Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, July 15, 2014
Prepared By/Phone Number: Jim Barr, AIA, Sr. Project Manager, 854-9190
Dept. Head: Roger A. El Khoury, M.S., P.E., Director, FMD, 854-4579
County Executive: Leroy Nellis, Planning and Budget, 854-9106
Sponsoring Court Members: County Judge Sam Biscoe

AGENDA LANGUAGE:
Consider and take appropriate action to relocate the two District Clerk I-Jury and Passport Offices to a vacant space on 2nd Floor of the 5501 Airport Blvd. Building and reallocate project savings to fund the construction and moves.

BACKGROUND/SUMMARY OF REQUEST:
The District Clerk I-Jury and Passport Office presently occupy 908 SF on the 5501 Airport Blvd. 2nd Floor. Another 934 SF Passport Office is located downtown on the 3rd Floor of the Heman Marion Sweatt Travis County Courthouse (HMSTC Courthouse). This request is to seek approval for reallocation of project savings in order to construct a new 2,500 SF office within the vacant space at the rear of the 5501 Airport Blvd. Building 2nd Floor in which to relocate and consolidate the operations.

The number of customers seeking passports has steadily increased since the I-Jury Office was moved to North Campus in 2008. At present the number of customers is too great throughout the day to be accommodated within the office. This has created crowded and noisy conditions in the elevator lobby and hallway outside the Wellness Clinic and Emergency Management Services office. To help alleviate the problem the adjacent employee break room has been opened for use as a public waiting area but this has only been partly helpful in easing the crowding. Additionally, wait times have increased to typically over an hour with a corresponding impact on customer service.

The proposed new office will contain a waiting room for adults with an area to keep children occupied. Although there will be public traffic in the hallway, the new waiting room will dramatically decrease the crowded conditions and noise around other County offices on the floor. An added benefit will be the return of the break room for employee use.

STAFF RECOMMENDATIONS:
The Facilities Management Department recommends that Commissioners Court approve the proposed reallocation of space along with the funds transfer from project savings.

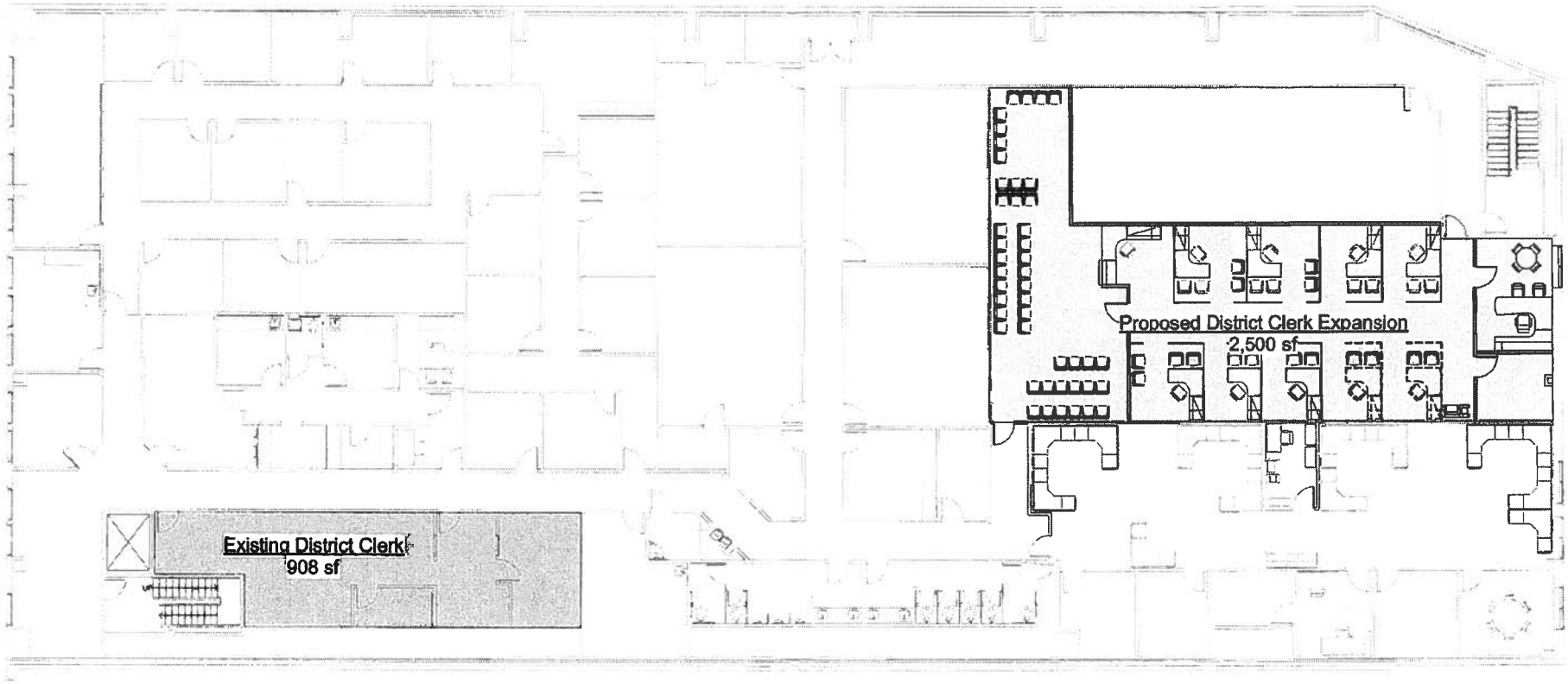
ISSUES AND OPPORTUNITIES:
The Facilities Management Department has worked closely with the District Clerk staff to create this solution to the crowded conditions and customer service improvement. The District Clerk intends to relocate the 3 staff who operate the 934 SF passport office in the Heman Marion Sweatt Travis County Courthouse to the proposed new offices at North Campus. The addition of these staff to the existing staff should shorten wait times and improve efficiency of customer service.

