



Legislation Text

File #: 24-2305, **Version:** 1

Department: Universal Services

Department Head: Sindhu Menon, CIO & Executive Director

Regular or Supplemental RCA: Regular RCA

Type of Request: Investment Memo

Investment Memo Type: Final Investment Memo

Project Name: Commissioners Court Relocation - IT Equipment

Project ID (if applicable): NI046

Vendor Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Achievement (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Managing Entity: Universal Services

Incremental Authorization Requested: \$225,000

Total Estimated Project Cost: \$225,000

Request Summary:

Request for approval of a Final Investment Memo for the Commissioners Court Relocation - IT Equipment project for \$225,000 and approval of commercial paper funding in the amount of \$225,000.

Project Description:

Enhancements to the courtroom A/V system and software package installation to facilitate a more up to date process for running Commissioner's Court.

Project Scope:

In this phase, we will expand the capabilities of the A/V system to include dedicated cameras for court members, expanded connections in the huddle rooms for courtroom personnel, increased media connections on the rear platform, and future expandability. We have also included spare equipment that has been deemed a single point of failure.

Also included are the professional services for implementation of the software that is desired to "run" Commissioner's Court. Community Engagement, Agenda management and Live Meeting are all built in to provide a much more up-to-

date court proceeding.

Justification:

This will bring the courtroom to the next level of feature and functionality. Providing the court member's staff with dedicated video and audio for social media, providing more public media connections, and increased functionality.

Alternatives and Engagement:

Not providing the requested features and functionality would adversely impact the functionality of the courtroom.

Anticipated Project Expenditures and Timeline:

| Scope of Work | Estimated Cost | Estimated Completion |
|--|----------------|----------------------|
| A/V system enhancements | \$150,000 | 3Q2024 |
| Commissioner's Court software package installation | \$25,000 | 2Q2025 |
| Contingency | \$50,000 | |
| Total | \$225,000 | |

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment
- ☒ Governance and Customer Service

Previous Court Action:

| Date | Agenda Item # | Action Taken |
|------|---------------|--------------|
| | | |
| | | |

Address: 1001 Preston Street, Houston, TX 77002

Precinct(s): Precinct 1

| Fiscal and Personnel Summary | | | | |
|------------------------------|--------------------------|-----------|-------|--------------------|
| Service Name | | | | |
| | Current Fiscal Year Cost | | | Annual Fiscal Cost |
| | Labor | Non-Labor | Total | Recurring Expense |
| | | | | |
| Funding Sources | | | | |

| | | | | |
|---|----|-----------|-----------|----|
| Existing Budget | | | | |
| Commercial Paper | \$ | \$ | \$ | \$ |
| Choose an item. | \$ | \$ | \$ | \$ |
| Choose an item. | \$ | \$ | \$ | \$ |
| Total Current Budget | \$ | \$ | \$ | \$ |
| Additional Budget Request | | | | |
| Commercial Paper | \$ | \$225,000 | \$225,000 | \$ |
| Choose an item. | \$ | \$ | \$ | \$ |
| Choose an item. | \$ | \$ | \$ | \$ |
| Total Additional Budget Request | \$ | \$225,000 | \$225,000 | \$ |
| Total Funding Request | \$ | \$225,000 | \$225,000 | \$ |
| Personnel (Fill out section only if requesting new PCNs) | | | | |
| Current Position Count for Service | - | - | - | - |
| Additional Positions Request | - | - | - | - |
| Total Personnel | - | - | - | - |

Anticipated Court Date: 4/23/2024

Anticipated Implementation Date (if different from Court date):

Legal funding compliance confirmed by: Paige Abernathy, Assistant County Attorney, 4/10/24

Department Approval by: Barry Yancey, Enterprise Voice Services Manager, 4/10/2024

OMB CIP Team Approval by: Wanwei Tang, 4/10/2024

Commercial Paper Request (For OMB use only):

Receiving Department: Universal Services

Project PeopleSoft ID: NI046

CP Series Description: Commercial Paper A-1 is used to (1) pay contractual obligations incurred or to be incurred for the construction of and the purchase of fixtures, equipment and machinery for or in connection with the County's criminal and civil justice centers, the County's firefighter training facility, (2) pay contractual obligations incurred or to be incurred for the purchase of automobiles and other vehicles, equipment and machinery, including computers, materials and supplies for the operations of the County precincts and departments and other authorized needs and purposes including services provided by engineers, architects, attorneys, auditors, financial advisors.

Commercial Paper is being requested for the Commissioners Court Relocation - IT Equipment project and is expected to be repaid within the next three fiscal years either through bonds, budgetary means or pay-as-you-go sources.

OMB Financial Management contact: Amy Perez, Deputy Executive Director, Office of Management and Budget

