Chapter 1. Commissioners Court Rules of Procedure[1]

Contents:

1.001 Intent of Rules 1
1.002 Meeting Place and Times 1
1.003 Preparation of Court Agenda 2
1.004 General Rules 4
1.005 Amending or Suspended Rules 6
1.006 – 1.007 [Available for Expansion] 6
1.008 Partial/Periodic Reduction of Performance Security 6
1.009 – 1.012 [Available for Expansion] 6
1.013 Tax Collector's Determination of Possible Delinquent Taxes Owed by Vendors/Providers 6
1.014 Robert's Rules of Order 7
1.015 [Available for Expansion] 7
1.016 Department Reorganization Guidance Procedures 7
1.017 Commissioners Court Appointments to Committees and Boards 8
1.018 [Available for Expansion] 11
1.019 County Vehicle Usage Policy 11
1.020 Policy for Naming New Travis County Facilities 14
1.021 Policy for Naming County Parks and Park Facilities 16

1.001 Intent of Rules

The following Rules of Procedure are adopted by the Travis County Commissioners Court as directory rules to promote the orderly conduct of its business and to make its formal methods of operation known to citizens who have business before the Court.

1.002 Meeting Place and Times[2]

(a) The Commissioners Court will meet routinely in any of the meeting rooms or the Commissioners Courtroom in the Hall of Government, 1st Floor, 700 Lavaca Building, 700 Lavaca St., Austin, Texas. Commissioners Court, Executive Sessions, Public Hearings and other special meetings may be held at the following locations:

(1) Hall of Government, First Floor, 700 Lavaca, Austin, Texas;

(2) Ned Granger Building, 314 West 11th Street, Austin Texas;

(3) Travis County Courthouse, 1000 Guadalupe, Austin Texas;

(4) Blackwell-Thurman Criminal Justice Center, 509 West 11th, Austin, Texas;

(5) County Meeting Room at 5501 Old Manor Road, Austin, Texas;

---

[1] Chapter 1 was replaced by Travis County Commissioners Court on 1/13/2015, Item 19.

[2] Section 1.002 amended 7/28/2015, Item 30, and again 1/3/2017, Item 32.

(6) Any other Travis County Building that houses Court Administration office or County Courts located inside the municipal limits of the City of Austin;

(7) City Council Chambers of all municipal governments in Travis County; and

(8) School Board meeting rooms of all school districts in Travis County.

(b) The Commissioners Court will meet in a Voting Session at 9:00 a.m. on Tuesdays, unless special notice is given to the contrary.

1.003 Preparation of Court Agenda[3]

(a) Voting Session

(1) Requests for items to be placed on the Court's Voting Session Agenda must be received in the office of the County Judge, 2nd floor, 700 Lavaca, by 12:00 noon on Tuesdays, seven (7) days in advance of the Voting Session.

(2) An item to be considered by the Commissioners Court must be placed on the agenda by a member of the Court. The item must be presented to the Court member in the following manner:

(A) With an explanatory memorandum, in standard briefing format, from a County Executive or an Elected Official, or, in the case of (1) purchases of items to be used by all departments and offices, or (2) a purchase wherein the County Executive or Elected official requests that a routine item be handled by the Purchasing Agent, from the Purchasing Agent;

(B) If the agenda item is a purchase of a good or service, then it will include documentation to reflect review and approval from the Purchasing Agent;

(C) If the agenda item involves a budget revision, then it will include documentation to reflect review and comment from the Planning and Budget Office;

(D) If the agenda item involves a contract or needs a legal opinion to support the action proposed, then it will include documentation to reflect review and comment from the County Attorney's Office;

(E) Commitment that all witnesses and individuals affected by the item, as determined by the Court member, have been notified the item will be placed on the agenda; and

(F) With a copy of any document required to implement the item that requires signature of the Judge or all members of the court.

---

[3] Section 1.003(a)(5) amended 9/1/15, Item 34 – supplemental. See minutes for verbal amendment.

(3) Requests to place items on the Court's agenda must be made on a form provided by the County Judge's Office for that purpose.

(4) Written materials to be reviewed by the Commissioners Court in Voting Session must be submitted to the County Judge's Office in completed form at the time the item is requested to be placed on the Court's agenda.

