

August 14, 2018

To: MCTC Board of Directors

From: Travis Scott, Executive Director

Re: Move to 105 Clay Street Ukiah, CA.

Attached are quotes and tear sheets for the new office furniture and phone system as well as a design board, photos of the office space, suggested floor plan including furniture layouts that is being recommended.

The new office will feature six total workstations and a conference room:

* Main office/Reception Area:
	+ Reception Desk “Open space” to be used by traveling staff or board members
	+ Two “team style” workspaces
	+ Three rolling desk chairs
	+ Four guest chairs (stacking chairs to be purchased from IKEA)
* Back Office
	+ Two “team style” workspaces
	+ One large wrap around workstation for the Executive Director
	+ Two upright storage cabinets
	+ Four guest chairs (stacking to be purchased from IKEA)
* Conference Room:
	+ Twelve-foot conference table
	+ Twelve chairs
* Office overview
	+ Reception Desk
	+ Four “team style” workspaces
	+ One large wrap around workstation for the Executive Director
	+ Two upright storage cabinets
	+ Six rolling desk chairs
	+ Eight guest chairs (stacking chairs to be purchased from IKEA)
	+ Conference table
	+ Twelve conference chairs

We will use the TheorySF Brand guidelines to pick paint colors and furniture that will emulate the feel of our campaigns. Accent walls of orange, light green and gray will tie our brand throughout the space. Area rugs will be purchased including one in the main reception area, a hallway runner and two in the general office space. We will separate the room by hanging “rolling doors” between the ED work space and the two other workspaces in the room, allowing for privacy - or for an open working space with the other members of the team.

The desks are white laminate keeping them timeless and design flexible so that we can change the space with future marketing and branding initiatives. This investment in our future will prove itself time and time again. As staff begins working in the office and new staff comes onboard, they will be surrounded by the look and feel of the face we put forward to our out-of-county consumers. By designing the office this way, we accomplish two things, cementing a team feeling by having cohesive team workspaces and keep our brand at the top of everyone’s mind throughout their work day.

For the art on the walls we will use the proofs from the brand launch that are being given to us by TheorySF – we will just need to have them framed.

From the coast office we will bring over the wine barrels along with the couch and two locking fireproof file cabinets. We will call in an estate sale person to sell off the furniture pieces in Fort Bragg, once we locate a new office. The current furniture has been with the organization since inception and is worn, broken and in many cases falling apart.

Of course, we will keep Jo’s table as our coastal conference table! The purchase of 3 new desks for the Fort Bragg location can be discussed at a later date.

Phone and Conferencing - See attached Quote:

* Ukiah Office: 6 phones, 1 conference phone, audio visual conference set up
* Fort Bragg: 3 phones, 1 conference phone

A new phone system is badly needed. We have worked with Telecom Services Ukiah to create a system that is up-to-date and includes necessary functions for today’s workplace. We will have mobile “twinning” which means if a desk phone rings, it will also ring on the corresponding person’s cell phone. We will keep the same main phone number and it will ring in Ukiah to be answered by the Admin Services Manager or forward to a cell phone should we be out of the office at a meeting.

We will have video conferencing in in the Ukiah office which will be compatible with the video conferencing that the county uses. With that equipment, if we need to have a meeting in both inland and coastal locations we can conference in with the county building and planning department location. The camera is an outside purchase recommended by Telecom Services and will be mounted on a tri-pod using the TV from Fort Bragg to show the coast location.

Our Filemaker server will be moved over from Fort Bragg as well as the Xerox machine and television for presentations in the conference room. Each costing about $250.00 to move. No other technology that will be needed at this time. WIFI router and networking provided by Comcast Business at installation

Storage:

The new office offers a 12 x 16 on site storage unit included. This will house the print materials and schwag items and file storage. Once a focus is placed on moving the Fort Bragg office we will look for a space with a small amount of storage, so both locations have materials and schwag on hand.

The total cost for the office furniture is: $14316.78 and the telephone system is: $3644.50, refrigerator for the kitchen $479.00, rugs & pads $1000.00, paint & labor $900.00, rolling room divider doors $2000.00, IKEA stacking chairs $401.00 Totaling $22741.28. Add a 10% buffer a total of $25015.40. Not Including incidentals such as lamps, plants, framing of art, coffee maker, surge protectors, rug pads, cleaning supplies etc. Based upon the numbers above with a 10% buffer comes to a maximum amount to be approved of $28,000.