



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, January 14, 2014  
**Prepared By/Phone Number:** Deece Eckstein, (512) 854-9754  
**Elected/Appointed Official/Dept. Head:** Roger El-Khoury, FMD, 854-4579  
 Steven Broberg, RMCR, 854-9064  
 Deece Eckstein, IGR, 854-9754  
**Commissioners Court Sponsor:** Commissioner Margaret Gómez

### AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM THE TEXAS CONFERENCE OF URBAN COUNTIES (CUC) TO USE TRAVIS COUNTY FACILITIES FOR MEETINGS DURING 2014 - 2015.

### SUMMARY AND IGR COORDINATOR RECOMMENDATION:

The Texas Conference of Urban Counties (CUC), of which Travis County is a member, regularly holds meetings of its Policy Committee and its general membership. In the past, these meetings have been held in Austin-area hotels, but the CUC now seeks another venue for these meetings during the next two years.

The meeting space on the first floor of the 700 Lavaca Building is well-suited to these meetings, and CUC has requested that they be allowed to host their meetings here during the next two years.

**Staff recommends that the Court approve the use of the first floor meeting facilities by the CUC as proposed below, and direct the Facilities Management Department to work with CUC to implement the decision.**

### BACKGROUND:

Travis County is a member of the Texas Conference of Urban Counties (CUC). The CUC acts as a policy clearinghouse and advocate for urban counties before the Texas Legislature and state agencies. Currently there are 36 member counties in the organization.

The CUC accomplishes its policymaking role through a Policy Committee, which meets regularly to discuss issues and set policy for the organization, and general membership meetings which ratify the Policy Committee actions. Attendance at Policy Committee meetings varies between 40 and 50; membership meetings, usually a luncheon, can include as many as 90 people. Travis County participates actively in both these activities. Meetings are typically held quarterly during the interim between legislative sessions and more frequently during the session.

### **ISSUES AND OPPORTUNITIES:**

In the past, these meetings have been held in Austin-area hotels, but changes in hotel booking policies have led the CUC to seek another venue for these meetings during the next two years. One option they've explored is using the meeting facilities on the first floor of the 700 Lavaca Building.

Before Christmas, Don Lee and Shannon McDonald of the CUC met with Doris Zagst, the building manager, and IGR staff to tour the meeting spaces. They believe the space would meet their needs and request that the Commissioners Court approve their use of the facilities during the 2014-2015 period.

Currently<sup>1</sup>, the meetings are planned to be held on the following dates (all Wednesdays) and the space would be needed between 9:00 a.m. and 2:30 p.m.:

- April 2, 2014
- July 30, 2014
- November 20, 2014
- January 14, 2015
- February 11, 2015
- March 11, 2015
- April 8, 2015
- April 29, 2015
- May 20, 2015
- June 10, 2015
- August 12, 2015
- November 4, 2015

These dates are currently available and have been penciled in, pending Court action.

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<sup>1</sup> The CUC sometimes reschedules meetings due to legislative exigencies. They have indicated they will work with the County if any rescheduling issues arise.

The CUC would arrange for a coffee bar during the Policy Committee meetings and for a catered meal during the luncheons. They would coordinate with the building staff and be responsible for setting up and taking down the rooms and leaving them in the condition they were found.

Parking will provide a challenge, since the county parking garage is mostly full during working hours. FMD proposes that, on CUC meeting days, up to 25 parking spaces be made available on the first floor of the parking garage (in the fleet parking area). Overflow parking could use the parking meters on the street or park in nearby garages. CUC estimates that, on average, 40 cars use the parking garage during these meetings.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The costs to the county of making the space available to the CUC would be very modest, and would be assumed by the CUC. The costs are summarized below:

	Cost	Hours/Qty	Total/Mtg.	Total/2014	Total/2015
Room Rental	\$25	4	\$100	\$300	\$900
Audio/Visual	\$25	1	\$25	\$75	\$225
Staff Labor	\$40	2	\$80	\$240	\$720
<b>TOTAL</b>			<b>\$205</b>	<b>\$615</b>	<b>\$1,845</b>

**REQUIRED AUTHORIZATIONS:** None.

**NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:**

Steven Broberg  
 Director, Records Management and Communications Resources  
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