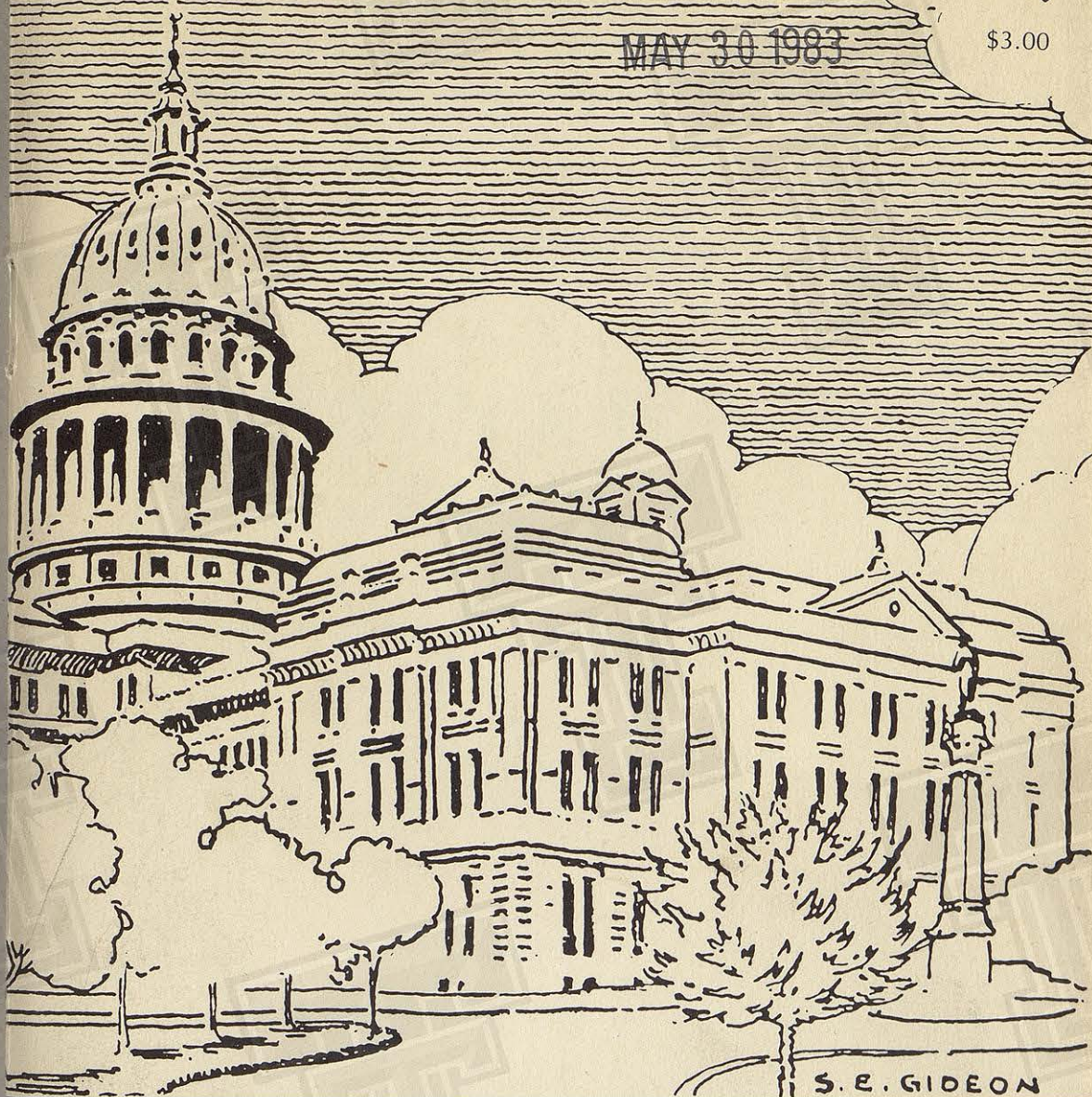


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Citizen's Guide to  
**AUSTIN & TRAVIS  
COUNTY**

League of Women Voters of Austin



# **Citizen's Guide to AUSTIN & TRAVIS COUNTY**

**A Handbook of Local Government  
Third Edition**

*Prepared by*  
The League of Women Voters  
of Austin, Texas

*Partially funded by*  
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Education Fund

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# TABLE OF CONTENTS

<b>1</b>	Austin and Travis County at a Glance .....	1
	History .....	1
	Topography and Climate .....	2
	Cultural Activities .....	3
<b>2</b>	Education .....	4
<b>3</b>	The Election Process and Voter Information .....	10
<b>4</b>	Governmental Structure and Function .....	14
<b>5</b>	Emergency Services .....	20
	Fire Protection .....	20
	Flood Protection and Warning .....	20
	Emergency Medical Services .....	21
<b>6</b>	Law Enforcement .....	22
<b>7</b>	Legal Systems .....	25
<b>8</b>	Finance .....	29
<b>9</b>	Infrastructure .....	39
<b>10</b>	Planning .....	42
<b>11</b>	Social Services .....	44
<b>12</b>	Health Care .....	49
<b>13</b>	Transportation .....	57
<b>14</b>	Parks and Recreation .....	60
<b>15</b>	Libraries .....	67
<b>16</b>	Public Housing and Rehabilitation .....	70
<b>17</b>	Environmental Protection .....	73
<b>18</b>	Utilities .....	75
<b>19</b>	Other Departments .....	78
	Appendix: City of Austin Boards and Commissions .....	81
	Index .....	89



# FOREWORD

The League of Women Voters, a nonpartisan organization, is dedicated to the principles of self-government established in the Constitution of the United States. The League believes that an informed citizenry is the key to responsible government.

Through this book and its other programs, the League hopes to promote political responsibility and the active participation of citizens in all levels of government.

The League is indebted to the many individuals who made this publication possible:

the many League members who collected data, wrote, edited, and proofread this book;

officials from the various governments, schools, agencies, and commissions who supplied information and verified the facts in this Guide;

our many friends in the community whose financial support and encouragement made it possible for the League to publish this book.

Diane Radin  
Editor

Frances McIntyre  
President

Cover drawing courtesy of the Austin-Travis County Collection, Austin Public Library.



# 1

## AUSTIN AND TRAVIS COUNTY AT A GLANCE

### **HISTORY OF AUSTIN**

It was not until 1839, three years after the Declaration of Independence of the Republic of Texas, that an effort was made to find a permanent site for the capital city of the new republic. Under the administration of Mirabeau B. Lamar, the congress passed an act in January of that year providing for the election of five commissioners, whose responsibility it was to choose a site "between the Trinity and Colorado Rivers and above the old San Antonio Road."

In April the commissioners reported to President Lamar that they had traveled and examined the country. They had determined that the tiny village of Waterloo on the north bank of the Colorado River would be the site and that the capital city would be called "Austin."

President Lamar immediately appointed Judge Edwin Waller as agent. He came to Waterloo with a corps of surveyors to plan the city and construct the necessary buildings for the function of government. Upon his arrival Judge Waller found three families at Waterloo and two families at the tiny village of Montopolis on the south bank of the river. The first Capitol building stood where the present Austin city hall is located at 8th and Colorado, but Waller's plan called for the Capitol to be at the head of Congress Avenue. He envisioned a wide boulevard leading from the river to the Capitol.

There was a time in the 1840's that Austin became almost a ghost town. Sam Houston succeeded Lamar as chief of state, and in 1841, deciding that the Mexican Army might invade Austin, directed that the archives be moved to Houston. The citizens refused to allow Houston's men to take the archives, and Austin remained the capital city, even though congress did not meet here for several years.

The second Capitol building in Austin, a white limestone structure, was completed in 1853, at the head of Congress Avenue. Three years later the Governor's Mansion was built at the unheard of cost of \$14,500. Governor E. M. Pease was the first governor to live in the mansion, and all the governors since have made it their home while in office.

The Civil War brought an almost complete stop to business activity, although some trade was carried out with Mexico. Travis County was one of the few counties to vote against secession. When the rest of Texas voted to join the Confederacy, however, Austin sent its full quota of men to battle. Many of those men lost their lives. By 1866 the war was over and the Union army came south. The headquarters of the Sixth U.S. Cavalry was here in Austin.

Austin had recovered from the war and its aftermath by the beginning of the 1870's. The population quickly increased from a few thousand to ten thousand. The city boasted six newspapers, nine churches, and seventeen schools and was considered one of the most prosperous cities of the state. The railroad to Austin was completed in 1871. Visitors to the city were impressed with the new buildings on Congress Avenue, particularly the Tips building and the Lundberg Bakery.

Austin High School produced its first graduating class in 1881, and the University of Texas opened in 1883 with 200 students and eight professors. The city government in the 1880's was run by a board of aldermen, and the notorious



1. ...	20
2. ...	21
3. ...	22
4. ...	23
5. ...	24
6. ...	25
7. ...	26
8. ...	27
9. ...	28
10. ...	29
11. ...	30
12. ...	31
13. ...	32
14. ...	33
15. ...	34
16. ...	35
17. ...	36
18. ...	37
19. ...	38
20. ...	39
21. ...	40
22. ...	41
23. ...	42
24. ...	43
25. ...	44
26. ...	45
27. ...	46
28. ...	47
29. ...	48
30. ...	49
31. ...	50
32. ...	51
33. ...	52
34. ...	53
35. ...	54
36. ...	55
37. ...	56
38. ...	57
39. ...	58
40. ...	59
41. ...	60
42. ...	61
43. ...	62
44. ...	63
45. ...	64
46. ...	65
47. ...	66
48. ...	67
49. ...	68
50. ...	69
51. ...	70
52. ...	71
53. ...	72
54. ...	73
55. ...	74
56. ...	75
57. ...	76
58. ...	77
59. ...	78
60. ...	79
61. ...	80
62. ...	81
63. ...	82
64. ...	83
65. ...	84
66. ...	85
67. ...	86
68. ...	87
69. ...	88
70. ...	89
71. ...	90
72. ...	91
73. ...	92
74. ...	93
75. ...	94
76. ...	95
77. ...	96
78. ...	97
79. ...	98
80. ...	99
81. ...	100
82. ...	101
83. ...	102
84. ...	103
85. ...	104
86. ...	105
87. ...	106
88. ...	107
89. ...	108
90. ...	109
91. ...	110
92. ...	111
93. ...	112
94. ...	113
95. ...	114
96. ...	115
97. ...	116
98. ...	117
99. ...	118
100. ...	119



## **ECONOMY**

Austin's largest employers have been state and local governments and educational institutions. Since the mid-1960's, however, industry has grown to be a significant employer, along with the services necessary to supply the needs of a fast-growing population. National and international high technology industries have been attracted to Austin. Some of the local or newly arrived industries include electronics, health care products, office systems, space and defense, boats, and the real estate and wholesale and retail businesses required to support the new population.

## **CULTURAL ACTIVITIES**

A wide variety of cultural entertainment and activities is available in Austin: the Austin Symphony Orchestra; Texas Capital Chorale and the Austin Civic Chorus; Austin Civic Ballet and Austin Ballet Theatre; Zachary Scott Theatre Center and numerous community theatre groups performing in many small theatre settings. There is a rich diversity of dance groups, music groups, individual performers, and artists and craftsmen to be found in Austin. The University of Texas' music, drama, and art departments add greatly to the city's cultural life. The University's new Performing Arts Center and Frank Erwin Center furnish excellent facilities for local, national, and international stars and events. The Paramount Theatre on Congress Avenue is a restored theatre for dramatic and musical productions. Symphony Square on Red River at Waterloo Park is a unique outdoor setting for performances by small groups. At Zilker Hillside Theatre, the Austin Parks and Recreation Department sponsors plays and musicals in an outdoor setting.

## **MUSEUMS AND LIBRARIES**

Museums and libraries offer artistic and educational outlets with classes, festivals, and special events throughout the year.

The Elizabet Ney Museum (304 E. 44th St.) is the former home of the sculptress and has a collection of her works, letters, etc.

Laguna Gloria Art Museum (3809 W. 35th St.) houses changing exhibits of 20th century American artists and is the site of the Fiesta where artists and craftsmen from throughout the country offer their works for sale each spring.

The Lyndon Baines Johnson Presidential Library (University of Texas East Campus) features documents, exhibits, photographs, and other memorabilia from the former president's career. Of special interest is the 7/8-size reproduction of the White House Oval Office.

The Texas Memorial Museum (2400 Trinity) contains natural history and science exhibits from pre-Columbian, American Indian, and Texas history.

## **NEWS AND COMMUNICATIONS**

The *Austin American-Statesman* is Austin's only daily newspaper. The *Capital Argus* is a paper serving the black community; *La Fuerza* serves the Hispanic community. Other newspapers in the Travis County area include: *The Austin Light*, *Round Rock Leader*, *South Austin Herald*, *Taylor Press*, *Westlake Picayune*, *Williamson County Sun*, and *The Daily Texan*.

There are eleven FM radio stations and eight AM stations in the Austin area, including KMFA-FM, a listener-supported classical music station, and KUT-FM, a listener-supported National Public Radio affiliate.

Austin is served by three local commercial television stations, a PBS station, and a 23-channel cable franchise which includes public access channels managed by Austin Community Television (ACTV).



gunfighter, Ben Thompson, was elected Austin's City Marshal. In the late 1880's William Sidney Porter, later known as O. Henry, came to Austin.

The first Austin High School building was completed in 1900. Motor cars began to appear on the streets and in 1905 Congress Avenue was paved for the first time. Skyscrapers were appearing by 1910 with the Littlefield and Scarbrough buildings under construction. Austinites went all out for the war effort in 1917. The University of Texas trained future pilots at the School of Military Aeronautics and Camp Mabry was a training center for automobile mechanics.

The population in 1930 was 67,000 and there were 5,470 students attending the University of Texas.

The Capitol building was destroyed by fire in 1881. The present Capitol, built of pink granite quarried in nearby Marble Falls, was completed in 1888. That stone is still being used for construction of government buildings in the Capitol complex (the area from 11th Street to Martin Luther King, Jr., Blvd. and from San Jacinto to Colorado Street). The oldest building in the complex is the Governor's Mansion, which has recently undergone a complete restoration, including furnishings, and is open to the public for viewing.

More information about the history of Austin can be found at the Austin History Center, part of the Austin Public Library (810 Guadalupe).

## **TOPOGRAPHY AND CLIMATE**

Austin is situated in south-central Texas, about 80 miles northeast of San Antonio, 160 miles west of Houston, and 200 miles south of Dallas. It is on the Colorado River at the junction of the Balcones Escarpment and the Gulf Coastal Plain, incorporating rugged hill country to the west and rolling black farming land to the north, south, and east. Elevation of the city is from 429 feet at Town Lake to nearly 1,000 feet in the northwest hills.

Seven lakes have been created on a 146-mile stretch of the Colorado River above Austin by dams built to provide flood control, electric power, water conservation for urban use, irrigation and industrial use, and recreation. Water retained in the lakes has contributed to a stable or rising water table in the area, feeding springs along the Edwards Plateau, e.g., Barton Springs in Austin.

Average annual temperature is 68.1°F. Winters are usually mild, with temperatures ranging from averages of 40°F to 60°F, but sudden changes and wide fluctuations in temperature are common. Below freezing temperatures occur on an average of 24 days a year. Summer temperatures average a daily maximum of 95.9°F, with nights in the 70's, unless there should be an unusual amount of rainfall to temper the heat.

Average annual rainfall is 32.49 inches, with July and August the driest months. Summer rainfall is apt to be in the form of heavy thunderstorms. Prevailing winds are south-southeasterly, from the Gulf Coast, with "northers" changing the wind direction in fall and winter. Snow is rare.

## **POPULATION**

The 1980 Census Bureau figures report Austin's population as 345,496, up 36.3% from 1970. The City of Austin Planning Department estimates the 1982 population to be 365,398. In 1980 Travis County's population was 419,573, up 42% from 1970, and the population of the Standard Metropolitan Area (Travis, Hays, and Williamson Counties) was 536,688, up 48.9% from 1970.

Ethnic distribution in Austin in 1980 was Anglo/Other 238,612, Black 42,118, and Spanish Origin 64,766. The median age was 26.2, and continues the long held tradition of a young Austin population, with 24.5% being under age 18.



In recent years AISD has turned to new classroom approaches to learning. Team teaching is used in some schools. Many elementary schools have open or flexible space. The traditional, self-contained classroom is very much in evidence throughout the district. The high schools offer a general program and a college preparatory program. Both require 21 credits for graduation. Approximately 60% of the students are enrolled in the college preparatory program. Vocational training is available at all junior and senior high schools.

All schools are equipped with cafeterias that serve hot lunches; all but two schools have a breakfast program. Senior citizens are eligible to eat at the school after checking with the principal and paying an adult lunch fee.

The elementary and secondary schools operate on a semester basis. Summer school is available at selected campuses. At the elementary and junior high levels summer school is free and restricted to AISD students. Senior high students pay a tuition fee for summer classes.

More than 900 student teachers are placed within the district each year. Education students come from the University of Texas, Southwest Texas State University, Huston-Tillotson College, St. Edward's University, Concordia College, and Prairie View A&M.

An array of special services and programs complements the district's general program. Visiting teachers; speech, occupational, and physical therapists; and school nurses are available. Special education programs are offered for those students, including pre-schoolers, who are homebound or hospitalized; have orthopedic, speech, hearing, or visual handicaps; or are brain damaged, mentally retarded, or emotionally disturbed. Whenever possible, students with handicaps are kept in the regular classroom situation and are excused for part of the day for the special instruction that they require. Special education instruction is offered at all but two AISD schools. Three schools, one at each level (pre-school, elementary, secondary) work entirely with special education students.

## **DESEGREGATION**

In 1980, after ten years in court, a consent decree calling for the implementation of a student assignment plan was signed by all parties in the desegregation suit. The assignment plan involves busing some children to schools outside their immediate neighborhoods for a portion of their school careers. Certain areas of the city which are naturally integrated are not included in the plan. The grade levels at which a student may be bused for desegregation purposes depend on the family's address.

## **FORMING THE FUTURE**

During the 1982 calendar year, the board of trustees and the superintendent initiated a project in which a group of citizens participated in a planning effort called Forming the Future. More than 14,000 community representatives studied the curriculum, personnel, physical plant and facilities, demographics, renovations, and district financing. Recommendations from various committees are being considered for implementation by the district.

## **COMMUNITY SCHOOLS**

Community education is a joint program of the City of Austin and the Austin Independent School District. Classes are held in school district buildings and offer a variety of subjects and activities for the entire family: recreation, arts and crafts, human development skills, vocational, health, self-help, and academic



## **2 EDUCATION**

Firm believers in education, the settlers of the Austin/Travis County area quickly established schools to educate their children. The first free school for white students in Austin was dedicated in 1876; five years later two small free schools for black children were opened. Today 11 independent school districts operate in the area.

### **AUSTIN INDEPENDENT SCHOOL DISTRICT**

Serving 55,000 students, the Austin Independent School District (AISD) is the single largest public school system within the geographic area. As in the other independent school districts, school policies are set by the board of trustees. The seven members of the Austin board are elected under the place system for four-year staggered terms, and they serve without pay. The board elects one of its members as president for a two-year term. Requirements for election to the board of trustees are residence in the state for one year, residence in the school district for six months, and current voter registration.

The AISD Board of Trustees meets the second and fourth Mondays of each month at 7:30 p.m. at the Carruth Administration Building, 6100 Guadalupe.

### **SCHOOL SUPERINTENDENT**

The superintendent is hired by the board of trustees and reports directly to it. The superintendent is responsible for the system's operation and makes recommendations for the development of the educational and operational program. The superintendent also is responsible for recommending to the board the appointment of all other system personnel.

### **BUDGET AND SCOPE**

For the 1982-83 school year the district's operating budget was approximately \$143.98 million. It employed 3,700 professionals (teachers, librarians, counselors), 321 administrators, more than 200 teacher aides, and more than 2,500 classified and service personnel.

The district has 61 elementary schools (K-3; K, 4-6; K-6), ten junior high schools (7-8), and nine senior high schools (9-12). There are two alternative schools for students who have difficulty adapting to the regular school format.

Although no Austin school is on a double shift, some schools use portable classrooms to accommodate a growing and shifting student population. Four magnet schools have been established at the elementary level to help equalize the enrollment.

### **SCHOOL PROGRAM**

The AISD kindergarten program is recommended by the Texas Education Agency. AISD provides a free, full-day program for all children who are five years old on or before September 1. Admission to kindergarten requires proof of birthdate and a doctor's certificate verifying immunization against diphtheria, tetanus, measles, rubella, and poliomyelitis.



technical programs (designed to meet the labor needs of the Austin area); continuing education (including noncredit vocational and avocational programs); and adult basic education (providing instruction for adults who wish to improve their educational background, learn to speak English, or complete the requirements for a high school equivalency certificate through General Education Development testing).

Austin Community College is governed by a nine-member board. Three members of the board stand for election on the first Saturday in April in even-numbered years. The college district has the same boundaries as the Austin Independent School District. The college's two major sources of revenue are appropriations from the state legislature and student tuition and fees.

#### Community College Locations

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Ridgeview Campus	900 Thompson St.
Rio Grande Campus	1212 Rio Grande St.
Crockett Center	5601 Manchaca
Reagan Center	7104 Berkman
Allied Health Center	707 E. 14th St.
Skill Center	824 W. 12th St.

### **CONCORDIA LUTHERAN COLLEGE**

Concordia Lutheran College has a four-year program on its 20-acre campus which is located at 3400 North I.H. 35. Its enrollment is approximately 500. Bachelor degrees are offered in liberal arts, Mexican-American studies, management and administration, communications, and elementary education.

### **HUSTON-TILLOTSON COLLEGE**

Huston-Tillotson College, located at 1820 East 8th Street, is jointly supported by the United Church of Christ and the United Methodist Church. Its present enrollment is 700 on a 23-acre campus. Bachelor degrees are offered in hotel and restaurant management, accounting, mass communication, and liberal arts.

### **ST. EDWARD'S UNIVERSITY**

St. Edward's University is an independent college run by the Brothers of the Holy Cross. Its 180-acre campus is located at 3001 South Congress Avenue. It has an enrollment of about 2,400 students. St. Edward's offers bachelor degrees in art, science, liberal arts, and business administration. Master degrees can be obtained in business administration and human services.

### **THE UNIVERSITY OF TEXAS AT AUSTIN**

The University of Texas at Austin has over 48,000 students on its main campus covering over 337 acres. In addition to the main campus, students have access to special training or classes at the Balcones Research Center, McDonald Observatory, Port Aransas Marine Laboratory, Bee Caves Observatory, and Dobie-Paisano Ranch for writers and artists.

Bachelor, master, and doctoral degrees are offered in a wide variety of areas. The university consists of the following colleges and schools: Architecture, Business Administration, Communication, Continuing Education, Education, Engineering, Fine Arts, Graduate Studies, Law, Liberal Arts, Library Science, Lyndon B. Johnson School of Public Affairs, Natural Sciences, Nursing, Pharmacy, and Social Work.



courses. The classes are open to the public and fees are reasonable. Community schools are responsive to neighborhood requests for classes. Each community school has an advisory council of neighborhood residents which sends one delegate to the Community Education Consortium, the overall policy-making body for the community schools. Also on the Community Education Consortium are six AISD appointees and six Austin City Council appointees, all serving two-year terms. Administrative offices are located at 1607 Pennsylvania.

#### Community Schools

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Becker Community School	906 West Milton
Brooke Community School	3100 East 4th Street
Cook Community School	1511 Cripple Creek Drive
Far South Community School	
Bedichek	6800 Bill Hughes Road
Odom	1010 Turtle Creek Blvd.
St. Elmo	600 West St. Elmo Road
Maplewood Community School	3808 Maplewood Avenue
Mathews Community School	906 West Lynn
Murchison Community School	3700 North Hills
Northeast Community School	
Pearce	6401 North Hampton
Pecan Springs	3100 Rogge Lane
Andrews	6801 Northeast Drive
Rosedale/Bryker Woods Community School	
Rosedale	2117 West 49th Street
Bryker Woods	3309 Kerbey Lane

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## CITIZEN INPUT

School boards are required by the Open Meeting Act to publish their agendas at least 72 hours in advance of school board meetings. Persons who wish to speak to an agenda item should call the district's superintendent's office and request to speak at the meeting. Most districts also provide an opportunity to sign up to speak at a board meeting immediately prior to the board meeting; however, no action can be taken on items that do not appear on the agenda.

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## HIGHER EDUCATION

### **AUSTIN COMMUNITY COLLEGE**

Austin Community College (ACC) is a comprehensive, two-year college with six major campuses and centers and more than 70 other teaching locations. The college opened in 1973 and has grown rapidly. In the fall of 1981, 19,000 students were enrolled. With the exception of the allied health sciences programs, the college has an open admissions policy.

