



# City of Austin

301 W. Second Street  
Austin, TX

## Agenda

### Questions and Answers Report

*Mayor Steve Adler*

*Mayor Pro Tem Kathie Tovo, District 9*

*Council Member Ora Houston, District 1*

*Council Member Delia Garz, District 2*

*Council Member Sabino "Pio" Renteria, District 3*

*Council Member Gregorio Casar, District 4*

*Council Member Ann Kitchen, District 5*

*Council Member Jimmy Flannigan, District 6*

*Council Member Leslie Pool, District 7*

*Council Member Ellen Troxclair, District 8*

*Council Member Alison Alter, District 10*

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Thursday, February 15, 2018

Austin City Hall

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The City Council Questions and Answers Report was derived from a need to provide City Council Members an opportunity to solicit clarifying information from City Departments as it relates to requests for council action. After a City Council Regular Meeting agenda has been published, Council Members will have the opportunity to ask questions of departments via the City Manager's Agenda Office. This process continues until 5:00 p.m. the Tuesday before the Council meeting. The final report is distributed at noon to City Council the Wednesday before the council meeting.

### QUESTIONS FROM COUNCIL

4. **Agenda Item #4:** Authorize negotiation and execution of a professional services agreement with Freese and Nichols, Inc. (staff recommendation), or one of the other qualified responders to the Request for Qualifications Solicitation No. CLMP235, to provide engineering services related to the 2018 Reservoir Improvements Program in an amount not to exceed \$6,000,000.

QUESTION: Where are the locations of the City of Austin water storage structures and reservoirs?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

The locations of water storage structures and reservoirs applicable to the subject agenda item are shown on the three (3) attached exhibits and includes water, wastewater and reclaimed water facilities.

5. **Agenda Item #5:** Authorize negotiation and execution of a professional services agreement with Cobb, Fendley & Associates, Inc. (staff recommendation), or one of the other qualified responders to the Request for Qualifications Solicitation No. CLMP234, to provide distribution engineering and associated design technical services for the Staff Augmentation Services for Electric Distribution project, for an initial one-year term, with three one-year renewal options, for a total contract amount not to exceed \$4,000,000, including all renewals.

QUESTION: What amount of time, in hours or days, is considered to be timely in Austin Energy staff's handling of the 50 to 100 monthly electric service change requests received? What is the anticipated monthly number of electric service change requests due to an increase in the workload created by the demand for new or upgraded electrical services? How much time, in hours or days, is anticipated to be saved by staff augmentation as compared to not having staff augmentation?

COUNCIL MEMBER HOUSTON'S OFFICE.

ANSWER:

- 1) *What amount of time, in hours or days, is considered to be timely in Austin Energy staff's handling of the 50 to 100 monthly electric service change requests received?*

Several factors contribute to the amount of time a design may take (e.g., location, complexity, staffing level, customer, etc.). That said, Austin Energy wants to achieve an average turnaround of 42-56 days for large complex projects.

- 2) *What is the anticipated monthly number of electric service change requests due to an increase in the workload created by the demand for new or upgraded electrical services?*

Austin Energy estimates that 90% of the design workload is due to new or upgraded service requests. Exceptions include line relocations and internally driven projects.

- 3) *How much time, in hours or days, is anticipated to be saved by staff augmentation as compared to not having staff augmentation?*

With this contract, the average design turnaround time for complex projects should decrease from the current 99 days to about 49 days, saving approximately 50 days on average.

7. **Agenda Item #7:** Authorize negotiation and execution of an amendment to the professional services agreement with AECOM Technical Services, Inc., Brown & Gay Engineers, Inc., CAS Consulting & Svcs, Inc.(MBE), Doucet & Associates, Inc., Espey Consultants, Inc. dba RPS, Freese and Nichols, Inc., Halff Associates, Inc., HDR Engineering, Inc., Jacobs Engineering Group, Inc., Parsons Water & Infrastructure, Inc., S & B Infrastructure, LTD. and Walker Partners, LLC, for engineering services for the 2016 Large Scale General Civil Engineering Services Rotation List, in an amount of \$6,000,000, for a total contract amount not to exceed \$15,600,000 divided among the firms.

QUESTION: Which departments are funding the additional \$6,000,000 and what is the amount funded per department?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

See attachment

QUESTION:

What Mobility Bond projects utilized services from this contract? What was the scope of work for those projects provided under this contract and what was the funding associated with each project? Why weren't funds from the Mobility Bond utilized for those projects?

COUNCIL MEMBER TROXCLAIR'S OFFICE

ANSWER:

Two contract assignments were made from the 2016 Large Scale General Civil Engineering Services Rotation List to support the 2016 Mobility Bond Program. Both of these assignments were funded using 2016 Mobility Bond Funds.

1. Brown & Gay Engineers, Inc received an assignment to perform a Corridor Mobility Report for Slaughter Lane - FM1826 to Vertex Blvd in the total amount of \$554,557.21.

2. S & B Infrastructure received an assignment to perform a Corridor Mobility Report for the William Cannon Blvd. - Southwest Parkway to McKinney Falls Parkway Corridor in the total amount of \$349,164.79.

8. **Agenda Item #8:** Authorize negotiation and execution of an amendment to the professional services agreements with MWM Designgroup, Inc. (WBE), HALFF Associates, Inc., McGray & McGray Land Surveyors, Inc. (WBE), Surveying and Mapping, LLC, Jacobs Engineering Group, Inc., Landmark Surveying, LP (WBE), Jones & Carter, Inc. dba Terra Firma Land Surveying, McKim & Creed, Inc., Landesign Services, Inc. (MBE), Pape-Dawson Engineers, Inc., Unintech Consulting Engineers, Inc. (MBE), Cobb Fendley & Associates, Inc., Gorondona & Associates, Inc., and Hejl, Lee & Associates, Inc. (MBE), for surveying services for the 2015 Surveying Services Rotation List in an amount of \$2,800,000, for a total contract amount not to exceed \$5,800,000, divided among the fourteen firms.

QUESTION: Which departments are funding the additional \$2,800,000 and what is the amount funded per department?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

See attachment.

QUESTION: Does the additional money being requested track back to 2016 Mobility Bond dollars?

COUNCIL MEMBER ALTER'S OFFICE

ANSWER:

Item #8 on the 2/15/2018 Council agenda requests additional authority to make contractual assignments from the existing 2015 Surveying Services Rotation List. Contractual assignments are made once a department identifies a project that is suitable for the Rotation List. Having the authority in place will provide us the ability to be responsive to department contractual needs as we develop replacement Rotation List contracts. We do anticipate that the Corridor Program Office will request contract assignments from this Rotation List to support 2016 Mobility Bond projects. If so, the assignments will be funded by the 2016 Mobility Bond funds.

13. **Agenda Item #13:** Approve an ordinance on third reading authorizing execution of the first amendment to a settlement agreement relating to the development of property located at 6409 City Park Road (Champion Tract); amending Ordinance No. 960613-J; modifying provisions of the Lake Austin Watershed regulations in Ordinance No. 840301-F; and modifying provisions of the Hill Country Roadway regulations in City Code Chapter 25-2.

QUESTION:

What is the amount of fees waived on the Champion project?

COUNCIL MEMBER POOL'S OFFICE

ANSWER:

Pending.

21. **Agenda Item #21:** Approve an ordinance authorizing acceptance of \$49,368 in grant funds from the Capital Area Metropolitan Planning Organization; and amending the Fiscal Year 2017-2018 Parks and Recreation Department Operating Budget Special Revenue Fund (Ordinance No. 20170913-001) to appropriate \$49,368 to provide funding for the Enhanced Mobility of Seniors

and Individuals with Disabilities Project.

**QUESTION:**

Can staff provide data about the cost of each program in the last 2 years, how much is grant funding and how much is City funding, as well as the number of rides provided?

COUNCIL MEMBER TROXCLAIR'S OFFICE

**ANSWER:**

	<u>General Fund Expenditures</u>	<u>Grant Reimbursements</u>	<u>Total Cost</u>	<u>Total Trips Provided</u>
FY 16	\$ 295,311.00	\$91,387.00	\$203,924.00	14,191
FY 17	\$ 351,565.00	\$ 70,156.00	\$281,409.00	14,211

There are expenditure differences between the two years. Below are the explanations for the differences in expenses per year.

After examining the actual expenses between the two years, this difference of \$56,000 is almost entirely contributed to an increase in personnel cost in 2017 over 2016. This was due to FTE turnover and retirement in 2016.

There is also a difference in grant reimbursements between the two years. PARD staff confirmed the 2017 grant reimbursement amount is accurate. However, the 2016 amount is in excess of approximately \$20,000 due to a delayed reimbursement to the program from the FY15 funding period.