(5) Each Voting Session agenda will include an item called "Public Communication". Public do not have to turn in agenda items before the Voting Session, but should appear in person at the session.

(6) The County Judge's office will prepare and distribute the Voting Session Agenda on Thursday preceding the date of the Voting Session. The County Judge's office will also distribute the agenda and all backup material to the Commissioners Court no later than Thursday prior to the date of the Voting Session. An electronic version of the agenda will also be distributed by Thursday at 5:00 p.m. At least one copy of this backup material will be available for the public to review in the office of the County Judge.

(7) The County Judge's office will ensure compliance with the provisions of the Texas Open Meetings Law in posting notices of all the Court's meetings.

(8) The County Judge may group routine items without controversy together on the Court's Voting Session Agenda as "Consent Items," which items may be approved by the Court on a single motion and vote.

(A) Prior to consideration of the "Consent Items" the County Judge, or presiding member of the Court, will honor any request from any Court Member that an item be removed from the Consent Items and separately considered by the Court.

(B) Each Voting Session agenda item may, after discussion, be designated as "Consent", if appropriate, and included in the consent motion of the appropriate Voting Session. However, any single court member may prevent an item from being included in the Voting Session consent motion.

(9) Items that are likely to be discussed in Executive Session may be grouped on the agenda with an indication under which provisions of the Texas Open Meetings Law the Executive Session will be heard.

(10) Contracts and agreements to be considered by the Court must be in completed final form prior to the time they are placed on the Court's agenda. Original documents of such contracts or agreements requiring County Judge or Commissioners Court signatures must be submitted no later than 12:00 noon on the Monday before the meeting.

1.004 General Rules[4]

(a) A person who gives testimony to the Commissioners Court in Voting Session must first identify themselves by name and whom, if anyone, or entity, they represent.

(b) All Voting Session, Public Hearings, and meetings of the Commissioners Court will be digitally recorded and such recordings will be available for review by the public in the Records Management Department for at least two years from the date of the meeting.

(c) Contracts and agreements to be considered by the Court must be in completed final form prior to the time they are placed on the Court's agenda. Original copies of such contracts or agreements for signatures must be submitted at the time they are placed on the Court's agenda.

(d) Except for consultation with its attorneys under the Texas Open Meetings Act, all Executive Sessions of the Commissioners Court will be recorded and the recording retained for at least two years from the date of the meeting. In whatever medium the recording is made, it will be retained consistent with the County's requirements for retaining confidential information for that particular medium. Recordings of Executive Session may be accessed and reviewed only as provided by law.

(e) Travis County Commissioners Court Rules of Conduct and Decorum; General

(1) It is the intention of the Court to provide open access to the citizens of Travis County to address the Commissioners Court and express themselves on issues of County Government. Members of the public are reminded that the Travis County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Travis County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.023 of the Texas Local Government Code. Accordingly, members of the public in attendance at any regular, special, or emergency meeting of the Court will conduct themselves with proper respect and decorum in speaking to or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Those members of the public who are inappropriately attired or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting until such time as they comply with the Court's directive. Refusal to abide by the Court's order or continued disruption of the meeting may result in a Contempt of Court Citation.

---

[4] Section 1.004(e)(3) amended 9/1/15, Item 34 – supplemental.

(2) Cell phone usage during Commissioners Court is strictly prohibited. All cell phones, pagers and other mobile communication devices should be in "silent" mode at all times while Court is in session.

(3) Behavior that impedes or disrupts the business of the Commissioners Court while the Court is in session is prohibited. An individual who is addressing the Court during Public Communication may not display demonstrative materials larger than 8.5" x 14" (eight-and-a-half inches by fourteen inches). Demonstrative materials include signs, placards, banners, posters, visual aids and similar items. An individual who has been recognized by the Court and is making a presentation to the Court on an agenda item posted for discussion may display demonstrative materials larger than 8.5" x 14" if:

(A) the materials are relevant to the posted item; and

(B) the materials are removed from the Courtroom upon conclusion of the presentation to a location designated by the County Judge. Individuals who do not comply with this Judge's Rule will not be recognized to address the Court.