Programs are offered in four areas: freshman and sophomore university-parallel courses (for transfer to senior colleges and universities); occupational-

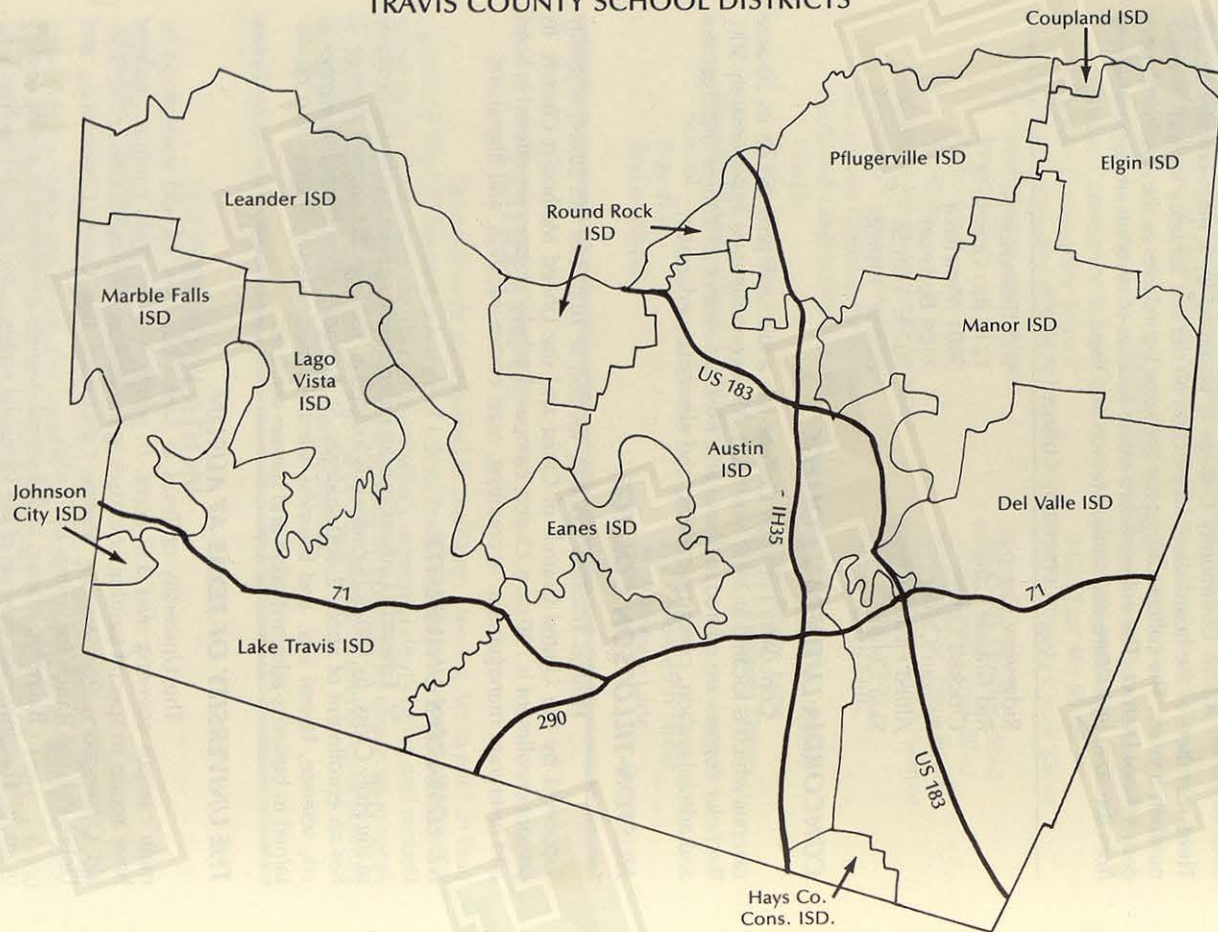


## OTHER SCHOOL DISTRICTS IN TRAVIS COUNTY

Independent School District	Approximate Enrollment	Campuses	School Board Meetings
Del Valle	4,000	3 Elementary (K-6) Jr. High (7-8) Sr. High (9-12)	3rd Tues., 7 p.m. Superintendent's office, 2404 Sheppard Ln.
Dripping Springs	750	1 building (K-12)	3rd Thurs., 7 p.m. School cafeteria
Eanes	3,100	Eanes Elementary (K-1) Valley View (2-3) Cedar Creek (4-5) Hill Country (6-8) Westlake High (9-12)	2nd & 4th Tues., 7:30 p.m. Board room, Westlake High
Elgin	1,600	Primary (K-3) Elementary (4-6) Jr. High (7-8) Sr. High (9-12)	1st Mon., 6:30 p.m. School library, 902 W. 2nd
Lago Vista	240	Elementary (K-8) Sr. High (9-12)	2nd Mon., 7 p.m. Lago Vista H.S.
Lake Travis	575	Elementary (K-5) Jr. High (6-8) Sr. High (9-12)	3rd Thurs. 7:30 p.m. Elementary school cafeteria
Leander	2,600	2 Elementary (K-6) Jr. High (7-8) Sr. High (9-12)	2nd Thurs., 7:30 p.m. Admin. Bldg., 401 S. West Dr.
Marble Falls	1,600	Elementary (K-5) Jr. High (6-8) Sr. High (9-12)	2nd Mon., 6:30 p.m. Granite Bldg., 2001 Broadway
Manor	900	Elementary (K-5) Jr. High (6-8) Sr. High (9-12)	3rd Wed., 7:30 p.m. Board room, high school
Pflugerville	2,100	2 Elementary (K-5) Middle School (6-8) Sr. High (9-12)	3rd Thurs., 7:30 p.m. Admin. Bldg.
Round Rock	12,000	11 Elementary (K-5) 3 Middle Schools (6-8) 2 Sr. High (9-12)	3rd Thurs., 7:30 p.m. Admin. Bldg.



## TRAVIS COUNTY SCHOOL DISTRICTS





Applications for a limited ballot must be made at the county clerk's office between 20 and four days before an election. Limited-ballot procedure is similar to absentee voting. A limited ballot cannot be voted at the polls on election day.

### LOST OR DAMAGED VOTER REGISTRATION CERTIFICATES

A new certificate will be issued only after the voter personally notifies the registrar in writing (a signature is necessary), or signs an affidavit of loss of certificate at the polling place on election day.

### VOTING

The voter must vote in the precinct of residence as described by the governmental unit calling the election. The voting precinct number is indicated on the registration certificate. In elections less than county wide, precincts may be combined and polling places changed. Polling places are normally published in local newspapers on election day. Voters may contact the office of the election authority holding the election: county clerk, city clerk, school administration, etc.

Instructions for using the voting device must be posted in each polling place and a demonstration may be requested before one enters the booth. In any election, paper ballots may be used. For a write-in vote, the voter may require special instructions from the election judge before entering the booth. Write-in voting is not permitted in a party primary or primary run-off, except for the party officers or county chairperson and precinct chairperson.

Voters who are unable to read the ballot or operate the voting device because of language or physical handicap are permitted limited assistance from an election official or another voter. In no case, however, can the helper influence the voter's choice.

### ABSENTEE VOTING

Absentee voting is conducted by mail or in person. Qualified voters who may vote absentee are:

1. persons 65 years of age or older;
2. persons unable to go to the polls on election day because of illness, physical disability, confinement in jail, or religious belief;
3. persons who will be absent from the county on election day (must vote absentee in person at the designated location);
4. persons who will be absent from the county both on election day and during the period for absentee voting (ballot must be mailed from outside the county).

#### IN PERSON

Absentee voting by personal appearance is conducted at the office of the county clerk (or clerk appointed by the governmental unit calling the election) or at designated substations during business hours between 20 and four days preceding the election. Saturday and Sunday hours are announced, if available.

#### BY MAIL

To receive an application for an absentee ballot, write or call the county clerk at the County Courthouse (or the clerk appointed by the governmental unit calling the election) between 60 and five days before the election. On the form the applicant must state the reason for voting absentee and must provide the address to which the ballot is to be mailed. Return the application by mail.



## **3 THE ELECTION PROCESS AND VOTER INFORMATION**

One of the obvious ways a citizen shares in the democratic process is by voting on election day. Often it is hard for an individual to grasp the reality that one vote can make a difference in an election. Yet, the fact is that, since the turn of the century, three presidential elections have hinged upon less than one vote per precinct (1916, 1948, and 1960). This sort of margin occurred in Travis County in 1977 during a special election for state representative (66 votes separated the two candidates).

### **REGISTRATION**

To register to vote, an applicant must be a native-born or naturalized citizen of the United States; a resident of Texas; a resident of the county to which application is sent (there is no residency period); within 60 days of 18 years old, or older. The registration becomes effective on the applicant's 18th birthday or 30 days after the application is received by the registrar. In Texas, paupers, lunatics, or convicted felons who have not had their voting rights restored may not register.

Applications are accepted by mail or in person at the Travis County Tax Assessor-Collector's office in the Courthouse Annex, 10th and San Antonio Streets, during regular working hours. Applications are accepted on a year-round basis. Many persons in the county, in addition to election officials, are deputized to register voters.

A voter application may be filled out by a spouse, parent, or child if that relative is a qualified voter of the county.

On the application, the complete name, residence in the county, birth date, place of birth, and signature must be supplied. The applicant should receive a registration certificate by mail within four weeks after applying; if not, the tax assessor-collector's office should be notified.

Texas has a permanent voter registration system. A voter remains registered as long as the information on the certificate is accurate. In November of odd-numbered years, a new certificate will be mailed automatically to each registered voter. If the voter has moved, the certificate will not be forwarded and the voter's name will be removed from the voter registration rolls. If no renewal certificate is received, the voter must re-register. There is no fee to register.

### **CHANGE OF NAME OR ADDRESS**

The procedure for changing name, address, or incorrect information is indicated on the registration certificate. The change must be made 30 days before an election in order to vote in a new precinct. The voter may vote in the old precinct for 90 days after moving within the county.

Upon moving to another county, the voter must register in that county as a new resident. If a federal or statewide election falls within 90 days after a voter moves to a new county, the voter may be entitled to vote a limited ballot for state and federal candidates or issues (not local candidates or issues). The limited ballot may be used only when the voter had a valid registration in the county of previous residence and a registration in the new county has not yet become valid.



Applications for a limited ballot must be made at the county clerk's office between 20 and four days before an election. Limited-ballot procedure is similar to absentee voting. A limited ballot cannot be voted at the polls on election day.

### LOST OR DAMAGED VOTER REGISTRATION CERTIFICATES

A new certificate will be issued only after the voter personally notifies the registrar in writing (a signature is necessary), or signs an affidavit of loss of certificate at the polling place on election day.

### VOTING

The voter must vote in the precinct of residence as described by the governmental unit calling the election. The voting precinct number is indicated on the registration certificate. In elections less than county wide, precincts may be combined and polling places changed. Polling places are normally published in local newspapers on election day. Voters may contact the office of the election authority holding the election: county clerk, city clerk, school administration, etc.

Instructions for using the voting device must be posted in each polling place and a demonstration may be requested before one enters the booth. In any election, paper ballots may be used. For a write-in vote, the voter may require special instructions from the election judge before entering the booth. Write-in voting is not permitted in a party primary or primary run-off, except for the party officers or county chairperson and precinct chairperson.

Voters who are unable to read the ballot or operate the voting device because of language or physical handicap are permitted limited assistance from an election official or another voter. In no case, however, can the helper influence the voter's choice.

### ABSENTEE VOTING

Absentee voting is conducted by mail or in person. Qualified voters who may vote absentee are:

1. persons 65 years of age or older;
2. persons unable to go to the polls on election day because of illness, physical disability, confinement in jail, or religious belief;
3. persons who will be absent from the county on election day (must vote absentee in person at the designated location);
4. persons who will be absent from the county both on election day and during the period for absentee voting (ballot must be mailed from outside the county).

#### IN PERSON

Absentee voting by personal appearance is conducted at the office of the county clerk (or clerk appointed by the governmental unit calling the election) or at designated substations during business hours between 20 and four days preceding the election. Saturday and Sunday hours are announced, if available.

#### BY MAIL

To receive an application for an absentee ballot, write or call the county clerk at the County Courthouse (or the clerk appointed by the governmental unit calling the election) between 60 and five days before the election. On the form the applicant must state the reason for voting absentee and must provide the address to which the ballot is to be mailed. Return the application by mail.



When applying for a party primary ballot, the voter must also request a specific party's ballot. Ballots will be mailed no sooner than the 20th day before the election. Marked ballots must be mailed before midnight of the day preceding election day and reach the clerk's office before 1 p.m. of election day (before 7 p.m. in presidential elections).

Special voting procedures are available for voters who become too ill to go to the polls after the close of the normal absentee voting period. Contact the county clerk for details.

## **ELECTIONS**

Many elections are held in Travis County within any given four-year period. The percentage of voter participation varies widely according to the nature of the election. To illustrate:

Year	Type of Election	Voter Participation
1978	General (state & local)	47%
1980	National	72%
1981	Austin City Council	38%
1982	AISD Board of Trustees	23%
1982	Party Primaries	21%
1982	General (state & local)	57%

## **OFFICIALS ELECTED BY VOTERS IN TRAVIS COUNTY**

### **FEDERAL AND STATE OFFICIALS**

U.S. Congressman, District #10, represents Travis County and several other central Texas counties in the U.S. House of Representatives. The congressman holds a two-year, full-time, salaried position and is elected in a general election.

Member, State Board of Education, District #10, represents the district on the Texas State Board of Education. This is a six-year, non-salaried position. The member is elected in a general election.

State Senator, District #14, represents Travis County and several other central Texas counties in the Texas Senate. The senator holds a four-year, part-time (the legislature meets every two years), salaried position and is elected in a general election.

State Representatives, Districts #47, #48, #49, #50, and #51, represent Travis County (#47 also represents other central Texas counties) in the Texas House of Representatives. They hold two-year, part-time (the legislature meets every two years), salaried positions and are elected in a general election.

### **COUNTY OFFICIALS**

All offices are four-year, full-time, salaried positions elected in general, partisan elections by voters of the entire county (except as indicated below).

County Judge	County Tax Assessor-Collector
County Commissioners (four commissioners elected for specific precincts, every two years two commissioners are elected)	County Attorney
District Judges (eleven in Travis County)	District Attorney
	County Sheriff
	County Courts-at-Law Judges (four in Travis County)



County Clerk  
District Clerk  
County Treasurer  
County Surveyor

Justices-of-the-Peace (five justices  
elected in precincts)  
Constables (five constables correspond-  
ing to the five justices' precincts)

CITY OFFICIALS

City officials in the Austin area are elected in nonpartisan elections held the first Saturday in April. All serve two-year terms except in Round Rock (three-year terms). All cities elect a mayor. Austin is the only city in which the elected officials listed below are salaried.

City	Council Members	Alderspersons	Commissioners
Austin	6		
Cedar Park	5		
Creedmoor		5	
Lakeway			2
Leander	5		
Manor			5
Pflugerville	5		
Rollingwood	5		
Round Rock	6		
San Leanna		5	
Sunset Valley	5		
West Lake Hills	5		



## **4** **GOVERNMENTAL STRUCTURE AND FUNCTION**

### **CITY OF AUSTIN**

#### ***FORM OF GOVERNMENT***

The City of Austin has functioned under three different forms of government. The mayor-alderman form, first used in 1840, was followed by the commission form in 1909. In 1926, the council-manager form was instituted. This form is still in use today. Under this plan, a professional city manager is appointed by the city council to serve as the chief administrative and executive officer of the city. The manager is selected on the basis of executive and administrative training, experience, and ability. While residency is not required for appointment, the manager must reside within the city while in office.

The manager is responsible to the council for the proper administration of all the affairs of the city and is required to appoint and remove all officers or employees of the city, except those appointed by the council as provided by the city charter. The manager prepares the annual budget, submits it to the council, and carries out its administration; prepares an annual report, and keeps the council informed of the financial condition and needs of the city. The manager attends all council meetings but has no vote in those proceedings.

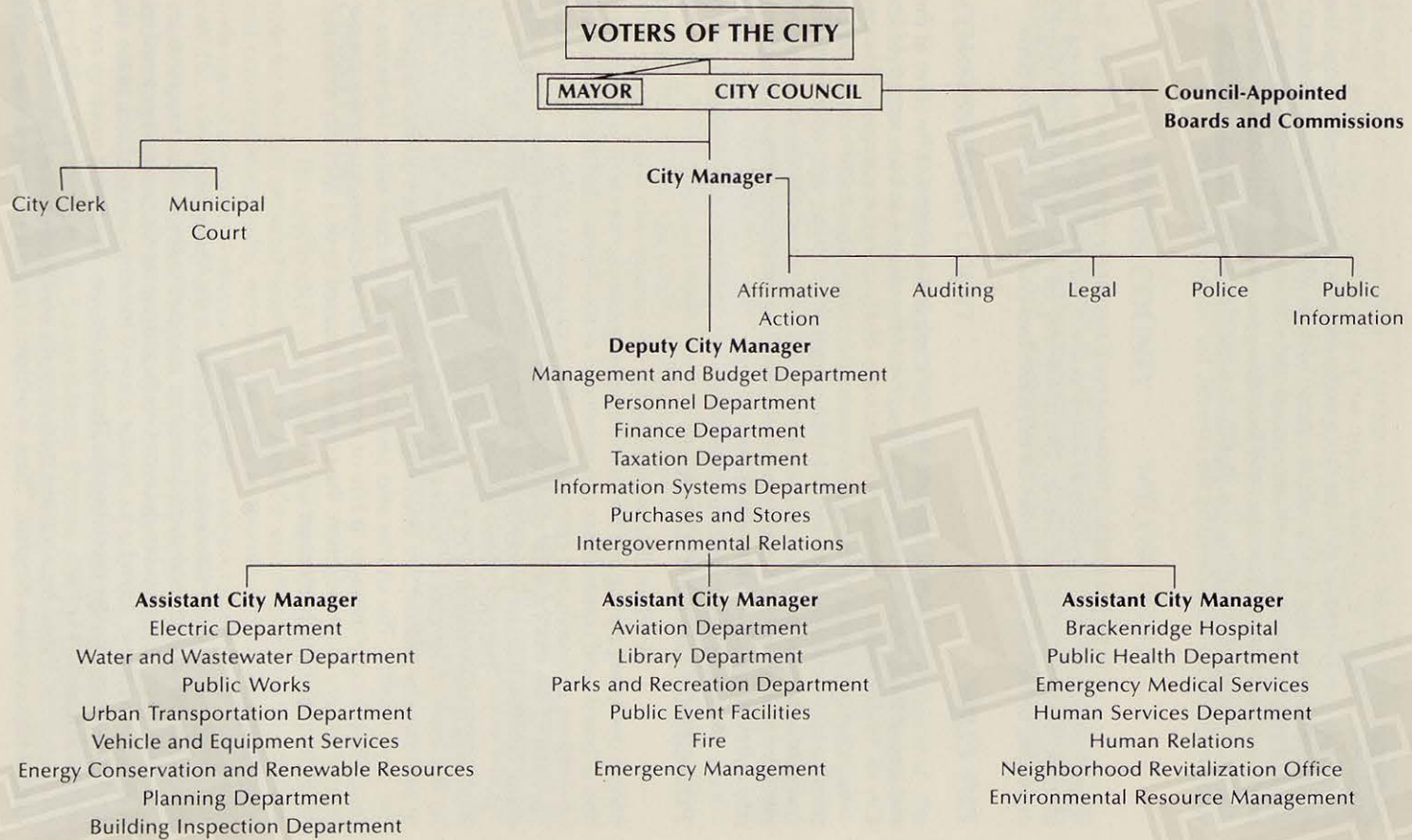
Austin is a home rule city. Home rule is authority granted to a city by the state to adopt its own city charter. The charter cannot be inconsistent with either the constitution of the state or with the general laws enacted by the legislature. Austin's charter was last revised in 1978. Copies of the charter are available through the city clerk's office.

The city has jurisdiction over all areas within its boundaries and the power to alter and extend those boundaries through annexation, with or without the consent of the territory and inhabitants annexed. The city's extraterritorial jurisdiction (ETJ) extends for five miles beyond the city limits and allows the city to extend its control in areas such as subdivision approval, water quality, and enforcement of electrical, plumbing, and heating/air conditioning construction codes.

#### ***CITY COUNCIL***

The Austin City Council has seven members, counting the mayor, elected at large on a nonpartisan basis. Each council member must be at least 18 years of age when taking office, must have resided within the city for at least six months and within Texas for at least 12 months immediately preceding the ballot election deadline, and must be a qualified voter in Texas. Any qualified person desiring to become a candidate for election to a place on the council must file an application with the city clerk to appear on the ballot. The application must be accompanied by a filing fee of \$100 or a petition requesting that the candidate's name be placed on the ballot, signed by at least 200 registered city voters.







## **MAYOR**

The mayor runs for this specific position and is elected at large. The mayor presides at all meetings of the council and, in addition, is recognized as the head of city government for all ceremonial and official business purposes, for the purpose of receiving civil process, and for military purposes, but the office carries no regular administrative duties. The mayor, as a member of the council, is entitled to vote on all matters considered by the council, but has no veto power.

## **MAYOR PRO TEM**

At its first meeting following each regular election of councilmen, the council elects one of its members as mayor pro tem, who acts as mayor during the absence or disability of the mayor. The office may be rotated among the council members, or held by one member for the entire two-year period, as is now done.

## **CITY CLERK**

The council appoints the city clerk and assistants, who serve at the pleasure of the council. The principal function of the office is to keep records of the City of Austin: deeds of city property; minutes of all council meetings; ordinances and resolutions passed by the council; annexation; campaign contributions and expenditures; financial disclosure and lobby registration forms; and all records for board and commission appointments. The city clerk also conducts all city-sponsored elections and supervises the absentee voting for those elections. Photocopies of any city record are available for a small fee.

## **POWERS OF THE CITY COUNCIL**

The council is responsible for the passage and repeal of city ordinances (including zoning and annexation) and regulations; the creation and dissolution of boards and commissions not mentioned in the charter; and the appointment of members of boards and commissions. The fiscal powers of the council include approval of the city's annual operating budget and the Capital Improvements Program; eminent domain proceedings; and setting the tax rate and other city fees.

The city charter places restraints on the authority of the council by restricting it from disposing of park land or public utility facilities unless authorized by the voters. The council cannot accept or admit liability in, or pay any claim against the city without first obtaining the city attorney's written opinion regarding the city's liability. The charter also prohibits the council from either instructing or requesting the city manager to hire or remove a city employee. Except for the purpose of inquiry or investigation, the council is required to deal with city employees solely through the city manager.

## **MEETINGS**

The council meets each Thursday at the Municipal Annex, 301 West 2nd Street. All regular and special meetings are open to the public. Executive sessions are closed meetings but decisions made at these meetings are announced following the meeting. Agendas for regular council meetings are available in the city clerk's office on Monday preceding the Thursday session. Minutes of meetings are on file in the city clerk's office.

Public hearings are held annually on the operating budget and the Capital Improvements Program. There is seldom a council meeting whose agenda



does not include one or more public hearings on issues of citizen concern. Individuals may express their views at any of the regular meetings or specially scheduled public hearings. Individuals must request to appear before the council during the "Citizen's Communication" portion of the agenda by making application through the city clerk's office a week prior to the desired appearance date. Prior application is not required to speak at public hearings scheduled by the council.

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## **TRAVIS COUNTY**

Travis County, like all 254 Texas counties, receives its authority from the Texas Constitution and various state statutes. At present, county governments do not have authority for home rule, ordinance making, or recall of county officials.

### **COMMISSIONERS COURT**

The Commissioners Court of Travis County is composed of the county judge and four county commissioners. Each of the commissioners represents one of the four precincts into which the county is divided.

The fiscal powers of the commissioners court include budgetary control over all county offices; supervision of the expenditures of all county money; levying and collecting taxes for county purposes; approval of the county's annual tax rate and tax roll; and the issuance of bonds, subject to public approval, for the construction of buildings, roads, etc. Other duties of the commissioners include general administrative authority, the appointment of department heads, the administration of the Law Library Fund, the location of elections and justice courts, justice precinct boundaries, and county road maintenance.

### **COUNTY JUDGE**

The judge is the executive officer of Travis County and acts as the chief administrator, presiding judge, and voting member of the commissioners court. As chief county judicial officer, the judge has jurisdiction over all temporary hospitalization commitments and probate matters. The county judge also serves on the Juvenile Board and the County Bail Bond Board; performs marriages; and approves applications for beer licenses and waivers on mixed-drink licenses.

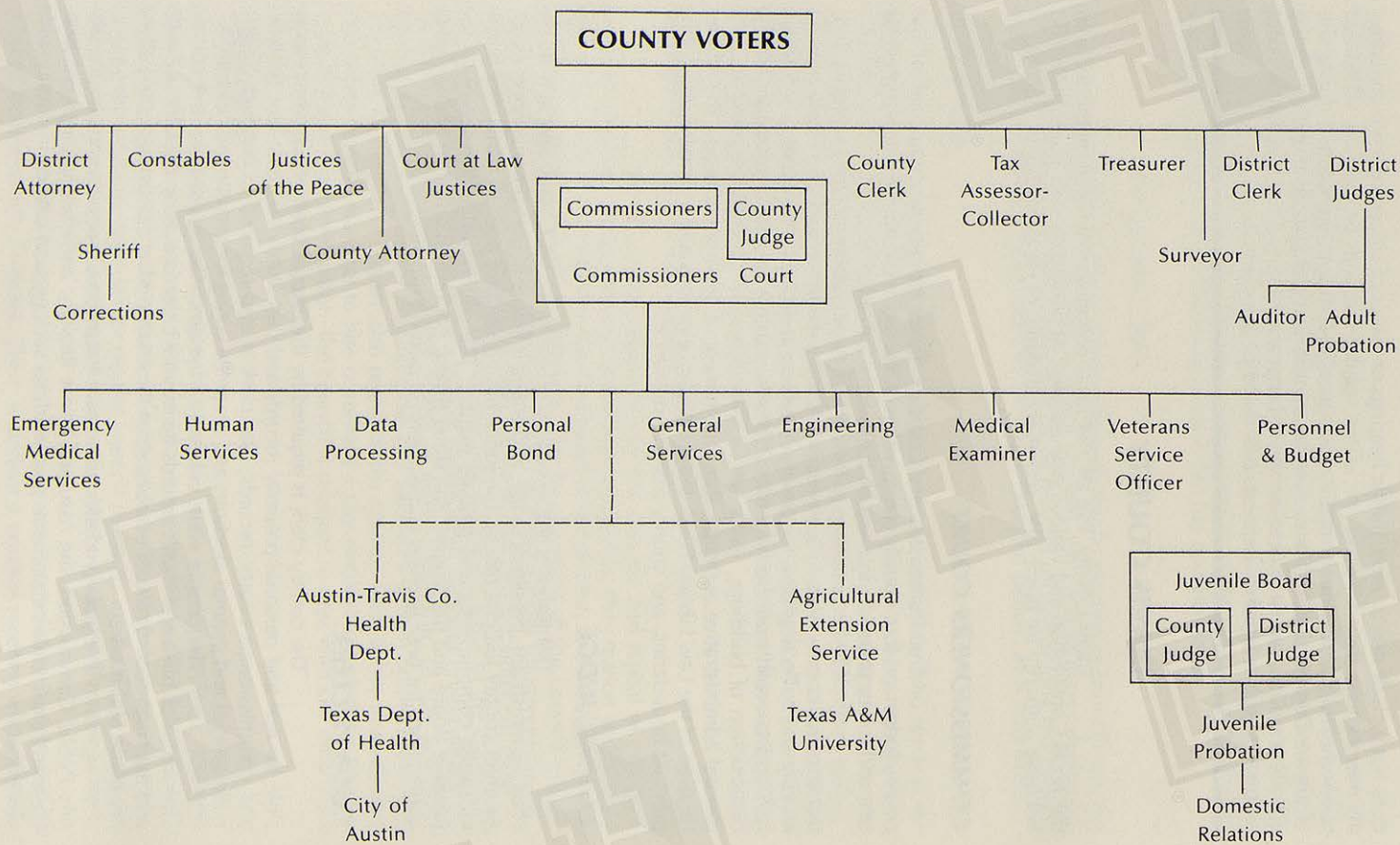
### **COUNTY CLERK**

The county clerk is required by the Texas Constitution to be responsible for real and personal property records and the county courts-at-law, probate, and commissioners courts' records. The clerk is also required to conduct county-wide special and general elections and absentee voting for county-wide elections.

