



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 14, 2014

**Prepared By/Phone Number:** Ken Gaede, 854-9894, Gabe Stock, 854-5240

**Dept. Head:** Roger A. El Khoury, M.S., P.E., Director, FMD, 854-4579

**County Executive:** Leslie Browder, Planning and Budget, 854-9106

**Sponsoring Court Members:** County Judge Sam Biscoe

### AGENDA LANGUAGE:

Consider and take appropriate action to temporarily allocate the 910 Lavaca Building to the County Attorney, Hot Checks and Bankruptcy Divisions, for office space from January 2014 to August 2014.

### BACKGROUND/SUMMARY OF REQUEST:

The Facilities Management Department (FMD) recommends Commissioners Court approval of temporary space allocation of the 910 Lavaca Building ("Rusk Building") to the County Attorney. The Hot Checks Division is currently located on the first floor of the Ned Granger Building. This temporary move will allow the current Hot Checks Division space to be renovated at the same time as other parts of the first floor. The Bankruptcy Division is currently located on the fourth floor of the Granger Building. Moving the Bankruptcy Division temporarily to the Rusk Building will allow construction to begin on the fourth floor and, by not moving the Bankruptcy Division immediately to the fifth floor, will avoid temporary over-crowding of the fifth floor. The Rusk Building will be used as is for these temporary moves.

### STAFF RECOMMENDATIONS:

The Facilities Management Department (FMD) recommends that Commissioners Court approve the proposed temporary allocation of the 910 Lavaca Building to the County Attorney. The Rusk Building is currently vacant due to the recent move of the Auditor's office to 700 Lavaca. This location will work well for temporary space, since it is close to the rest of the County Attorney Office in the Ned Granger Building.

### ISSUES AND OPPORTUNITIES:

The Facilities Management Department has worked closely with the County Attorney regarding this temporary relocation. Temporarily relocating the Hot

Check Division out of the first floor of the Ned Granger Building will allow renovations on the first floor to proceed. Temporarily relocating the Bankruptcy Division out of the fourth floor of the Ned Granger Building will allow renovations on the fourth floor to proceed.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Funding to temporarily move the Hot Checks and Bankruptcy Divisions to the Rusk Building in the amount of \$4242 is available in the project fund.

**ATTACHMENTS/EXHIBITS:**

N/A

**REQUIRED AUTHORIZATIONS:**

N/A