



Travis County Commissioners Court Agenda Request

Meeting Date: March 25, 2014

Prepared By/Phone Number: John Carr, 854-4772

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 Samuel T. Biscoe

Roger El Khoury
JS

AGENDA LANGUAGE:

Consider and take appropriate action regarding allocation of the office spaces for the following:

- A. Drug Court to move to Executive Office Building (EOB) and to be allocated 5,693 square feet on the 4th floor;
- B. Facilities Management Department (FMD) Maintenance, Operations and Security divisions to be temporarily assigned to the Rusk Building in September 2014;
- C. Office of Parental Representation (OPR) to move from 209 W. 9th Street and to be allocated space at the 3rd floor of the University Savings Building (USB) in October 2014; and
- D. Office of Child Representation (OCR) to move from 209 W. 9th Street and to be allocated space at the 4th floor of the USB in July 2015.

BACKGROUND/SUMMARY OF REQUEST:

On May 21, 2013, the Commissioners Court approved the move of the Office of Parental Representation to the EOB from 209 W. 9th Street.

The Facilities Management Department had discussions with Criminal Justice Planning (CJP) and the Adult Probation Department (APD) regarding space allocations. Based on the discussion of the space allocation strategy for the Executive Office Building at 411 W. 13th Street which will result in the entire EOB being assigned to the APD and its associated divisions, FMD recommends that the Commissioners Court approve that the Drug Court division moves from the Post Road Building to EOB in August 2014. Funding to support this is within project budget.

In addition, FMD recommends that the Commissioners Court approve that the OPR moves from a lease space to the 3rd floor of the USB, as such:

- The Maintenance, Operations, and Security divisions of FMD be temporarily reassigned from the 3rd floor of the USB to occupy the Rusk Building in September 2014. FMD would occupy the space as is with no funding required. These FMD divisions would remain in the Rusk Building until the entire department moves to the previously approved space at the 13th floor of 700 Lavaca in May 2015.
- In October 2014, upon completion of minor renovations, the OPR function could relocate into the vacant 3rd floor of the USB. This would also allow the lease at 209 W. 9th to be reduced, resulting in ongoing lease savings.

Also, FMD recommends that the Commissioners Court approve that OCR moves from a lease space to the 4th floor of the USB, as such:

- After FMD relocates to the 13th floor of the 700 Lavaca Building in May 2015, the 4th floor of the USB will be vacant.
- That minor renovations to the 4th floor be completed.
- Then OCR could be relocated from the remaining leased space at 209 W. 9th Street to the 4th floor of the USB in July 2015.
- Funding for the minor renovations of the USB will be included in the FY 2015 FMD budget request.

The elimination of the lease at 209 W. 9th where currently OPR and OCR are located will result in annual lease savings of \$134,386. The above requested space allocations and timing are summarized in Exhibit One.

STAFF RECOMMENDATIONS:

The Facilities Management Department recommends that the Commissioners Court approve the proposed reallocation of space at the Executive Office, University Savings and Rusk Buildings.

ISSUES AND OPPORTUNITIES:

These moves allow the EOB to be fully dedicated to the Adult Probation Department as well as helping them to consolidate more of their units in one location. The Drug Court will benefit from being closer to the CJC. FMD discussed this proposed move with Mr. Charles Robinson, Director of APD. Exhibit Two is Mr. Robinson's letter concurring with the allocation of space at the EOB for the Drug Court.

Travis County will benefit from moving OPR and OCR to the USB, allowing the lease to be terminated at 209 W. 9th Street which will result in ongoing lease savings. This proposed move of OPR and OCR has been discussed with Mr. Roger Jefferies, County Executive for Criminal and Justice Planning. Exhibit Three is Mr. Jefferies letter concurring with the allocation of space at the USB for OPR and OCR.

FISCAL IMPACT AND SOURCE OF FUNDING:

None for FY 2014.