The county clerk collects and retains vital statistics for the county. This includes birth and death records for county citizens outside the City of Austin and marriage records for all inhabitants of the county. Marriage license applications are made at this office.

The county clerk's office also keeps on file applications for the Notary Public Commission, the Assumed Name Registry, and the campaign contributions and expenditure statements of candidates seeking public office in county-wide elections.







## **MEETINGS**

Regular sessions of the commissioners court are held at 1010 San Antonio Street in the County Courthouse Annex, the second Monday of every month with special sessions on the remaining Mondays. Work sessions are held every Wednesday. All meetings except executive sessions are open to the public. Agendas for the court and work sessions are available three days prior to each meeting in the county judge's office and at the information desk in the county courthouse. Minutes of the meeting are available in the county clerk's office.

The commissioners court schedules public hearings to solicit community input. Citizens are also invited to express their views before the court during their regular sessions. Individuals desiring to address the court should contact the county judge or one of the commissioners before the meeting.



# 5

## EMERGENCY SERVICES

DIAL 911 TO REPORT AN EMERGENCY

### FIRE PROTECTION

#### *CITY OF AUSTIN*

The Austin Fire Department is able to respond to any emergency call in less than three minutes from one of its 26 stations. Construction will start soon on a 27th station in the Oak Hill area. The goal of the fire department is to have all buildings and homes within two miles of a station.

The operations division of the Austin Fire Department responds on a full-time basis to all fire, rescue, resuscitation, and flood calls. It also assists in the planning and locating of fire stations, as well as choosing firefighting apparatus in order to conform to requirements of the State Board of Insurance.

The fire prevention division investigates all fires and false alarms and citizen complaints concerning fire hazards and dangerous situations. It inspects commercial buildings in Austin twice a year to check for fire hazards. This division also provides lectures, demonstrations, and information to the public.

The training division trains cadets and experienced firefighters. The administrative division is responsible for the general administration of the fire department. Personnel matters are coordinated with the Civil Service Commission and the city's Personnel Department.

The Austin Fire Department is under the control of the city manager, and it is the city manager who appoints the fire chief (with the concurrence of the city council), whose qualifications are set by state law.

A special section provides crash and rescue service at the municipal airport. The Austin and Bergstrom Air Force Base fire departments have a mutual-aid agreement.

#### *TRAVIS COUNTY*

There are more than 30 fire departments outside the city limits of Austin with many volunteer firefighters. Fire or emergency calls should be made to the individual departments listed just inside the cover of the telephone directory. There is a verbal agreement with areas outside Austin that units from the Austin Fire Department will assist Travis County firefighters when such help is requested.

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### FLOOD PROTECTION AND WARNING

#### *CITY OF AUSTIN*

The Office of Emergency Management is responsible for coordinating emergency preparedness with city agencies, business and industry, schools, hospitals, and organized volunteer groups. The office disseminates information on



emergency preparedness to the citizens of Austin; develops plans, procedures, training, and exercises; coordinates with the National Weather Service; and supervises installation and tests of the warning system for the public, the media, and city, county, and state agencies. The office is on call during emergency situations 24 hours a day, seven days a week. One of the goals is to give at least a 20-minute warning of flash flooding.

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## **EMERGENCY MEDICAL SERVICES**

### ***CITY OF AUSTIN***

Begun in 1975, the Emergency Medical Services (EMS) provides emergency prehospital care to the citizens of Austin and Travis County. The basic concept of emergency prehospital care is to bring the emergency room to the patient with the prospect of stabilizing and minimizing the injury already sustained. Two multi-channel radio-telemetry units provide physicians with direct two-way communication with field personnel. Hospitals staffed 24 hours per day, seven days a week with emergency physicians include Brackenridge Hospital and the South Austin Community Hospital.

The 36 paramedics and 54 emergency medical technicians (EMT) undergo a minimum of 1,200 hours of training. The paramedic is able to administer drugs and other life saving measures under the verbal direction of the physician at the base hospital. The EMT is responsible for stabilizing the patient and transporting to a hospital if necessary.

There is a dual response system providing two levels of service. The first level is the Aid unit, capable of providing basic life support service, which consists of a van ambulance staffed with EMT's at six locations. An additional Aid unit for southeast Austin is planned for 1983. The second level of service is the Medic unit, capable of providing advanced life support service, which consists of a modular ambulance staffed with paramedics at five locations. Both have patient transport capability.

In 1981-82, EMS responded to a total of 24,531 calls in the city and county. Average response time to an emergency call within city limits is 5.5 minutes. A station-location study done in 1979 is constantly monitored to keep pace with population growth.

### ***TRAVIS COUNTY***

Begun in 1976, the Travis County Emergency Medical Service (EMS) provides emergency prehospital care outside the Austin city limits but within Travis County. Approximately 2,000 calls were responded to in 1982. Funding comes from the county and from contributions.

The Travis County EMS contracts with the City of Austin for ambulance and emergency medical services. Ambulance response time outside the city limits averages approximately 13 minutes.

There is also a First Responder Program which dispatches trained volunteers to an emergency to provide initial assessment and basic life support until the ambulance arrives. Volunteers are certified by the Texas Department of Health; many are certified as emergency medical technicians. Response time of the volunteers is approximately five minutes.



# 6

## LAW ENFORCEMENT

### CITY OF AUSTIN

#### **AUSTIN POLICE DEPARTMENT**

The primary responsibility of the police department is the protection of life and property, the enforcement of a wide variety of state and local laws and ordinances, and the prevention of crime.

The Austin Police Department patrols 129 square miles within the Austin city limits. The department has 600 sworn officers and 110 marked patrol cars. The chief of police is appointed by the city manager with the concurrence of the city council. Qualifications for that job must include advanced certification of law enforcement officer, and may include other requirements determined by the city manager and the personnel department.

A citizen requiring assistance can contact the police department through the emergency telephone number 911. The City of Austin is divided into five sectors, which are subdivided into a total of 40 smaller districts. Officers assigned to the Patrol Bureau have primary responsibility for all calls for service within their assigned districts.

Any investigation or follow-up that is required is handled by plain-clothes investigators of the Criminal Investigation Bureau. The investigators' efforts are enhanced by several support divisions within the department. Since 1981, the police department has had all its records on the Police Information Network computer. This system provides computerized record keeping, placing all information on-line with computer terminals throughout the department. The police department also has computer hook-ups to the National Crime Information Center and the Texas Crime Information Center which provide national and state-wide information on stolen automobiles, wanted persons, etc. The Technical Services Division also provides valuable information for investigators. It is composed of the department's crime lab, photo lab, and polygraph unit.

The police department operates a police academy for all future Austin police officers, located in southeast Travis County. An adjoining firearms range is used by all officers to maintain their skill and accuracy, in order to meet annual testing standards.

#### OPERATION IDENTIFICATION/NEIGHBORHOOD WATCH

Another of the police department's functions is the prevention of crime. Educating citizens on their role in crime prevention is essential to this effort. The Operation Identification program is designed to prevent theft and burglary. Citizens are urged to mark portable, resaleable items with the owner's drivers license number. Crime is discouraged because marked goods are not easily resold by the thief. Return of recovered stolen property is possible only when items are marked or when positive proof of ownership is provided.

Neighborhood Watch helps citizens in neighborhood groups work together and make their neighborhood safe.



Both programs are administered by the Community Service Division of the police department.

### **CITY JAIL**

The police department operates the city jail which is used as a short-term holding facility for those charged with breaking state or local laws or ordinances. The jail is designed for quick release of incarcerated individuals or their transfer to the county jail or to another detention facility.

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## **TRAVIS COUNTY**

Authority for the Travis County Sheriff comes from state statutes and it is state law which the sheriff's office is responsible for enforcing. In fact, state law is the only local law enforceable in areas outside the City of Austin or other municipalities but within Travis County. City ordinances do not apply beyond city limits and the county commissioners do not have the authority to make laws.

### **SHERIFF'S DEPARTMENT**

The Sheriff of Travis County is an elected official who serves a four-year term. The Texas Constitution requires that a candidate for sheriff be a resident of the county and a qualified voter. The sheriff is the chief law enforcement officer in the county and is charged with the responsibility of operating the county jail.

Even though the sheriff has law enforcement jurisdiction in the entire county, the department does not normally exercise this jurisdiction within the city limits of Austin. The 915 square miles outside the Austin city limits are patrolled by the Travis County Sheriff's Department on a 24 hour per day, seven day a week basis. There are 20 patrol cars and two Lake Patrol boats on Lake Travis. These boats patrol daily from April 15 through October 15 and on weekends and holidays the remainder of the year. About half of all uniformed patrol officers are trained as Emergency Care Attendants. Officers answer calls of all kinds including family disturbances, burglaries, traffic control, accidents, and drownings.

### **COUNTY JAILS**

The main Travis County jail is located in a maximum and minimum security, 271-bed facility, located adjacent to the Travis County Courthouse Annex. It was built in 1982 to comply with federal jail regulations and has the latest in electronic security devices, corrections design, and inmate program features. The jail houses prisoners charged with felonies and misdemeanors. The population of the jail averages 250 inmates, many of whom are convicted of crimes and have their cases on appeal. When the sentence is confirmed, a convicted felon is sent to the Texas Department of Corrections (TDC). On an average, about 30 inmates are sent to the TDC each month from Travis County. Prisoners of misdemeanor charges serve their terms in the county jail or in the Del Valle Correctional Center.

The Del Valle Correctional Center was opened in 1977. It has a capacity of 136 prisoners. Half of the space is dormitory accommodation (primarily for prisoners on the work-release program) and half is single cells. This is a minimum and medium security facility; prisoners convicted of misdemeanors or non-aggressive crimes are sent here.



### ***MEDICAL EXAMINER***

The office of the Travis County medical examiner was established by the commissioners court in 1977. The medical examiner is responsible for investigation of all unexpected and unnatural deaths, including homicides, suicides, and accidents, as well as deaths without medical attendance. In each case an investigation is made into the circumstances of the death, and a post-mortem examination is made when indicated.

### ***OTHER POLICE DEPARTMENTS IN TRAVIS COUNTY***

Municipalities in Travis County other than those listed in the chart below depend on the sheriff of Travis County for police protection. They have no police departments of their own. The municipalities listed below have police departments but the county sheriff receives the night calls. All 911 emergency calls from outside the city of Austin are referred to the county sheriff.

Municipality	Number of Officers
Lakeway	6
Pflugerville	1
Rollingwood	3
Sunset Valley	6
West Lake Hills	15



# **7** **LEGAL SYSTEMS**

## **CITY OF AUSTIN**

### ***CITY ATTORNEY***

The city manager hires the city attorney who, according to the charter, must be a competent attorney and have practiced law in the state of Texas for at least five years immediately preceding appointment.

The city attorney is the legal advisor and attorney for all city offices and departments and represents the city in litigation and legal proceedings. Documents, contracts, and legal instruments must be passed through the city attorney's office.

In 1982, there were 22 assistant city attorneys. They are hired by the city attorney with the approval of the city manager.

### ***MUNICIPAL COURTS***

There are five municipal courts, each having original jurisdiction over all purported violations of municipal ordinances and concurrent jurisdiction with justice-of-the-peace courts over violations of state statutes occurring within the city limits when punishment is by fine only and when this fine does not exceed \$200. The courts hold trials for traffic and misdemeanor violations. They are not courts of record.

Judges are appointed by the city council for a term of two years. Qualifications are residence in the city for two years and admission to practice law in the state of Texas not less than two years prior to appointment. The city council has the power to create additional municipal courts and appoint more than one judge for each municipal court.

Judges serve as state magistrates in administering statutory warnings to those apprehended for suspected felonies or misdemeanors. They also accept criminal complaints, set bonds, and determine whether personal bonds will be granted.

When a defendant demands a trial by jury in municipal court, a six-member jury is selected from a panel of names chosen at random by computer from voter registration lists.

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## **TRAVIS COUNTY**

### ***COUNTY ATTORNEY***

The county attorney is elected for a four-year term and must be a practicing attorney. Assistants are selected by the county attorney. The salaries of the county attorney and assistants are paid from county funds.



## **COUNTY JUDGE**

The county judge is the executive officer of the Travis County Commissioners Court, and is not required to be an attorney. The judge is the chief county judicial officer with jurisdiction over temporary, indefinite, alcoholic, and narcotic commitments and probate matters.

## **JUSTICE-OF-THE-PEACE COURTS**

The Texas State Constitution specifies that each county must have at least four justice-of-the-peace courts. Travis County has five. The precincts for these courts are established by the county commissioners court.

Each of the five justices of the peace is elected from a precinct for a four-year term. Each candidate must be a qualified voter and resident of the precinct.

Justice-of-the-peace courts do not have jurisdiction over cases where a jail term is a possible penalty. They do hear cases of class C misdemeanors with fines up to \$200 and civil cases involving \$500 or less. Justices also issue search and arrest warrants, approve bail, and try eviction cases. Marriages may also be performed by justices of the peace.

State statute requires that justice-of-the-peace courts act as small claims courts. These are cases of claims between parties of up to \$150, or \$200 for wages or labor.

## **CONSTABLES**

For each of the five justice-of-the-peace precincts there is a constable, each elected for a four-year term. A constable must be a qualified voter and resident of the precinct.

Constables generally act as process servers for writs and subpoenas in the precinct. There are overlapping duties of constables and deputy sheriffs in the area of warrants. Both have county-wide jurisdiction in civil and criminal process, but constables usually serve in their own precincts. These duties are assigned and are dependent on the discretion of the attorneys and judges.

## **COUNTY COURTS-AT-LAW**

There are four county courts-at-law in Travis County, each created by the state legislature. Presiding judges are elected by a county-wide vote to serve four-year terms and must have been practicing attorneys for five years in the state of Texas before their election.

County courts-at-law handle civil cases involving \$200 to \$20,000 and criminal misdemeanor cases which can result in a sentence in the county jail. A 1981 study showed criminal cases outnumber civil cases by more than 50%. County courts also try cases appealed from the municipal and justice-of-the-peace courts on the basis of a trial de novo (conducted as though no trial had been held) and have jurisdiction over condemnation proceedings.

The court will appoint an attorney to represent a jailed or indigent defendant in a criminal case, and the county pays for the attorney. Prospective jurors for county courts-at-law trials are selected from voter registration rolls.

## **DISTRICT ATTORNEY**

The district attorney is an elected official who serves a four-year term and must be a qualified voter, county resident, and licensed attorney. The district attorney receives a salary from both the state and the county. In 1982 there were 17 assistant district attorneys receiving their salaries from the county.



Duties of the office include prosecution of all cases in district courts, handling of criminal appeals to the court of criminal appeals (Austin), the U.S. District Court for the Western District of Texas (Austin), the U.S. Fifth Circuit Court (New Orleans), and the U.S. Supreme Court. The district attorney prosecutes cases involving public civil law, collection of delinquent taxes, and all juvenile court cases.

## **DISTRICT COURTS**

There are 11 district courts of general jurisdiction for both civil and criminal cases located in Austin. Informally, they are designated as four criminal courts (147th, 167th, 299th, and 331st), one juvenile (126th), and six either civil or a combination of civil and criminal (53rd, 126th, 200th, 201st, 250th, and 261st). All district courts are created by the state. District judges are elected for four-year terms by the voters of Travis County and must be at least 25 years old, a qualified voter, a county resident, and must have been a practicing attorney or judge of a Texas court for four years before election to the court. District judges are paid by the state, with Travis County supplementing the state salary. Each of the 11 district courts has a court reporter, a bailiff, and a clerk.

District courts have original jurisdiction in divorces and adoptions, felonies, land titles, and cases exceeding \$500 (overlapping with county courts). This court also deals with limited appeals from lower courts and administrative boards, administrative appeals to state agencies, and state tax cases. The courts will appoint an attorney to represent jailed or indigent criminal defendants.

All district courts in Austin handle domestic relations cases. The domestic relations office has been established to collect, record, disburse, and enforce child support payments ordered by the courts.

District judges also have specific administrative duties.

The district clerk is a custodian of all records on file in the district courts.

## **JUVENILE COURT**

The juvenile court has jurisdiction of children from 10 to 17 years of age who have violated the law. The court conducts adjudication hearings to determine the guilt or innocence of the child and, if guilty, conducts hearings to determine the appropriate disposition of each case. The court supervises the operation of Gardner House, a 37-bed, short-term juvenile detention center, and conducts hearings to determine whether a child should be kept in detention or released. All children appearing in juvenile court must be represented by an attorney and the county provides a public defender for children of indigent parents.

## **DISTRICT COURT JURIES**

A grand jury of 12 members is selected from a list of 20 names prepared by the jury commission. The three- to five-member jury commission is appointed by a district judge. The first 12, in order selected, are chosen to serve. The jurors meet for two to three months, twice a week, and are paid per day.

The grand jury is principally an investigative body which hears sworn testimony to decide whether to indict or dismiss charges of a criminal nature. Offenders charged with a felony must receive a grand jury indictment before a trial can take place. In some cases, misdemeanors may require grand jury indictment before a trial may occur.

Petit jurors are chosen from a list of approximately 600 names selected by computer from the voter registration lists.



District court jurors must be qualified voters, literate, and have no felony convictions.

### **PERSONAL BOND OFFICE**

The personal bond program was begun by the county government in 1967 to allow the release from jail of those individuals deemed trustworthy enough to return to court when so ordered. The program also helps control a continually rising jail population, minimizes the defendant's lost work time, and allows a more thorough defense preparation for upcoming trials.

Personal recognizance bonds are an increasingly utilized form of pretrial release in the Travis County jail system. The Personal Bond Office makes over 700 bonds a month.

### **JUVENILE BOARD**

State law establishes a Juvenile Board, composed of all district judges and the county judge, to designate which district court sits as the juvenile court and set the policy and establish the budget for the juvenile probation department. The 126th district court is designated as juvenile court.

### **PROBATION OFFICES: JUVENILE & ADULT**

Student interns and volunteers assist the juvenile probation officers, who use the team method in case work. An estimated 300 cases a year are handled by each team.

Juvenile probation officers are required to have a bachelor's degree in behavioral science. The Juvenile Board appoints the chief juvenile probation officer who administers the Juvenile Probation Department. This department is also responsible for delinquency prevention, Gardner House, and domestic relations.

The Adult Probation Department handles approximately 6,000 cases a year. The office has five branches which offer treatment and rehabilitation. The Adult Probation Department also handles presentencing investigations in 90% of the felony cases.

Adult probation officers must have a bachelor's degree from an accredited college and one year of graduate study in a field approved by the Texas Adult Probation Commission and one year of experience in case work or counseling with an agency approved by that commission. The chief adult probation officer is appointed by the district judges.

### **COURT RELATED PROGRAMS**

The Juvenile Delinquency Prevention Project provides counseling and placement of juvenile delinquent offenders. Pre-delinquent individuals are referred to this program by the police, schools, or parents; or they may voluntarily place themselves on probation with the agency. Funding comes from Travis County.

Austin/Travis County Alcohol Counseling Services counsels offenders and their families who are experiencing problems because of alcoholism or alcohol abuse. It also conducts an alcohol education program for offenders as required by law. Its primary sources of funds are the City of Austin, Travis County, and fees.

The Intensive Supervision Program is an alternative to incarceration funded by the legislature to change high-risk and high-need probationers into law-abiding citizens through the providing of court-ordered, community-based services. This results in documentable diversions of felons from incarceration in the Texas Department of Corrections while maintaining community protection.



# 8

## FINANCE

### CITY OF AUSTIN

Authority to finance municipal government lies with the city council and the electorate. The city council levies taxes, sets utility charges, and approves the budget. The electorate passes municipal bond issues and expresses its support or opposition to the budget through participation in public hearings. Unlike most cities, Austin voters consider revenue bonds as well as general obligation bonds at the polls. Legal opinion differs as to whether state law supercedes this city charter requirement, and it is sure to be tested in the courts should the city issue revenue bonds without voter approval.

Once the authority is given by the city council, budget administration becomes the responsibility of five city departments: Management and Budget, Finance, Auditing, Tax, and Purchases and Stores. Auditing reports directly to the city manager as required by the city charter, and the others report to the deputy city manager.

#### **OFFICE OF MANAGEMENT AND BUDGET**

This office administers the preparation and administration of the Annual Financial Plan and the Capital Improvements Program; researches, develops, and correlates information to aid the city manager in formulating budgetary and policy recommendations; conducts management studies leading to improvements in municipal operations; provides special staff assistance in launching new programs and administrative procedures; explores alternative financing approaches for city services; and monitors expenditures to assure compliance with the adopted budgets.

#### **FINANCE DEPARTMENT**

Responsibility is assigned here for accounting, receipts and disbursements, utility customer service, investment funds, financial planning, and debt management. The director of finance is appointed by the city manager and is required by the city charter to have knowledge of municipal accounting and experience in budgeting and financial control. The director is also required to provide bond. The duties of the director of finance include maintaining a general accounting system for the city; exercising financial control over all offices, departments, and agencies of the city; certifying the availability of funds for all proposed expenditures; preparing and marketing of bonds; submitting to the council through the city manager a monthly statement of all receipts and disbursements; and preparing a complete financial statement at the end of the fiscal year.

#### **AUDITING DEPARTMENT**

This office is responsible for the internal audit of the financial records and administrative procedures of each department of the city on a regular basis. Duties also include special investigations, audits, and surveys as directed by the city manager.



CITY OF AUSTIN BUDGETS 1978-1983  
WHERE THE MONEY COMES FROM  
(Percentage of Revenues)

Total revenues* (in millions)	415.1	475.8	634.7	769.6	896.7
Electric Charges	41.4	48.4	50.1	47.0	46.7
Water and Wastewater	7.8				
Hospital	7.9	8.3	6.5	7.5	6.5
Other Enterprise Funds	3.5	8.2	7.7	7.0	6.5
Property Tax	8.6	3.4	3.9	3.4	3.5
				6.1	6.3
General Government	15.6	8.0	6.6	12.5	12.2
		10.2	12.6		
Beginning Balances	15.2	13.5	12.6	16.5	18.3
	Actual 1978-79	Actual 1979-80	Actual 1980-81	Estimated 1981-82	Adopted 1982-83
Net revenues (in millions)	382.0	442.8	596.1	723.2	842.8

\*Total revenues include interfund transfers, which are computed as expenses in the chart opposite.



**CITY OF AUSTIN BUDGETS 1978-1983**  
**WHERE THE MONEY GOES**  
(Percentage of Expenses)

Total expenses* (in millions)	355.1	399.0	507.1	604.9	741.6
Electric Fuel	23.1	27.4	32.5	30.3	35.5
Electric Operations	5.6				
Water and Wastewater	4.6	7.5			
Hospital	9.4	4.9	11.9	11.4	10.3
Other Enterprises	4.5	10.0	4.4	5.3	4.7
General Government	21.9	4.2	8.7	8.9	7.8
			4.0	4.0	4.0
		23.5	20.0	20.3	19.8
Debt & CIP	30.9	22.5	18.3	19.8	17.9
	Actual 1978-79	Actual 1979-80	Actual 1980-81	Estimated 1981-82	Adopted 1982-83
Net expenses (in millions)	322.1	366.0	468.9	558.5	687.7

\*Total expenses include interfund transfers.



## **TAXATION DEPARTMENT**

The Taxation Department provides appraisal services for the Travis County Appraisal District. Current and delinquent property tax collection is done by the Travis County Tax Assessor-Collector. The city Taxation Department does billing and collection of property taxes for city properties outside Travis County (approximately 450 parcels), collects hotel occupancy tax, processes liquor licenses and beer and wine permits, and receives sales tax revenue.

## **PURCHASES AND STORES DEPARTMENT**

This department is the contracting agency for the city in the acquisition of all goods, construction, professional, and other services, franchises and concessions. It is also responsible for the inventory management of all city materials and the disposal of all surplus materials. Other functions include microfilming, office supply, and mail and messenger services. There are five divisions within the department: Purchasing, Central Stores, Materials Controls, Office Services, and Hospital Purchases and Stores.

## **CITY BUDGETS**

The City of Austin operates under two budgets, a Capital Improvements Program and an Annual Financial Plan. Each is developed, reviewed, and approved independently of the other.