(4) It is not the intention of the Travis County Commissioners Court to provide a public forum to demean any individual or group. Neither is it the intention of the Court to allow a member (or members) of the public to insult the honesty or integrity of the Court, as a body, or any member or members of the Court, individually or collectively. Accordingly, profane, insulting, or threatening language directed toward the Court or any person in the Court's presence or racial, ethnic or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:

(A) Cancellation of a speaker's remaining time;

(B) Removal from the Commissioners Courtroom;

(C) A Contempt Citation; or

(D) Such other civil or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

(f) Travis County Commissioners Court Rules of Conduct and Decorum; Media and Press

(1) No media personnel or equipment, including lights, camera or microphones, will be located in the Commissioners Court in a manner that would obstruct the view or hearing of any attendees in the audience.

(2) Reporters and media technicians are required to structure their movements, equipment set-up, take-down and adjustments, etc. in such a manner as to not disrupt the Commissioners Court deliberations or the ability of the public to see, hear and participate in the proceedings.

(3) Media interviews will not be conducted inside the Commissioners Courtroom during the time the Court is in session. Media interviews that are conducted outside the Commissioners Courtroom will be conducted in such a manner that the interview does not disturb, impede or disrupt the proceedings of any regular, special, emergency, or Executive Session of the Court.

1.005 Amending or Suspended Rules

(a) These rules may be amended by majority vote of the Commissioners Court meeting in Voting Session.

(b) A rule may be suspended by majority vote of the Commissioners Court.

1.006 – 1.007 [Available for Expansion]

1.008 Partial/Periodic Reduction of Performance Security

(a) The Travis County Judge is hereby authorized to execute statements of partial or periodic reductions of the amounts of letters of credit posted for the completion of subdivision street and drainage improvements when provided with the following:

(1) a Lender's certified statement of amounts paid for completed work;

(2) a Professional Engineer's certification of quantities of work completed;

(3) a contractor's receipt of payment for work completed;

(4) an inspection report from TNR indicating the completion of that portion of the work represented by the Contractor's invoice;

(5) the approval of the Commissioner in whose precinct the subdivision is located; and

(6) the approval of the County Executive for TNR.

(b) The reduction will be for no more than ninety percent (90%) of the estimated quantities of the work completed to County specifications and will not exceed ninety percent (90%) of the construction security.

1.009 – 1.012 [Available for Expansion]

1.013 Tax Collector's Determination of Possible Delinquent Taxes Owed by Vendors/Providers

The Tax Collector's Office will review all contract vendor/providers to determine whether the vendor/provider owes delinquent property taxes. (added 04/29/87)

1.014 Robert's Rules of Order

The Commissioners Court adopts Robert's Rules of Order as the official rules unless otherwise dictated by State law.

1.015 [Available for Expansion]

1.016 Department Reorganization Guidance Procedures

(a) Problem Identification. In this phase, we would be presented with an explanation of problems that affect the performance or cost of the agency. Alternatives for solving those problems would be explored, and if reorganization was a possible solution, we would be given a specific explanation of why the administrative reorganization is the desired alternative.

(b) Assuming Phase A indicated that reorganization was appropriate, an organization chart would be developed which would result in the most functional and cost-effective approach. In this phase no consideration will be given to the existing personnel and their current job positions. The idea is to develop the best, most streamlined organization we can, without deliberately creating or eliminating positions based on the personalities currently employed by the agency. The budget and performance impact of the reorganization would be considered in adopting a reorganization plan. When the plan is adopted, formal job descriptions would be written (or amended) for the entire agency.

(c) Analyze Effect on Current Employees. Once an organization plan is adopted, the administrator of the department will report to the Commissioners Court what effect he/she believes the reorganization will have on current personnel. In other words, which employees are to be transferred to new positions, which employees may have a job description change, and which employees may not have jobs remaining after the reorganization is implemented. The Commissioners Court will encourage (but not require) that preference be given to current employees for new jobs to prevent lay-offs. Current employees should be given some extra credit applying for these jobs and should be given training if feasible to qualify for the jobs.

(d) Prepare Transition Plan. In addition to our Reduction-in-Force (RIF) Policy, a transition plan would be prepared showing when the reorganization would actually take effect (perhaps in stages), what changes (office moves, equipment, etc.) need to be made prior to implementation, training and orientation sessions, budget changes, and so forth. Notice would be given to every employee explaining the effect of the reorganization on them and the date such change would occur.

