



# COLLIN COUNTY

Budget & Finance  
2300 Bloomdale Road  
Suite 4100  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

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## COURT COMMUNICATION ITEM

### **Item Description**

Request approval of Budget Adjustments (Amendments) over \$5,000.

### **Background on Item**

Budget adjustments needed for upgrade to breakers and switchgear at the Justice Center not included in approved agenda court order number 2009-887-10-26 and to purchase reader/printer and PC for District Clerk Minutes area.

### **Financial Information**

Budget adjustments totaling \$80,235.

**FY1 Budget Amendments (Adjustments) FY 2010**

Note: Budget adjustments move approved and appropriated funding from one line to another. Supporting justification is provided upon your request.

Adjustment #	Department	From Detail		To Account	To Detail (project #, etc.)	Amount	Description
		From Account	(project #, etc.)				
10-02	Permanent Improvement	499-4011-561.99-01	CONTG	499-4102-561.91-01	X41005	\$20,035	Budget adjustment for upgrade to breakers and switchgear at the Justice Center not included in approved agenda court order number 2009-887-10-26.
10-03	District Clerk	026-2340-441.64-06	Microfilm Services	026-2340-441.91-01	W23401	\$21,000	Needed to purchase reader/printer for District Clerk Minutes area.
10-04				026-2340-441.91-02		\$950	
<b>TOTAL</b>						<b>\$80,235</b>	

## Budget Amendment Request Form

For Budget Office Use Only	
Court	Non-Court
FY	Seq. No.
Approved by:	Date:

Date of Request: October 27, 2009

From: Dist Clerk/Doc Pres/Becky Littrell  
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment:  X  New   Existing

Project Code to Receive Amendment:  X  New   Existing

**TO Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
026-2340-441.91-01	Office Equipment	W23401	\$21,000.00
026-2340-441.91-02	Computer Equipment	W23401	\$950.00

**FROM Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
026-2340-441.64-06	Microfilm Service		\$21,950.00

FROM Total:	\$21,950.00
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**Purpose for Request:**

Needed to purchase a reader/printer and PC for District Clerks Minute Clerks area.

**Teresa Moore**

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**From:** Marie Chacon  
**Sent:** Tuesday, October 27, 2009 9:14 AM  
**To:** Monika Arris; Teresa Moore  
**Subject:** FW: HOV Revised Pricing

FYI

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**From:** Patricia Crigger  
**Sent:** Tuesday, October 27, 2009 9:09 AM  
**To:** Marie Chacon; Koby Phillips  
**Cc:** Hannah Kunkle; Becky Littrell  
**Subject:** RE: HOV Revised Pricing

Marie,

I would think that would be reasonable. Of course, we'd rather have it out of repair/replace ©, but the machine is definitely for preservation of the documents. We just need it as quickly as possible because the Minutes Clerks are getting further behind every day.

Thank you,

Patricia Crigger  
Chief Deputy District Clerk  
Collin County, Texas  
972-548-4369  
pcrigger@co.collin.tx.us

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**From:** Marie Chacon  
**Sent:** Friday, October 23, 2009 2:09 PM  
**To:** Koby Phillips; Patricia Crigger  
**Subject:** RE: HOV Revised Pricing

Patricia,

Monika would like to know if this can be purchased with Document Preservation Funds.

Thank You  
Marie

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**From:** Koby Phillips  
**Sent:** Tuesday, October 20, 2009 3:07 PM  
**To:** Marie Chacon  
**Subject:** FW: HOV Revised Pricing

District Clerk

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**From:** Patricia Crigger  
**Sent:** Monday, October 19, 2009 10:53 AM  
**To:** Koby Phillips  
**Cc:** Becky Littrell

10/27/2009

**Subject:** RE: HOV Revised Pricing

Yes, I believe so.

Patricia Crigger  
 Chief Deputy District Clerk  
 Collin County, Texas  
 972-548-4369  
 pcrigger@co.collin.tx.us

**From:** Koby Phillips  
**Sent:** Monday, October 19, 2009 9:02 AM  
**To:** Patricia Crigger  
**Cc:** Becky Littrell  
**Subject:** RE: HOV Revised Pricing

Is this the scanner that will work for ya'll?

**From:** Patricia Crigger  
**Sent:** Friday, October 16, 2009 9:47 AM  
**To:** Koby Phillips  
**Cc:** Becky Littrell  
**Subject:** FW: HOV Revised Pricing

Hi Koby,

I think we're on the right track here, but can this be a repair/replace? We've got to do something, and fast. The minutes clerks are getting further and further behind daily. Let me know what we need to do next to speed this along.

Thanks,

Patricia Crigger  
 Chief Deputy District Clerk  
 Collin County, Texas  
 972-548-4369  
 pcrigger@co.collin.tx.us

**From:** Jerry Haltom [mailto:Jerry.Haltom@hovservices.com]  
**Sent:** Friday, October 16, 2009 9:13 AM  
**To:** Koby Phillips; Patricia Crigger  
**Subject:** HOV Revised Pricing

I have received an additional discount from Kodak on the scanner.

The revised pricing is:

PaperFlow Lite	\$	1,220.00
PaperFlow Lite annual subscription/maintenance	\$	450.00
Kodak i620	\$	16,340.00
FREIGHT	\$	75.00
<b>TOTAL COSTS</b>	<b>\$</b>	<b>18,085.00</b>
INSTALLATION	\$	300.00
TRAINING	\$	200.00

10/27/2009

**TOTAL EXCLUDING TAXES** \$ **18,585.00**

This discounted cost is good until November 15, 2009

Jerry Haltom  
Account Executive  
HOV Services Dallas  
Office: (972) 620-6284  
Fax: (972) 620-6271  
Email [jerry.haltom@hovservices.com](mailto:jerry.haltom@hovservices.com)  
Website [hovservices.com](http://hovservices.com)



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## Budget Amendment Request Form

For Budget Office Use Only	
/ Court	Non-Court
FY: <u>10</u>	Seq. No: <u>03</u>
Approved by: <u>[Signature]</u>	Date: <u>9/27/09</u>

Date of Request: October 5, 2009

From: Construction & Projects/Bill Burke/Lisa Bunn  
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: \_\_\_\_\_ New      X Existing

Project Code to Receive Amendment: \_\_\_\_\_ New      X Existing

**TO Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
<u>499-4102-561-91.01</u>	<u>JUSTICE CENTER</u>	<u>X41005</u>	<u>\$30,000.00</u>

20,035 JB

**FROM Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
<u>499-4011-561.99-01</u>	<u>PROGRAM CONTINGENCY</u>	<u>CONTNG</u>	<u>\$30,000.00</u>

20,035 JB

FROM Total:	<u>\$30,000.00</u>
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**Purpose for Request (please detail out what specifically the increase is needed for):**

Low bid for Project X41005 - Upgrade breakers & switchgear for lower level B at the Adult Detention Center did not meet specifications as specified in Spec 262300, sections 2.6 (A) (6). Facilities Maintenance recommends the low bid be rejected and award to the second bidder that meets specifications requested and is compatible with our existing energy management system . The second bidder's price is over our current budget for this project.

\$321,035  
 approved on : CO# 2009-887-10-26

\_\_\_\_\_  
 Elected Official / Department Head