- 27. Agenda Item #27:** Authorize negotiation and execution of an interlocal agreement with Travis County for operation of a central booking facility and related services for an initial term of 12 months with up to four optional annual extensions, in a total amount not to exceed \$36,483,023.

**QUESTION:** Please explain the rationale for the 5% above or below the cost model; why are payments/reimbursements not based on actual expenditures? How was the specific 5% level calculated?

COUNCIL MEMBER ALTER'S OFFICE

**ANSWER:**

The cost model includes expenditure projections over the next five years based on the actual expenditure for FY17 plus a 2.5% increase each year but the actual payment will be determined by the number of APD bookings into the facility. Since this is a multiyear agreement both parties felt that having a limit on increases and/or decreases would help to insure that neither party would be substantially impacted within a given renewal period if City bookings increased or decreased dramatically during any fiscal year. APD bookings have decreased from 38,672 in FY13 down to 31,394 in FY17. The new cost model has the City paying \$208 per booking for 31,735 bookings, which is a 1% increase over FY17 (341 bookings). Bookings would need to increase or decrease by more than 1,589 either way for the 5% cap to be applied.

Using actual expenditures would still require the payment/reimbursement to include the number or percentage of bookings, which is what the last several year's agreements provided through a true up. This was a cumbersome process that was made challenging by significant budget proposals or proposals to change operations. Returning to the multiyear agreement allows for a more seamless process.

The 5% limit on increases or decreases was proposed by the County during negotiations and was based on a similar limit that was included in multiyear Booking Interlocal Agreements between the City and County in the past.

- 29. Agenda Item #29:** Authorize negotiation and execution of Amendment No. 3 to the interlocal agreement with Austin Community College to increase funding for childcare quality improvement services in an amount not to exceed \$1,247 for the 12-month period ending September 30, 2018, and increase funding for the three remaining 12-month extension options in an amount not to exceed \$1,247 per extension option, for a total agreement amount not to exceed \$254,393.

QUESTION: What are the performance outcomes?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

The Teacher and Director TRAC (Training, Retention and Compensation) program serves approximately 32 unduplicated clients annually with City of Austin funding and approximately 180 people from all funding sources.

Outcome goal is that 86% percent of individuals who complete an educational program and demonstrate improved knowledge.

In Fiscal Year 2017 they exceeded this goal and achieved a 91.6% success rate. Success for this measure is based on participants who successfully complete program courses. The program aims to increase the number of knowledgeable, skilled early care and education teachers and directors and help to prevent the problems associated with poor quality child care.

- 30. Agenda Item #30:** Approve an ordinance amending the Fiscal Year 2017-2018 Austin Public Health Department Operating Budget Special Revenue Fund (Ordinance No. 201709013-001) to add five full-time equivalent grant positions for the 1115 Medicaid Waiver program.

QUESTION: What is the status of the 115 Medicaid Program in the federal budget?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

On December 21, 2017, Texas HHSC and Center for Medicare & Medicaid Services (CMS) reached an agreement to extend the 1115 Waiver for an additional 5 years. CMS approved DSRIP protocols on January 19th. HHSC and CMS agree that DSRIP in Texas is allocated \$3.1 Billion during FYs 18 and 19, \$2.91 Billion in FY20, and \$2.49 Billion in FY21. Of that money, APH is eligible to draw down approximately \$37 Million over the next five years.

- 34. Agenda Item #34:** Authorize negotiation and execution of Amendment No. 6 to the interlocal agreement with Austin Independent School District to increase funding for mentoring services in an amount not to exceed \$407 for the 12-month period ending September 30, 2018, and increase funding for the three 12-month extension options in an amount not to exceed \$407 per extension option, for a total agreement amount not to exceed \$98,858.

QUESTION: Please provide an explanation for the requested increase in funding for the mentoring services.

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

During the Fiscal Year 2017-2018 budget adoption process, Council approved 2.5% increase in funding to existing social services agreements. This annual increase is \$407 for the Mentor program. Council approval is required for all amendments to interlocal agreements regardless

of the amount of the funding increase.

QUESTION:

Please provide data that describes the performance outcome for the past 3 fiscal years? For example: Number of youth in the program by school and number of youth whose attendance improved as a result of being in the program. Please provide unduplicated data.

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

This interlocal agreement began on 2/1/2016 in conjunction with separate funding from Austin Independent School District and Travis County in response to the Joint Subcommittee's recommendation for a Mentoring Advisory Council. The City's agreement 2/1/2016 - 9/30/2017 funded a Coordinator for the Mentoring Advisory Council, with no direct client services or youth served as part of the agreement. Some deliverables included:

- Coordination of Mentor Advisory Council (MAC) meetings
- Submission of reports from multiple committees of the MAC
- planning for implementation of 2017-2018 mentoring program (staffing, methods of volunteer recruitment, training, retention, program structure, planned students and campuses, etc.)

Beginning 10/1/2017, for Fiscal Year 2017-2018, the City's funding is 8% of total program funding with the following goals:

Output goal of 300 total youth served (24 youth funded by the City)

Outcome goal of 240/300 or 80% of youth who progress to the next academic level

Outcome goal of 240/300 or 80% of youth who improve attendance.

- 36. Agenda Item #36:** Authorize negotiation and execution of Amendment No. 7 to the interlocal agreement with Austin Travis County Mental Health Mental Retardation Center dba Integral Care to increase funding for community collaboration and reporting through the Community Advancement Network in an amount not to exceed \$2,458 for the 12-month period beginning October 1, 2017, and increase funding for the two remaining extension options in an amount not to exceed \$2,458 per extension option, for a total agreement amount not to exceed \$587,545.

QUESTION: Is the City of Austin the largest contributor to the Community Advancement Network?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

Yes, according to the Community Advancement Network (CAN), the City is the largest financial contributor to the CAN. (The City pays 36.49% of CAN salaries.).

- 37. Agenda Item #37:** Authorize negotiation and execution of an agreement with Latino Healthcare Forum for community health and senior services in the Rundberg area in an amount not to exceed \$120,000 for the 12-month period beginning February 1, 2018.

QUESTION: Is this the first time or is this an amendment?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

It is a new social services agreement, addressing some of the needs identified through the previously funded Rundberg Community Health Assessment and Community Health Improvement Plan (CHA/CHIP), and focusing on the growing needs of the aging population in Austin/Travis County.

- 38. Agenda Item #38:** Authorize negotiation and execution of multi-term contracts through the General Services Administration, Houston-Galveston Area Council, National Joint Powers Alliance, Texas Association of School Boards, and Texas Multiple Award Schedule cooperative purchase programs with Caldwell Country Chevrolet, Chastang Enterprises, Inc., Cooper Equipment Co., Inc., Creative Bus Sales, Inc., Doggett Freightliner of South Texas, LLC, RDO Equipment Co., Santex Truck Center, LTD., Siddens-Martin Emergency Group, LLC, Silsbee Ford, Inc., and various other contractors, to provide vehicles and equipment, each for up to three years for total contract amounts not to exceed a total of \$128,330,000 divided among the contractors.

QUESTION: What research has Fleet done recently on the existing capability of different types of electric vehicles? How often does Fleet perform this type of research/review? Please describe the current status of Fleet's efforts to increase electric vehicle usage. What metrics does the city use to track progress toward electrification of city vehicles?

COUNCIL MEMBER POOL'S OFFICE

ANSWER:

- 1) *What research has Fleet done recently on the existing capability of different types of electric vehicles? How often does Fleet perform this type of research/review?*

Research is done continually by the Fleet Department on the exiting capabilities of different types of electric vehicles as new technologies emerge. Techniques include:

- Obtaining information from manufacturers on upcoming models in production (Ford, Chevy, Nissan etc....)
- Obtaining information (trade shows and magazines, the internet) on prototypes not yet in full production to see what is up in coming on the horizon
- Participation in national fleet organizations (NAFA, RMFMA, FleetCon etc...)

Our priority is to match these technologies to the "dynamic" operational needs of the departments each year while maintaining continuity of services.

**General Process:**

Once vehicles have met the criteria to be replaced, as a part of the vehicle purchasing process, Fleet first meets with the user departments to identify their operational needs (i.e. space needed to carry equipment, towing capability, service area, service area conditions etc....). Once this is determined, Fleet works with the Sustainability Office in surveying the current vehicle market prioritizing the lowest emission vehicles that will meet the user department needs. The electric market is growing quickly with major strides in the light duty market and promising prototypes in the heavier applications. The goal of our process is to first maintain continuity of services by meeting the operational needs of the department, but doing so in a fiscally and environmentally responsible manner.