1.017 Commissioners Court Appointments to Committees and Boards[5]

(a) Procedure for Appointing Court Members to Entities

(1) When any member of the Commissioners Court becomes aware of a committee vacancy, he/she will notify the County Judge's Office. The County Judge's Office will be the central repository for all committee information, including vacancies. In December of each year, the County Judge's Office will provide a copy of the comprehensive list of appointments made by the Commissioners Court showing the name of the board or commission, the name of each appointee, and the date of expiration of each appointment.

(2) The County Judge will schedule an Item in January each year for the Commissioners Court to consider each appointment.

(b) Procedure for Appointing Member of the Public to Entities

(1) Uniform Appointment Process

(A) The Uniform Appointment Process (UAP) will be used for the following Boards and Committees:

(i) Capital Metro Board of Directors

(ii) Central Texas Regional Mobility Authority Board of Directors

(iii) Integral Care Board of Directors

(iv) Central Health Board of Managers

(v) Travis Central Appraisal District Board of Directors

(vi) Travis County Housing Authority.

(vii) Austin-Travis County Emergency Medical Services Advisory Board.

(viii) Capital Area Metropolitan Planning Organization – Travis County Appointee

(ix) Children's Protective Services Board (Child Welfare Board)

(x) Civil Service Commission

(xi) Strategic Housing Finance Corporation Board of Directors

(xii) Austin/Travis County Sobriety Center

(xiii) City of Austin Animal Advisory Commission

(B) Reappointments. Before expiration of a term, or upon a vacancy arising for an organization subject to this UAP, the County Judge will schedule a Commissioners Court Agenda Item for a Call for Applications as described below in (C), or in the case of

[5] Section 1.017 replaced 10/11/2016, Item 31.

an existing organization member, that by the end of their term will not have served six years, instruct the Coordinator for Intergovernmental Relations (IGR) to determine if the member desires to continue for an additional term, and contact the organization to determine if the member has a good attendance of meetings and is a good contributor to the organization. Should the Coordinator for IGR submit an acceptable report to the County Judge, the County Judge will schedule for Commissioners Court the consideration of the re-appointment.

(C) Call for Application

(i) In all other cases other than the process set out in subsection (B) the Commissioners Court will order a Call for Applications.

(ii) Should the Commissioners Court order a Call, Administrators of the County's website will advertise on the County website the position offered, the position criteria required by statute, regulation or contract; the Standard Application; a description of this UAP; and any preferred qualification or skill sets desired by the Court. The position will be advertised for a period of one (1) month unless the Commissioners Court directs a different time period. Administrators of the County's website may biannually request the Commissioners Court to update the Standard Application and criteria for each position.

(iii) Administrators of the County's website will forward all applications received to IGR for processing.

(iv) IGR will coordinate with any County Executive(s) the Commissioners Court directs for an appointment.

(v) IGR and the County Executive(s) will verify the applicants meet the criteria and the deadlines; then short list the Applicants to a number of candidates for interview by the Commissioners Court; and forward the names to the County Judge.

(vi) The County Judge will schedule a Commissioners Court Agenda Item to determine a date(s) for interviews for the candidates which the Commissioners Court chooses to interview.

(vii) After interviews, the Commissioners Court may appoint an interviewee to the organization, or make another Call for Applications.

(viii) The Commissioners Courts motion to appoint or reappoint the member will include the beginning and ending dates of the term to which they are appointed.

(D) Terms of Office. Unless otherwise provided by statute or by the formation documents of a Board or Committee subject to the Uniform Appointment Process, the term of an appointment made by the Commissioners Court shall be two years.

(2) All Other Appointments

(A) The County Judge's Office, with the assistance of the Commissioner's offices, will maintain a mailing list of all community, neighborhood, civic organizations, etc., whose memberships may be interested in serving on Travis County committees. This list will be used to notify interested persons of the Travis county committees, their purpose and current or upcoming vacancies, and to provide them with a contact for additional information. In addition to the mailing list, utilization of the county's media department, as well as featured media stories, would be made to further advertise committee information and vacancies.

(B) Application for appointment will be collected by any member of the Commissioners Court, with the original being provided to the County Judge's office for central record keeping purposes.

(C) Items regarding committee appointments will be routinely placed on the Commissioners Court agenda for action. Appropriate applications will be provided as back-up material prior to court action. The deadline for placing items on the Commissioners Court agenda will apply to the committee appointments as well.