### **CAPITAL IMPROVEMENTS PROGRAM (CIP)**

The City of Austin develops a six-year CIP in even-numbered years. Department heads draft proposals for items of a permanent nature (construction projects, land acquisition, and land development). These are examined by the city staff in terms of engineering feasibility, environmental impact, financial feasibility, conformance to established plans, and response to public need. By late spring, the plan is presented to the Planning Commission and reviewed extensively by it and by other boards and commissions. Public hearings are held by the Planning Commission to allow for citizen input. Recommendations are then made by the Planning Commission and are sent to the city manager. The city charter requires that the Planning Commission submit these recommendations to the city manager not less than 90 days prior to the beginning of the budget year (October 1).

By early summer the city manager presents the CIP to the city council along with a list of recommendations. More public hearings are held by the council. Usually, by late summer the CIP budget is passed by the council.

In those years when needed, a bond election is then called. Authorization of bond money is requested for one or usually for several years' programs. Legally, bond money cannot be transferred from one bond fund to another, e.g., from public works to library. Current city council policy further restricts the money to those projects voted on, unless there is an emergency situation.

The first or current year of the CIP is commonly called the Capital Budget. In the odd-numbered years there is an inhouse or staff review of the current CIP projects. However, there is still opportunity for further citizen review and input, since each project appears before the city council one last time for the request of funding.



## ANNUAL FINANCIAL PLAN

The Annual Financial Plan represents a complete fiscal plan for the upcoming fiscal year. Through this budget, financial and personnel resources are allocated among municipal service areas for an entire year. It is the most comprehensive statement of fiscal policy published by the city.

The Annual Financial Plan is used by the city council as an important planning document and a framework for the development of public policies. Through this plan, the city council selects administrative responses to the needs of the city and the level of services to be provided. The plan also serves as a mechanism for accountability of the public's tax dollars.

The city charter requires the plan to contain: 1) a budget message prepared by the city manager to outline the proposed fiscal plan for the city and describe significant features of the budget for the forthcoming fiscal year, as well as a general budgetary summary showing the relationship of total proposed expenditures to total expected revenues; 2) detailed estimates of all proposed expenditures, anticipated income (including delinquent taxes and an estimated percentage of collectable taxes), and a statement of the city's indebtedness; 3) a complete draft of the appropriating ordinances, tax levying ordinances, and any other ordinance necessary to effectuate the budget.

The Annual Financial Plan must be submitted to the city council at least 30 days prior to the beginning of the fiscal year. The council then orders at least one public hearing on the budget. The budget must be approved no later than the 27th of September.

The plan is in effect for the budget year when final adoption occurs. Copies of the plan are required by the city charter to be filed with the city clerk, the county clerk of Travis County, and the state comptroller of public accounts. Copies are also available for use by the general public in the public library.

The charter provides a limited amount of flexibility in administering the budget. The council may transfer any unencumbered appropriation balance or portion thereof from one office, department, or agency to another. The city manager has the authority, without council approval, to transfer appropriation balances from one expenditure account to another within a single office, department, or agency of the city. The manager also has the discretion to realign personnel positions. Any amendment to the Annual Financial Plan must be accompanied by a Fiscal Note Ordinance and an impact assessment of how the proposed program or expenditure will affect the plan.

## CITY REVENUE

The General Fund is the primary operating fund of the city. This fund is supported by property tax revenue, sales taxes, transfers from enterprise funds, federal revenue sharing and other state and federal grants, interest income, and various fees, charges, and fines. The General Fund finances services and activities in the areas of public safety, health, recreation, social services, urban transportation, urban growth management, city administration, and fiscal management.

Proprietary, or enterprise, funds are established for city activities which are basically self-sustaining or which provide goods or services for other city departments. The funds include building inspection, water and wastewater, electric, hospital, airport, auditorium and convention center, transit, parks and recreation, and solid waste division.



## **CITY TAXES**

The city's ad valorem or general property tax rate is established each year when the Annual Financial Plan is approved. State law sets \$2.50 as the maximum total taxation on \$100 assessed valuation. The Austin City Charter, however, limits the tax rate to \$1.50: \$1.00 for general operating expenses and \$.50 for debt retirement.

Although the tax rate has decreased in recent years, actual tax dollar amounts are increasing for individual properties because of appreciation, and for the city as a whole because of inflation and growth. Under state law, initiative and referendum for a property tax roll back is permitted when the tax revenue for operating purposes on existing property increases over 8%. The city manages to stay under this annual increase through increased use of user fees and transfers from the city owned and operated utilities.

The City of Austin allows property tax exemptions of \$20,000 to citizens who are age 65 or older, and of \$1,500 to \$3,000 to disabled veterans based on the percentage of their disability. Designated historical structures are also given property tax exemptions: residential buildings are allowed 100% exemption and 50% is allowed on the land necessary for that structure; commercial buildings are allowed 50% for the building and 25% for the necessary land.

## **MUNICIPAL BONDS**

Most of the projects in the city's Capital Improvements Program are financed by borrowing. For the City of Austin, debt takes the form of tax-exempt municipal bonds.

General obligation bonds are secured by the full faith and credit of the city, and the taxing power of the city is pledged to pay principal and interest payments. Property taxes are levied in order to make these payments.

Revenue bonds are sold to finance revenue-producing facilities such as water, sewer, and electrical systems improvements. Principal and interest payments are made from the revenue produced by the facilities which were financed by the bonds. Revenue bonds are not included in the general limitations upon debt or taxing powers of local government and are not backed by the full faith and credit of the local government. For this reason interest rates on revenue bonds are always higher than they are for general obligation bonds.

The certificate of obligation is a mechanism for short-term borrowing with interest rates usually negotiated and secured by future revenues of the city. These are used in the unusual circumstance of a shortfall, when a bid on a project comes in slightly over the voted amount, or in an emergency such as severe flooding when repairs have to be made immediately.

The city's bonds are rated by Moody Investment Service and Standard and Poor's, the two major bond rating firms in the nation. Austin has a very favorable rating.

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## **TRAVIS COUNTY**

Responsibility for financial control in Travis County lies with the commissioners court. The four commissioners and the county judge have budgetary control over all county offices, supervise the expenditure of all county money, set the annual tax rate, and approve the tax roll.

Financial management of the adopted annual operating budget is the responsibility of three county officials: the tax assessor-collector, the treasurer, and the auditor.



## **TAX ASSESSOR-COLLECTOR**

Duties of this office include collecting the ad valorem tax for the county. This office also handles the registration and transfer of ownership of all motor vehicles in the county, collects the motor vehicle state sales tax, issues voter certificates for use in all elections, and issues liquor, beer, and wine licenses. The tax assessor-collector also collects the property taxes for many other taxing entities in Travis County, including the City of Austin and the Austin Independent School District, for a fee.

## **COUNTY TREASURER**

The county treasurer is the chief custodian of county finances. Duties of this office include receiving all money belonging to the county, keeping this money in the designated depository, and investing or disbursing the money as directed by the commissioners court.

## **COUNTY AUDITOR**

This officer is the chief budget and finance officer of the county and functions to provide a system of checks and balances with the other two offices. The county auditor prescribes the accounting system used in collecting taxes, fees, fines, and other county money. This office makes monthly audits of the various departments which handle county funds. The auditor's office also compiles a proposed annual budget and keeps payroll records.

The auditor is appointed for a two-year term by the 11 district judges.

## **REVENUE AND EXPENDITURE**

Tax monies represent the major source of county funding, providing approximately 55% of total county income in 1981. Other sources of income are fees and charges, general revenue sharing funds, earned interest, and other revenues.

County expenditures are made under seven separate funds: General, Special Road and Bridge, Farm-to-Market Road, Debt Service, Law Library, Right-of-Way, and Bond.

The General Fund finances the various county departments including the court system, the sheriff's department, juvenile probation offices, and the various other administrative offices and social services provided by Travis County. This fund represents approximately three-fourths of the total budgeted expenditures (excluding bond monies).

The Special Road and Bridge Fund and the Farm-to-Market Road Fund provide the operating expenses for the construction and maintenance of the roads and bridges in each of the four commissioners' precincts.

## **COUNTY BUDGET**

In 1982 Travis County changed its fiscal year from the calendar year to one beginning October 1st and ending September 31st of each year. In early summer, the Department of Personnel and Budget begins compiling the budget document to be presented to the commissioners court for approval in October. The county auditor, as the official budget officer, also presents a proposed budget to the court for consideration.

The commissioners court has the authority to make budget amendments and adjustments in the form of transfers. Emergency budget amendments may



TRAVIS COUNTY BUDGETS 1977-1981  
WHERE THE MONEY COMES FROM  
(Percentage of Revenues)

Total Revenues (in millions)	20.6	23.0	24.0	29.6	38.4
Taxes	55.8	52.0	58.8	59.5	55.4
Fees	15.2	18.5	23.3	20.2	17.8
Revenue Sharing	8.5	6.9			10.8
Grants		1.2			
Interest	4.3	1.5		4.0	
	2.0		5.1	1.3	1.3
Other	14.2	20.8	.9	5.9	3.5
			3.2		
			8.7	9.1	11.2
	1977	1978	1979	1980	1981



TRAVIS COUNTY BUDGETS 1977-1981  
WHERE THE MONEY GOES  
(Percentage of Expenses)

Total expenses (in millions)	21.2	25.1	26.7	34.5	41.7
General Fund	74.8	71.2	71.5	62.3	64.5
Road & Bridge				13.4	10.0
Debt Service	14.6	14.9	16.4	3.1	4.4
		2.1	2.0	7.0	6.3
Farm to Market	2.5			1.4	1.5
Other	7.6	7.4	7.6		
Jail*	.5	4.4	2.6	12.8	13.3
			1.7		
	1977	1978	1979	1980	1981

\* Construction of new jail began 1979

Note: Expenditures appear to exceed funds available, however, revenues do not include beginning cash surplus.



be made throughout the fiscal year. These transfers and amendments are looked into and recommended by the Department of Personnel and Budget.

## **COUNTY TAXES**

The county tax assessor-collector is charged with collecting several types of taxes. County ad valorem taxes are based on 100% of fair market value. Total 1982 assessed valuation for Travis County was approximately \$12 billion. Homestead exemption for county taxes are set at 20% of appraised value, and county residents 65 years old or older are allowed an additional exemption of \$25,000. Travis County levies a general property tax and a farm-to-market road tax as well. The tax assessor-collector also collects the state and local occupational tax applied to beer and wine wholesalers and pistol dealers.

## **TRAVIS COUNTY APPRAISAL DISTRICT**

The Travis County Appraisal District consists of 41 taxing entities within Travis County. It is governed by a nine-member board of directors who represent the various jurisdictions. They serve two-year terms beginning January 1 of even-numbered years.

The Travis County Appraisal District is responsible for listing and appraising taxable property within the district and for providing local remedies for property owners.

The appraisal district board employs a chief assessor who is responsible for the overall operation of the appraisal office and the appraising process, and who prepares an annual budget for approval and adoption by the board. Costs of operating the appraisal district are allocated to the taxing entities based on their proportion of the total property tax levied in Travis County.

The appraisal district board appoints nine qualified individuals, to serve two-year staggered terms, to the Travis County Appraisal Review Board. The appraisal review board inspects the chief appraiser's appraisal records annually, holds hearings and decides challenges by taxing entities and individual taxpayers, and approves appraisal records so the tax rolls may be certified.

### **Travis County Appraisal District**

Austin ISD	WCID's #10, #12, #14, #15, #17, #18, #19, #20, #21
Coupland ISD	WCID Point Venture
Del Valle ISD	Davenport Ranch MUD
Dripping Springs ISD	Hurst Creek MUD #1
Eanes ISD	Lakeway MUD
Lago Vista ISD	Lost Creek MUD
Lake Travis ISD	Northwest Travis County MUD's #1, #2
Manor ISD	North Austin Growth Corridor MUD #1
Pflugerville ISD	South Austin Growth Corridor MUD #1
City of Austin	Southwest Travis County MUD #1
City of Lakeway	Travis County MUD
City of Manor	Travis County Rural Fire Prevention Districts #1, #2
City of Pflugerville	Travis County
City of Rollingwood	State of Texas
City of Sunset Valley	
City of West Lake Hills	
Village of Creedmore	



# 9

## INFRASTRUCTURE

### CITY OF AUSTIN

#### **PUBLIC WORKS DEPARTMENT**

The Public Works Department provides a wide variety of maintenance, construction, and managerial services through its divisions.

#### CEMETERY

The cemetery division is responsible for the five city-owned cemeteries and the Travis County International Cemetery. Management includes scheduling of interments, maintenance of records, and care of the grounds.

#### CONSTRUCTION INSPECTION

This division carries out the quality assurance inspection of all drainage facilities, street paving, and other public facilities in all subdivisions within the five-mile extraterritorial jurisdiction of the city. It also provides for inspection and coordination of Public Works and Parks and Recreation Departments construction projects under the CIP program.

#### ENGINEERING

The engineering division engages in six activities: engineering design, watershed management, subdivision review, planning and administration, surveying and utility coordination, and consultant projects. Responsibilities include engineering design services for Capital Improvement Projects of city departments including streets, drainage, bridges, parking lots, runways, sidewalks, hike and bike trails, and flood control facilities. It also provides storm water management, including drainage basin studies, and drainage master plans to guide future subdivision development and capital improvement programs.

#### PUBLIC BUILDINGS

This office engages in five activities: project management, contract administration, architectural services, building maintenance (including energy management), and building services. It provides architectural and engineering services to all city departments for the purpose of planning and constructing new buildings or facilities as approved in the CIP. It also manages city-owned buildings and provides design, construction, alteration, and upkeep for city buildings.

#### REAL ESTATE

This division acts as the city's real estate agent; it is responsible for the appraisal, acquisition, and management of real property for all city departments.



## STREET AND BRIDGE

This division is responsible for the maintenance of more than 1,250 miles of streets and sidewalks, 200 miles of drainage facilities, 450 bridges, and 15,000 inlets. It patches approximately 25,000 potholes annually, repairs street cuts, and provides preventive maintenance with seal coating and repaving processes. Citizen complaints are investigated and resolved at this level.

## SOLID WASTE SERVICES

This division is responsible for the regular collection and disposal of residential and commercial refuse and trash within the city. By law, all single-, two- and three-family residences must use the city collection service. All others have the option of using either city service or a private hauler. Street cleaning and recycling are functions of this division.

## **BUILDING INSPECTION DEPARTMENT**

The Building Inspection Department is responsible for the enforcement of zoning regulations, building codes, and those ordinances which control outside advertising, establishments selling alcoholic beverages, mobile home parks, and boat docks and houseboats on Austin's lakes.

The building inspector uses legal tools, i.e. zoning ordinances, to regulate land use in terms of occupancy, height, density, and lot size. These ordinances are designed to prevent overcrowding of the land and streets, and to facilitate the provision of transportation, water and sewage, education, and recreational services.

Deed restrictions are also legal prohibitions against certain uses of residential property, but they are only enforceable in court. These restrictions are created by an owner of real estate when included in the deed, and typically involve prohibitions against such items as detached buildings, use of the land for other than residential purposes, use of certain building materials, or appearance requirements.

The Building Inspection Department issues permits for all new construction and remodeling or renovation of existing structures. Permits are also required for plumbing, electrical, and heating/air conditioning work. The latter types of work, plus roofing and siding, are typically done by licensed persons, but in some circumstances, non-licensed home owners are permitted to work on their own homesteads.

Minimum building standards apply to both new and existing structures and all existing structures within the city are inspected routinely.

The building inspector determines whether a unit found to be sub-standard is repairable or should be demolished, and the property owners are given 14 days to comply with the inspector's orders. If the unit is repairable and the owner does not respond, legal action is initiated. The owner of a unit recommended for demolition must comply with the order or appeal the case to the Buildings Standards Commission which has the authority to either grant an extension of time or to issue an order for immediate demolition. An appeal of the commission's order for demolition may be made to the city council.



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## TRAVIS COUNTY

Travis County has no authority to make ordinances and, therefore, does not regulate land use and construction within its limits. The county commissioners, however, can intervene and regulate construction which constitutes a distinct hazard to human life. An example of this is the issuance of permits for all structures to be built within the flood plain.

The City of Austin regulates subdivision development within a five mile radius of its limits. Although the city cannot regulate where these subdivisions are placed, or other aspects of land use, it can require that construction conform to the city's subdivision ordinance and electrical, plumbing, and heating/air conditioning codes.



# **10** **PLANNING**

## **CITY OF AUSTIN**

### **PLANNING DEPARTMENT**

The general function of this department includes overall planning for a wide range of subjects such as land use, zoning, transportation, historic preservation, and other urban development. Working closely with and providing staff assistance for the Planning Commission, this department accepts, processes, reviews, and makes recommendations for zoning, subdivisions, annexations, special permits, Planned Unit Developments (PUDs), and street and alley vacations.

The Planning Department provides basic demographic estimates and projections, and special studies, reports, and research and analysis as requested by the Planning Commission and city council. These are available to the public. Examples include the Annexation Plan, Housing Condition Study, Loop 360 Study, Census Newsletters, and Basic Data.

### **MASTER PLAN**

Comprehensive planning involves the development of new and revised policies, programs, and ordinances to implement Austin's master plan, the Austin Tomorrow Comprehensive Plan (ATCP) which was conditionally adopted in 1977. Final adoption took place in 1979 with the approval of Chapter IV—Growth Management. The master plan was the result of extensive citizen participation, the Austin Tomorrow Goals Program. This program was conducted over a three-year period, and involved some 3,500 residents in 50 neighborhood meetings held throughout the Austin area.

A major program to evaluate and possibly revise the ATCP is due in 1983. A citizen-based process to revise the physical growth pattern in Chapter IV, if necessary, and the policies and guidelines to achieve the associated objectives is underway. The schedule for additional amendments and monitoring reports is provided in the master plan document. Copies may be obtained through the Planning Department. Amendments to the master plan must be considered by the Planning Commission before they are sent to the city manager for submission to the city council. The council must hold at least one public hearing before all or part of the recommended plan or amendment is approved.

### **OTHER PLANNING TOOLS**

#### **SUBDIVISION ORDINANCE**

The purpose of the subdivision ordinance is to provide regulations, standards, and procedures for converting raw land into building lots or sites in an orderly, safe, and beneficial manner within the city and its extraterritorial jurisdiction to promote the health, safety, and general welfare of the community. The ordinance regulates the subdivision and development of land in accordance with the ATCP.



## **ZONING ORDINANCES**

Zoning ordinances specify how land is to be used. Such land-use regulation is grounded in the fundamental legal tenet that an overriding public interest of general, widespread benefit asserts a superior claim over private property. Over its 70-year history, zoning has become a municipal tool by which to regulate building height, bulk, density, and use.

## **CAPITAL IMPROVEMENT PROGRAM (CIP)**

The master plan is used as a guide for the development of ordinances, codes, and the Capital Improvement Program (CIP) with its annual budget, effecting the implementation of the plan. The location, timing, and capacity of capital improvements—public facility construction—is one of the most important elements in implementing the growth management goals of the plan. The process of developing the CIP begins in February, when city departments compile their annual CIP budgets. The budget items are presented to the Planning Commission in April. The Planning Commission is charged with reviewing the proposed CIP items in light of the master plan and with holding public hearings. The Planning Commission forwards its recommendations to the city council which approves a five-year CIP after additional public hearings.

## **PLANNING COMMISSION**

The Planning Commission is composed of nine members appointed by the city council for two-year staggered terms. Members of the commission are unpaid. The commission is responsible for making recommendations to the city council concerning zoning change applications, CIP budget, development-related codes and ordinances, and revisions to the ATCP. In addition, the commission makes final decisions on subdivision applications.

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## **TRAVIS COUNTY**

### ***CAPITAL AREA PLANNING COUNCIL (CAPCO)***

The Capital Area Planning Council is a voluntary association of local governments within a ten county area surrounding Austin. As a council of governments, CAPCO's actions are advisory in making recommendations affecting the region. CAPCO's basic functions are to plan for the development of the area, assist member local governments in the provision of services, and to review and comment on applications for federal or state financial assistance. Planning programs sponsored by CAPCO include rural and economic development, emergency medical services, aging and alcohol-abuse programs, and criminal justice. A regional directory providing information on each local government and independent school district within the ten-county area is published annually.



# 11 SOCIAL SERVICES

## CITY OF AUSTIN

### **HUMAN SERVICES DEPARTMENT**

The Human Services Department administers several small grants and three major federal grants: the Community Development Block Grant (CDBG), the Comprehensive Employment and Training Grant (CETA), and the Community Services Administration Grant (CSAG). It also administers and monitors contracts with private social service agencies.

#### PROGRAM RESEARCH AND PLANNING DIVISION

The program research and planning division administers the development of the city's annual community development block grant program through the development and management of the citizen participation schedule, and designs, reviews, and coordinates housing and economic development programs which focus on neighborhood and commercial revitalization. The division also addresses property-related problems in targeted areas via the operation of urban neighborhood centers.

The program research and planning division works with the Social Policy Advisory Committee and the Community Development Commission in the planning and provision of social services.

#### SOCIAL POLICY ADVISORY COMMITTEE (SPAC)

SPAC is a 12-member committee drawing three members each from the city, county, AISD, and the United Way. SPAC works with the governmental, public, and private sectors of the county to coordinate the provision of social services within Travis County.

#### COMMUNITY DEVELOPMENT COMMISSION

This 18-member commission was created by the city council in 1974. Twelve members are appointed by the city council and six are elected to represent designated low-income target areas or community development districts. A local governing unit must maintain a board or commission of this nature to administer certain federally funded programs. The Community Development Commission conducts public hearings, reviews relevant materials, and makes recommendations concerning the allocation of federal funds through community development and community services block grants.

#### COMMUNITY ACTION DIVISION

This division operates a network of seven urban neighborhood centers whose purpose is to provide information and referral services to residents of the city. These include assistance with employment, housing, and nutrition. General assistance to individuals and families in crisis is also provided. Neighborhood center facilities are also available to citizens, groups and organizations, and to other city departments requiring programming or meeting space.



### Urban Neighborhood Centers

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Clarksville	1807 West 11th Street
East First Street	1619 East 1st Street
Montopolis	1700-D Montopolis
Rosewood	1906 Chicon
Rosewood/Zaragosa	2800 Webberville Road
St. Johns	7100 Bethune
South Austin	2414 Oak Crest

### MANPOWER DIVISION

This division is the administrative arm of the Capital Area Manpower Consortium, which assists the unemployed by providing training and employment programs. It administers all grants received from the U.S. Department of Labor. The objective of the division is to equitably distribute and account for all resources throughout the urban and rural communities in the Capital Area Manpower Consortium. Towards this end, the division works with the Manpower Advisory Planning Council and the Private Industry Council.

#### MANPOWER ADVISORY PLANNING COUNCIL (MAPC)

Created by the Comprehensive Employment and Training Act (CETA) of 1973 to establish the goals, policies, and procedures for its manpower program, this 29-member board draws its members from the City of Austin (15 members, one of whom is the city manager), Travis County (two members), and eight other central Texas counties. Members serve one-year terms.

#### PRIVATE INDUSTRY COUNCIL (PIC)

The PIC was established by the Capital Area Manpower Consortium to direct the private sector initiative program. It works to increase the involvement of the business community, including small businesses, minority business enterprises, and labor organizations in employment and training activities under CETA. The council consists of 13 members: nine chosen by the city council, one from Travis County, and two rural representatives chosen from the other counties in the consortium. Members serve one-year terms.

### **HUMAN RELATIONS DEPARTMENT**

This department investigates and mediates complaints of discrimination in the areas of employment, housing, education, and public accommodations and services through city ordinances, including the City Contractors Ordinance, Equal Employment Opportunity Ordinance, Public Accommodations Ordinance, and Fair Housing Ordinance. The department provides staff support for the Commission on the Status of Women and the Human Relations Commission (see Appendix). The Human Relations Department also investigates discrimination complaints of city employees as part of the city's internal discrimination complaints process.

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## **TRAVIS COUNTY**

### **DEPARTMENT OF HUMAN SERVICES**

This department is responsible for the administration and operation of county human and social services through eight programs. It is also administratively responsible for the county's contracts with other social service agencies.

The department director, who is appointed by the commissioners



court, is responsible for the supervision of programs administered by the department and the review of all social service agencies' requests for funding, and acts as a liaison between private agencies and organizations.

#### EMERGENCY ASSISTANCE SERVICE

The emergency assistance service provides housing assistance (help with rent and utility payments), food assistance (grocery vouchers), burial assistance, and other types of short-term emergency assistance.

#### FARMERS MARKET AND COMMUNITY GARDENS

The county provides staff assistance to the University Y to operate a fee-paid Community Gardens program wherein individuals lease small plots of land to grow vegetables and flowers for their own personal use and consumption. The farmers market, located at 6th Street and I.H. 35, provides a marketing outlet to support local agricultural production and to enable consumers to obtain quality produce at reasonable prices.

#### RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

This program recruits people 60 years old or older to volunteer at nonprofit organizations. The program provides insurance and limited reimbursements for volunteer meals and travel in addition to other support and volunteer recognition. It is a federal Action program.

#### RURAL COMMUNITY ACTION PROGRAM

This program gives assistance to low-income rural individuals in a wide variety of areas: information and referral, nutrition, adult and basic education classes, tutors for educational needs, transportation, counseling, notary services, and medical attention through the mobile health van which serves centers on a rotation basis.

##### Rural Centers

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North Rural Center	Woodcreek Village Center, Pflugerville
South Rural Center	3518 FM 973, Del Valle
East Rural Center	Parsons Street, Manor
West Rural Center	6118 Highway 290 West

#### RURAL MEDICAL ASSISTANCE PROGRAM

Medical and dental care is provided for low-income county residents living outside the Austin city limits.

#### SERVICES FOR THE DEAF

This program provides advocacy and self-help counseling for deaf persons. It also coordinates deaf interpreting services for the whole community.

#### VISTA

Local and national VISTA volunteers work on several projects in rural Travis County. The emphasis of the projects is on senior citizen needs and community organizations.



