remaining value.

It is recommended that the board approve up to \$85,000 to replace RTPA assets and to provide other basic office needs as follows:

New office needs	Budget
Replace office furnishings	\$45,000
Replace multi-function network copier/printer	\$10,000
Public reception desk and counter	\$5,000
Office paint and touch-up	\$5,000
Government accounting software	\$15,000
Misc. office supplies (i.e., phones, letterhead, business cards, signage)	\$5,000
Total	\$85,000

This budget is based on prior purchase costs and preliminary vendor estimates. Staff is currently in the process of soliciting multiple quotes from local vendors consistent with county procurement policies.

ALTERNATIVES:

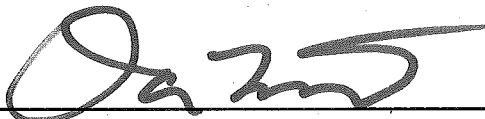
The board may decline or modify the recommended budget.

OTHER AGENCY INVOLVEMENT:

Reimbursement by the county for assets retained by the county will require County Board of Supervisor's action.

FINANCING:

Revenue for the \$85,000 in new purchases consists of a \$38,475 reimbursement from the county and \$46,525 in RTPA interest reserves or Planning, Programming and Monitoring reserves subject to an administrative amendment in the 2011/12 Overall Work Program (OWP).



Daniel S. Little, AICP, Executive Director