- 2) *Please describe the current status of Fleet's efforts to increase electric vehicle usage.*

The current status of Fleet's efforts to increase electric vehicle usage includes the following:

<u>Type</u>	<u>Count</u>
Electric	47
Plug-in Electric	33

Fleet is currently working with departments for Fiscal Year 2018 purchases and encouraging this conversion to electric vehicles when suitable.

Included in this effort, and in response to the Council Resolution No. 20160505-02 ("...work with Rocky Mountain Institute, Vulcan, Inc., and Electrification Coalition on an assessment to

**determine the benefits, timeline, and feasibility of increasing electric vehicle adoption into the City's Fleet Services vehicles.)** Fleet has developed an Electrification Study and Plan.

The Fleet Electrification Study and Plan was conducted and presented to the Mobility Committee in October of 2016 outlining strategies and recommendations to increase electric vehicle adoption into the city's Fleet. The recommendations included the purchase of 330 electric and plug-in electric vehicles by the end of calendar year 2020. Fleet worked with the Sustainability Office, Austin Energy and pertinent stakeholders to develop the feasibility study.

**3) What metrics does the city use to track progress toward electrification of city vehicles?**

The City uses several metrics to track progress toward the electrification of City vehicles including:

95% of all purchases are alternative fuel/hybrid electric units - Fiscal Year 2017 98%

% of the Fleet that is alternative fueled/hybrid/electric vehicles - Fiscal Year 2017 80%

\*Goals for Electric Vehicle's and Plug-in hybrid electric vehicle's identified in the feasibility study

Calendar Year 2017 add 35 (purchased 29)

Calendar Year 2018 add 99 (in progress)

Calendar Year 2019 add 95

Calendar Year 2020 add 101

\*(dependent on market availability, budget availability and replacement cycles, and operational needs)

**Additional Background:**

"Making the entire City fleet of vehicles carbon neutral by 2020 through the use of electric power, nonpetroleum fuels, new technologies, mitigation, and other measures necessary, prioritizing the earliest possible conversion to such fuels and technologies and establishing timelines and benchmarks for such conversions." Climate Protection Resolution No. 20070215-023.

Since 2007 and formally in 2012, Fleet Services and the Office of Sustainability have planned, coordinated, and implemented "The Carbon Neutral Fleet Plan". This plan included a three part strategy that incorporated policies and goals addressing vehicle and equipment purchases, fuel purchases, fueling and charging infrastructure development, and driver education. As a result currently, over 80% of our vehicles are either alternative fuel capable, plug-in hybrid electric vehicles or electric vehicles and use E85 ethanol, biodiesel, propane, or compressed natural gas. We have been very successful at focusing on tested, low cost, and reliable vehicles and fuels while reducing our environmental footprint. While the majority of our success up to now has been rooted in alternative fuels, in the past few years, the landscape of plug-in hybrid and battery electric vehicles has made strides allowing the City Fleet access to a wider variety of electric options for the various applications required by our departments. Our goal is to maximize these opportunities as they become available.

- 40. Agenda Item #40:** Authorize negotiation and execution of a multi-term contract with Resource Action Programs Inc., or one of the other qualified offerors to Request For Proposals 1100 RMJ0313 REBID, to develop a school-based energy conservation program, for up to five years for a total contract amount not to exceed \$1,000,000.

QUESTION: Please provide a listing of schools that will be participating in the energy conservation program.

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

This school-based energy conservation program is open to all public and private middle schools in school districts located within the Austin Energy service territory. Schools participate in the program on a first come, first served basis by responding to an invitation sent by the contractor. This year, the program is expected to reach approximately 4,500 sixth grade students who will receive energy conservation kits designed to share with their families.

- 41. Agenda Item #41:** Authorize ratification of a contract with Knox Associates Inc., to provide the purchase of lock boxes, keys, and related equipment and services, in an amount not to exceed \$300,000.

QUESTION: Where is the funding coming from? Was an insurance claim filed for theft of the key? What is the status of the how the key was obtained?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

1) *Where is the funding coming from?*

The funding is coming from the Austin Fire Department's (AFD) Operating budget.

2) *Was an insurance claim filed for theft of the key?*

The City is self-insured so we did not file an insurance claim. It is unknown if any individual victim of the burglaries filed claims with their insurance company.

3) *What is the status of how the key was obtained?*

Although there has been an arrest and the key recovered, the individual exercised their right to remain silent and did not explain how they obtained the key. The Austin Regional Intelligence Center and the Arson Unit of AFD investigated, but could not find any connection with a public safety entity.

QUESTION: What was the specific problem with the lock boxes? Who is liable for this problem? Why is the City absorbing the full cost? Is there a possibility of the manufacturer assuming some cost? Are these boxes at City buildings or private buildings as well? Why is the cost not absorbed by the building owners?

COUNCIL MEMBER ALTER'S OFFICE

ANSWER:

1) *What was the specific problem with the lock boxes?*

The master key that opens all Knox boxes was compromised. Due to this, every Knox box within the City and Travis County could be opened by an unauthorized user. The only way to correct this is to change the lock cylinders out on each box.

2) *Who is liable for this problem?*

As the manager of the program, the Austin Fire Department is ultimately responsible for the security of the master keys. Master keys are also issued and maintained by Emergency Medical Services and each of the Travis County Emergency Service Districts.

3) *Why is the City absorbing the full cost?*

As the manager of the program, the City is assuming the cost because the master key was stolen from an approved master key holder.

4) *Is there a possibility of the manufacturer assuming some cost?*

No, the manufacturer will not assume any of the cost because they were not at fault now was there any deficiency with their product. The key was stolen by an individual.

5) *Are these boxes at City buildings or private buildings as well?*

These boxes are located at both City and private buildings.

6) *Why is the cost not absorbed by the building owners?*

The building owners were not responsible for the theft of the master key, so are not responsible for this cost.

Similar events have occurred in Phoenix, Seattle, and Anchorage. In each of those events the City paid for the replacement of the lock cylinders. It's also important to note that the City has not changed these locks out in the 34 year history of the program.

- 42. Agenda Item #42:** Authorize negotiation and execution of a contract with Community Technology Network, or the other qualified offeror to Request For Proposals JRH0104, to provide community technology access lab management services, for up to five years for a total contract amount not to exceed \$860,000.

QUESTION:

Who currently holds the contract for this service? The backup indicates that the two entities that bid were Community Technology Network of the Bay Area and Austin Free Net. Staff are recommending Community Technology Network of the Bay Area. Could staff please provide additional information regarding what specific components of the proposals led to the higher score for Community Technology Network of the Bay Area? Does staff have any perspective on where this organization is based, and whether they have done any similar work in Austin previously?

COUNCIL MEMBER ALTER'S OFFICE

ANSWER:

1) *Who currently holds the contract for this service?*

Austin Free-Net is the current provider for these services.

2) *Does staff have any perspective on where this organization is based, and whether they have done any similar work in Austin previously?*

The recommended contractor, Computer Technology Network (CTN) is currently located in San Francisco, California. CTN has been providing digital literacy services as its sole purpose since it started as a program of CompuMentor (now TechSoup Global) in 2001. CTN's program model was originally based on a regional collaboration of technology and community empowerment professionals. In its first five years, CTN worked closely with community technology practitioners to hold events, accumulate community feedback, and develop a series of best practice guides for bridging the digital divide. In 2007, a TechSoup committee concluded that there was an ongoing and deep need for CTN's work. In 2008, CTN received 501(c)3 status and became an independent nonprofit agency. Today, CTN is managed by a 10-member Board of Directors and six full-time and seven part-time staff members. According to CTN, they believe that access to the Internet is a human right, and that those without the skills to use a computer are at risk of social and economic disadvantage. With a move to Austin, Texas by its Executive Director, Kami Griffiths, CTN seeks to establish this vision and its corresponding mission to unite organizations and volunteers to transform lives through digital literacy.

3) *Could staff please provide additional information regarding what specific components of the proposals led to the higher score for Community Technology Network of the Bay Area?*

An evaluation team with expertise in this area evaluated the offers and scored the proposal submitted by Community Technology Network (CTN) higher on all criteria with the exception of local business presence. Evaluation criteria included: proposed solution, prior experience and

personnel and cost.

With CTN's permission, below are excerpts from the evaluation committee's comments regarding CTN's proposal.

#### **Plan for Community Technology Access Lab Use and Management**

CTN has a strong structure in place, the proposal detailed the management of the labs and what staff is needed and to address site security measures for clients of the labs. Demonstrated knowledge about leveraging assets and obtaining sponsorships for program support.