## WEATHERIZATION

Weatherization provides assistance to low-income residents of Travis County, particularly elderly and handicapped persons, to seal their homes against extreme weather. The objective is to lower utility bills and teach energy conservation.

## **SOCIAL POLICY ADVISORY COMMITTEE**

The Social Policy Advisory Committee is a 12-member deliberative body composed of three members each of the Austin City Council, the Travis County Commissioners Court, the Austin Independent School District, and the Capital Area United Way Board of Directors. Ad hoc membership includes representatives from the Austin Area Human Services Association, the Community Development Commission, and the Texas Department of Human Resources.

The primary purpose as stated in the by-laws is to "develop a comprehensive social policy to guide the efforts of government and the Capital Area United Way in the provision of human services for all citizens of Austin and Travis County."

## **PRIVATE COMMUNITY-BASED SOCIAL SERVICES FUNDED BY LOCAL GOVERNMENTS**

In addition to the direct social services rendered by local governments, the City of Austin and Travis County fund community-based nonprofit agencies. There is a single application and review procedure implemented by the Social Policy Advisory Committee, with each governmental entity making its own decisions on final funding. Most of these agencies receive funding from multiple sources and most assess fees on a sliding scale. Those not mentioned in other sections of this guide are listed below. Also, see Health Care, Chapter 12.

A comprehensive listing of governmental and private social service agencies in the Austin area is available from MHMR, 1430 Collier, Austin. It describes services, eligibility, cost, and place to contact.

## CHILD CARE

Austin Community Nursery (pre-school); Austin Families (referral service); Child, Inc. (ages six weeks to five years); Extend-A-Care, Inc. (school age).

## CRISIS INTERVENTION

Austin Rape Crisis Center; Center for Battered Women (residential services).

## EMERGENCY ASSISTANCE/FOOD PROGRAMS

Caritas (emergency assistance food, clothing, utilities, transportation); Capital Area Food Bank (food for qualifying agencies); University Y—Community Gardens.

## ELDERLY

Services for the Elderly (homemaker and social services); United Action for the Elderly (Meals on Wheels and Telephone Reassurance for the homebound).



## FAMILY PLANNING

Planned Parenthood; People's Community Clinic; Teenage Parent Council.

## HALF-WAY HOUSES

Residential services. Community Bound (vocational-ready adults with psychiatric histories); Vaughn House (employable multi-handicapped deaf adults); Dismas House, service of Developmental Assistance for Rehabilitation (transition from penal institutions).

## PROFESSIONAL SERVICES

Legal Aid (legal); People's Community Clinic (medical).

## REHABILITATION AND COUNSELING

Austin Child Guidance/Evaluation Center (ages 0–17); Austin Council on Alcoholism; Capital Area Rehabilitation Center (physical, occupational, speech, and audio therapy and services); Child and Family Services (individual and family counseling); Development Assistance for Rehabilitation (transition from penal institutions).

## RETARDED

Austin Association for Retarded Citizens (advocacy and referral); Open Door Preschool (ages 2–8), handicapped and non-handicapped integrated); Trinity Center Extend-A-Care (after school care ages 4–21).

## TRAINING AND EMPLOYMENT

Austin Resource Center for Independent Living (physically and mentally disabled); Austin Urban League; Austin Women's Center; Max Gochman Center for Cerebral Palsy; University Y—Women Space.

## YOUTH

Big Brothers/Big Sisters (age 7–15 from single-parent homes); Gents Club (counseling and guidance); Middle Earth (ages 13–17, counseling, emergency shelter); South Austin Neighborhood Youth Bureau; Youth Advocacy (drug abuse problems); Youth Employment Service (ages 14–18 attending school).

## THE VOLUNTEER CENTER

The center records volunteer needs of both public and private agencies and gives citizens information and referrals for volunteering.

## HOTLINE: 472-HELP

A hotline funded by the City of Austin, Travis County, and the Austin Independent School District is a 24-hour service with centralized information and referral capability to help callers find any human service in Travis County. Call 472-HELP.



# 12 HEALTH CARE

## AUSTIN & TRAVIS COUNTY

### *AUSTIN-TRAVIS COUNTY HEALTH DEPARTMENT (ATCHD)*

As a public health agency, the Austin-Travis County Health Department is dedicated to the well-being of the individual through the prevention of illness and disease, promotion of health, and protection of the environment. It is responsible for assisting the individual, family, and the community in developing and maintaining the optimum level of health. This is achieved by actively involving the individual in the planning process of matching medical needs with the services available through the department, and by assisting those who currently face medical problems and desire to change harmful health habits which may be their cause.

#### FUNDING

ATCHD programs are funded by city, county, state, and other third-party reimbursements. The City of Austin's general fund is the major source of funding. Other sources include federal money: family planning grants; a grant from the U.S. Department of Agriculture for the Women, Infants, and Children Supplemental Food Program (WIC); and Titles XVIII, XIX, and XX of the Social Security Act.

#### ADVISORY BOARDS AND COMMITTEES

##### MEDICAL ASSISTANCE PROGRAM ADVISORY BOARD

This board advises the director of the ATCHD as to citizen concerns regarding the Medical Assistance Program and communicates with Brackenridge Hospital on matters of health care. It consists of nine members appointed by the city council: three citizens, three providers of health care, and three consumers of the Medical Assistance Program (MAP).

##### DENTAL HEALTH ADVISORY COMMITTEE

This nine-member committee evaluates existing dental resources in the community, identifies new resources for funding, and promotes improved preventive dental health education. Three members are appointed by the city council, one is nominated by AISD, three are dentists, one is a dental hygienist, and one is nominated by the Community Development Commission to represent low-income citizens.

##### FAMILY PLANNING ADVISORY COMMITTEE

This federally funded committee is composed of health professionals, consumers, and interested citizens. It provides community input on the quality and availability of health services.

#### PUBLIC HEALTH CENTERS

The Austin-Travis County Health Department operates public health centers and a mobile van to provide comprehensive medical service to the community.



Services provided include the following: outpatient medical services (open to those with Medical Assistance Program clinic cards; more than 47,000 outpatients were seen in fiscal year 1980-81); Women, Infants, and Children Supplemental Food Program (eligibility requirements); family planning; maternity clinic; childbirth classes; well-child clinic; immunizations; home health services; public health nursing; health education; nutrition services; social workers; tuberculosis, diabetes, and venereal disease screening; dental clinic (open to all for emergencies, otherwise open only to those with MAP cards); and eligibility determination staff for the Medical Assistance Program. Not every clinic offers every service.

The mobile van provides many of these services to rural Travis County. In 1980-81, 47,000 clients were served by the mobile van.

#### ATCHD Public Health Centers

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East Austin*	211 Comal
Rosewood Zaragoza*	2802 Webberville Road
South Austin*†	2529 South 1st Street
Montopolis*	1200B Montopolis Drive
St. John's	7100 Bethune
Georgian Manor	110 Bolles Circle
Clarksville	10th & Toyath
Dental Clinic	2334 Rosewood

\*The center has an outpatient clinic in addition to other services.

†Also has a dental clinic.

#### MEDICAL ASSISTANCE PROGRAM

The Medical Assistance Program (MAP) is designed to provide a variety of medical services to economically disadvantaged citizens in the Austin area. A current clinic card is necessary to receive services. A card is obtained through an eligibility determination interview. Individual cases can be appealed through an appeals board for those who are determined ineligible for services. In fiscal year 1980-81, after 27,000 interviews, 19,200 clinic cards were issued.

#### STANDARDS/STAFFING/RESOURCES

The division of Standards/Staffing/Resources offers a number of services to the community including public health nursing, social work, rehabilitation therapy (physical and occupational), nutrition, and homemaker services. Services are available at the request of a physician or by referral from other community service agencies.

#### HEALTH EDUCATION & STAFF DEVELOPMENT

This division offers an interdisciplinary team approach in the areas of patient education and community outreach. Service areas include the health education team, health information, community health volunteers, and staff development.

#### ENVIRONMENTAL HEALTH

The Environmental Health Services Division is concerned with the protection of the environment through enforcement of city ordinances and availability of information and education to both citizens and industry. Service areas within this division are general environmental, pollution control, subdivision review, septic tank inspection, animal control, rodent and vector control, weed control, and the food manager certification program.



## COMMUNITY HEALTH SERVICES

The Community Health Services Division is instrumental in planning and implementing programs that assist clients in developing a behavior pattern of health maintenance and disease prevention. These programs include child health; Women, Infants, and Children Supplemental Food Program (WIC); family planning; and maternal health. In 1980–81, the WIC program had 18,000 clients.

## COMMUNICABLE DISEASE CONTROL

The Division of Communicable Disease Control monitors and investigates communicable disease cases reported to the department for the purpose of locating the source of infection and preventing further transmission. Program staff perform consulting functions and offer educational programs to other agencies and individuals in the community. Staff also assist in epidemiological studies with the Texas Department of Health. General communicable disease, immunization, tuberculosis, and venereal disease programs are included in this division.

## ADMINISTRATION

The Division of Administrative Services assists in management and administration of departmental programs and maintains records to assure proper fiscal control of local, state, and federal funds. There are seven units within the division: personnel, vital statistics, grants, contracts, audits, control, and central supply.

## PLANNING

The Planning Unit is responsible for providing administrative support to the department director and developing long and short range goals for the department. The unit conducts research and special studies for program planning and evaluation, develops projections and provides analysis for the distribution of services in the community.

## INFORMATION MANAGEMENT

Information Management is responsible for the management of all health department information resources. Coordination of these resources has resulted in a computer-assisted information system which stores and makes available data from various components of ATCHD programs.

## **BRACKENRIDGE HOSPITAL**

A hospital in Austin and Travis County was authorized in 1883, with the city and the county sharing equally in the cost of construction. This first publicly financed hospital, designed to accommodate 20–40 patients, was constructed in 1883–84 on the present site of Brackenridge Hospital, 601 East 15th Street. The city and county shared equally in the expenses of the hospital from the time of construction until 1906 when the county began to pay only those expenses incurred by indigent patients living outside the city limits.

In 1914 a policy change permitted admission of private patients, and by the 1940's, private patients comprised about 85% of the patient load. In 1915 the city assumed full responsibility for the operation of the hospital. A school of nursing was also instituted that same year.



## HOSPITAL SERVICES IN AUSTIN

	number of beds	operating rooms	infant bassinets	neo-natal intensive bassinets	psychiatric unit beds	ICU/CCU beds	24-hour emergency areas
Bailey Square Surgical Center 111 West 34th St. (Doctor's Building Corp.)	16	7					
Brackenridge Hospital 601 E. 15th St. (City of Austin)	363	14	48	10		47	28
Holy Cross Hospital 2600 East MLK Blvd. (Daughters of Charity of St. Vincent de Paul)	129	3				9	28
St. David's Community Hospital 919 East 32nd St. (nonprofit community hospital)	284	10	40	10		14	*
Seton Hospital 1201 West 38th St. (Daughters of Charity of St. Vincent de Paul)	455	10	44	32		22	Yes
Shoal Creek Hospital 3501 Mills Ave. (Hospital Corporation of America, Nashville)	179				120		
South Austin Community Hospital 901 West Ben White Blvd. (Hospital Corporation of America, Nashville)	98	3	20			8	4



outpatient facilities

other specialized services

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day surgery

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day surgery  
laboratory  
radiology  
occupational, physical, &  
respiratory therapy

pediatrics unit  
pediatrics intensive care  
Alternative Birth Center  
neurology unit  
nephrology unit  
orthopedic unit  
audiology  
neonatology

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day surgery  
laboratory  
physical therapy  
radiology

sickle cell anemia testing  
home health care program  
cancer care  
apheresis equipment

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day surgery  
physical therapy  
cardio-pulmonary services  
radiology  
pain management  
program  
\*for patients to see their  
own doctor

childbirth classes (pre & post-natal)  
home care program  
Lifeline (emergency response system for  
elderly & handicapped)  
patient education (arthritis & diabetes centers,  
hospice, cardiac rehab., pulmonary ed.  
program)

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day surgery  
testing for stomach,  
throat, & lower intestinal  
problems

perinatal center  
eye bank; eye laboratory  
primary cardiology center  
pediatric pulmonary clinic  
Family Birthing Center  
childbirth classes  
Good Health School

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Renaissance Program  
(drug & alcohol abuse)

rehabilitation program (stroke, spinal cord  
injury, etc.)

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physical therapy  
laboratory  
radiology

childbirth classes

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In 1965, Austinites approved the first phases of construction that would build a new Brackenridge by 1983. In 1978, Brackenridge Hospital opened Austin's first alternative Birth Center consisting of two suites for natural childbirth in a home-like setting, adjacent to the obstetrics floor.

See hospital chart for more details of the hospital's facilities and services.

### HOSPITAL ADMINISTRATION

The responsibility for management of the hospital is vested in the hospital administrator, who is selected by the city manager and is assisted by four assistant administrators. The administrator works very closely with the Medical Executive Committee, whose members are selected by the medical staff. All of these persons function under the advisory authority of the Brackenridge Hospital Board and ultimately under the city manager and the city council.

### BRACKENRIDGE HOSPITAL BOARD

The Hospital Board consists of nine members who are appointed by the city council and serve two-year staggered terms. The responsibilities of the board are to investigate, inquire, and consider the policies, operations, and functions of the hospital from the standpoint of public service and the financial operations of the hospital. The board also appoints and investigates credentials of the hospital staff.

### MENTAL HEALTH-MENTAL RETARDATION

The Austin-Travis County Mental Health-Mental Retardation Center (MHMR), established in 1965, is one of the oldest of the 30 community-based MHMR centers in Texas. Approximately 6,000 clients are served annually. Center funding comes from federal, state, city, and local sources.

The MHMR Center is governed by a nine-member board of trustees. The Austin City Council appoints four members, the Travis County Commissioners Court appoints four members, and the Austin Independent School District appoints one member. Trustees serve two-year staggered terms.

#### Human Development Centers

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North	1800 Houston Street
South	1430 Collier Street
East	1633 East 2nd Street
East	2808 Webberville Road

At the Human Development Centers any child, adult, or family can receive help for emotional and mental problems, alcoholism, drug abuse, and mental retardation through individual, family, and group therapy. Referrals to other centers or community services may be made when appropriate. Spanish is spoken at all centers and fees are based on a sliding scale according to ability to pay.

The Austin-Travis County MHMR Center operates a range of special programs including a social-setting detoxification program for alcoholics, a halfway house for alcoholics, transitional living facilities for adults returning to the community after institutionalization, a medical diagnostic unit providing physical examina-



tions and laboratory tests, an adult day treatment center, and a children's day treatment program to help children solve problems and change behavior patterns.

The center operates a program to serve developmentally delayed children, from birth to three years, and their parents. Mentally retarded youngsters may participate in a summer camp program or be paired with an adult "Big Buddy" to create a one-to-one friendship. Special programs for mentally retarded adults include a sheltered workshop, training in community living skills, social activities, educational classes, and a halfway house. A respite care program is available to provide relief to families with a mentally retarded child living at home.

Hotline is a 24-hour information and referral service. TTY service for the hearing-impaired is provided. Its centralized information and referral capability can help callers find any human service in Travis County. Call 472-HELP.

## **OTHER HEALTH SERVICE FACILITIES**

See Social Services, Chapter 11, for other health-related services.

Austin, as the capital of Texas, has many state health agencies and services located in it. In addition, many national private societies and associations have offices in the city. These can be found in the telephone directory.

### **PRENATAL CARE & MATERNITY SERVICES**

People's Community Clinic; Caritas; Family Health Center. Also see hospital chart.

### **FAMILY PLANNING & PREGNANCY TESTING**

The Ladies Center; Reproductive Services; Women's Referral Center.

### **CHILDBIRTH CLASSES**

People's Community Clinic; Austin Parent-Child Association; Community Schools (see Education, Chapter 2). Also see hospital chart.

### **ALCOHOL & DRUG ABUSE RESOURCES**

Poison Control; Austin-Travis County Alcohol Counseling Services; Palmer Drug Abuse (drug education and one-to-one, group, and family counseling for drug abuse); Crisis Intervention Center Hotline.

### **SPEECH & HEARING**

Speech and Hearing Clinic, Communications Department, U.T., (evaluation and treatment services for speech, hearing, and language problems).

### **MINOR EMERGENCY CENTERS**

Minor emergency centers are private facilities which provide general acute patient care for non-life-threatening injuries and illnesses. They are equipped with laboratory, X-ray, and EKG equipment and provide orthopedic services, immunizations, and physical examinations.



### Minor Emergency Center Locations

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#### Minor Emergency Centers

Northwest Minor Emergency Center  
Twelve Oaks Minor Emergency Center  
Austin Minor Emergency Center

North Highway 183  
211 West Anderson Lane  
4311 Victory Drive  
8010 Shoal Creek Blvd.  
11645 Angus Road  
1701 East 7th Street



# 13 TRANSPORTATION

## CITY OF AUSTIN

### URBAN TRANSPORTATION DEPARTMENT

The Urban Transportation Department is responsible for, or is involved in, virtually all elements of surface transportation within the city. General areas of responsibility include: the identification of appropriate traffic control through the conduct of traffic engineering studies; traffic operations; transportation systems development and management; parking control and central business district parking enforcement; taxicab regulation and enforcement; rideshare programs; transportation safety programs (railroad crossing protection, employment of school crossing guards, traffic accident analysis, identification of locations where sidewalks and bikeways are needed); and operation of the city-owned transit system.

This department works in close conjunction with numerous other city departments, the county, and the Texas Department of Highways and Public Transportation. Within the city, the department works with the Planning Department regarding new subdivisions and developments; the Public Works Department regarding coordination of capital expenditures for new or reconstructed streets, sidewalks, and bikeways; and the Electric Department regarding street lighting.

Capital expenditures for streets, sidewalks, transit improvements, and traffic signals are financed through municipal bonds and state and federal funds. Operating expenses are financed through general revenue bonds (transit receives federal assistance).

This department provides transportation-related support to the Citizens' Traffic Safety Commission, the Urban Transportation Commission, the Planning Commission, and various special citizens' task forces established by the city council.

### AUSTIN TRANSIT SYSTEM

While Austin has two transit systems operating within the city limits (the Austin Transit System and the University of Texas Shuttle System), the Austin Transit System is the only bus system owned and operated by the city. Operation of the system is based on city council policy and is carried out through a management contract with the American Transit Corporation. The Austin Transit System, while structured as a part of the Urban Transportation Department, functions as a semi-independent organization.

The city assumed control of the transit system in 1973. At that time, the city purchased new equipment using federal (80%), state (13%), and city (7%) funds. Should federal and state assistance be discontinued, the responsibility for continued equipment acquisition and operation would shift solely to the city. The feasibility of establishing a Metropolitan Transit Authority to generate a new source of funding is being explored.

Fares for the Austin Transit System are subject to change annually when the city council considers the operating budget for the next fiscal year. In 1982, the fares were 50¢ per ride for adults and 25¢ per ride for school children and



children six through 12. Children five and under ride free. The elderly and handicapped also pay 25¢ per ride. Maps and schedules are available in city offices, public libraries, and from the Austin Transit System.

Park-and-ride services are operated between the central business district and designated outlying parking locations. During football season, a shuttle operates as an express bus service between designated parking locations and U.T.'s Memorial Stadium. Schedules and locations are announced in local newspapers and are available from the Austin Transit System.

A special transit service for the handicapped is operated, using special lift-equipped buses which operate on a demand-response, door-through-door basis for persons who qualify. The fare is 60¢.

### **THE UNIVERSITY OF TEXAS SHUTTLE BUS SYSTEM**

The city council authorizes the operation of a shuttle bus system through the granting of a franchise to a private company, and they approve all route and schedule changes requested by Transportation Enterprises, Inc., in order to minimize route duplication with Austin Transit buses. The shuttle buses provide frequent service between those parts of the city where there are concentrations of students and the University of Texas campus. Use of the shuttle system is restricted to U.T. students, faculty, and staff.

### **AVIATION DEPARTMENT**

The Robert Mueller Municipal Airport serves the City of Austin with airline service from American Airlines, Continental Airlines, Delta Air Lines, Eastern Air Lines, Southwest Airlines, USAir, Chaparral Airlines, Texas Star Airlines, Emerald Airlines, and United Airlines.

The terminal building was constructed in 1961, with major additions and remodeling in 1976. Ongoing expansion and renovation totalling \$6 million will add approximately 45,000 square feet to the current 71,000 square-foot terminal. The improvements will provide five additional second-level loading gates, improved baggage area, additional ticket counter space, and improved lobby seating and passenger circulation. Additionally, various airside/landside improvements totalling \$2.7 million are also in progress.

Recent growth trends indicate that the Austin Municipal Airport is one of the fastest growing in the nation as regards airline passenger traffic. As a result of the city council's concern for adequate airport facilities, it commissioned Bovay Engineers to do a master plan update study. This study will address all pertinent growth elements in an effort to maximize the utilization of the current airport.

The Department of Aviation is responsible for the operation, maintenance, and development of the airport. It also handles the coordination of operations and lease negotiations with airlines, fixed base operators, restaurant and gift shop operators, rental car agencies, parking lot operators, air trip insurance agencies, and other concessions. The revenues generated from airport use agreements make the airport operation totally self-supporting and no burden to the taxpayer. This department is also responsible for the initiation and coordination of federal aid projects, other FAA activities, as well as short and long range planning and day-to-day operation of the airport. The director of aviation is selected by the city manager.



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## **TRAVIS COUNTY**

The county is responsible for the maintenance of roads within the Travis County road system. Each of the four commissioners is responsible for county roads which have been accepted for maintenance in each precinct. The number of bridges and the miles of roads that a commissioner must maintain varies from precinct to precinct. The planning of permanent improvements and yearly repairs within each precinct is the responsibility of the commissioner of that precinct. The state exercises no supervision over the construction and maintenance of the county road system. Speed limits on county roads are set by the commissioners court. Speed limits on state highways are set by the state.

All expenditures for the system are met from current revenues, primarily from property taxes.

### **COUNTY ENGINEER**

The county engineer is appointed by the county commissioners to provide technical expertise such as surveys, designs, and carrying capacity estimates, and also to do the engineering for roads, easements, drainage, and structures such as bridges.

### **AUSTIN TRANSPORTATION STUDY**

The Austin Transportation Study (ATS) is charged with coordinating transportation planning done by the City of Austin, Travis County, and the State of Texas. Direction to the study is given by the Policy Advisory Committee which is composed of eleven elected officials: all four Travis County state representatives, one state senator, three members of the Travis County Commissioners Court, and three members of the Austin City Council.

No federal highway funds or urban mass transportation assistance funds can be expended by city, county, or state agencies without the express endorsement of the Metropolitan Planning Organization which is made up of members of the Policy Advisory Committee. Public hearings are regularly held and all support materials which the committee receives concerning a project are available to the public.



# 14 PARKS AND RECREATION

## CITY OF AUSTIN

From its conception, Austin has planned to provide parks and open spaces. In 1839, when Edwin Waller decided to use the classic grid pattern for the physical layout of Austin, four square blocks were designated as public land. Two are still city parks: Wooldridge Square and Brush Square.

### **PARKS AND RECREATION DEPARTMENT**

The Parks and Recreation Department (PARD) works to ensure that adequate, safe, well-maintained open spaces are available to Austin's citizens. Toward this end, four golf courses, four tennis centers, and more than 8,000 acres of parkland and playgrounds are maintained. This department is also responsible for the design and development of landscape for greenbelts, municipal lands, and buildings. Uniformed Park Rangers in the security section patrol park areas, lakes, and greenbelts.

PARD operates numerous recreational programs at playgrounds, recreation centers, and other facilities. The centers vary in size but most are open year-round and offer a variety of activities ranging from sports to handicrafts to educational programs. Some centers have conference or meeting rooms and host special recreational events. These centers may be reserved for meetings by nonprofit neighborhood groups.

Programs for special populations serve all ages and disability groups, including deaf, blind, physically handicapped, mentally retarded, emotionally disturbed, and those with delinquent behavior. Participants are from the community as well as from various institutions and agencies, including Travis State School, Criss Cole Rehabilitation Center, and Austin State Hospital.

A contractual agreement between the city and Austin Independent School District allows the city to use AISD playgrounds and facilities in exchange for assuming utility costs during the summer.

Special activities are offered at several sites including the Dougherty Cultural Arts Center, 1110 Barton Springs Road, which houses visual and performing arts and the Zilker Hillside Theater which presents plays, musicals, and music in an outdoor setting. The Austin Nature Center, formerly called the National Science Center, 401 Deep Eddy Avenue and 2300 Barton Springs Road, sponsors outdoor and nature programs for all ages. The facilities include nature trails and nature exhibits. It also sponsors the Jourdan-Bachman Pioneer Settlement which is open to special groups throughout the year and open to the public on announced days.

The Austin Garden Center contains year-round displays of flowers and native plants, including a Japanese garden, rose garden, and herb garden (with signs in braille). Many garden clubs hold shows in the center's building and the Austin Area Garden Council holds a large garden and flower show there each spring.

Senior programs, which are offered at more than 20 sites (many at recreation centers) include a wide variety of social and educational activities as well as support services such as hot lunches, transportation, and part-time employment



opportunities. The Old Bakery & Emporium, 1006 Congress Avenue, sells items handcrafted by senior citizens and offers volunteer experiences for all ages.

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## **TRAVIS COUNTY**

### ***LOWER COLORADO RIVER AUTHORITY (LCRA) PARKS***

Several parks and greenbelts in Travis County are on LCRA property. When the LCRA was constructing the dams on the Colorado River, it bought and traded land which would be covered by the lakes created by the dams. Some land-owners preferred to sell entire tracts. As a result, the LCRA holds flood easements on all lands and approximately 30% of the shoreline property. The legislature gave the LCRA responsibility for reforestation and soil conservation on its land and, in 1973, the legislature authorized the LCRA's involvement in recreational facilities such as parks. The LCRA has made available to Travis County for park development in excess of 2,000 acres of choice land along the Highland Lakes, including land for Pace Bend Park, Cypress Creek Park, Arkansas Bend Park, and Mansfield Dam Park. The LCRA also has developed and operates Big Sandy Park.