(D) Procedure for Commissioners Court Appointments

(i) When the Court has five (or multiples of 5) appointments to make, each member of the Court will nominate one, or for multiples, an equal number.

(ii) When the Court has four (or eight) each Commissioner will nominate one (or equal number).

(iii) When the Court has three (six or nine) appointments to make, the County Judge will nominate one (two or three) the Commissioners from Precincts 1 and 4 will jointly nominate one (two or three), and the Commissioners from Precincts 2 and 3 will jointly nominate one (two or three).

(iv) When the Court has two appointments to make, the Commissioners from Precincts 1 and 4 will jointly nominate one, and the commissioners from Precincts 2 and 3 will jointly nominate one.

(v) When the Court has one appointment to make, any member of the Court may nominate someone. To assist in this appointment, the County Judge's office will send a

notice one month in advance of the expiration of such an appointee's term to the County Commissioners, indicating the name, position, and date the term expires. No sooner than two weeks after such notice is sent, but preferably prior to the expiration of the term, the County Judge will sponsor a generically worded item on the Commissioners Court agenda indicating the name of the board or commission on which there is a vacancy. During the Commissioners Court meeting on this agenda item, any member of the Commissioners Court can nominate someone for the appointment, which will then be voted upon by the Commissioners Court.

(vi) Regardless of who makes a nomination, all Court members will use their appointments to insure fair and appropriate representation of the community on boards and commissions.

1.018 [Available for Expansion]

1.019 County Vehicle Usage Policy

(a) Administrative Responsibility

(1) The responsibility and authority to control use of County vehicles is assigned by the Commissioners Court to the Elected or Appointed Official or County Executive to whom the vehicle has been appropriated. For example, the County Executive for Health and Human Services is authorized to control the use of vehicles assigned to Health and Human Service, Veterans Service and AgriLife Extension departments, and the County Executive for Transportation and Natural Resources is authorized to control the use of vehicles assigned to the central Vehicle Maintenance Program.

(2) Subject to Chapter 140 of this Travis County Code relating to the use of county-owned passenger vehicles while off-duty, elected or appointed officials or County Executives decide which, if any, of their employees are authorized to take County vehicles home, based on the following criteria:

(A) Significant improvement in the efficiency and effectiveness of our service to the public through:

(i) After hours service

(ii) Less cost to taxpayers

(iii) Ability to respond in emergencies or to public safety issues.

(iv) Availability of specific equipment attached to County vehicles.

(3) Department Heads are expected to monitor the use of County vehicles and to take appropriate corrective measures in the event of abuse, policy violation or loss of justification.

(4) The elected or appointed officials or County Executives will decide how to monitor the use of County vehicles and take appropriate action in the event of abuse or policy violation.

(5) County employees authorized to take home County vehicles will be identified to Commissioner's Court yearly, by each department, as part of the budget process.

(6) County employees who are authorized to take home vehicles will not use such vehicles for personal use.

(b) Use by Other County Departments

(1) With the approval of the elected or appointed official or County Executive to whom a vehicle has been appropriated by the Commissioners Court, vehicles may be loaned to other County offices or departments for public purposes.

(2) When vehicles are loaned for a use outside the department to which they were appropriated by the Commissioners Court, the responsible department or office will make a log showing the County office or department using the vehicle, the purpose and destination of the trip, the beginning and ending date and time of use, the beginning and ending odometer reading, and the name of the County employee(s) who will operate the vehicle.

(3) Use of vans by 4-H C.A.P.I.T.A.L. Project

(A) The Director of the Travis County AgriLife Extension Service will be authorized by the Commissioners Court to designate any person within the 4-H C.A.P.I.T.A.L. Project to drive vans owned by Travis County whether or not the person so designated is paid directly from Travis County funds.

(B) Any person so designated by the Director of the Travis County AgriLife Extension Service will be deemed an "employee" of Travis County for the sole purpose of bringing such person within the scope of coverage under the Travis County Risk Management Organization and Administration Policy.

(C) Authorization will continue in full force and effect until amended or revoked by the Travis County Commissioners Court.

(c) Prohibited Use

(1) County vehicles may not travel outside the State of Texas at any time.

(2) County vehicles may not be operated by anyone other than a current Travis County employee who holds a valid Texas driver's license as appropriate for the occasion.