#### **Three to Five Strategies to Train Residents on credentialed digital literacy skills**

CTN will use Northstar to facilitate credentialing of skills, this assessment measures adult's digital literacy skills. These are online, self-guided modules. Included are basic computer digital literacy standards and modules in 10 main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Microsoft Word, Social Media, Microsoft Excel, Microsoft PowerPoint, and Information Literacy. CTN's Train the Trainer program will use clients and the client volunteer program as a successful model in the field. The proposal indicated a strong understanding of the program that went beyond what was required in data collection.

#### **Methods to facilitate open source guidelines, processes and tools for the community**

CTN will educate developers, such as those involved with Open Austin or ATX Hack for Change, about becoming more responsive to the needs of low digital literacy Internet users, including: a) what it is like for someone with low digital literacy to interact with the Internet, so that developers take this into account when designing websites; and, b) how to address ways those with low literacy can better access/interact online, including seniors, in order to create more accessible websites that help promote interaction.

#### **Reporting capability for target populations**

CTN will conduct quarterly assessment of community needs to refine programs along the way to meet needs of target populations. The proposal detailed the ability to track impact including robust intake, pre and post program data. The proposal indicated alignment to all self-sufficiency goals.

#### **Marketing Plan to Bring Awareness of Services**

CTN's class schedules provide information about all available services, including drop-in times, one-on-one tutoring, one-time workshops, and ongoing classes. As mentioned above, CTN will communicate information about their services using on-line and in-person methods to get the word out. Community partners will also be invited to utilize the computer centers for their programming, knowing that CTN will cross-promote their events in its newsletter and calendars, expanding awareness to new audiences. In addition, CTN will have community members, Digital Ambassadors, who will assist with bringing awareness about programming by making presentations in the community and sharing information by word of mouth to their neighbors and others who can benefit from the services offered.

#### **Leveraging Capacity with other agencies**

CTN's proposal offered new program ideas and proposed many new connections/partnerships, like bringing in the tech community. The proposal indicates the use of clients as ambassadors to go in home by helping people apply for existing services and addresses this special population of home-bound that we're trying to reach. The proposal identified community leaders through Digital Empowerment Community of Austin (DECA) to address client wraparound, the DECA community is a network of nonprofits, educational institutions, companies and other

stakeholders working to bridge the digital divide in Austin, Texas.

#### **Service Coordination with other agencies**

CTN's outreach plan is strong and necessary since they're newer to the Austin community. The proposal highlighted partnerships that will be needed to implement the program. The proposal indicated comprehensive research was conducted by CTN on partners, and identification of a strong partner network through the existing Digital Empower Community of Austin, as referenced above.

#### **Plan for implementing a healthy service environment**

CTN's proposal addresses this priority program by seeking to create places where people can easily walk, bike, play, and find nearby healthy food options and healthcare. CTN will also seek to connect clients to services through online resources such as Aunt Bertha ([auntbertha.com](http://auntbertha.com)) and 211.org to educate clients on health services available to them using the Internet.

#### **Prior Experience and Personnel**

CTN's proposal demonstrates a strong team with relevant experience, many with Austin knowledge and experience working on digital inclusion programming as well as success in San Francisco. The requirements of the RFP were addressed well and served a variety of target populations in different ways. The proposal identified staff with roots in the Austin community, the vision is new, and perspective is fresh of how to serve this community and needs. The proposal demonstrated the ability to deploy similar, successful programs and demonstrated ability to leverage support from private sector and staff in Austin with community/institutional knowledge- based on past experience. CTN staff knows the population and have demonstrated capacity to build programming in the Austin community including demonstrated use of metrics to track program outcomes.

#### QUESTION

Any Citizens Advisory commissions' review ? - where we can find out the basics (like Council would get for any continuing program re. merit & funding) we were looking for? What programs were included in this solicitation, any newly proposed ones? Any performance measures for previous solicitations or this new solicitation? Do you have specifics about any of programs or goals? References alluded to were universal access/digital divide ("Digital Empowerment"), culturally relevant, social services self-sufficiency, but no descriptions in the backup. (new ones ? re. specific population or locations ... ?)

COUNCIL MEMBER GARZA'S OFFICE

#### ANSWER:

See attached.

#### QUESTION:

1. What are the significant changes to the scope of work in this RFP as compared to the previous management contract?
2. What are some of the significant aspects of each proposal that led to the scoring shown in the evaluation matrix in the "Proposed Solution" scoring?
3. What was the size and general composition of the evaluation committee?
4. Regarding "Prior Experience and Personnel" in the matrix, one of the implicit goals of the community access lab management contract has historically been to help provide stability to the contracting organization so that it may deliver community technology benefits that address local needs above and beyond the contracted services. Was the scope and local presence of Austin Free Net considered in the evaluation, and how was it represented in the scoring? Please explain why Austin Free Net received a poor scoring in the "Prior Experience and Personnel" category

when the local nonprofit has been delivering on the community technology contract for over 20 years?

5. Why is there no commission recommendation on the purchasing recommendation. Has there been a commission presentation on this item?

COUNCIL MEMBER POOL'S OFFICE

ANSWER:

Pending.

- 43. Agenda Item #43:** Authorize an amendment to an existing contract with Sorenson Forensics, LLC, to provide continued services for the sexual assault backlog elimination program, for an increase in an amount of \$220,250 and to increase the term by six months, for a revised contract amount not to exceed \$1,450,250.

QUESTION: Please provide a status update on the progress toward full clearance of the backlog.

Please provide timeline information for the current plan for backlog clearance.

COUNCIL MEMBER ALTER'S OFFICE

ANSWER:

- 1)** Please provide a status update on the progress toward full clearance of the backlog.

There are 497 kits remaining in the backlog.

- 2)** Please provide timeline information for the current plan for backlog clearance.

All of the remaining kits are planned to be submitted for testing by the end of May, with reports anticipated back at the end of September.

- 48. Agenda Item #48:** Approve a resolution directing the City Manager to identify sites for the relocation of the Austin Municipal Court and Downtown Austin Community Court.

QUESTION: Please provide a comparison of potential costs for conducting municipal court operations at one, two and three geographically dispersed locations.

MAYOR ADLER'S OFFICE

ANSWER:

Court operational cost comparisons for North South locations will be included when this item is presented to Council.

- 49. Agenda Item #49:** Approve an ordinance establishing earned sick time for private employers, creating a civil penalty, and creating an offense.

QUESTION: Please explain the costs, workload, staffing necessary for the City (HRD and other necessary departments) to implement each piece of the proposed ordinance in the proposed timeframe and how this compares to benchmark cities. What other initiatives is HR working on and how might those be impacted by the workload associated with this ordinance? How much of the 2017 budget rider monies associated with this proposed ordinance are left at this point in time? What is the cost for the City to apply the components of the proposed ordinance to itself as a City and in what timeframe would that be feasible? What workers would become eligible, what are the fiscal needs for the City around making this available to those workers? What are the cost drivers associated with applying this to the City as an employer?

COUNCIL MEMBER ALTER'S OFFICE

ANSWER:

See attachment.

- 51/82. Agenda Item #51/#82:** Approve a resolution directing the City Manager to analyze City resources and develop next step strategies to enhance stability, preservation, and creation of creative arts cultural spaces throughout the city.

QUESTION: Would the author of the item be amenable to a longer time for staff to report back?

Say, in 90 business days versus 25 business days?

COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

Staff will return on the posted return date with much of the directed information, with the balance coming back at a later date as outlined by staff.

- 53. Agenda Item #53:** Approve an ordinance establishing specialized functions, certifications, assignments and additional pay for the sworn police personnel employed in the City of Austin Police Department; and repealing Ordinance No. 980212-K in part.

QUESTION:

What is the cost in FY 17-18 associated with approving this item as proposed? Please provide a cost breakdown for each type of specialty pay specified in the ordinance.

COUNCIL MEMBER CASAR'S OFFICE

ANSWER:

The cost of reinstating the Police specialty pays through May 24, 2018 is \$2.2 million. This amount is available in the FY 2017-18 Austin Police Department Operating Budget so a budget amendment is not required. The estimated fiscal impact for the remainder of this fiscal year is \$4.8 million.

<u>Category</u>	<u>7 Pay Periods - May 24, 2018</u>
Education/Certification Pay	\$936,000
Shift Differential Pay	\$775,000
Court Time Pay	\$165,000
Mental Health Pay	\$87,000
Bilingual Pay	\$103,000
FICA/Medicare	\$158,000
Total	\$2,224,000.



## Recommendation for Action

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**File #:** 18-1361, **Agenda Item #:** 4.