### ***COUNTY PARKS***

County parks, including ones jointly-owned with LCRA, are designed for group or family recreation. The county has a small parks department augmented by each county commissioner, who has the responsibility for developing and maintaining parks in his own precinct. Wild Basin Wilderness is an exception: it is a wilderness area that was purchased by citizens and donated to the county. Tours of Wild Basin are announced in the newspaper; they are the only way in which an individual can see this unspoiled area.

### ***STATE PARKS***

McKinney Falls State Park, 632 acres southeast of Austin on Onion Creek, serves the Travis County area. Acquired by private donation in 1970, McKinney Falls State Park now features picnic areas, fishing, camping, restrooms, and paved drive with parking. There is an entrance fee.



# CITY OF AUSTIN PARKS AND RECREATION FACILITIES

Name	Location	Fee	Play Equipment	Wading Pool	Swimming Pool	Tennis Courts	Ball Fields	Picnic Area	Recreation Center	Rest Rooms	Hike & Bike Trail	
Lake Austin Metro (City Park)	3 mi. off FM2222 on City Park Rd.	x					x	x		x		
		Boat docks, swimming beach, camping										
Lake Walter E. Long Metro (Decker Lake)	6 mi. east of city on Decker Lane	x						x		x		
		Boat ramps, swimming beach										
EAST: East of IH35, North of Town Lake, South of U.S. 290												
Alamo	Alamo & 22nd St.	x						x	x	x		
Andrews	6601 Northeast Dr.		x					x				
Bartholomew District	5200 Berkman Dr.		x	x	x	x	x	x		x		
Boggy Creek	13th St. to Webberville Rd.							x			x	
Brooke	3100 E. 4th St.		x				x					
Comal	300 Comal St.		x							x		
Downs Field	2812 E. 12th St.	x					x			x		
Fiesta Gardens	2101 Bergman		Fishing						x		x	
Givens District	3800 E. 12th St.	x	x	x	x	x	x	x	x	x		
Govalle	Shady Ln. & Airport Blvd.		x	x			x	x		x		
Jordan	2803 Loyola La.	x	x		x	2	x	x	x	x	x	
Kealing	1500 Rosewood Ave.		x	x	2		x	x		x		
Lott	Olive St. & Curve St.		x	x				x		x		
Mabson Field	2812 E. 12th St.						x			x		
Martin	1601 Haskell St.	x	x		x	x	x	x	x	x		
Metz	2300 Canterbury	x	x	x	x	1	x		x	x		
Morris Williams Golf Course	4305 Manor Rd.	x	18 Holes									x
Norman	4101 Tannehill		x				x			x		
Oak Springs	3601 Webberville Rd.		x				x			x		
Ortega	1135 Garland Ave.		x				x			x		
Pan-American (Zavala)	2100 E. 3rd St.	x	x	x		2	x	x	x			
Patterson	Airport & Wilshire Blvds.		x		x	2	x	x		x		
Pecan Springs	3100 Rogge Ln.		x									
Rosewood District	2300 Rosewood Ave.	x	x	x	x	2	x	x	x	x		
Town Lake	North side of Town Lake, dam to dam		x					x	x			
			Fiesta Gardens									
Zaragosa	600 Pedernales	x	x	x			x	x	x	x		
			Outdoor Theater									



Name	Location	Fee	Play Equipment	Wading Pool	Swimming Pool	Tennis Courts	Ball Fields	Picnic Area	Recreation Center	Rest Rooms	Hike & Bike Trail
<b>CENTRAL: West of IH35, North of Town Lake, South of 45th Street</b>											
Adams	W. 30th St. & Hemphill		x				x	x			
Austin H.S. Tennis Center	Austin High School				8						
Austin Nature Center (Natural Science Ctr.)	401 Deep Eddy Ave.								x	x	x
Austin Recreation Center	1213 Shoal Creek Blvd.				4				x	x	
Bailey	W. 33rd St. & Bailey Ln.		x	x	x			x		x	
Brush Square	500 Neches St.										
Caswell Tennis Center	2312 Shoal Creek Blvd.	x			9					x	
Clarksville	1811 W. 11th St.		x	x			x			x	
Duncan	10th St. at Shoal Creek		x					x			x
East Woods	3000 Harris Park		x	x	2		x	x		x	
Eilers (Deep Eddy)	400 Deep Eddy Ave.		x	x	x			x		x	x
Hancock Golf Course & Recreation Center	4100 Red River	x	x				x		x		
Johnson Creek	Enfield Rd. to Town Lake				9 holes						x
Laguna Gloria	3809 W. 35th St.				Museum			x		x	
Lions Municipal Golf Course	2910 Enfield				x 18 holes					x	
Mayfield	3505 W. 35th St.				Nature sanctuary, peacocks						
Mount Bonnell	3800 Mt. Bonnell Dr.				Scenic overlook			x			
Palm	706 E. 1st St.		x	x	2		x		x		
Pease District	1600 Parkway		x	x			x	x		x	x
Ramsey	4200 Rosedale		x		x 2		x	x		x	
Reed	2600 Pecos		x	x			x	x		x	
Republic Square	300 Guadalupe St.				Historical			x			
Seiders	34th-37th on Shoal Creek				Creek			x			
Shipe	4400 Ave. G		x	x	x 2		x	x		x	
Shoal Creek	Town Lake to 38th St. along creek							x			x
Symphony Square	1100 Red River				Outdoor Theater					x	
Tarrytown	Winsted Ln. & Tower Dr.		x				x	x			
Town Lake Park	North side of Town Lake, dam to dam		x				x	x		x	x
Treaty Oak	503 Baylor				Fishing, boating						
					Historic site with large live oak tree			x			
Waller Creek Walkway	9th St. to Town Lake										x
Walsh Boat Landing	1500 Scenic Dr.				Boat docks & ramp, fishing					x	
Waterloo	1300 Red River		x					x	x	x	x
					Outdoor theater						
West Austin	1400 W. 10th St.		x	x	1		x	x		x	
West Enfield	2000 Enfield Rd.		x		x 2		x	x		x	
Wooldridge Square	9th & Guadalupe Sts.				Bandstand			x			



Name	Location	Fee	Play Equipment	Wading Pool	Swimming Pool	Tennis Courts	Ball Fields	Picnic Area	Recreation Center	Rest Rooms	Hike & Bike Trail
<b>NORTH:</b> North of 45th Street and U.S. Highway 290											
Balcones Community	Duval Rd. at FM 1325 (Burnet)	undeveloped									
Barrington	400 Cooper Dr.	x									
Barrow Preserve	Long Point Dr.	Nature sanctuary									
Brentwood	6700 Arroyo Seca	x	x	2	x	x			x		
Brown	505 Anderson Ln.	x			x						
Bull Creek District	Bull Creek at Lakewood Dr.							x		x	
Buttermilk Bridge	Blessing Ave. to Bennett	x			x	x			x	x	
Cook	1511 Cripple Creek Dr.	x			x						
Doss	7005 Northledge Dr.	x			x	x					
Gullett	6310 Treadwell	x			x						
Hill	8601 Tallwood	x			x						
Jourdan-Bachman Pioneer Settlement	11418 Sprinkle Cutoff	Pioneer farm, nature sanctuary									
Kennemer Pool	1201 Peyton Gin Rd.			x						x	
Little Walnut Greenbelt		undeveloped									
Murchison Pool	3700 North Hills Dr.			x						x	
North Oaks	Plaza Dr. & Oak Trail	undeveloped									
Northwest District	Ardath St. at Ellise St.	x	x	x	4	x	x			x	
Northwest Recreation Center	2913 Northland Dr.	x							x	x	x
Oak Forest	Oak View Dr. by N. Oaks School	undeveloped									
Perry	4900 Fairview	x		2	x						
Pharr Tennis Center	8201 Brookview Rd.	x		8						x	
Pillow	3025 Crosscreek	x			x					x	
Read (Lucy)	2608 Richcreek Dr.	x			x					x	
Reilly	405 Denson Dr.	x			x					x	
Ron Rigsby	1110 Little Elm Park	Open playfield						x			
St. John's	910 E. St. John	x	x		x						
Spicewood Springs	Spicewood Spgs. W. of Mesa	undeveloped									
Steck Valley	Loop 360 & Steck Ave.	undeveloped									
Wooldridge	1412 Norseman	x		2	x	x				x	
Wooten	Lazy Ln. at Dale Dr.	x			x	x				x	
<b>SOUTH:</b> South of Town Lake											
Austin Area Garden Center	2200 Barton Springs Rd.	Gardens							x	x	
Austin Nature Center (Natural Science Ctr.)	2300 Barton Springs Rd.									x	x
		80 acres, nature trail, exhibits, programs									
Barton Creek	Monroe St. to Live Oak St.	Fishing									x
Barton Hills	2108 Barton Hills Dr.	x				x				x	
Barton Springs Pool	W. on Barton Springs Rd.			x							
Battlebend	S. Congress at Sheraton Ln.	undeveloped									
Bee Creek Preserve	Southside of Tom Miller dam	Nature sanctuary with nature trail									



Name	Location	Fee	Play Equipment	Wading Pool	Swimming Pool	Tennis Courts	Ball Fields	Picnic Area	Recreation Center	Rest Rooms	Hike & Bike Trail
Blunn Creek	Monroe St. to Live Oak St.						x x				x
Butler	1500 W. Toomey Rd.		x				x			x	
Civitan (Allison)	513 Vargas Rd.		x	x	x		x			x	
Colorado River Green Belt	Grove Dr. & U.S. 183		undeveloped								
Cunningham	2200 Berkeley		x							x	
Dick Nichols District	Convict Hill at Woodcreek		undeveloped								
Mabel Davis	3427 Parker Ln.		x	x	x	x	x	x			x
Garrison District	6001 Manchaca Rd.		x	x	x		x	x		x	x
Gillis	S. 1st St. at W. Oltorf		x		x		x	x		x	
Guerrero	500 Brodie Ln.		x	x				x		x	
Houston	2107 Deadwood Dr.		x							x	
Jimmy Clay Golf Course	5500 Nuckols Crossing Rd.		x	18 holes						x	
Joslin	4500 Manchaca Rd.		x			2	x	x		x	
Krieg Field	Pleasant Valley Rd. at Longhorn Dam						x			x	
Longview	Between Longview Rd. & Inridge Dr.		undeveloped								
Montopolis	1200 Montopolis Dr.		x	x	x		x		x	x	
Odom	1010 Turtle Creek		x	x			x				
St. Elmo	4410 S. 1st St.		x							x	
Softball Fields (Barton-Jaycee)	500 Robert E. Lee Rd.						x	x		x	
South Austin	1100 Cumberland Rd.		x			2	x	x	x		
South Austin Tennis Center	1000 Cumberland Rd.		x			11				x	
Stacy (Big)	2000 Alameda				x			x		x	x
Stacy (Little)	1400 Alameda		x	x		2	x	x		x	
Town Lake Park-Auditorium & Butler Shores	S. side of Town Lake, S. 1st St. to Barton Creek										x
Williamson School	Belclaire & Blue Valley Dr.		x								
Williamson Creek Greenbelt	Between Oak Hill & Nuckols Crossing Rd.		undeveloped								
Zilker Metropolitan	2100 Barton Springs Rd.		x	x	x		x	x		x	x
Zilker	1900 Bluebonnet		x			2	x			x	

Outdoor theater, minitrain



# TRAVIS COUNTY PARKS AND RECREATION FACILITIES

Name	Location	Acres	Picnic Area	Swimming	Camping	Fishing	Boat Ramp	Rest Rooms	Playground
PRECINCT #1									
County Park	2½ mi. E. of Bellville on Webberwood Dr.	100	x		x	x	x	x	x
Webberville Park	On Colorado River, access FM 969	2	x			x	x		
PRECINCT #2									
Allen Memorial Park	Within Austin city limits on West Side Dr. off Hart Ln.	10	x					x	x
Arkansas Bend Park, LCRA	On Lake Travis at end of Sylvester Ford Rd. 45 mi. from downtown Austin	195	x	x	x	x	x	x	
Cypress Creek Park, LCRA	On Lake Travis, Anderson Mill Rd. & FM 2769	25	x	x	x	x	x	x	
Dave Reed Park	On Lake Travis, access FM 1431 to Reed Parks Rd.	5	undeveloped						
Dink Pearson Park	On Lake Travis, off Lohmann Ford's dead end	3.6	x	x		x		x	
Fritz Hughes Park	On Colorado River near Mansfield Dam, access off FM 620	6.5	x	x		x			x
Laura Reed Park	On Lake Travis, access FM 1431 to Reed Parks Rd.	5	undeveloped						
Malberger Park	In Lake Austin subdivision, off Trails End Rd.	7	undeveloped						
Mary Quinlan Park	On Colorado River at end of Quinlan Park Rd. off FM 620	4	x	x		x	x	x	
Selma Hughes Park	On Colorado River, access FM 620 to Quinlan Park Rd.	5	x	x		x		x	
Spicewood Elementary Park	Anderson Mill Rd. & Olsen Dr.		x	Pavillion					x
Tom Hughes Park	On Lake Travis, access road off FM 620	5	undeveloped						
PRECINCT #3									
Manchaca Park	Manchaca		x					x	
			Tennis courts, covered pavillion						
Mansfield Dam Park, LCRA	At west end of dam, FM 620	5	x	x	x	x	x	x	
Pace Bend, LCRA	In bend of Colorado River, Hwy 71 to FM 2322, 30 mi. west of Austin	1600	x	x	x	x	2	x	
Wild Basin Wilderness (County Park)	West of Austin, off Loop 360 near Bee Caves Rd.	200	Unique wilderness area, programmed tours						
PRECINCT #4									
Precinct 4 Park	On Burleson Rd., near U.S. 183	68.5	under development						
			x					x	x
			Hike & bike trail						



# 15 LIBRARIES

## CITY OF AUSTIN

Little was done in the nineteenth century to establish a public library in Austin despite the dreams of the Library Association which hoped to erect a permanent building as early as 1855. It was 1927 before a small frame structure facing Wooldridge Park was opened as Austin's first library building. Two years later the Austin chapter of the American Association of University Women was instrumental in getting the people of Austin to vote \$150,000 for a new library. That building, erected in 1933 on the site of the original library, was to be Austin's main library for the next 46 years. It was replaced in 1979 by a new four-story central library at 800 Guadalupe and the old building was renovated to serve as the Austin History Center. The original frame building, now completely refurbished, still stands as the Carver Museum.

### AUSTIN PUBLIC LIBRARY

The Austin Public Library System is composed of the central library, 15 branches, the Austin History Center, and the Carver Museum. Of the 15 branches, seven are located in permanent city-owned buildings while the rest are located in neighborhood shopping centers. Three new library buildings will be erected by 1985, one each in the northwest, northeast, and south.

The library's operating budget, which comes from the City of Austin's general fund, ranks as the highest per capita support accorded to any major public library in Texas.

The library system has more than 675,000 volumes, 900 current newspaper and magazine titles, 28,500 musical and spoken recordings, and 1,300 framed art prints. In addition, the Austin History Center has the largest collection of archival materials (manuscripts, clippings, business records, maps, photographs, and pamphlets) relating to Austin and Travis County.

The central library has a capacity for half a million volumes, public meeting rooms and an auditorium, handicapped access, and a puppet stage in the children's area. It also provides computerized database searches, telephone information service, multi-function calculators, typewriters, and photocopying machines to the public.

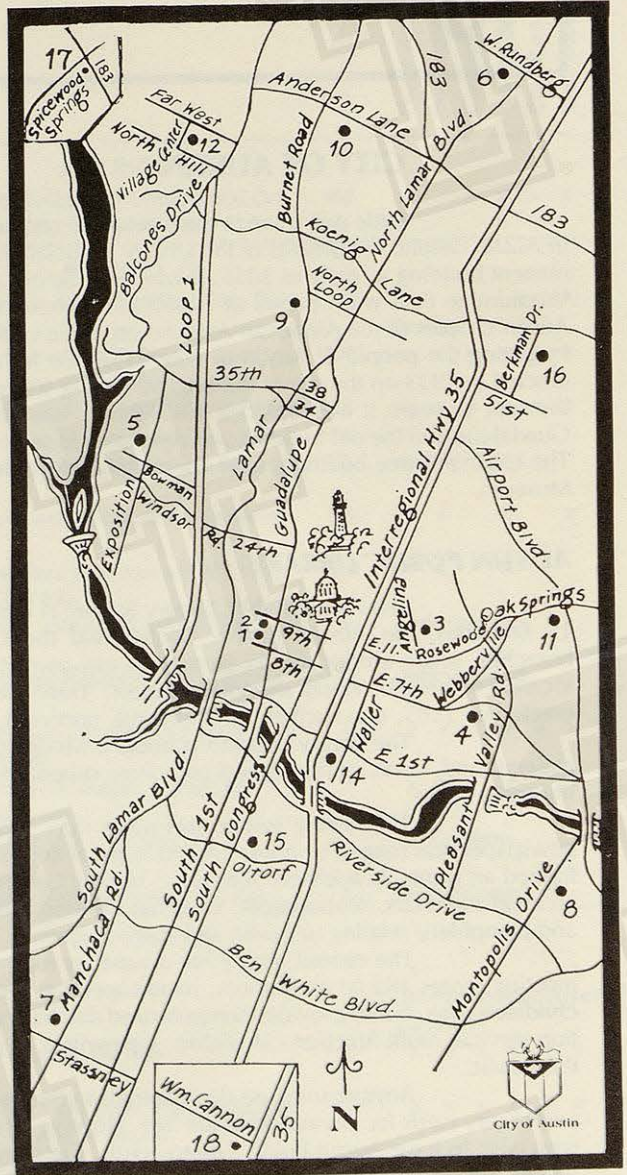
Anyone may use the materials in the Austin Public Library facilities, and library cards for city residents are free. However, there is a fee for non-residents who wish to have Austin Public Library cards. Circulation averages 5.92 books per person per year, the highest per capita library use of any major Texas city.

Children's storytimes, puppet shows and films are regularly scheduled events at the central library and in the branches. The library also offers programs of interest to adults and utilizes an extensive volunteer program. The Carver Museum offers displays and programs highlighting the historical and cultural heritage of Austin's Black community. Meeting rooms may be reserved for use by the public at the central library and at several branches.



## AUSTIN PUBLIC LIBRARY LOCATIONS

- Central Library (1)  
800 Guadalupe
- Austin History Center (2)  
810 Guadalupe
- Carver Branch and Museum (3)  
1161 Angelina
- Century South Branch (18)  
615 E. William Cannon Dr.
- Govalle Branch (4)  
2745 East 7th St.
- Howson Branch (5)  
2500 Exposition Blvd.
- Little Walnut Creek Branch (6)  
835 W. Rundberg Ln.
- Manchaca Road Branch (7)  
5500 Manchaca Rd.
- Montopolis Branch (8)  
735 Montopolis Rd.
- North Loop Branch (9)  
5230 Burnet Rd.
- North Oaks Branch (17)  
U.S. 183 at Spicewood Springs Rd.
- North Village Branch (10)  
2135 W. Anderson Ln.
- Oak Springs Branch (11)  
3101 Oak Springs Dr.
- Old Quarry Branch (12)  
7051 Village Center Dr.
- Terrazas Branch (14)  
1105 E. First St.
- Twin Oaks Branch (15)  
2301 S. Congress #17
- Windsor Village Branch (16)  
5825 Berkman Dr.





## FRIENDS OF THE AUSTIN PUBLIC LIBRARY

Many special activities and services have been made possible through the financial support of the Friends of the Austin Public Library. Membership in the Friends is open to all interested citizens for a nominal membership fee. The Friends contribute to the Library Endowment Fund and also sponsor a publication program which features material in the Austin History Center.

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## TRAVIS COUNTY

### ***JAIL LIBRARIES***

The county provides library facilities to inmates at both the Del Valle Correctional Center and the main Travis County jail. A full-time librarian services both libraries.

### ***LAW LIBRARIES***

Travis County operates law libraries for reference only, in the County Courthouse and the County Administration Building. They are both open for public use during business hours. Materials may be checked out only to attorneys for courtroom use, or through the jail librarian for inmate use. A librarian serves the Courthouse Library full-time, but the Administration Library is covered only part-time.



# 16 PUBLIC HOUSING AND REHABILITATION

## CITY OF AUSTIN

### *AUSTIN HOUSING AUTHORITY*

The Austin Housing Authority (AHA) was the first housing authority in the United States established under the Housing Act of 1937. It was created by state law and activated by resolution of the city council.

The AHA is an independent agency headed by a board of commissioners. The board is composed of five citizen members, appointed by and serving at the pleasure of Austin's mayor for staggered two-year terms. The authority is administered by an executive director hired by the board and a staff of approximately one hundred.

The Austin Housing Authority deals with all matters pertaining to the acquisition, rehabilitation, construction, administration, social services, and rental of housing units for low and moderate income families. Fiscal policies and programmatic regulations are set by the U.S. Department of Housing and Urban Development (HUD) and are administered locally by the AHA. The decisions made by the board of commissioners are not subject to reversal by any local governmental body, including the city council.

Construction of public housing units is financed by the federal government in accordance with established federal guidelines. Money from rent pays about 58% of the expense of utilities, management, and maintenance of each facility; HUD subsidizes the balance. Because federally-owned property is exempt from local taxation, AHA pays the City of Austin a small annual payment in lieu of taxes.

The AHA houses 4,458 persons in 2,036 units of public housing, with 48 units in the planning or construction stage. Public housing is available throughout the city. Although some units are reserved for elderly and handicapped persons, there is no discrimination on the basis of race, color, religion, national origin, or sex. Priority admission is given to certain persons, e.g., veterans and those displaced by flood, fire, or government actions such as condemnation, highway construction, or urban renewal.

Housing units range in size from 0 to 5 bedrooms. The rent paid averages \$76 per month, but no one pays more than 30% of his adjusted gross income for rent and utilities combined. There are approximately 500 families on the waiting list with the prospect of waiting from six months to a year for housing.

Each housing project has a tenants' council and a social services department which provides emergency family services, adult protective services, the family day home program, housing counseling, and money and debt management counseling.

The Austin Housing Authority also administers 1,132 units in the Rental Assistance Program known as Section 8. This program depends on the existing supply of housing in the private sector. The AHA administers the Moderate Rehabilitation Program under Section 8 as well.



## **OFFICE OF NEIGHBORHOOD REVITALIZATION**

A replacement for the Urban Renewal Agency, the Office of Neighborhood Revitalization rehabilitates housing units for low and very low income persons who qualify under a program funded by community development block grant money administered by the City of Austin. In 1981-82, 120 single-family units were rehabilitated. Loans up to \$14,000 for a ten-year period at 3% interest are made to those who qualify anywhere in the city, however, the primary target area is east Austin.

This office also administers the substantial rehabilitation program under the Section 8 housing assistance program which provides standard rental units to low income residents. The office currently handles 154 units in east Austin.

The last major program of the office is the completion of the disposition of urban renewal lands acquired by condemnation through previous programs. In 1981-82, 30 lots were sold for the development of single-family homes.

## **AUSTIN TENANTS' COUNCIL**

The Austin Tenants' Council (ATC) is a private nonprofit organization which provides information and assistance on tenant/landlord rights, responsibilities, and resources. Services include: counseling and mediation, public education, assistance to tenant organizations, and publishing tenants' rights materials. The council also operates a rental repair program and a mobile tool library for the benefit of tenants and landlords.

The council is governed by a board of directors composed of six persons serving two-year staggered terms, and is administered by an executive director and a staff of seven. Volunteer help comes primarily from U.T. student interns. The staff and volunteers serve as counselors and paralegals. The ATC, which is supported in part by funds from the City of Austin, is located at 1619 East First Street.

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## **TRAVIS COUNTY**

### **TRAVIS COUNTY HOUSING AUTHORITY**

An outgrowth of a county consumer affairs and housing counseling office, the Travis County Housing Authority came into being in 1975. The authority is in charge of all public housing in Travis County which is outside the city limits of Austin. It is headed by a five-member board of commissioners serving two-year staggered terms, appointed by the four county commissioners and the county judge. The authority is administered by an executive director and a staff of six and operates under programs and guidelines established by HUD. Funds are allocated through HUD and Travis County. There is no fee for the services provided.

The authority also administers a Section 8 housing assistance program in Travis County. At present there is an allotment of 221 units with 95% occupancy.

The housing authority is located at 314 West 11th Street, in the Stokes Building.



## PUBLIC HOUSING PROJECTS

### CITY OF AUSTIN

Chalmers Courts\*  
1801 East 4th St., 78702  
164 units, occupied 1940

Rosewood Courts\*  
1143 Salina, 78702  
130 units, occupied 1939

Santa Rita Courts\*  
2341 Corta, 78702  
100 units, occupied 1939

Meadowbrook Courts\*  
1202 West Live Oak, 78704  
160 units, occupied 1952

Booker T. Washington Terrace\*  
905 Bedford, 78702  
300 units, occupied 1953

Lakeside Apartments\*  
85 Trinity, 78701  
164 units, occupied 1967

Salina\*  
1143 Salina, 78702  
32 units, occupied 1966

Gaston Place  
1941 Gaston Place Dr., 78723  
100 units, occupied 1978

Bouldin Oaks  
1203 Cumberland, 78704  
144 units, occupied 1972

Thurmond Heights  
8426 Goldfinch Court, 78758  
144 units, occupied 1973

\*Undergoing extensive modernization (1982).

