



# Travis County Commissioners Court Agenda Request

**Meeting Date:** November 26, 2013

**Prepared By/Phone Number:** Juanita Jackson/854-4467

**Elected/Appointed Official/Dept. Head:** Sherri E. Fleming,  
County Executive for Health and Human Services and Veterans Service

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

**AGENDA LANGUAGE:**

Consider and Take Appropriate on Request from the Community Advancement Network (CAN) to Use Meeting Space at 700 Lavaca for CAN Board of Directors and CAN Community Council meetings in 2014.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

See attached letter.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of this item.

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

No fiscal impact

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney'  
Leslie Browder, County Executive, Planning and Budget Office  
Cyd Grimes, CPM, Travis County Purchasing Agent  
Nicki Riley, CAP, CMA, Travis County Auditor  
Patty Lennon, Financial Analyst, Travis County Auditor's Office  
Aerin Toussaint, Analyst, Planning and Budget Office  
Sherri Fleming, County Executive, HHSVS  
Roger El-khoury, Facilities Manager

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

November 18, 2013

**CAN Partners**

- Austin Chamber of Commerce
- Austin Community College
- Austin Independent School District
- Austin Travis County Integral Care
- Capital City African American Chamber of Commerce
- Capital Metro
- Central Health
- City of Austin
- City of Pflugerville
- Community Justice Council
- Del Valle Independent School District
- Greater Austin Asian Chamber of Commerce
- Greater Austin Hispanic Chamber of Commerce
- Huston-Tillotson University
- Interfaith Action Central Texas (iACT)
- Manor Independent School District
- One Voice Central Texas
- Seton Healthcare Family
- St. David's Foundation
- St. Edward's University
- Travis County
- United Way for Greater Austin
- University of Texas at Austin
- Workforce Solutions – Capital Area

Travis County Commissioners Court  
 Travis County Administration Building  
 700 Lavaca St.  
 1<sup>st</sup> Floor  
 Austin, TX 78701

Dear Travis County Commissioners,

On behalf of the Community Advancement Network (formerly Community Action Network), I would like to request use of meeting space at the Travis County facility at 700 Lavaca for the CAN Board of Directors in 2014. If possible, we would also like to secure a meeting space for the CAN Community Council. CAN has traditionally met at City Hall, however there will be significant construction and renovations taking place at City Hall in 2014 to make space for new council members who will be voted in as part of the 10-1 council restructuring.

The CAN Board of Directors is comprised of 28 members. Meetings are the 2nd Friday of each month from 1 to 3 pm. The exact dates for 2014 are as follows:

Jan 10	July 11
Feb. 14	Aug 8
March 14	Sept 12
April 11	Oct. 10
May 9	Nov. 14
June 13	Dec. 12

The CAN Community Council is comprised of 28 members. The Council meets the 3rd Monday of every month (although we would like to move Jan & Feb. to the second Monday, due to conflicts with holidays) from 5:30 to 7:30 pm. The exact meeting dates for 2014 are:

Jan. 13 *Moved to 2nd Monday	June 16 July 21
Feb. 10 *Moved to 2nd Monday	Aug. 18 Sept. 15
March 17	Oct. 20
April 21	Nov. 17
May 19	Dec. 15

CAN is requesting a room comparable in size to the Board and Commissions Room in City Hall where CAN has traditionally met. The meeting space needs to be large enough to accommodate tables and chairs set up in a rectangle that can accommodate the 28 CAN Board or Community Council members. Furthermore, we will need approximately 20 chairs on the side to accommodate guest speakers and/or meeting observers. We would like to be able to serve water and snacks if possible.

Furthermore, we are requesting audio/visual (AV) support similar to what we currently get at the City's Board and Commissions Room. We will need a technical support person that can assist with loading presentations. If possible we would like audio/video recordings of meetings that are stored on-line for documentation and sharing purposes. We do understand that audio recordings may be available however video recordings may not be available until March or April of 2014. Currently CAN meetings are stored by the City of Austin on-line for up to one year at <http://www.austintexas.gov/department/channel-6>. If possible, we would like a similar arrangement.

Finally, we are requesting free parking for all CAN Board and Community Council members, CAN staff, guest speakers, and other meeting guests or observers.

We thank you for your consideration.

Sincerely,



Vanessa Sarria,  
CAN Executive Director  
caction.org  
(512) 470-7316