2/15/2018

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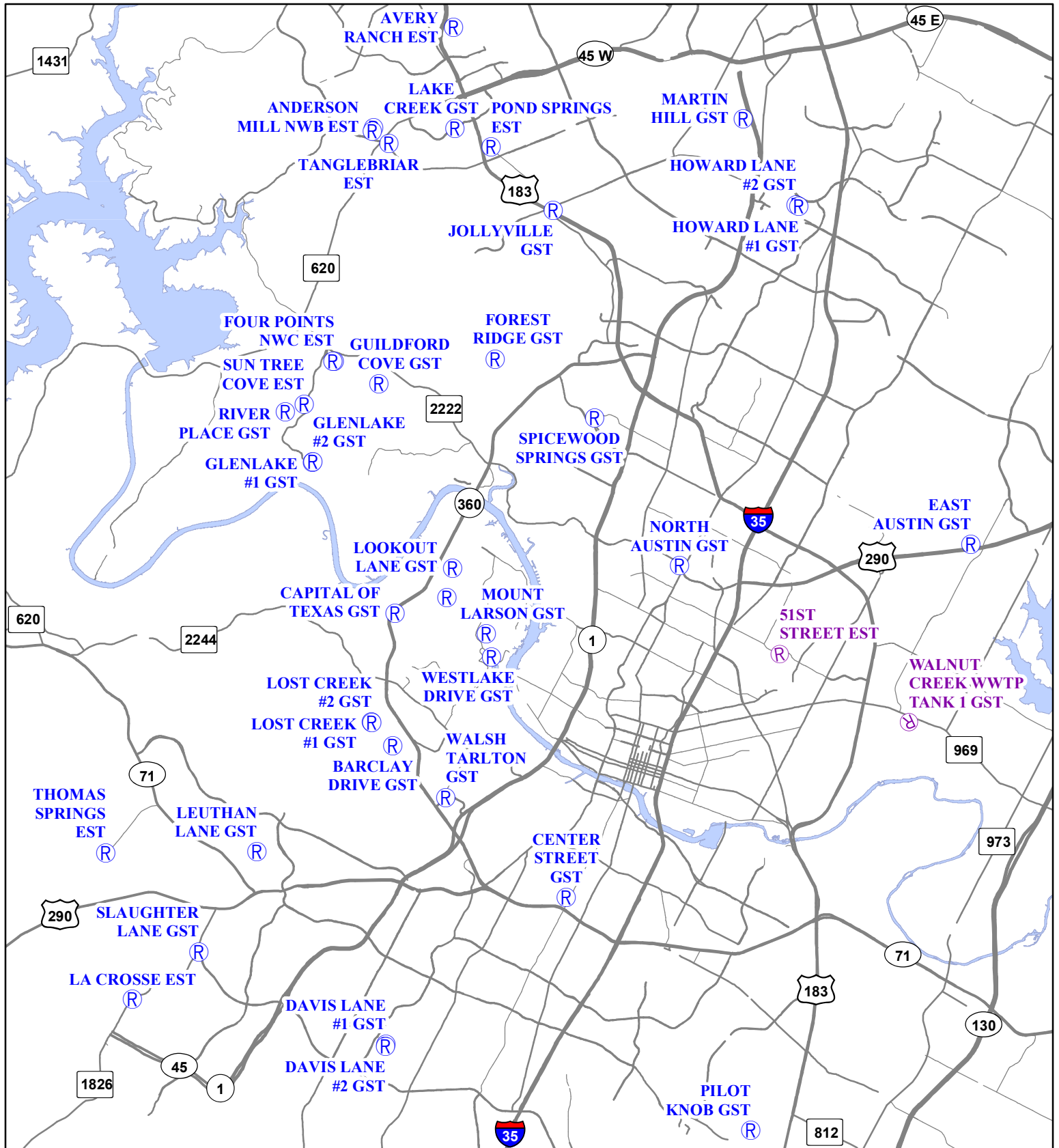
### **Agenda Item**

**Agenda Item #4:** Authorize negotiation and execution of a professional services agreement with Freese and Nichols, Inc. (staff recommendation), or one of the other qualified responders to the Request for Qualifications Solicitation No. CLMP235, to provide engineering services related to the 2018 Reservoir Improvements Program in an amount not to exceed \$6,000,000.

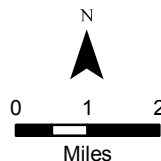
**QUESTION:** Where are the locations of the City of Austin water storage structures and reservoirs?  
COUNCIL MEMBER HOUSTON'S OFFICE

**ANSWER:**

The locations of water storage structures and reservoirs applicable to the subject agenda item are shown on the three (3) attached exhibits and includes water, wastewater and reclaimed water facilities.



- ® Reclaimed Water Reservoir
- ® Water Reservoir



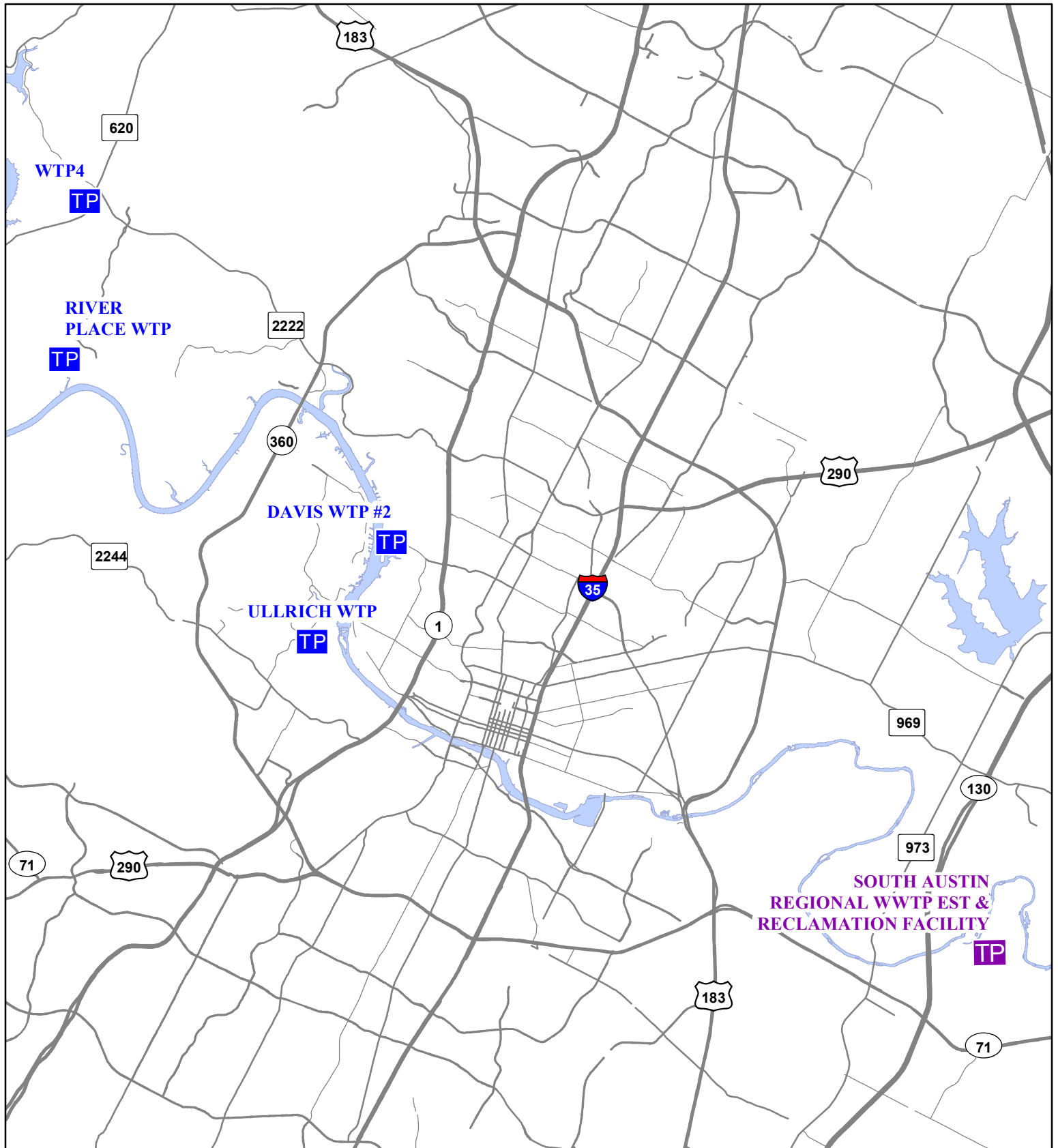
City of Austin  
Austin Water Utility  
February, 2018



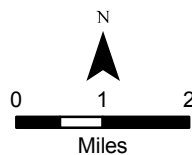
## AW Reservoirs

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by the Austin Water Utility for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.

