



Travis County Commissioners Court Agenda Request

Meeting Date: April 15, 2014

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

Dept. Head: Roger A. El Khoury, M.S., P.E., Director, FMD, 854-457977

County Executive: Leroy Nellis, Acting County Executive, PBO, 854-9066

Sponsoring Court Members: County Judge Samuel T. Biscoe

Roger A. El Khoury
Leroy Nellis

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 Community Council meetings in 2014.

BACKGROUND/SUMMARY OF REQUEST:

Facilities Management Department (FMD) received a request (Attachment One) from Vanessa Sarria, CAN Executive Director, to use meeting space at 700 Lavaca for six CAN Community Council meetings. The multi-function rooms at the first floor are available on the requested dates for the 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

October 20, 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. At the previous

Commissioners Court discussion of this item, the Court provided direction that these fees should be waived for the CAN Community Council meetings, including providing free parking for the 28 Council members in the 700 Lavaca garage. Guests or meeting observers can park free at the Travis County surface parking lots located two blocks north of the garage.

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.

STAFF RECOMMENDATIONS:

Facilities Management Department recommends the Commissioners Court approve the requested use of 700 Lavaca space for CAN Community Council meetings during calendar year 2014 and waiver of fees.

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, April 7, 2014

REQUIRED AUTHORIZATIONS:

N/A

Monday, April 7, 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
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., 1st 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 Community Council in 2014. The Community Council 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 Community Council is comprised of 26 members. The Council meets the 3rd Monday of every month from 5:30 pm to 7:30 pm. We are seeking a meeting space from 5 pm to 8 pm at Travis County on the following dates:

June 16	Sept. 15
July 21	Oct. 20
Aug. 18	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 26 Community Council members. Furthermore, we will need approximately 10 chairs 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 and/or video recordings of meetings that are stored on-line for documentation and sharing purposes.

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

We thank you for your consideration.

Sincerely,



Vanessa Sarria, Executive Director