(3) County vehicles may not be used if the State inspection has expired, or if in the judgment of County Executive for Administrative Operations or responsible elected or appointed official or County Executive, the vehicle is unsafe for use.

(4) Except as may be authorized by Chapter 40 of this Travis County Code, no County employee is authorized to routinely take home within Travis or surrounding counties, or otherwise use a County-owned vehicle for personal reasons unless expressly authorized by a Budget Amendment approved by the Commissioner's Court. To enable emergency response after hours, an elected or appointed official or County Executive may authorize other County employees to take home a County-owned vehicle within Travis or surrounding counties during the emergency period.

(d) This 1.019 is subject to and will be construed in accordance with Chapter 140 of this Code.

(e) Citations. A citation includes all written orders from law enforcement for vehicle violations including traffic violations, violations recorded by cameras at red lights and non-traffic or non-moving vehicle violations like parking violations for misdemeanor offences.

(1) An employee operating a county vehicle is responsible for obeying all laws related to operating and parking the vehicle.

(2) If a citation is issued as a result of the employee’s failure to operate or park the County vehicle legally, the employee is responsible for notifying their immediate supervisor and providing their immediate supervisor with a copy of the citation within twenty-four hours.

(3) The immediate supervisor of the employee will complete an Affidavit of Non-Liability and send it to the entity issuing the citation to inform that entity that the employee named in the Affidavit of Non-Liability, not Travis County, is responsible for any penalties resulting from the citation.

(4) The employee is responsible for paying for all the penalties resulting from the citation received, including fines, fees, penalties, court costs and any other related penalties.

(5) Failure to report citations and/or failure to pay citations will lead to disciplinary action up to and including termination.

(6) Upon approval of the Commissioners Court, the County Auditor may pay an invoice relating to any citation received as long as the payment request is accompanied by a Certification that the use was business related approved by the Elected or Appointed Official or County Executive.

(f) Use of Toll Road

(1) Only authorized County emergency vehicles may use toll roads. Elected and Appointed Officials will annually submit a list of emergency vehicles authorized to use toll roads to the County Fleet Manager. The County Fleet Manager submits this list to the appropriate Toll Authorities.

(2) County Employees using non-emergency County Vehicles on official County Business are expected to use alternative non-toll routes. If an employee uses a toll road for either official County business or other approved use, the employee is responsible for the payment of all toll fees for such use and penalties related to the non-payment of applicable tolls. Tolls and penalties are not eligible for reimbursement by Travis County.

(3) If an employee uses a personal vehicle on County business, that employee is responsible for the payment of all toll fees for such use and penalties related to the non-payment of applicable tolls. Tolls and penalties are not eligible for reimbursement by Travis County.

(4) If an employee incurs charges resulting from the unauthorized use of toll roads that result in a liability to Travis County, including tolls, invoice fees, fines, court cost and any other related penalties; the employee is responsible for paying for them. The employee is responsible for informing their immediate Supervisor of any possible charge or penalty and providing their immediate supervisor with a copy of any citation within twenty-four hours.

(5) The immediate Supervisor of the employee will complete an Affidavit of Non-Liability and sent it to the appropriate toll authority to inform it that the employee named in the Affidavit of Non-Liability, not Travis County, is responsible for the tolls and any penalties related to non-payment of tolls.

(6) Failure to pay tolls or report and pay citations resulting from non-payment of tolls may lead to disciplinary action up to and including termination.

(7) Unauthorized use of toll roads may lead to disciplinary action up to and including termination.

(8) Upon approval of the Commissioners Court, the County Auditor may pay an invoice relating to any citation received as long as the payment request is accompanied by a Certification that the use was business related approved by the Elected or Appointed Official or County Executive.

1.020 Policy for Naming New Travis County Facilities

(a) Purpose: To develop written guidelines for naming Travis County Facilities in open and more efficient manner.

(b) Procedure

(1) At any time a Travis County facility is to be named, the Commissioners Court will issue a call for recommendations, provide notice as to the opportunity, and schedule the matter for public discussion and consideration by the Commissioners Court.

(2) Recommendation by a Private Citizen or Group. Any private citizen or group may make a recommendation to the Travis County Commissioners Court regarding the naming of a County facility by presenting that recommendation in writing to any member of the Commissioners Court or presenting that recommendation in the Commissioners Court meeting set for public discussion of the matter.