Produced by GIS Services [6703]



- TP Water Treatment Plant
- TP Reclaimed Water Treatment Plant



City of Austin  
Austin Water Utility



February, 2018

## AW Treatment Plants (Water & Reclaimed Water)

Produced by GIS Services [6703]

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by the Austin Water Utility for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





## Recommendation for Action

**File #: 18-1362, Agenda Item #: 5.**

**2/15/2018**

### **Agenda Item**

**Agenda Item #5:** Authorize negotiation and execution of a professional services agreement with Cobb, Fendley & Associates, Inc. (staff recommendation), or one of the other qualified responders to the Request for Qualifications Solicitation No. CLMP234, to provide distribution engineering and associated design technical services for the Staff Augmentation Services for Electric Distribution project, for an initial one-year term, with three one-year renewal options, for a total contract amount not to exceed \$4,000,000, including all renewals.

**QUESTION:** What amount of time, in hours or days, is considered to be timely in Austin Energy staff's handling of the 50 to 100 monthly electric service change requests received? What is the anticipated monthly number of electric service change requests due to an increase in the workload created by the demand for new or upgraded electrical services? How much time, in hours or days, is anticipated to be saved by staff augmentation as compared to not having staff augmentation?

COUNCIL MEMBER HOUSTON'S OFFICE.

### **ANSWER:**

- 1) *What amount of time, in hours or days, is considered to be timely in Austin Energy staff's handling of the 50 to 100 monthly electric service change requests received?*  
Several factors contribute to the amount of time a design may take (e.g., location, complexity, staffing level, customer, etc.). That said, Austin Energy wants to achieve an average turnaround of 42-56 days for large complex projects.
- 2) *What is the anticipated monthly number of electric service change requests due to an increase in the workload created by the demand for new or upgraded electrical services?*  
Austin Energy estimates that 90% of the design workload is due to new or upgraded service requests. Exceptions include line relocations and internally driven projects.
- 3) *How much time, in hours or days, is anticipated to be saved by staff augmentation as compared to not having staff augmentation?*  
With this contract, the average design turnaround time for complex projects should decrease from the current 99 days to about 49 days, saving approximately 50 days on average.



## Recommendation for Action

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**File #: 18-1363, Agenda Item #: 7.**

2/15/2018

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### Agenda Item

**Agenda Item #7:** Authorize negotiation and execution of an amendment to the professional services agreement with AECOM Technical Services, Inc., Brown & Gay Engineers, Inc., CAS Consulting & Svcs, Inc.(MBE), Doucet & Associates, Inc., Espey Consultants, Inc. dba RPS, Freese and Nichols, Inc., Halff Associates, Inc., HDR Engineering, Inc., Jacobs Engineering Group, Inc., Parsons Water & Infrastructure, Inc., S & B Infrastructure, LTD. and Walker Partners, LLC, for engineering services for the 2016 Large Scale General Civil Engineering Services Rotation List, in an amount of \$6,000,000, for a total contract amount not to exceed \$15,600,000 divided among the firms.

QUESTION: Which departments are funding the additional \$6,000,000 and what is the amount funded per department?  
COUNCIL MEMBER HOUSTON'S OFFICE

ANSWER:

See attachment

QUESTION:

What Mobility Bond projects utilized services from this contract? What was the scope of work for those projects provided under this contract and what was the funding associated with each project? Why weren't funds from the Mobility Bond utilized for those projects?

COUNCIL MEMBER TROXCLAIR'S OFFICE

ANSWER:

Two contract assignments were made from the 2016 Large Scale General Civil Engineering Services Rotation List to support the 2016 Mobility Bond Program. Both of these assignments were funded using 2016 Mobility Bond Funds.

1. Brown & Gay Engineers, Inc received an assignment to perform a Corridor Mobility Report for Slaughter Lane - FM1826 to Vertex Blvd in the total amount of \$554,557.21.
2. S & B Infrastructure received an assignment to perform a Corridor Mobility Report for the William Cannon Blvd. - Southwest Parkway to McKinney Falls Parkway Corridor in the total amount of \$349,164.79.



### Council Question and Answer

Related To

Item #7

Meeting Date

February 15, 2018

### Additional Answer Information

#### QUESTION:

Which departments are funding the additional \$6,000,000 and what is the amount funded per department?

COUNCIL MEMBER HOUSTON'S OFFICE

#### ANSWER:

Both Council items #7 and #8 on the February 15<sup>th</sup> Council agenda request additional authority to make contractual assignments from existing rotation lists. We are not able to provide a list of funding per department for the requested additional authorization as contractual assignments are made once a department identifies a project that is suitable for the Rotation List. Having the authority in place will provide us the ability to be responsive to department contractual needs as we develop replacement Rotation List contracts.

Provided below is a list of departments and the authorization amount they have received under the current Rotation List authorization.

#### Capital Contracting Item #7: 2016 Large Scale General Civil Engineering Services Rotation List

Sponsor Department	# assignments	Total \$ Amount of assignments	% of assignments
Austin Water	8	\$5,565,203.15	57.1%
Public Works Department	2	\$1,100,000.00	14.3%
Austin Transportation Department	4	\$2,264,818.06	28.6%
Total	14	\$8,930,021.21	100.0%



## Recommendation for Action

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**File #: 18-1364, Agenda Item #: 8.**

2/15/2018

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### **Agenda Item**

**Agenda Item #8:** Authorize negotiation and execution of an amendment to the professional services agreements with MWM Designgroup, Inc. (WBE), HALFF Associates, Inc., McGray & McGray Land Surveyors, Inc. (WBE), Surveying and Mapping, LLC, Jacobs Engineering Group, Inc., Landmark Surveying, LP (WBE), Jones & Carter, Inc. dba Terra Firma Land Surveying, McKim & Creed, Inc., Landesign Services, Inc. (MBE), Pape-Dawson Engineers, Inc., Unintech Consulting Engineers, Inc. (MBE), Cobb Fendley & Associates, Inc., Gorondona & Associates, Inc., and Hejl, Lee & Associates, Inc. (MBE), for surveying services for the 2015 Surveying Services Rotation List in an amount of \$2,800,000, for a total contract amount not to exceed \$5,800,000, divided among the fourteen firms.

**QUESTION:** Which departments are funding the additional \$2,800,000 and what is the amount funded per department?  
COUNCIL MEMBER HOUSTON'S OFFICE

**ANSWER:**  
See attachment.

**QUESTION:** Does the additional money being requested track back to 2016 Mobility Bond dollars?  
COUNCIL MEMBER ALTER'S OFFICE

**ANSWER:**  
Item #8 on the 2/15/2018 Council agenda requests additional authority to make contractual assignments from the existing 2015 Surveying Services Rotation List. Contractual assignments are made once a department identifies a project that is suitable for the Rotation List. Having the authority in place will provide us the ability to be responsive to department contractual needs as we develop replacement Rotation List contracts. We do anticipate that the Corridor Program Office will request contract assignments from this Rotation List to support 2016 Mobility Bond projects. If so, the assignments will be funded by the 2016 Mobility Bond funds.



### Council Question and Answer

**Related To**

Item #8

**Meeting Date**

February 15, 2018

### Additional Answer Information

#### QUESTION:

Which departments are funding the additional \$6,000,000 and what is the amount funded per department?  
COUNCIL MEMBER HOUSTON'S OFFICE

#### ANSWER:

Both Council items #7 and #8 on the February 15<sup>th</sup> Council agenda request additional authority to make contractual assignments from existing rotation lists. We are not able to provide a list of funding per department for the requested additional authorization as contractual assignments are made once a department identifies a project that is suitable for the Rotation List. Having the authority in place will provide us the ability to be responsive to department contractual needs as we develop replacement Rotation List contracts.

Provided below is a list of departments and the authorization amount they have received under the current Rotation List authorization.