Georgian Manor\*  
110 Bolles Circle, 78753  
94 units, occupied 1973

Goodrich Apartments  
2126 Goodrich Ave., 78704  
40 units, occupied 1973

North Loop Apartments\*  
2300 West North Loop, 78756  
130 units, occupied 1975

Northgate West Apartments  
9120 Northgate, 78758  
50 units, occupied 1979

Shadow Bend Ridge  
6328 Shadow Bend, 78745  
50 units, occupied 1979

Manchaca II  
6113 Buffalo Pass, 78745  
33 units, occupied 1979

Manchaca Village Apartments  
3628 Manchaca, 78704  
33 units, occupied 1979

Rio Lado Apartments  
2989 East 51st Street, 78723  
90 units, occupied 1982

Coronado Hills  
Coronado Hills Drive, 78752  
48 units, begun 1982

### TRAVIS COUNTY

Summit Oaks  
11607 Sierra Nevada Court, 78759  
24 units, occupied 1980

Eastern Oaks  
4922 Nuckols Crossing, 78744  
30 units, occupied 1981

Alexander Oaks  
Fredericksburg Rd., Oak Hill  
51 units, begun 1983



# **17 ENVIRONMENTAL PROTECTION**

## **CITY OF AUSTIN**

### ***ENVIRONMENTAL RESOURCE MANAGEMENT***

This department reviews proposed land development activities such as subdivisions in sensitive watershed areas, alterations in waterways, and special permits, as well as city-sponsored CIP and Housing and Community Development projects. It also conducts special planning studies for natural resource areas and environmental quality issues and designs guidelines, policies, or ordinances to implement environmental management proposals. Environmental education seminars are prepared by this department.

Objectives of this office include minimizing the adverse effects of development on natural resources. The department staff provides support for the Environmental Board.

### ***WATERWAY DEVELOPMENT ORDINANCE (CREEK ORDINANCE)***

The Subdivision Ordinance, which regulates the legal division of any tract of land within five miles of the city, has been subject to a series of revisions over the last ten years.

One of the first environmental protection revisions was the Creek Ordinance, passed in 1974, which attempts to protect Austin's creeks from unnecessary alteration due to development. However, the review for the ordinance requirement usually occurs somewhat independently of subdivision by the Planning Commission, and this lack of coordination has been a source of criticism.

### ***LAKE AUSTIN GROWTH MANAGEMENT ORDINANCE***

The Lake Austin Growth Management Plan was prepared for the City of Austin in 1976 by a consultant firm and pertains to the 92 square-mile area of the Lake Austin watershed.

The plan establishes conservation and development principles which are based on the intrinsic suitability of the natural environment for development, e.g., slopes, stability of geological formations, suitability for septic tank drain fields, erodibility, water quality. These principles are applied to three development zones: conservation (poorly suited for urban land uses); limited development (one or more limitations on urban land uses); and development (can be utilized partially or entirely for all urban land uses).

Of the 44 policies identified in the Lake Austin Growth Management Plan, four were incorporated in the ordinance adopted by the city council in 1980. They are construction-related policies which establish allowable impervious cover percentages (generally following those in the Northwest Hills subdivision), road and parking construction regulations on steep slopes, and waivers for impervious cover standards (alternative methods).



## **LAKE AUSTIN RESIDENCE DISTRICT**

As development pressure mounted and concern for the Lake Austin peninsula and the Lake Austin shoreline increased, many different strategies were explored by citizen groups and several commissions to protect these sensitive areas. In 1982, the Austin City Council annexed a 1,000-foot strip of shoreline around Lake Austin and established a single-family residential district whose main features are: one acre minimum lot, minimum width of 100 feet; maximum height of 35 feet; minimum setback of 75 feet for structures; no building on slopes exceeding 35%; maximum impervious cover of 20% on 0–25% slopes, 10% on 25–35% slopes; septic tank and drain fields located not less than 100 feet from the lake; minimal clearing in the 75-foot setback.

## **AQUIFER PROTECTION ORDINANCES**

As development increased in southwest Austin and as citizens became concerned with the declining water quality in Barton Creek, citizen groups and the city turned their attention to developing policies for building on the Edward's Aquifer. After two years' study, several ordinances were passed. The first was the Barton Creek Ordinance (1980) which relies chiefly on low density and buffer zones to filter run-off on each site. It divides the watershed into three water quality zones and a recharge overlay zone. The major provisions are: building setback from the creek (400 feet) and its major tributaries (200 feet); between the 400- and 700-foot lines along Barton creek, single-family homes, one unit per three acres; beyond 700 feet, single-family and duplex homes, at an average density of one unit per two acres; beyond 700 feet, commercial development is allowed with 35% maximum impervious cover and 40% of the land left in its natural state.

The remainder of the aquifer within the city's ETJ is governed by the Williamson Creek Ordinance and the Slaughter, Bear, Little Bear, and Onion Creek Ordinance. These ordinances use sliding scales for impervious cover and sedimentation and filtration ponds to protect the aquifer, instead of density controls. All ordinances allow transfers of impervious cover percentages.

## **LANDSCAPE ORDINANCE**

The Landscape Ordinance approved by the city council in 1982 requires that a percentage of the lot between a commercial or apartment building and the street be landscaped (going from 10% in 1982 to 20% in 1984). There is a sliding scale requirement for tree planting and credit is given for the preservation of existing trees. The central business district is exempted from this ordinance.



# 18 UTILITIES

## CITY OF AUSTIN

With the exception of gas and telephone service, all Austin utilities are city-owned and financed by user fees or other budget revenues. Each city-owned utility constitutes its own department.

Procedure for rate change in a city-owned utility begins with the department itself where it is determined if and how much of a change is needed. After departmental examination and review by appropriate appointed boards and commissions, requests for change are placed on the city council agenda. At this point, citizens are invited to give testimony. Council then votes on the proposed change.

The Austin-Travis County Health Department notes that a "negligible" (less than 1%) number of homes are without city services. Areas outside the city limits desiring city water and wastewater services must satisfy the requirements stipulated in the city's subdivision ordinance before such services may be purchased.

A portion of all revenues derived from the city-owned electric and water utilities is transferred to the general fund for allocation to other activities. Without the income from those utilities, it would be necessary to increase present tax rates or generate new sources of income to maintain the present level of city services. It is estimated that 52% of the real property in the city is tax exempt and, therefore, provides no direct tax base. The transfer of utility funds helps alleviate this financial burden.

### **ELECTRIC DEPARTMENT**

Austin has owned its electric utility since 1893, when electricity first came to the city. The present capacity of the utility is 1,950,000 kilowatts, with capability to use gas, oil, and coal as fuels.

The service area of the electric utility, established by the Public Utility Commission of Texas, includes 121.3 square miles within the city and 300 square miles of surrounding Travis and Williamson Counties.

The city has 550 megawatts of coal-fired capability in the Fayette Power Project which is jointly owned with the Lower Colorado River Authority.

The city also owns a 16% share in the South Texas Nuclear Project under construction in Matagorda County. Austin voters have authorized the city council to sell Austin's share of the project.

The University of Texas at Austin supplies most of its electrical energy needs with on-site gas-fired generation. The City of Austin has a contract to provide standby service for the on-site generation and supplies a number of U.T. facilities that are located off campus.

### **WATER AND WASTEWATER DEPARTMENT**

Water for the City of Austin is pumped from Lake Austin or Town Lake to one of three treatment plants (Thomas Green, 500 W. 1st Street; Albert Davis, 3500 W. 35th Street; and Albert Ullrich, 1000 Forest View Drive) where it is



purified. This process includes the softening of raw water, clarification, filtration, disinfection, fluoridation, and chemical adjustment. From the treatment plants the water goes to pumps for distribution throughout the system. The system includes 1,744 miles of pipe, and average daily consumption is about 71 million gallons.

The city operates three wastewater treatment plants (Govalle Plant on Bolm Road, Walnut Creek Plant on Webberville Road, and Williamson Creek Plant on Nuckols Crossing Road) and a sludge oxidation system (located at Hornsby Bend). An additional facility, the Onion Creek Wastewater Treatment Plant is planned as a replacement for the Williamson Creek Plant, which was constructed in 1965 as an interim facility.

Present policy allows pollution-free discharge from industry to be accepted in the open drainage and storm sewer system in the city.

The Approach Main Ordinance, which was passed by the city council in 1981, provides for city inspection of water and wastewater mains installed through the subdivision process, review of extensions to proposed subdivisions by the Water and Wastewater and Environmental Management Departments, review and recommendation by the Water and Wastewater Commission and Planning Commission, and review and action by the city council. Landowners along the route of the wastewater approach main are notified of public hearings for such requests. The subdivider pays for the project; the city pays back the subdivider for extra capacity of the main needed by future users in accordance with a cost participation schedule.

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## **TRAVIS COUNTY**

### **WATER**

Areas outside the city may purchase city utilities if they satisfy the city's Subdivision Ordinance including the requirements of the Approach Main Ordinance. Within Travis County there are several private wastewater facilities which have their own package treatment plants. Some have their own water supply. If such plants are within the city's five-mile extraterritorial jurisdiction, the developer must have the plant designed and constructed in accordance with the city's standards.

Special water districts exist for the purpose of supplying water to certain residents outside the corporate limits of the city. These special districts fall into several categories, including those owned by the City of Austin; those operated by but not owned by the city; FHA water supply corporations; and Municipal Utility Districts (MUD's). If the city annexes a water district, it assumes the indebtedness and the water district is dissolved.

The City of Austin sells water and wastewater services to individuals outside the city for a rate 1½ times what city residents pay.

Septic tank owners pay an annual fee for periodic inspection of their facilities. The LCRA is charged with the responsibility of regulating septic tanks used in the Highland Lakes area; the Texas Water Quality Board regulates effluent entering the state's streams and other bodies of water from public and private sources. Legal action against violators can include fines and/or revocation of permits.

### **ELECTRICITY**

#### **LOWER COLORADO RIVER AUTHORITY (LCRA)**

The Lower Colorado River Authority is a conservation and reclamation district created by the Texas Legislature in 1934. Responsibilities cover ten central Texas counties, including Travis.



LCRA is a nonprofit, self-supporting agency and receives no appropriations or subsidies from the state. It is governed by a 15-member board of directors appointed for six-year terms by the governor, with the consent of the Texas Senate. Board meetings are open to the public at 3700 Lake Austin Boulevard at 9 a.m. on the Thursday before the 25th of each month.

Approximately half a million people in 41 counties depend on LCRA for electricity. LCRA serves 11 cooperatives and 30 cities on a wholesale basis and three cities on a retail basis.

Electricity is generated at three steam generating plants: one near Bastrop and one near Marble Falls, both of which are gas fired; and one near La Grange, owned jointly by LCRA and the City of Austin, which is coal fired. Hydro-power, once the only source of LCRA electricity, now provides about 7% of customers' annual electric needs, through water driven turbines within the six Highland Lakes dams.

LCRA is also responsible for supplying water for irrigation, for industrial and domestic uses throughout the lower Colorado River basin; administering state water quality standards along the Highland Lakes; and developing and promoting the use of public parks on lakeside lands.

### ELECTRIC COOPERATIVES

Areas in Travis County not supplied by the City of Austin are served with LCRA power through two electric cooperatives: Pedernales Electric Cooperative and Bluebonnet Electric Cooperative.

The meetings of the board of directors of the Pedernales Electric Cooperative are held in Johnson City on Avenue E at 2 p.m. on the third Monday of each month. The meetings are open to the public. The meetings of the board of directors of the Bluebonnet Electric Cooperative are held in Giddings at 10 a.m. on the second Tuesday of each month. The only meeting open to the public is the annual meeting in May.



# 19 OTHER DEPARTMENTS

## CITY OF AUSTIN

### **DEPARTMENT OF PUBLIC EVENT FACILITIES**

This department is located at South First Street and Riverside Drive, on the shores of Town Lake. It manages two facilities at this location, Lester E. Palmer Auditorium and City Coliseum.

Palmer Auditorium contains approximately 64,000 square feet of exhibit and floor space, or a seating capacity for 6,000 in a theatre-style configuration. The facility hosts such events as conventions, trade shows, stage shows, and banquets.

City Coliseum also offers both exhibit and arena-type seating. The coliseum and annex areas combine to offer a usage of approximately 30,000 square feet. Also available is the barn area, approximately 40,000 square feet, which is used mainly for animal or equipment storage during livestock shows, circuses, and auction events.

The coliseum can also accommodate 3,600 spectators for stage presentations such as concerts and professional boxing and wrestling.

In 1981-82, 759 events drew an attendance of 717,415 to the auditorium and coliseum and 99,825 to the grounds.

### **INFORMATION SYSTEMS DEPARTMENT**

Probably the most well known function of this department is the tabulation of ballots in all city and, upon request, county elections. Throughout the year, the Information Systems Department is responsible for the operation of the city's computer and the automation of data, or information, for approximately 29 city departments. These departments access the computer system through on-line video terminals which can be found in many city offices. Among the services provided are: utility billing, city payroll, property inventory management, tax appraisal for the Travis County Appraisal District, vehicle equipment data, police department warrants, library reporting, financial accounting, and management information reports.

### **PERSONNEL DEPARTMENT**

The City of Austin is an equal employment opportunity employer and operates under a merit system in which all personnel are hired and promoted on the basis of merit and fitness for the job. The city also promotes an affirmative action program.

Approximately 8,100 persons, including part-time and temporary help, are employed by the city. The Personnel Department is organized into eight major divisions to serve the hiring, compensation, safety, and training needs of this workforce.



## EMPLOYMENT DIVISION

The Employment Division screens applications, interviews applicants, and refers qualified persons for further interviewing to those departments having job vacancies. Selection of new employees is the responsibility of department directors, and is made on the basis of an applicant's knowledge and skills in the position for which the applicant applied, without regard to sex, race, color, religious beliefs, national origin, age, sexual orientation, or physical handicap. Current employees are given first consideration whenever a vacancy occurs. Job vacancy announcements are made weekly and are distributed to the Texas Employment Commission and numerous civic, governmental, and public agency organizations.

## ADMINISTRATION DIVISION

A part of the Administration Division, the civil service unit develops and administers Civil Service Entrance and Promotional Examinations for police and fire personnel. The unit supports the city's Civil Service Commission which provides for the classification of all firefighters and police officers, makes rules and regulations governing promotions, and investigates all disciplinary suspensions.

## OTHER DIVISIONS

Other Personnel Department divisions include Compensation, Benefits/Records, Staff Development, Workers' Compensation, Safety and Risk Management. The divisions' responsibilities include the provision of numerous training and development classes, safety programs, retirement counseling, and employee performance planning and review.

Employees' complaints are handled internally. Complaints which cannot be resolved at the department level may be forwarded to the Employee Grievance Committee which will hear and attempt to resolve the complaint. Appeals may be heard by the city manager. Complaints filed by civil service employees are reviewed by the Civil Service Commission. No employee organization is permitted by state law to engage with the city in collective bargaining.

## **PUBLIC INFORMATION DEPARTMENT**

Located on the first floor of the Municipal Building and the first floor of the Municipal Annex, this department is responsible for answering questions asked by citizens and providing reports on municipal programs and projects to the news media. It also provides telephone, photographic, and printing-copying services to municipal departments and maintains a news clipping file for use by citizens, the news media, and city officials.

## **VEHICLE AND EQUIPMENT SERVICES DEPARTMENT (VES)**

The VES is responsible for centralized fleet management and all communications, exclusive of telephones, for the City of Austin. The department manages and maintains some 2,500 vehicles and vehicular equipment, including watercraft, and 2,050 radios and other pieces of communication equipment, including a FACTS telephone system. VES also administers the city's fuel conservation program.



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## **TRAVIS COUNTY**

### ***AGRICULTURAL EXTENSION SERVICE (AES)***

Primarily an educational agency created to assist with rural and urban problems, the Agricultural Extension Service receives direction and program recommendations from eight subcommittees of lay people. Services of the agency are divided into five general areas: adult home economics-family living, 4-H and youth, agriculture-horticulture, natural resource, and wildlife damage control.

The AES regularly disseminates its information through the local media. Staff members will answer questions over the phone, and all residents of Travis County can avail themselves of the free informational pamphlets which may be picked up at the AES headquarters in the Stokes Building, 1107 Guadalupe. There is a nominal charge for some of the agency's services such as soil testing.

Funding for the service comes from the Travis County Commissioners Court, Texas A&M Agricultural Extension Service, and the U.S. Department of Agriculture. The City of Austin participates in the horticulture program.

### ***GENERAL SERVICES DEPARTMENT***

The General Services Department is responsible for custodial services, repairs, remodeling, and maintenance of the Travis County Courthouse Building, the Courthouse Annex, the Travis County Administration Building, and seven outlying county locations. The department's personnel operate two law libraries, a centralized telephone system, and the county print shop. All county parking facilities are handled through this department.

### ***COUNTY SURVEYOR***

Travis County has an elected county surveyor, who must be a registered surveyor. This is a non-salaried position with the responsibility of surveying county lands upon demand.

### ***PERSONNEL AND BUDGET DEPARTMENT***

This department was created by the commissioners court to help the court and the other county departments with budget matters and personnel policies. The department coordinates the county employees' benefit program and provides technical research and statistical reports. It also keeps the public informed of county employment opportunities and accepts applications for those jobs.

### ***VETERANS SERVICE OFFICE***

This office provides assistance to over 100,000 Travis County veterans and their dependents or survivors in obtaining the benefits they are entitled to under law. The Veterans Service Officer is appointed by the county commissioners to a two-year term. The office is located in the Travis County Administrative Building, 1105 Guadalupe.



# **APPENDIX:**

## **BOARDS AND COMMISSIONS**

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### **CITY OF AUSTIN**

One method citizens may use to influence decisions made by local government is to serve on one of the many boards and commissions that have been set up to act in either a regulatory or advisory capacity. These boards and commissions have been established by the Austin City Charter, as a result of federal or state statutes, or by city council ordinances, resolutions, and agreements.

The members of most citizen boards and commissions are appointed by the city council. The mayor appoints the members of the Housing Authority and the Board of Commissioners of the Neighborhood Revitalization Commission. The members of the [Firemen's and Policemen's] Civil Service Commission are appointed by the city manager. In addition, several boards, such as the Mental Health-Mental Retardation Board of Trustees and the Travis County Appraisal District Board of Directors, have some members who are appointed by other political subdivisions and/or taxing authorities.

The city council will not make an appointment unless that vacancy has been announced at a council meeting one month previously. Current policy, adopted in 1982, is to make all such announcements at a meeting held on the first Wednesday of each month. The council then meets in executive session to consider appointments announced the previous month. Occasionally an appointment will be carried over to the next month, or it may be made at the next regularly scheduled council meeting.

Application forms for appointment to all boards and commissions that involve the City of Austin are available at the city clerk's office. No application will be considered by the city council unless it has been completed and filed with the city clerk at least seven days prior to the date the appointment is to be made by the council.

The following is a descriptive list of boards and commissions that involve the City of Austin. All appointments are for two years unless otherwise indicated. Those marked with an asterisk (\*) have specific occupational or organizational affiliations required for at least some of the positions. For complete information on all boards and commissions—membership requirements, meeting times, vacancies, etc.—contact the city clerk's office.

### ***BOARDS AND COMMISSIONS ESTABLISHED BY THE CITY CHARTER***

#### **BOARD OF EQUALIZATION**

See Appraisal Review Board, Chapter 8, Finance.



#### **\*EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES**

Administers the retirement and pension fund and directs actuarial evaluation of retirement funds. Also advises the city council and the retirement system as to investments. The 11-member board is composed of four city employees selected in an election (who serve for four years), three voters appointed by the city council (who serve for two years), two members of the city council, the city finance director, and the city manager or designee. Contact: Finance Department.

#### **PLANNING COMMISSION**

See Chapter 10, Planning.

### ***BOARDS AND COMMISSIONS ESTABLISHED AS A RESULT OF STATE OR FEDERAL STATUTES***

#### **AIRPORT ZONING BOARD**

Insures the enforcement of regulations limiting height of structures and objects in the vicinity of Robert Mueller Airport and Bergstrom Air Force Base. Five members: two appointed by the city council, two appointed by the Travis County Commissioners Court, and one selected by the board. No set terms. Contact: Building Inspection Department. [Note: If any new airports are built, state law now gives this board authority to zone for compatible land use in airport hazard areas, including protection from levels of noise and vibrations created by the operation of the airport.]

#### **\*AUSTIN TRANSPORTATION STUDY**

See Chapter 13, Transportation.

#### **BOARD OF APPRAISAL REVIEW, TRAVIS COUNTY APPRAISAL DISTRICT, BOARD OF DIRECTORS**

See Chapter 8, Finance.

#### **\*CAPITAL AREA PLANNING COMMISSION (CAPCO)**

See Chapter 10, Planning.

#### **CIVIL SERVICE COMMISSION**

Makes such rules and regulations as are necessary for qualification, hiring, and dismissal of firefighters and police officers, in line with state statute, and makes investigations and reports on the enforcement of the Civil Service Act. The three members are appointed by the city manager for three-year staggered terms. Contact: Director of Civil Service, Personnel Department.

#### **\*FIREMEN'S RELIEF AND RETIREMENT FUND, AUSTIN LOCAL BOARD OF TRUSTEES**

Administers and operates a fund to acquire and conserve assets for the benefit of firefighters in the Austin area. Five members; the mayor serves as chairperson, and the finance director serves as secretary/treasurer. The other members are active firefighters, elected by the firefighters for three-year staggered terms. Contact: Finance Department.



#### HOUSING AUTHORITY, CITY OF AUSTIN

See Chapter 16, Public Housing and Rehabilitation.

#### MANPOWER ADVISORY PLANNING COUNCIL

See Chapter 11, Social Services.

#### MENTAL HEALTH-MENTAL RETARDATION, BOARD OF TRUSTEES

#### MENTAL HEALTH-MENTAL RETARDATION PUBLIC RESPONSIBILITY COMMITTEE

See Chapter 12, Health Care.

#### PRIVATE INDUSTRY COUNCIL

See Chapter 11, Social Services.

#### \*URBAN RENEWAL—NEIGHBORHOOD REVITALIZATION COMMISSION

The 11 members of the Neighborhood Revitalization Commission, five appointed by the mayor and six by the city council, deliberate upon and submit recommendations to the Office of Neighborhood Revitalization concerning programs, plans, and priorities relating to the city's declining neighborhoods. The five members appointed by the mayor constitute the membership of the Board of Commissioners of the Urban Renewal Agency, which retains authority granted to it by state statute. Contact: Office of Neighborhood Revitalization.

### ***BOARDS AND COMMISSIONS ESTABLISHED BY CITY COUNCIL ORDINANCES, RESOLUTIONS, AND OTHER AGREEMENTS***

#### \*AFFIRMATIVE ACTION PLAN ADVISORY COMMITTEE

Monitors the affirmative action plan and submits recommendations to the city council; reviews quarterly reports by city departments on personnel utilization. Eight members appointed by the city council, and five representatives of the city workforce, two of whom are elected by the workforce. Contact: Affirmative Action Office.

#### \*ARTS COMMISSION

Promotes close cooperation between the city and all private citizens, agencies, and institutions interested in the development of the arts in Austin. Eleven members, appointed by the city council: two representing drama, two visual arts, two dance, one choral music, one instrumental music, one museums, one literature, and one heritage and folk art. Contact: Parks and Recreation Department.

#### AUSTIN TOMORROW ON-GOING COMMITTEE

Assists in the implementation of the Austin Tomorrow Goals Program and the Master Plan. Ten members, plus one chairperson, representing ten zones in the city, appointed by the city council. Ten alternates are also appointed to serve in the absence of the member from a specified zone. Contact: Planning Department.



## BOARD OF ADJUSTMENT

Hears appeals from decisions of the city's building inspector in the enforcement of zoning provisions and holds public hearings on any requests for exceptions to the zoning ordinance. Variances may be granted if not contrary to the public interest or where enforcement would create an unnecessary hardship to the applicant. Decisions of the board are not subject to review by the city council. Five members and four alternates, appointed by the city council. State statute does not mandate the board's establishment, but it must follow procedures set forth by state law. Contact: Building Inspection Department.

## \*BUILDING CODE BOARD OF APPEALS

Hears appeals from the public concerning any provision of the building chapter of the city code for variations on the requirements. Appeal of the board's decisions may be made within 15 days to the city council. Five members, who are qualified by experience and training to vote on matters pertaining to building construction, are appointed by the city council. Contact: Building Inspection Department.

## \*BUILDING STANDARDS COMMISSION

Provides for final interpretation of the provisions of the Austin Housing Standards Ordinance and hears appeals. It can order substandard housing repaired within a certain time limit or removed or demolished if not brought up to standard. Appeal for extensions can be made to the council. Eleven members, some of whom must have specific qualifications relating to housing construction and financing, appointed by the city council. Contact: Building Inspection Department.

## CABLE COMMISSION

Advises the city council on cable television issues, and coordinates and promotes public access. Ten members appointed by the city council. Contact: Office of Public Information.

## CITIZENS TRAFFIC SAFETY COMMISSION

Recommends an overall traffic safety plan for Austin to the city council, receives and considers suggestions from the public, and coordinates with other public agencies on traffic safety matters. Nine members appointed by the city council. Contact: Urban Transportation Department, Traffic Safety Coordinator.

## COMMISSION ON THE STATUS OF WOMEN

Advises the city council and the city manager on needs and problems of women in the Austin area, and recommends programs designed to alleviate any inequalities in social, economic, and vocational pursuits. Fifteen members appointed by the city council. Contact: Human Relations Department.

## \*COMMUNITY DEVELOPMENT COMMISSION

See Chapter 11, Social Services.

## \*COMMUNITY EDUCATION CONSORTIUM

See Chapter 2, Education.



#### \*CONSTRUCTION ADVISORY COMMITTEE

Monitors the enforcement of prevailing wage scales and job classifications, advises the city council and the city manager as to categories and specific projects that should be accomplished by contract through competitive bidding processes as opposed to "force account" work with city personnel and equipment. Seven members appointed by the city council: three representatives of labor, three representatives of the construction industry, and one non-affiliated citizen member. Contact: Office of Facilities, Planning, and Construction.

