



Travis County Commissioners Court Agenda Request

Meeting Date: July 1, 2014

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

Department Head: Roger A. El Khoury, M.S., P.E., Director, FMD

County Executive: Leroy Nellis, Acting County Executive, PBO, 854-9106

Sponsoring Court Members: County Judge Samuel T. Biscoe

A handwritten signature in blue ink that reads "Roger El Khoury".

AGENDA LANGUAGE:

Consider and take appropriate action on the request for staffing of the 700 Lavaca Street building.

BACKGROUND/SUMMARY OF REQUEST:

On June 24, 2014, the Commissioners Court terminated the property management agreement with Sentinel Lavaca Management Corporation (Sentinel) at 700 Lavaca Street building effective September 30, 2014. The Facilities Management Department will take over the management of 700 Lavaca building effective October 1, 2014 which include management, financial, operation, and maintenance services.

- The management and financial services will be performed by the current FMD staff and the conversion of an existing approved 700 Lavaca Building FTE from lead financial analyst to an office specialist.
- The operation services, including the custodial services, will be performed by service contracts.
- The maintenance services will be performed with three (3) new FTEs.
 - Building maintenance coordinator, grade 14.
 - Building maintenance worker, Sr., grade 13.
 - Building maintenance worker, grade 11.

STAFF RECOMMENDATIONS:

The Facilities Management Department requests that the Commissioners Court approve three (3) new FTEs to perform the maintenance services, and convert an existing FTE from lead financial analyst to office specialist. FMD further requests that above staffing be approved today so that we can start the hiring process and get the staff hired by October 1, 2014.

ISSUES AND OPPORTUNITIES:

Facilities Management Department (FMD) estimates that the net revenue for 700 Lavaca building will be negative starting FY15. While tenant occupancy

and revenue have decreased, expenses have either remained the same or increased in part due to County occupancy. The change in management of 700 Lavaca building and garage from Sentinel to FMD will result in saving of \$345,587 (\$260,251+\$115,526) for the County. Details are:

Building

- Sentinel is managing the 700 Lavaca building with five FTEs and with corporate support from NY. The cost of Sentinel's staffing is \$444,056
- FMD would manage the 700 Lavaca building with 4 FTEs. The cost of proposed FMD staffing is \$213,995. One FTE was approved and funded with grade 23 and with a title of lead financial analyst at \$59,467 (\$81,712 with benefits) but not hired since FY11. This position will be reclassified to grade 12 with an office specialist title at \$34,621 (\$51,522 with benefits). Annual saving of the reclassification is \$30,190.
- Saving = \$444,056 - \$213,995 = \$230,061.

Parking Garage

- ABM is managing the Parking Garage via Sentinel with four FTEs and division support from their Austin's headquarters. The cost of ABM Management Services is \$140,726.
- FMD would take over the management of the parking garage with 0 FTE.
- FMD would like to reduce ABM management services to manage the exiting machine at an annual cost of \$25,200, which include: 1) Daily transient and monthly reporting; 2) Monthly tenants' invoicing; 3) Ticket auditing; 4) Deposits; 5) Delivery of tenants' validations; 6) Bank reconciliation's of daily credit card transactions and deposits; 7) Basic service term is one year.
- Saving = \$140,726 - \$25,200 = \$115,526.

FISCAL IMPACT AND SOURCE OF FUNDING:

- FY15 saving from management change at 700 Lavaca building and parking garage from Sentinel to FMD is \$345,587.
- Annual saving of the reclassification is \$30,190 (\$81,712 - \$51,522)
 - Reclassification is from grade 23, lead financial analyst, at \$81,712 with benefits to grade 12, office specialist, at \$51,522 with benefits.

REQUIRED AUTHORIZATIONS:

N/A