#### Capital Contracting Item #8: 2015 Surveying Services Rotation List

Sponsor Department	# assignments	Total \$ Amount of assignments	% of assignments
Austin Water	20	\$474,426.01	40.8%
PARD	6	\$113,901.37	12.2%
Watershed Protection Department	3	\$162,995.46	6.1%
Economic Development Department	2	\$36,947.50	4.1%
ABIA	2	\$156,750.50	4.1%
Austin Fire Department	3	\$19,444.00	6.1%
Public Works Department	1	\$63,138.80	2.0%
Library Department	1	\$2,380.00	2.0%
Austin Transportation Department	5	\$325,388.69	10.2%
Real Estate Department	1	\$14,036.70	2.0%
Austin Energy	3	\$428,763.00	6.1%
Austin Convention Center	1	\$28,595.65	2.0%
Building Services Department	1	\$21,515.00	2.0%
<b>Total</b>	<b>49</b>	<b>\$1,848,282.68</b>	<b>100.0%</b>



## Recommendation for Action

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**File #: 18-1417, Agenda Item #: 13.**

**2/15/2018**

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### **Agenda Item**

**Agenda Item #13:** Approve an ordinance on third reading authorizing execution of the first amendment to a settlement agreement relating to the development of property located at 6409 City Park Road (Champion Tract); amending Ordinance No. 960613-J; modifying provisions of the Lake Austin Watershed regulations in Ordinance No. 840301-F; and modifying provisions of the Hill Country Roadway regulations in City Code Chapter 25-2.

### **QUESTION:**

What is the amount of fees waived on the Champion project?

COUNCIL MEMBER POOL'S OFFICE

### **ANSWER:**

Pending.



## Recommendation for Action

**File #: 18-1375, Agenda Item #: 21.**

**2/15/2018**

### Agenda Item

**Agenda Item #21:** Approve an ordinance authorizing acceptance of \$49,368 in grant funds from the Capital Area Metropolitan Planning Organization; and amending the Fiscal Year 2017-2018 Parks and Recreation Department Operating Budget Special Revenue Fund (Ordinance No. 20170913-001) to appropriate \$49,368 to provide funding for the Enhanced Mobility of Seniors and Individuals with Disabilities Project.

### QUESTION:

Can staff provide data about the cost of each program in the last 2 years, how much is grant funding and how much is City funding, as well as the number of rides provided?

COUNCIL MEMBER TROXCLAIR'S OFFICE

### ANSWER:

	<u>General Fund Expenditures</u>	<u>Grant Reimbursements</u>	<u>Total Cost</u>	<u>Total Trips Provided</u>
FY 16	\$ 295,311.00	\$91,387.00	\$203,924.00	14,191
FY 17	\$ 351,565.00	\$ 70,156.00	\$281,409.00	14,211

There are expenditure differences between the two years. Below are the explanations for the differences in expenses per year.

After examining the actual expenses between the two years, this difference of \$56,000 is almost entirely contributed to an increase in personnel cost in 2017 over 2016. This was due to FTE turnover and retirement in 2016.

There is also a difference in grant reimbursements between the two years. PARD staff confirmed the 2017 grant reimbursement amount is accurate. However, the 2016 amount is in excess of approximately \$20,000 due to a delayed reimbursement to the program from the FY15 funding period.



## Recommendation for Action

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**File #: 18-1396, Agenda Item #: 27.**

2/15/2018

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### **Agenda Item**

**Agenda Item #27:** Authorize negotiation and execution of an interlocal agreement with Travis County for operation of a central booking facility and related services for an initial term of 12 months with up to four optional annual extensions, in a total amount not to exceed \$36,483,023.

**QUESTION:** Please explain the rationale for the 5% above or below the cost model; why are payments/reimbursements not based on actual expenditures? How was the specific 5% level calculated?

COUNCIL MEMBER ALTER'S OFFICE

### **ANSWER:**

The cost model includes expenditure projections over the next five years based on the actual expenditure for FY17 plus a 2.5% increase each year but the actual payment will be determined by the number of APD bookings into the facility. Since this is a multiyear agreement both parties felt that having a limit on increases and/or decreases would help to insure that neither party would be substantially impacted within a given renewal period if City bookings increased or decreased dramatically during any fiscal year. APD bookings have decreased from 38,672 in FY13 down to 31,394 in FY17. The new cost model has the City paying \$208 per booking for 31,735 bookings, which is a 1% increase over FY17 (341 bookings). Bookings would need to increase or decrease by more than 1,589 either way for the 5% cap to be applied.

Using actual expenditures would still require the payment/reimbursement to include the number or percentage of bookings, which is what the last several year's agreements provided through a true up. This was a cumbersome process that was made challenging by significant budget proposals or proposals to change operations. Returning to the multiyear agreement allows for a more seamless process.

The 5% limit on increases or decreases was proposed by the County during negotiations and was based on a similar limit that was included in multiyear Booking Interlocal Agreements between the City and County in the past.



## Recommendation for Action

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**File #: 18-1365, Agenda Item #: 29.**

2/15/2018

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### **Agenda Item**

**Agenda Item #29:** Authorize negotiation and execution of Amendment No. 3 to the interlocal agreement with Austin Community College to increase funding for childcare quality improvement services in an amount not to exceed \$1,247 for the 12-month period ending September 30, 2018, and increase funding for the three remaining 12-month extension options in an amount not to exceed \$1,247 per extension option, for a total agreement amount not to exceed \$254,393.

**QUESTION:** What are the performance outcomes?

COUNCIL MEMBER HOUSTON'S OFFICE

### **ANSWER:**

The Teacher and Director TRAC (Training, Retention and Compensation) program serves approximately 32 unduplicated clients annually with City of Austin funding and approximately 180 people from all funding sources.

Outcome goal is that 86% percent of individuals who complete an educational program and demonstrate improved knowledge.

In Fiscal Year 2017 they exceeded this goal and achieved a 91.6% success rate. Success for this measure is based on participants who successfully complete program courses. The program aims to increase the number of knowledgeable, skilled early care and education teachers and directors and help to prevent the problems associated with poor quality child care.



## Recommendation for Action

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**File #:** 18-1376, **Agenda Item #:** 30.

2/15/2018

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### **Agenda Item**

**Agenda Item #30:** Approve an ordinance amending the Fiscal Year 2017-2018 Austin Public Health Department Operating Budget Special Revenue Fund (Ordinance No. 201709013-001) to add five full-time equivalent grant positions for the 1115 Medicaid Waiver program.

**QUESTION:** What is the status of the 115 Medicaid Program in the federal budget?

COUNCIL MEMBER HOUSTON'S OFFICE

**ANSWER:**

On December 21, 2017, Texas HHSC and Center for Medicare & Medicaid Services (CMS) reached an agreement to extend the 1115 Waiver for an additional 5 years. CMS approved DSRIP protocols on January 19<sup>th</sup>. HHSC and CMS agree that DSRIP in Texas is allocated \$3.1 Billion during FYs 18 and 19, \$2.91 Billion in FY20, and \$2.49 Billion in FY21. Of that money, APH is eligible to draw down approximately \$37 Million over the next five years.



## Recommendation for Action

**File #: 18-1366, Agenda Item #: 34.**

**2/15/2018**

### **Agenda Item**

**Agenda Item #34:** Authorize negotiation and execution of Amendment No. 6 to the interlocal agreement with Austin Independent School District to increase funding for mentoring services in an amount not to exceed \$407 for the 12-month period ending September 30, 2018, and increase funding for the three 12-month extension options in an amount not to exceed \$407 per extension option, for a total agreement amount not to exceed \$98,858.

**QUESTION:** Please provide an explanation for the requested increase in funding for the mentoring services.

**COUNCIL MEMBER HOUSTON'S OFFICE**

### **ANSWER:**

During the Fiscal Year 2017-2018 budget adoption process, Council approved 2.5% increase in funding to existing social services agreements. This annual increase is \$407 for the Mentor program. Council approval is required for all amendments to interlocal agreements regardless of the amount of the funding increase.

### **QUESTION:**

Please provide data that describes the performance outcome for the past 3 fiscal years? For example: Number of youth in the program by school and number of youth whose attendance improved as a result of being in the program. Please provide unduplicated data.

**COUNCIL MEMBER HOUSTON'S OFFICE**

### **ANSWER:**

This interlocal agreement began on 2/1/2016 in conjunction with separate funding from Austin Independent School District and Travis County in response to the Joint Subcommittee's recommendation for a Mentoring Advisory Council. The City's agreement 2/1/2016 - 9/30/2017 funded a Coordinator for the Mentoring Advisory Council, with no direct client services or youth served as part of the agreement. Some deliverables included:

- Coordination of Mentor Advisory Council (MAC) meetings
- Submission of reports from multiple committees of the MAC
- planning for implementation of 2017-2018 mentoring program (staffing, methods of volunteer recruitment, training, retention, program structure, planned students and campuses, etc.)

Beginning 10/1/2017, for Fiscal Year 2017-2018, the City's funding is 8% of total program funding with the following goals:

Output goal of 300 total youth served (24 youth funded by the City)

Outcome goal of 240/300 or 80% of youth who progress to the next academic level

Outcome goal of 240/300 or 80% of youth who improve attendance.