An option was explored to relocate the office away from the North Campus to nearby lease space. However, this will be considerably more expensive and will also represent an ongoing funding for the lease. Considering that vacant space exists down the hallway from the present office there is a financial benefit to keeping the office at North Campus.

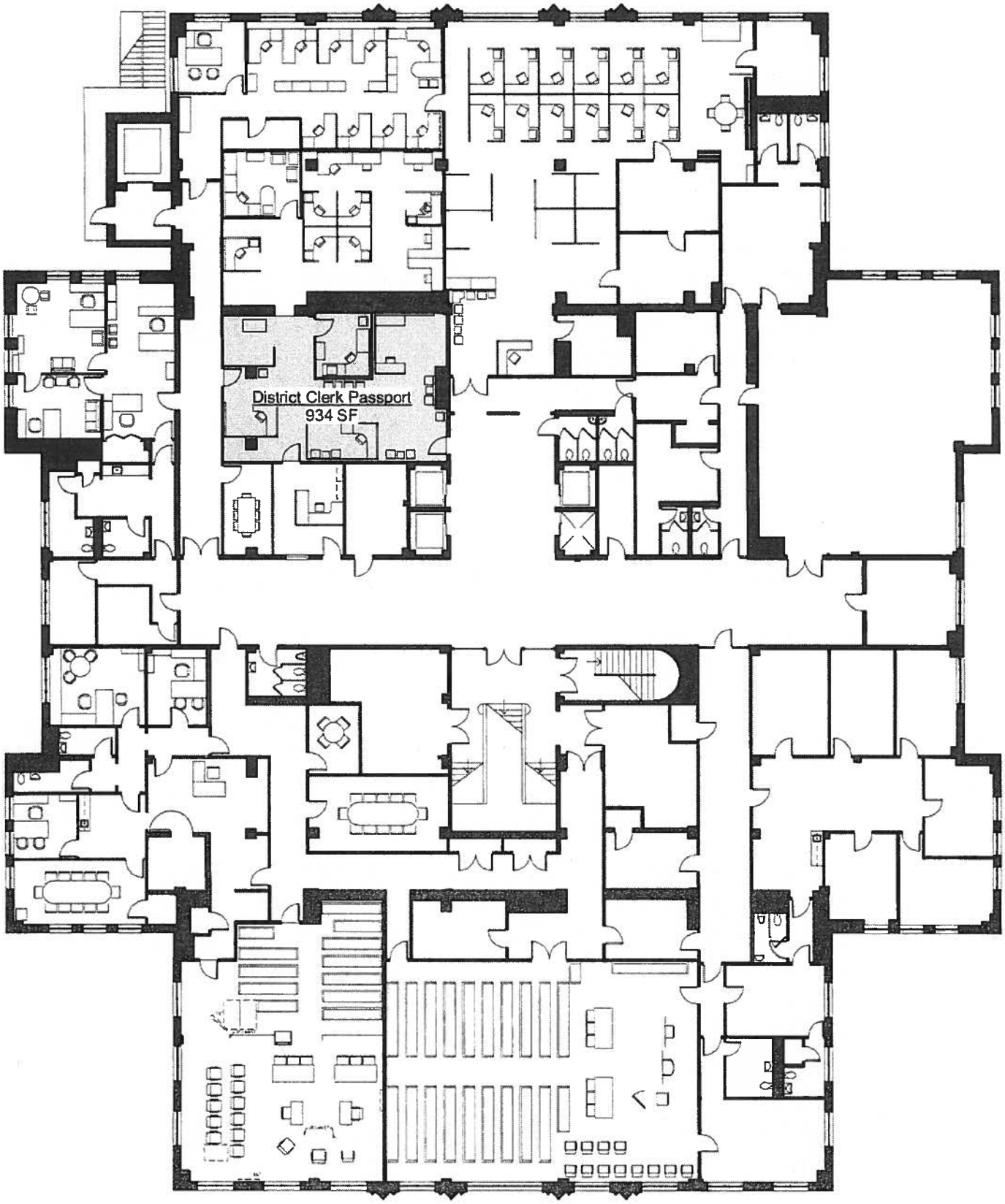
FISCAL IMPACT AND SOURCE OF FUNDING:
Project savings have been requested to be reallocated to fund this construction and move.

ATTACHMENTS/EXHIBITS:
1. 5501 Airport Blvd. 2nd Floor plan
2. HMSTC Courthouse 3rd Floor plan

REQUIRED AUTHORIZATIONS:
N/A



ATTACHMENT 1



ATTACHMENT 2