



# Executive Summary

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LifeSteps Council on Alcohol and Drugs (LifeSteps), formally known as Williamson County Council on Alcohol and Drugs, is a multi-county service provider focused on substance use prevention, education, intervention, and assessments related to alcohol, tobacco, and other drugs (ATOD) and the effects on individuals, families, and communities. LifeSteps has cultivated strong working relationships with local schools, health departments, law enforcement, legal and justice system, family medical clinics, substance treatment providers, government, and many local social service agencies.

LifeSteps is the current tenants, utilizing 311 S Main St. Georgetown, TX 78626. We have maintained the inside and taken well-care for the inside of the property, while ensuring the property is damage-free. Many years ago, the beautiful office space was provided to LifeSteps to operate and provide a life-saving services in the Williamson County. At the time there were no other company or organizations in Williamson County providing similar services. LifeSteps is the most qualified tenant to lease the commercial property at 311 S. Main St. Georgetown, Texas, 78626, because its mission and values align to enhance and benefit the members of the Williamson County Community and surrounding neighbors. LifeSteps' mission is to improve our community's health, safety, and well-being by preventing substance use disorders, providing early intervention, and supporting long-term recovery. Since 1978, LifeSteps has served individuals and families in transition, assisting them in navigating life challenges related to struggling with the battle of addiction

LifeSteps strategically aligns with a diverse group of community members, law enforcement entities, nonprofit organizations, schools, city and county employees, and volunteers. Our organization helps to empower and motivate individuals while building their self-worth. Our licensed chemical dependency counselors conduct various assessments and screenings and refer clients to the appropriate treatment services. Certified prevention specialists provide prevention education throughout Williamson and Bastrop counties. The federal education instructors at LifeSteps teach state-mandated educational classes for offenders referred by the criminal justice system. The coalition extends the reach and ability of Life Steps to advocate for the continued expansion of behavioral health prevention services, helping identify unresolved service gaps and barriers. Our experienced staff serves on a multitude of coalitions and work groups throughout central TX to reduce the prevalence of substance usage and increase alcohol, tobacco, and other drug prevention services. LifeSteps case managers provide prevention and intervention services, including but not limited to case management, psycho-educational classes, referrals, and supportive services to expecting and/or parenting mothers and fathers, to create a nurturing home substance-free.



## Form CIQ

### **CONFLICT OF INTEREST QUESTIONNAIRE**

This form is intentionally left blank

LifeSteps Council on Alcohol and Drugs does not have a conflict of interest with Williamson County.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



## Form: D

### **References**

<b>References</b>	
Contact Person:	Madewell, Mariah
Company Name:	LifeSteps Board of Directors
Phone Number:	512-863-2567
Email Address:	mmadewell@firsttexasbank.com
Description of services performed:	LifeSteps Board President

<b>References</b>	
Contact Person:	Brightwell, George
Company Name:	LifeSteps Board of Directors
Phone Number:	512-863-8702
Email Address:	brightwg@southwestern.edu
Description of services performed:	Secretary/Treasury

<b>References</b>	
Contact Person:	Perez, Gordon
Company Name:	LifeSteps Board of Directors
Phone Number:	512-852-2743
Email Address:	gordonperez@hotmail.com
Description of services performed:	Immediate Past President



## Form: D

### SIMILAR CONTRACTS:

<b>SIMILAR CONTRACTS</b>	
Company Name:	H & D Enterprises
POC Name & Title:	Dan L. Peterson, Landlord
Phone Number:	(512) 255-3000
Contract Number:	2105 N. Mays Round Rock, TX 78664
Dates of Performances:	8/01/2011- Current

<b>SIMILAR CONTRACTS</b>	
Company Name:	Austin Groups for the Elderly (AGE)
POC Name & Title:	Rhonda Aldape
Phone Number:	(512) 600-9286
Contract Number:	3710 Cedar, Room 282, Austin, TX 78705
Dates of Performances:	9/15/2018- Current

<b>SIMILAR CONTRACTS</b>	
Company Name:	Investors Real Estate
POC Name & Title:	Douglas C Dierksen
Phone Number:	(254) 754-6669
Contract Number:	3221 Franklin Ave. Rm 202 & 204
Dates of Performances:	11/16/2012- Current



## Form: D

**CANCELLED OR TERMINATED CONTRACTS:** Not Applicable,



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Williamson County  
22RFP143 RFP Commercial Lease of 311 N  
Main, Georgetown, TX

Proposed Monthly Rent Amount	Plus Taxes	Monthly Total
\$ 600.00	\$551.32	\$ 1,151.32