



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 4, 2014

**Prepared By/Phone Number:** John Carr, 854-4772

**Dept. Head:** Roger El Khoury, M.S., P.E., Director, FMD, 854-4579

**County Executive:** Leslie Browder, Planning and Budget, 854-9106

**Sponsoring Court Members:** County Judge Samuel T. Biscoe

### AGENDA LANGUAGE:

Consider and take appropriate action on request from the Community Advancement Network (CAN) to use 700 Lavaca Building Conference and Meeting Rooms for the CAN Board of Directors and CAN Community Council meetings in 2014.

### BACKGROUND/SUMMARY OF REQUEST:

The 700 Lavaca Building has eight conference and meeting room (C&MR) spaces that are available for use, excluding the Commissioners Courtroom. At the current time, these spaces may be reserved for use by County departments or 700 Lavaca tenants (Room 1.108 only) by contacting the building property management company, Sentinel Lavaca Management Corporation (Sentinel). There are no fees associated with use of these C&MR spaces for official County functions or by tenants during normal business hours. These C&MR spaces are reserved on a first-come, first-served basis. The Commissioners Courtroom is not included as a space available for use by County departments or tenants, unless specifically authorized by the Commissioners Court. The multi-function spaces at the first floor could be made available for use by public groups when not required by County departments.

Attachment One is a request from CAN to use meeting space at 700 Lavaca for three Board of Directors meetings and five CAN Community Council meetings. Sentinel advises that the dates requested for the Board of Directors meetings are not available since the multi-function spaces are already reserved on the requested dates by a County department. Ms. Vanessa Sarria, CAN Executive Director has been notified that the multi-function rooms are not available for the Board of Directors meetings on the three dates requested. However, the multi-function rooms are available on the requested dates for the CAN Community Council meetings. These

meetings occur in the evening from 5:30 to 7:30 pm, with attendance expected to include 28 Council members and approximately 22 guests and/or meeting observers. Dates requested for these evening meetings are:

June 16, 2014

July 21, 2014

August 18, 2014

September 15, 2014

November 17, 2014

Currently the 700 Lavaca Building closes at 6:00 pm. Events that occur after 6:00 pm would result in costs to the County for support to these meetings after the building closes. Electricity and custodial costs are estimated at \$25 per hour while air conditioning and heating is estimated at \$35 per hour. The evening CAN Community Council meetings would therefore result in costs for one and a half hours past closing of the building, or \$37.50 for electricity and custodial plus \$52.50 for air conditioning and heating, for a total of \$87.50. Limited parking for non-County sponsored events is available at the attached 700 Lavaca parking garage at \$4.50 per hour.

The CAN Community Council meetings also have specific media support requirements. Al Jackson, Media Operations Manager with Travis County Media Services has indicated that his section could provide the necessary support for these evening meetings by shifting the work hours of two of his staff members. This can initially be provided at no cost, but shifting these resources to cover evening meetings would impact the support that Media Services provides for County departments in the mornings on these dates. Al Jackson advises that at some point if the number of evening meetings approved by the Commissioners Court expands, it may be necessary to add part time Media Services staff members to provide coverage for these meetings. Mr. Jackson estimates this cost would be about \$160 for each evening meeting.

#### **STAFF RECOMMENDATIONS:**

Facilities Management Department recommends the Commissioners Court provide direction on approval of this requested use of 700 Lavaca space for CAN Community Council meetings.

#### **ISSUES AND OPPORTUNITIES:**

There are many public groups that could make effective use of the 700 Lavaca Building Conference and Meeting Rooms when these spaces are not

required for County use. The CAN appears to be compatible and an appropriate organization to be allowed use of these resources.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

See discussion above.

**ATTACHMENTS/EXHIBITS:**

1. CAN letter, January 21, 2014

**REQUIRED AUTHORIZATIONS:**

N/A



convenes + connects + informs

January 21, 2014

**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
- Goodwill Industries of Central Texas
- 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 29 members. Meetings are the 2nd Friday of each month from 1 to 3 pm. The exact dates for which we are requesting in 2014 are as follows:

- July 11
- Aug 8
- Sept 12

The CAN Community Council is comprised of 28 members. The Council meets the 3rd Monday of every month from 5:30 to 7:30 pm. The exact meeting dates for which we are requesting space in 2014 are:

- June 16
- July 21
- Aug. 18
- Sept. 15
- Nov. 17

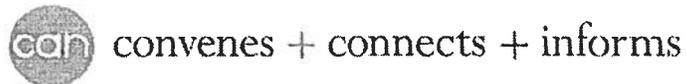
CAN is requesting a room comparable in size to the Board and Commissions Room in City Hall where CAN has traditionally met. The meeting space needs to be large enough to accommodate tables and chairs set up in a rectangle that can accommodate the 29 CAN Board or Community Council members. Furthermore, 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



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*Attachment One*



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