FY 2015 Expense \$50,000

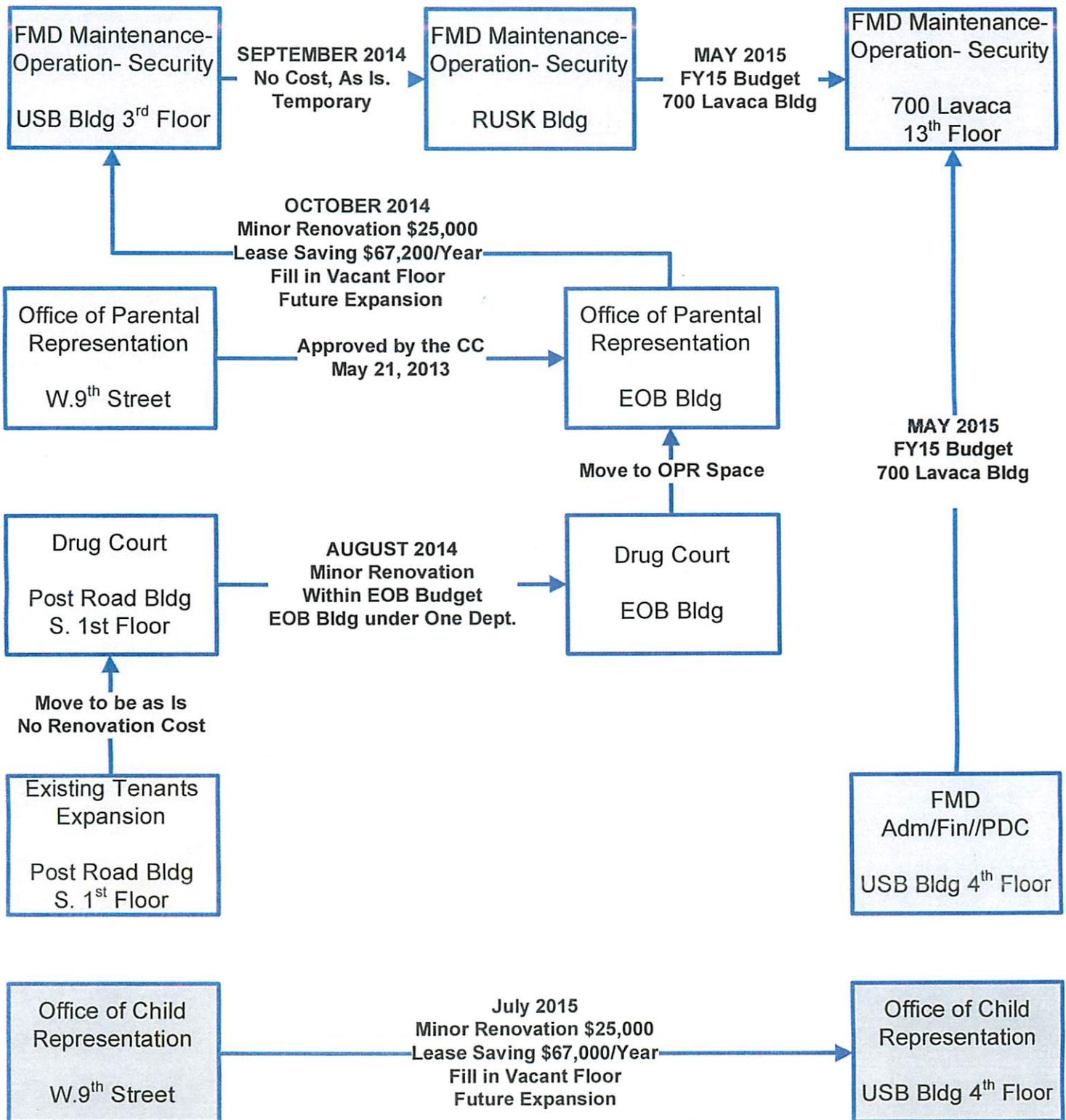
FY 2015 Savings \$78,350 (11 months OPR rent and 3 months OCR rent)

ATTACHMENTS/EXHIBITS:

1. Flow Chart of Proposed Moves
2. Letter from APD Concurring with the Space Allocation
3. Letter from CJP Concurring with the Space Allocation of OPR & OCR to USB

REQUIRED AUTHORIZATIONS:

N/A



Notes:

- Adult Probation Department is in agreement with this space allocation
- Criminal Justice Planning is in agreement with this space allocation
- Rusk Building to be used as Swing Space
- Vacated Space at Post Road building 1st floor of South Section of the building will be assigned to existing Post Road bldg. tenants as is

ADULT PROBATION DEPARTMENT

of Travis County

Central Unit
411 W. 13th Street,
Suite 400
Austin, TX 78701
512-854-4600
512-854-4606 Fax

North Unit
10409 Burnet Rd
Austin, TX 78758
512-854-9775
512-854-4533 Fax

Mental Health Unit
4920 IH 35 North
Suite 110
Austin, TX 78751
512-854-1800
512-854-4612 Fax

South Unit
4011 McKinney Falls Pkwy
Suite 1300
Austin, TX 78744
512-854-CSCD (2723)
512-854-4612 Fax

SMART
3404 S FM 973
Del Valle, TX
78617
512-854-3150
512-247-5567 Fax



Mailing Address: PO Box 2245 Austin, Texas 78768-2245

www.co.travis.tx.us/AdultProbation

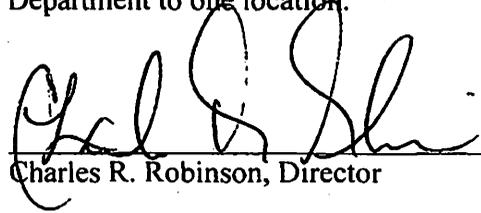
Voice Response System: 512-495-6563 or 1-800-451-3887

Charles R. Robinson, Director
Rosie Ramón-Durán, Assistant Director

MEMORANDUM

TO: Roger El Khoury, Facilities Management Director
FROM: Charles R. Robinson, Director
DATE: December 19, 2013
SUBJECT: Pretrial Services and Drug Court Moves

I am approving the proposed moves to the Executive Office Building (EOB) as discussed in recent meetings with you and your staff. Specifically, the administrative and case management sections of Pretrial Services will move from Gault to floors 5 and 6 at the EOB, where previously the plan was to move them to floors 4 and 5. Drug Court will move from Post Road to the 4th floor at EOB, where previously they were not scheduled to move. This change allows Drug Court to be closer to the Blackwell-Thurman Criminal Justice Center (CJC), and also allows consolidation of more units of our Department to one location.



Charles R. Robinson, Director



JUSTICE & PUBLIC SAFETY DIVISION

Roger Jefferies, County Executive

P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

Criminal Justice Planning
Roger Jefferies
(512) 854-4415

Counseling & Education Services
Caryl Colburn
(512) 854-9540

Juvenile Public Defender
Kameron D. Johnson
(512) 854-4128

To: Roger El-Khoury, Director, Facilities Management Department

From: Roger Jefferies, County Executive, Justice and Public Safety 

Date: March 17, 2014

SUBJECT: OPR AND OCR MOVE TO USB BUILDING

The Managing Attorneys for the Office of Parental Representation (OPR) and the Office of Child Representation, and I, approve of the proposed move of their offices from 209 West 9th Street to the 3rd and 4th floors of the USB Building. It is proposed for OPR to move to the 3rd floor, and OCR to move to the 4th floor of USB. A move for OPR had previously been scheduled for the 6th floor of the EOB building. OCR had been slated for continued use of leased space at 209 West 9th. We understand the move for OPR to the third floor of USB will take place in October 2014, and the move for OCR to the 4th floor of USB will take place in mid calendar year 2015. The move will provide OPR and OCR much needed additional space to accommodate the growth in the two programs over the last 4 years.

c: Leslie Hill, Managing Attorney, OCR
Lori Kennedy, Managing Attorney, OPR

Exhibit Three