#### \*COUNCIL ON YOUTH AFFAIRS

Serves as a catalyst for the development of youth programs in Austin and serves in an advisory capacity to the city council. Executive Committee of Student Councils of each high school elects two members who serve one-year terms. Contact: Parks and Recreation Department.

#### \*DENTAL HEALTH ADVISORY COMMITTEE

See Chapter 12, Health Care.

#### \*ELECTRIC UTILITY COMMISSION

Reviews and analyzes all policies relating to electric utility regulation and generation. Nine members selected by the city council from the service area of the city electric utility. One member shall be a registered professional engineer with experience in power production, and one member shall be an attorney. Contact: Electric Administration.

#### \*ELECTRICAL BOARD

Authorizes the issuance or suspension of electric licenses, hears appeals from rulings of chief electrical inspector, and modifies requirements when unjustified expense or hardship is required. Seven members appointed by the city council: two property owners, the city manager or representative, two active master electricians, one journeyman electrician, and one electrical engineer. Contact: Building Inspection Department.

#### \*ELISABET NEY MUSEUM BOARD

Provides cultural programs and opportunities to facilitate the effective administration and preservation of the museum. Agreement between the Texas Fine Arts Association and the City of Austin provides eight members shall be appointed by the city council: two from the Texas Fine Arts Association, one from U.T. Austin, one from the Austin Heritage Society, one from Hyde Park Neighborhood Association, and three interested citizens. Contact: Parks and Recreation Department.

#### \*EMS QUALITY ASSURANCE TEAM

Advises the city manager, director of emergency medical services, and the city council on planning, reviewing, and evaluating the operations and performance of the Department of Emergency Medical Services. Ten members appointed by the city council, representing both providers and consumers of EMS. Contact: EMS Department.



### ENERGY CONSERVATION COMMISSION

Studies methods of conserving energy and makes recommendations to the city council. Eleven members appointed by the city council. Contact: City Manager's Office.

### ENVIRONMENTAL BOARD

Acts in an advisory capacity on all projects and programs affecting the quality of life, makes recommendations for standards, and initiates specific studies. Seventeen members appointed by the city council. Contact: Environmental Resource Management Office.

### \*ETHICS REVIEW COMMISSION

Reviews complaints relating to standard of conduct for city officials and the filing of financial disclosure by certain officials. Five members: three appointed by the city council, one is to be an attorney, one a "minority;" one member is selected by the Travis County Association of Certified Public Accountants; and one is selected by the Austin Chapter of Common Cause of Texas. Contact: City Attorney's Office.

### \*HEATING, AIR CONDITIONING, AND REFRIGERATION APPEALS BOARD

Hears appeals for variations from the Heating and Air Conditioning Ordinance, and examines applicants for master's or journeyman's license. Five members appointed by the city council: the chairman traditionally is the building inspector, one heating and air conditioning contractor, one refrigeration contractor, one professional engineer, and one property owner. Contact: Building Inspection Department.

### \*HISTORIC LANDMARK COMMISSION

Identifies and makes recommendations to the Planning Commission and to the city council on designation of historically significant structures in Austin. Eleven members appointed by the city council to include a representative of the U.T. School of Architecture, the American Institute of Architects, the Heritage Society, the Travis County Bar Association, and six interested citizens. Contact: Planning Department.

### HOSPITAL BOARD

See Chapter 12, Health Care.

### HUMAN RELATIONS COMMISSION

Advises the city council on non-discrimination policies and investigates complaints of prejudice and discrimination. Thirteen members appointed by the city council. Contact: Human Relations Department.

### LIBRARY COMMISSION

Advises the city council, the city manager, and the director of libraries on all matters pertaining to the establishment and operation of Austin's public libraries. Nine members appointed by the city council. Contact: Central Library.



#### **\*MEDICAL ASSISTANCE PROGRAM ADVISORY BOARD**

See Chapter 12, Health Care.

#### **\*PARKS AND RECREATION BOARD**

Coordinates all city and private recreational activity, and advises the city council and the director of PARD on development and maintenance of all city parks. Thirteen members, two of whom have expertise in the navigational field, appointed by the city council. Contact: Parks and Recreation Department.

#### **\*PLUMBING ADVISORY BOARD**

Hears appeals from decisions by the plumbing inspector and interprets the provisions of the plumbing chapter of the Austin City Code. Eight members, most of whom must have professional expertise in plumbing, appliances, or building construction, appointed by the city council. Contact: Building Inspection Department.

#### **RENEWABLE ENERGY RESOURCES COMMISSION**

Maintains overview of programs, studies, and proposals concerning the use of energy, alternate energy technologies, and renewable energy resources including solar and wind. Serves as a liaison with other city boards and commissions, and prepares an alternate energy resource management plan. Seven members appointed by the city council. Contact: Office of Energy Conservation and Renewable Resources.

#### **\*SOCIAL POLICY ADVISORY COMMITTEE**

See Chapter 11, Social Services.

#### **SOLICITATION BOARD**

Holds public hearings to determine the granting of a permit for solicitation for charitable or welfare purposes. Five members appointed by the city council. Contact: City Clerk's Office.

#### **\*SPECIAL TRANSIT SERVICES ADVISORY COMMITTEE**

Acts as an appeal body in questions of policy administration within the Austin Transit System regarding special transit services for citizens with mobility disabilities. The five-member committee consists of the director of the Urban Transportation Department, the general manager of the Austin Transit System, a member of the Urban Transportation Commission, and a "transit-limited" passenger and a "transit-restricted" passenger, both of whom are appointed by the city council. Contact: Director, Urban Transportation Department.

#### **URBAN TRANSPORTATION COMMISSION**

Serves as an advisory body to the city council, the city manager, the Urban Transportation Department, and other city departments concerning transportation-related matters such as streets and highways, bus and rail service, pedestrian and bikeway programs, safety, needs of the mobility-impaired, transportation franchise requests and renewals, rate adjustments, and hours of operation. Nine members appointed by the city council. Contact: Urban Transportation Department.



### VENDING COMMISSION

No license to vend in the People's Renaissance Market, 23rd and Guadalupe Streets, is issued unless this commission is satisfied that the art or craft item conforms to the requirements of the Vendors Ordinance. Seven members appointed by the city council. Contact: Purchasing Department.

### WATER AND WASTEWATER COMMISSION

Reviews and analyzes the policies and resources relating to the water and wastewater utility of the City of Austin, and advises the city council on policies and resources. Seven members appointed by the city council. Contact: Water and Wastewater Department.

### \*WRECKER STANDARDS COMMISSION

Hears appeals from the decision of the chief of police regarding suspension or revocation of permits and certificates for automotive wreckers. Has the power to compel the attendance of witnesses and the production of relevant evidence. Seven members appointed by the city council, two of whom are wrecker permit holders. Contact: Police Department, Legal Advisor.

### **TASK FORCES**

From time to time, the council names task forces to study and make recommendations on specific issues. Because of their short-term nature, task forces are not listed in this guide. Information about these task forces may be obtained by contacting the city clerk's office. Appointment procedures are the same as for boards and commissions.



# INDEX

- Ad valorem tax—see Property tax
- Affirmative Action Plan Advisory Committee, 83
- Agricultural Extension Service (AES), 18, 80
- Airport—see Municipal Airport
- Airport Zoning Board, 82
- Alcohol Counseling Service—see Austin/Travis County Alcohol Counseling Service
- Alcohol resources, 55
- Aquifer Protection Ordinances, 74
- American Transit Corporation, 57
- Annexation, 14, 42
- Annual Financial Plan, 29, 33
- Appraisal Review Board—see Travis County Appraisal Review Board
- Approach Main Ordinance, 76
- Arts Commission, 83
- Assumed Name Registry, 17
- Auditing Department, 15, 29
- Auditor—see County Auditor
- Austin American-Statesman, 3
- Austin Association for Retarded Citizens, 48
- Austin Child Guidance/Evaluation Center, 48
- Austin, City of
  - Elected officials, 13
  - Form of government, 14
  - History, 1–2
- Austin Community College, 6–7
- Austin Community Nursery, 47
- Austin Council on Alcoholism, 48
- Austin Families, 47
- Austin Fire Department—see Fire Departments
- Austin Garden Center, 60
- Austin High School, 1, 2
- Austin History Center, 2, 67, 68, 69
- Austin Housing Authority (AHA), 70
  - Board of Commissioners, 70, 81
- Austin Independent School District, 4–6
  - Board of Trustees, 4
  - Budget, 4
  - Desegregation, 5
  - School Program, 4–5
  - Superintendent, 4
- Austin Nature Center, 60
- Austin Parent-Child Association, 55
- Austin Police Department—see Police Departments
- Austin Public Library, 15, 67–69
- Austin Resource Center for Independent Living, 48
- Austin Tenants' Council (ATC), 71
  - Board of Directors, 71
- Austin Tomorrow Comprehensive Plan (ATCP), 42, 43
- Austin Tomorrow Goals Program, 42
- Austin Tomorrow On-Going Committee, 83
- Austin Transit System, 57–58
- Austin Transportation Study (ATS), 59
- Austin/Travis County Alcohol Counseling Services, 28, 55
- Austin-Travis County Health Department (ATCHD), 18, 49
- Austin-Travis County Mental Health-Mental Retardation Center (MHMR), 54–55
  - Board of Trustees, 54, 81
- Aviation, 15, 58
- Bail Bond Board, County, 17
- Bailey Square Surgical Center, 52–53
- Ballot, 11, 12
- Barton Creek Ordinance, 74
- Bergstrom Air Force Base, 20
- Big Brothers/Big Sisters, 48
- Birth records, 17
- Bluebonnet Electric Cooperative, 77
- Board of Adjustment, 84
- Boards and Commissions, Austin, 81–88
- Brackenridge Hospital, 15, 51–54
  - Administration, 54
  - Hospital Board, 54
- Budgets
  - Austin, 29, 30–31, 32
  - Travis County, 35, 36–37
- Building Code Board of Appeals, 84
- Building Standards Commission, 84
- Building Inspection Department, 15, 40
- Building inspector, 40
- Building permits, 40
- Buildings Standards Commission, 40
- Cable Commission, 84
- Capital Area Food Bank, 47
- Capital Area Manpower Consortium, 45
- Capital Area Planning Council (CAPCO), 43
- Capital Area Rehabilitation Center, 48
- Capital Budget, 32
- Capital Improvements Program (CIP), 16, 29, 32, 43
- Capitol building, 1, 2
- Caritas, 47, 55
- Carver Museum, 67, 68
- Cedar Park elected officials, 13
- Cemetery, 39
- Census, 2
- Center for Battered Women, 47
- Certificate of Obligation, 34
- Child and Family Services, 48
- Child care, 47
- Child, Inc., 47
- Childbirth classes, 52–53, 55
- Citizens' Traffic Safety Commission, 57, 84
- City Attorney, Austin, 25
- City Charter, Austin, 14, 16
- City Coliseum, 78
- City Council, Austin, 14, 15, 16, 29, 32, 33, 81
- City Manager, Austin, 14, 15, 20, 22, 25, 29, 32, 33
- Civil Service Commission, 79, 81, 82
- Civil War, 1
- Clerk
  - Austin, 15, 16, 81
  - Travis County, 13, 17, 18
  - District, 13, 18, 27
- Climate, 2
- Colorado River, 1, 2, 77
- Commission on the Status of Women, 45, 84
- Commissioners Court, 17, 18, 19, 34, 35
- Commissions, Austin, 81–88
- Communicable Disease Control, 51
- Communications, 3
- Community Action Division, 44
- Community Bound, 48
- Community College—see Austin Community College
- Community Schools, 5–6, 55
- Community Development Commission, 44
- Community Education Consortium, 6



- Community Gardens, 46, 47
- Comprehensive Employment and Training (CETA), 44, 45
- Concordia Lutheran College, 7
- Confederacy, 1
- Constables, County, 13, 18, 26
- Construction Advisory Committee, 85
- Construction Inspection, 39
- Council on Youth Affairs, 85
- Counseling, 48
- County Attorney, 12, 18, 25
- County Auditor, 18, 35
- County Commissioners, 12, 17, 18
- County Engineer, 59
- County Judge, 12, 18, 26, 28, 34
- County Sheriff, 12, 18, 23
- County Surveyor, 13, 18, 80
- County Tax Assessor-Collector, 12, 18, 35, 38
- County Treasurer, 13, 18, 35
- Court of Criminal Appeals, 27
- Courts-at-Law, County, 26
- Judges, 12, 18, 26
- Creedmoor elected officials, 13
- Creek Ordinance, 73
- Crisis intervention, 47
- Crisis Intervention Center Hotline, 55
- Cultural activities, 3
- Deaf, Services for the, 46
- Death records, 17
- Deed restrictions, 40
- Del Valle Correctional Center, 23
- Del Valle Independent School District, 9
- Dental clinics, 50
- Dental Health Advisory Committee, 49
- Developmental Assistance for Rehabilitation, 48
- Dismas House, 48
- District Attorney, 12, 18, 26–27
- District Courts, 27
- District Judges, 12, 18, 27, 28
- Domestic relations office, 18, 27, 28
- Dripping Springs Independent School District, 9
- Drug abuse resources, 55
- Eanes Independent School District, 9
- Economy, 3
- Education, 4–9
- Elderly, Services for the, 47
- Elected officials, 12–13
- Elections, 10–13
- Electric cooperatives, 77
- Electric Department, 15, 57, 75
- Electric Utility Commission, 85
- Electrical Board, 85
- Elgin Independent School District, 9
- Elizabeth Ney Museum, 3
- Board, 85
- Emergency Assistance, 47
- Emergency Assistance Service, 46
- Emergency Management, Office of, 20–21
- Emergency Medical Services
  - Austin, 15, 21
  - Travis County, 18, 21
- Emergency services, 20–21
- Employees Retirement System Board of Trustees, 82
- EMS Quality Assurance Teams, 85
- Energy Conservation and Renewable Resources, 15
- Energy Conservation Commission, 86
- Engineering Department, 18, 39
- Environmental Board, 73, 86
- Environmental health, 50
- Environmental protection, 73–74
- Environmental Resource Management, 15, 73, 76
- Ethics Review Commission, 86
- Extend-A-Care, 47
- Extraterritorial jurisdiction, 14, 42
- Farm-to-Market Road Fund, 35
- Farmers Market, 46
- Family Health Center, 55
- Family planning, 48, 55
- Family Planning Advisory Committee, 49
- Fayette Power Project, 75
- Finance
  - Austin, 29–34
  - Travis County, 34–38
- Finance Department, 15, 29
- Fire Chief, Austin, 20
- Fire Departments
  - Austin, 15, 20
  - Travis County, 20
- Fire protection, 20
- Firemen's Relief and Retirement Fund, Austin Local Board of Trustees, 82
- Fiscal year
  - Austin, 33
  - Travis County, 35
- Flood protection, 20–21
- Food Programs, 47
- Forming the Future, 5
- Friends of the Austin Public Library, 69
- Garbage pick-up—see Solid Waste Services
- Gardner House, 27
- General Fund
  - Austin, 33, 75
  - Travis County, 35
- General Obligation Bonds, 34
- General Services Department, 18, 80
- Gents Club, 48
- Governor's Mansion, 1, 2
- Grand jury, 27
- Half-way houses, 48
- Health care, 49–56
- Health Centers, Public, 49–50
- Health Department—see Austin-Travis County Health Department
- Heating, Air Conditioning, and Refrigeration Appeals Board, 86
- Historic Landmark Commission, 86
- Holy Cross Hospital, 52–53
- Home rule, 14
- Hospital Board—see Brackenridge Hospital
- Hotline, 48, 55
- Housing—see Public Housing and Rehabilitation Housing Authority
  - Austin, 70
  - Travis County, 71
- Houston, Sam, 1
- Human Development Centers, 54
- Human Relations Commission, 45, 86
- Human Relations Department, 15, 45
- Human Services Department, Austin, 15, 44–45
- Human Services, Travis County Department of, 18, 45–47
- Huston-Tillotson College, 7
- Immunization, 51
- Independent School Districts in Travis County, 8, 9
- Information Systems Department, 15, 78
- Intensive Supervision Program, 28



- Jail libraries, 69
- Jails, 23
- Justices of the Peace, 13, 18, 26
- Juvenile Board, 17, 18, 28
- Juvenile Court, 27
- Juvenile Delinquency Prevention Project, 28
- Ladies Center, 55
- Lake Austin Growth Management Ordinance, 73
- Lake Austin Residence District, 74
- Lakeway
  - Elected officials, 13
  - Police department, 24
- Lago Vista Independent School District, 9
- Laguna Gloria Art Museum, 3
- Lake Travis Independent School District, 9
- Lamar, Mirabeau B., 1
- Landscape Ordinance, 74
- Law library, 17, 69
- Leander
  - Elected officials, 13
  - Independent School District, 9
- Legal Aid, 48
- Legal systems, 15, 18, 25–28
- Libraries, 3, 67–69
- Library Association, 67
- Library Commission, 86
- Library Endowment Fund, 69
- Low income housing—see Public Housing and Rehabilitation
- Lower Colorado River Authority (LCRA)
  - Parks, 61
  - Electricity and water, 75, 76–77
- Lyndon Baines Johnson Presidential Library, 3
- Management and Budget, 15, 29
- Manor
  - Elected officials, 13
  - Independent School District, 9
- Manpower Advisory Planning Counsel, 45
- Manpower Division, 45
- Marble Falls Independent School District, 9
- Marriage
  - Records, 17
  - License, 17
- Maternity services, 55
- Max Gochman Center for Cerebral Palsy, 48
- Mayor, Austin, 15, 16
- Mayor Pro Tem, Austin, 16
- McKinney Falls State Park, 61
- Meals on Wheels, 47
- Medical Assistance Program (MAP), 49, 50
- Medical Assistance Program Advisory Board, 49
- Medical Examiner, 18, 24
- Metropolitan Planning Organization, 59
- Metropolitan Transit Authority, 57
- Middle Earth, 48
- Minor Emergency Centers, 55–56
- Moderate Rehabilitation Program, 70
- Montopolis, 1
- Motor vehicle registration, 35
- Municipal Airport, Robert Mueller, 58
- Municipal Auditorium—see Palmer Auditorium
- Municipal bonds, 29, 34
- Municipal Court judges, 15, 25
- Municipal Utility Districts (MUD), 76
- Museums, 3
- National Weather Service, 21
- Neighborhood Centers—see Urban Neighborhood Centers

- Neighborhood Revitalization Commission, 81, 83
- Neighborhood Revitalization, Office of, 15, 17
- Neighborhood Watch, 22
- Newspapers, 3
- Notary Public Commission, 17
- O. Henry, 2
- Old Bakery & Emporium, 61
- Open Door Preschool, 48
- Operation Identification, 22
- Outpatient clinics (ATCHD), 50
- Palmer Auditorium, 78
- Palmer Drug Abuse, 55
- Paramount Theatre, 3
- Park-and-ride, 58
- Parks
  - City, 60–61, 62–65
  - County, 61, 66
  - State, 61
  - LCRA, 61, 66
- Parks and Recreation, 60–66
- Parks and Recreation Board, 87
- Parks and Recreation Department (PARC), 15, 60
- Pease, E. M., 1
- Pedernales Electric Cooperative, 77
- People's Community Clinic, 48, 55
- Personal Bond Office, 18, 28
- Personnel and Budget Department, Travis County, 18, 35, 38, 80
- Personnel Department, Austin, 15, 78–79
- Petit jury, 27
- Pflugerville
  - Elected officials, 13
  - Independent School District, 9
  - Police department, 24
- Planned Parenthood, 48
- Planned Unit Developments (PUD), 42
- Planning, 42–43
- Planning Commission, 32, 42, 43, 57, 73, 76
- Planning Department, 15, 42, 57
- Plumbing Advisory Board, 87
- Poison Control, 55
- Police Chief, Austin, 22
- Police Departments
  - Austin, 15, 22
  - Travis County, 24
- Policy Advisory Committee, 69
- Population, 1, 2
- Pregnancy testing, 55
- Prenatal care, 55
- Private Industry Council, 45
- Probation Department
  - Adult, 18, 28
  - Juvenile, 18, 28
- Property tax, 32, 33, 34, 35, 38
- Proprietary funds, 33
- Public Buildings, 39
- Public Event Facilities, Department of, 15, 78
- Public Housing and Rehabilitation, 70–72
- Public housing projects, 72
- Public Information Department, 15, 79
- Public Utility Commission, 75
- Public Works Department, 15, 39–40, 57
- Purchase and Stores Department, 15, 32
- Radio stations, 3
- Rape Crisis Center, Austin, 47
- Real Estate, 39
- Rental Assistance Program, 70
- Reproductive Services, 55



- Renewable Energy Resources Commission, 87
- Retarded, Services for the, 48
- Retired Senior Volunteer Program (RSVP), 46
- Revenue
  - Austin, 30, 33
  - Travis County, 35, 36
- Revenue bonds, 29, 34
- Roads
  - City of Austin, 39, 40
  - Travis County, 59
- Rollingwood
  - Elected officials, 13
  - Police department, 24
- Round Rock
  - Elected officials, 13
  - Independent School District, 9
- Rural Centers, 46
- Rural Community Action Program, 46
- Rural Medical Assistance Program, 46
- St. David's Community Hospital, 52–53
- St. Edward's University, 7
- San Leanna elected officials, 13
- School of Nursing, 9, 51
- Schools—see Education
- Seton Hospital, 52–53
- Sheriff—see County Sheriff
- Shoal Creek Hospital, 52–53
- Shuttle bus system, 57
- Slaughter, Bear, Little Bear, and Onion Creek Ordinance, 74
- Social Policy Advisory Committee, 44, 47
- Social services, 44–48
- Solicitation Board, 87
- Solid Waste Services, 40
- South Austin Community Hospital, 52–53
- South Austin Neighborhood Youth Bureau, 48
- South Texas Nuclear Project, 75
- Special Road and Bridge Fund, 35
- Special Transit Services Advisory Committee, 87
- Speech and Hearing Clinic, 55
- State Board of Education Member, 12
- State Representative, 12
- State Senator, 12
- Street and Bridge, 40
- Subdivision, 41
- Subdivision Ordinance, 42, 73, 76
- Sunset Valley
  - Elected officials, 13
  - Police department, 24
- Task forces, 88
- Tax Assessor-Collector—see County Tax Assessor-Collector
- Taxation Department, 15, 32
- Tax-exempt property, 34
- Taxes
  - Austin, 34
  - Travis County, 38
- Teenage Parent Council, 48
- Telephone Reassurance, 47
- Television stations, 3
- Temperature, 2
- Tenants' Council—see Austin Tenants' Council
- Texas Department of Corrections, 23
- Texas Memorial Museum, 3
- Topography, 2
- Training and employment, 48
- Transportation, 57–59
- Transportation Enterprises, Inc., 58
- Travis County elected officials, 12–13
- Travis County Appraisal Review Board, 38
- Travis County Appraisal District, 32, 38
  - Board of Directors, 38, 81
- Travis County Housing Authority, 71
  - Board of Commissioners, 71
- Travis County International Cemetery, 39
- Trinity Center Extend-A-Care, 48
- Tuberculosis, 51
- United Way, 44, 47
- University of Texas, 1, 3, 7
  - Electric energy, 75
  - Shuttle system, 57, 58
- University Y, 46, 47, 48
- Urban League, Austin, 48
- Urban Neighborhood Centers, 44, 45
- Urban Renewal—Neighborhood Revitalization Commission, 83
- Urban Renewal Agency—see Office of Neighborhood Revitalization
- Urban Transportation Commission, 57, 87
- Urban Transportation Department, 57
- U.S. Congressman, 12
- U.S. Department of Housing and Urban Development (HUD), 70, 71
- U.S. District Court for the Western District of Texas, 27
- U.S. Fifth Circuit Court, 27
- U.S. Supreme Court, 27
- Utilities, 75–77
- Vaughn House, 48
- Vehicle and Equipment Services Department (VES), 15, 79
- Vending Commission, 88
- Venereal disease, 50, 51
- Veterans Service Office, 18, 80
- VISTA, 46
- Volunteer Center, 48
- Voter registration, 10, 35
- Voting, 11–12
  - Absentee, 11–12
- Waller, Edwin, 1, 60
- Water and Wastewater Commission, 76, 88
- Water and Wastewater Department, 15, 75–76
- Waterloo, 1
- Waterway Development Ordinance, 73
- Weatherization, 47
- West Lake Hills
  - Elected officials, 13
  - Police department, 24
- Williamson Creek Ordinance, 74
- Women, Infants, and Children Supplemental Food Program (WIC), 49, 50, 51
- Women's Center, Austin, 48
- Women's Referral Center, 55
- Women Space, 48
- Wrecker Standards Commission, 88
- Youth Advocacy, 48
- Youth Employment Service, 48
- Youth, Services for, 48
- Zilker Hillside Theater, 3, 60
- Zoning, 42, 43
- Zoning Ordinances, 43







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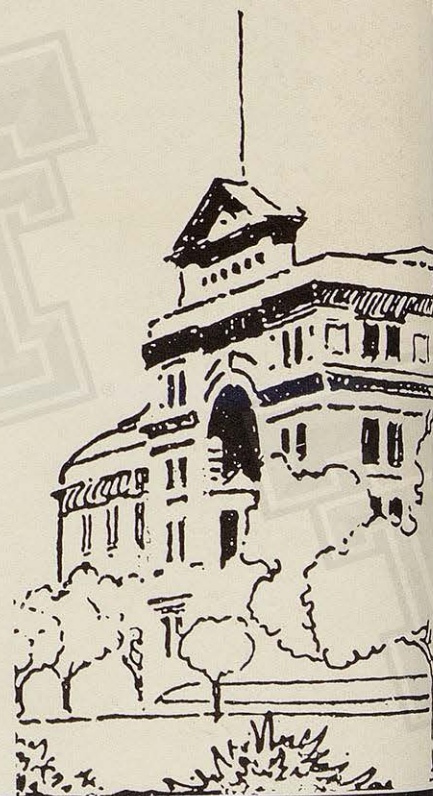
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