(3) If the recommendation is to name the facility after an individual, the following criteria must be met:

(A) The individual must have made a significant contribution to Travis County.

(B) The private citizen or group making the recommendation must provide a written biographical sketch of the individual, whether living or deceased, to the Commissioners Court when making the recommendation.

(4) After the public hearing, the Commissioners Court will submit all recommendations to the Travis County Historical Commission, or any other group designated by the Commissioner Court, for review and comment.

(5) Within the time set by the Commissioners Court, the Travis County Historical Commission (or any reviewing group), will provide the Court with its comments on names which were considered.

(6) Upon receipt of the comments and recommendations made by the reviewing body, the Commissioners Court will consider all recommendations using the above criteria, and any other factors that the Commissioners Court deems appropriate, and make a final determination.

(7) Once a final decision has been made, the Commissioners Court:

(A) If the person for whom the facility will be named is living, the Commissioners Court must obtain the permission of that person prior to naming the facility.

(B) If the person for whom the facility will be named is deceased, the Commissioners Court should contact immediate family members when feasible.

(c) Final Decision. A decision by the Commissioners Court to name or not name a facility will be final, and the sole discretion in this matter remains with the Commissioners Court. The fact that the criteria listed in Section 1.020(b)(3)

have been met does not obligate the Commissioners Court to name a County facility after the individual recommended.

1.021 Policy for Naming County Parks and Park Facilities

(a) Purpose: To establish a formal policy and process for county parks, facilities, fields, and trails, and for placing plaques, markers, and memorials within county parks.

(b) Objectives:

(1) Provide name identification for individual county parks.

(2) Provide name identification wherever appropriate for facilities and fields within the parks, and hike and bike trails.

(3) Provide citizen input into the process of naming parks and facilities.

(4) Insure that the Travis County Commissioners Court controls the naming of its public infrastructure and facilities.

(c) Criteria for Qualifying Names. Names should provide some of individual identity related to:

(1) The geographic location of the park, facility, or trail;

(2) An outstanding features of the park, facility; or

(3) Commonly recognized historical event, or individual verified by the Travis County Historical Commission.

(4) A deceased individual who made a significant to Travis County or its park system.

(d) Other Naming Alternatives

(1) Parks and facilities that are donated to the County can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Travis County Commissioners.

(2) Facilities within parks, ball fields, picnic shelters, pavilions. etc., can be named separately the parks they are in, subject to the criteria out in Section (c) of this policy.

(e) Procedure

(1) The Court will issue a call for recommendations, providing notice as to the opportunity, and schedule the matter for public discussion and consideration by the Commissioners Court.

(2) Any private citizen or group or County department or employee may make a recommendation to the Travis County Commissioners Court regarding the naming of a County park or facility within a park or trail by presenting that recommendation in writing to any member of the Commissioners Court or presenting that recommendation in the Commissioners Court meeting set for public discussion of the matter.

(3) The Travis County Transportation and Natural Resource Department will verify that all names submitted do not conflict with existing names facilities and that the proposed names conform to this policy.

(4) After a minimum weeks public notice, the Commissioners Court will conduct a public hearing on qualified names to receive public comments on the names.

(5) The Commissioners Court will make the final selection of the name.

(f) Renaming County Parks and facilities. The renaming of parks and facilities is strongly discouraged so as not to diminish the original justification for the name. Park names by deed restrictions cannot be considered for renaming. In the event that renaming is justified the recommended name must conform to this policy.

(g) Other Considerations:

(1) If a recommended name is a deceased individual, other than a historical figure, the private citizen making the recommendation must provide a written biographical sketch of the individual and an approving the recommendation from surviving family members.

(2) Neither the naming process nor the name itself will discriminate on the basis of race, religion, sex, age, or national origin.

(h) Final Decision. A decision by the Commissioners Court to name or not to name a park, facility, or trail will be final, and the sole discretion in this remains with the Commissioners Court.

(i) Plaques, markers, memorials. Plaques, markers, and memorials may be placed in the parks to recognize a significant donation or contribution to park improvements. The plaque, marker, and memorial will be not larger than "___ X ___" bronze plate imbedded in concrete at or below ground level. The recognition of multiple donors may be made on a larger sized plaque place in a common area at the discretion of the Transportation and Natural Resources Department.