## Recommendation for Action

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**File #: 18-1378, Agenda Item #: 36.**

2/15/2018

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### **Agenda Item**

**Agenda Item #36:** Authorize negotiation and execution of Amendment No. 7 to the interlocal agreement with Austin Travis County Mental Health Mental Retardation Center dba Integral Care to increase funding for community collaboration and reporting through the Community Advancement Network in an amount not to exceed \$2,458 for the 12-month period beginning October 1, 2017, and increase funding for the two remaining extension options in an amount not to exceed \$2,458 per extension option, for a total agreement amount not to exceed \$587,545.

**QUESTION:** Is the City of Austin the largest contributor to the Community Advancement Network?  
COUNCIL MEMBER HOUSTON'S OFFICE

**ANSWER:**

Yes, according to the Community Advancement Network (CAN), the City is the largest financial contributor to the CAN. (The City pays 36.49% of CAN salaries.).



## Recommendation for Action

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**File #: 18-1379, Agenda Item #: 37.**

2/15/2018

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### **Agenda Item**

**Agenda Item #37:** Authorize negotiation and execution of an agreement with Latino Healthcare Forum for community health and senior services in the Rundberg area in an amount not to exceed \$120,000 for the 12-month period beginning February 1, 2018.

**QUESTION:** Is this the first time or is this an amendment?

COUNCIL MEMBER HOUSTON'S OFFICE

**ANSWER:**

It is a new social services agreement, addressing some of the needs identified through the previously funded Rundberg Community Health Assessment and Community Health Improvement Plan (CHA/CHIP), and focusing on the growing needs of the aging population in Austin/Travis County.



## Recommendation for Action

**File #: 18-1338, Agenda Item #: 38.**

**2/15/2018**

### **Agenda Item**

**Agenda Item #38:** Authorize negotiation and execution of multi-term contracts through the General Services Administration, Houston-Galveston Area Council, National Joint Powers Alliance, Texas Association of School Boards, and Texas Multiple Award Schedule cooperative purchase programs with Caldwell Country Chevrolet, Chastang Enterprises, Inc., Cooper Equipment Co., Inc., Creative Bus Sales, Inc., Doggett Freightliner of South Texas, LLC, RDO Equipment Co., Santex Truck Center, LTD., Siddens-Martin Emergency Group, LLC, Silsbee Ford, Inc., and various other contractors, to provide vehicles and equipment, each for up to three years for total contract amounts not to exceed a total of \$128,330,000 divided among the contractors.

**QUESTION:** What research has Fleet done recently on the existing capability of different types of electric vehicles? How often does Fleet perform this type of research/review? Please describe the current status of Fleet's efforts to increase electric vehicle usage. What metrics does the city use to track progress toward electrification of city vehicles?

COUNCIL MEMBER POOL'S OFFICE

### **ANSWER:**

1) *What research has Fleet done recently on the existing capability of different types of electric vehicles? How often does Fleet perform this type of research/review?*

Research is done continually by the Fleet Department on the exiting capabilities of different types of electric vehicles as new technologies emerge. Techniques include:

- Obtaining information from manufacturers on upcoming models in production (Ford, Chevy, Nissan etc....)
- Obtaining information (trade shows and magazines, the internet) on prototypes not yet in full production to see what is up in coming on the horizon
- Participation in national fleet organizations (NAFA, RMFMA, FleetCon etc...)

Our priority is to match these technologies to the "dynamic" operational needs of the departments each year while maintaining continuity of services.

### **General Process:**

Once vehicles have met the criteria to be replaced, as a part of the vehicle purchasing process, Fleet first meets with the user departments to identify their operational needs (i.e. space needed to carry equipment, towing capability, service area, service area conditions etc....). Once this is determined, Fleet works with the Sustainability Office in surveying the current vehicle market prioritizing the lowest emission vehicles that will meet the user department needs. The electric market is growing quickly with major strides in the light duty market and promising prototypes in the heavier applications. The goal of our process is to first maintain continuity of services by meeting the operational needs of the department, but doing so in a fiscally and environmentally responsible manner.

2) *Please describe the current status of Fleet's efforts to increase electric vehicle usage.*

The current status of Fleet's efforts to increase electric vehicle usage includes the following:

<u>Type</u>	<u>Count</u>
Electric	47
Plug-in Electric	33

Fleet is currently working with departments for Fiscal Year 2018 purchases and encouraging this conversion to electric vehicles when suitable.

Included in this effort, and in response to the Council Resolution No. 20160505-02 ("**...work with Rocky Mountain Institute, Vulcan, Inc., and Electrification Coalition on an assessment to determine the benefits, timeline, and feasibility of increasing electric vehicle adoption into the City's Fleet Services vehicles.**") Fleet has developed an Electrification Study and Plan.

The Fleet Electrification Study and Plan was conducted and presented to the Mobility Committee in October of 2016 outlining strategies and recommendations to increase electric vehicle adoption into the city's Fleet. The recommendations included the purchase of 330 electric and plug-in electric vehicles by the end of calendar year 2020. Fleet worked with the Sustainability Office, Austin Energy and pertinent stakeholders to develop the feasibility study.

3) *What metrics does the city use to track progress toward electrification of city vehicles?*

The City uses several metrics to track progress toward the electrification of City vehicles including:

95% of all purchases are alternative fuel/hybrid electric units - Fiscal Year 2017 98%

% of the Fleet that is alternative fueled/hybrid/electric vehicles - Fiscal Year 2017 80%

\*Goals for Electric Vehicle's and Plug-in hybrid electric vehicle's identified in the feasibility study

Calendar Year 2017 add 35 (purchased 29)

Calendar Year 2018 add 99 (in progress)

Calendar Year 2019 add 95

Calendar Year 2020 add 101

\*(dependent on market availability, budget availability and replacement cycles, and operational needs)

#### **Additional Background:**

"Making the entire City fleet of vehicles carbon neutral by 2020 through the use of electric power, nonpetroleum fuels, new technologies, mitigation, and other measures necessary, prioritizing the earliest possible conversion to such fuels and technologies and establishing timelines and benchmarks for such conversions." Climate Protection Resolution No. 20070215-023.

Since 2007 and formally in 2012, Fleet Services and the Office of Sustainability have planned, coordinated, and implemented “The Carbon Neutral Fleet Plan”. This plan included a three part strategy that incorporated policies and goals addressing vehicle and equipment purchases, fuel purchases, fueling and charging infrastructure development, and driver education. As a result currently, over 80% of our vehicles are either alternative fuel capable, plug-in hybrid electric vehicles or electric vehicles and use E85 ethanol, biodiesel, propane, or compressed natural gas. We have been very successful at focusing on tested, low cost, and reliable vehicles and fuels while reducing our environmental footprint. While the majority of our success up to now has been rooted in alternative fuels, in the past few years, the landscape of plug-in hybrid and battery electric vehicles has made strides allowing the City Fleet access to a wider variety of electric options for the various applications required by our departments. Our goal is to maximize these opportunities as they become available.



## Recommendation for Action

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**File #:** 18-1380, **Agenda Item #:** 40.

2/15/2018

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### **Agenda Item**

**Agenda Item #40:** Authorize negotiation and execution of a multi-term contract with Resource Action Programs Inc., or one of the other qualified offerors to Request For Proposals 1100 RMJ0313 REBID, to develop a school-based energy conservation program, for up to five years for a total contract amount not to exceed \$1,000,000.

**QUESTION:** Please provide a listing of schools that will be participating in the energy conservation program.

COUNCIL MEMBER HOUSTON'S OFFICE

### **ANSWER:**

This school-based energy conservation program is open to all public and private middle schools in school districts located within the Austin Energy service territory. Schools participate in the program on a first come, first served basis by responding to an invitation sent by the contractor. This year, the program is expected to reach approximately 4,500 sixth grade students who will receive energy conservation kits designed to share with their families.



## Recommendation for Action

**File #: 18-1381, Agenda Item #: 41.**

**2/15/2018**

### Agenda Item

**Agenda Item #41:** Authorize ratification of a contract with Knox Associates Inc., to provide the purchase of lock boxes, keys, and related equipment and services, in an amount not to exceed \$300,000.

QUESTION: Where is the funding coming from? Was an insurance claim filed for theft of the key? What is the status of the how the key was obtained?

COUNCIL MEMBER HOUSTON'S OFFICE

### ANSWER:

1) *Where is the funding coming from?*

The funding is coming from the Austin Fire Department's (AFD) Operating budget.

2) *Was an insurance claim filed for theft of the key?*

The City is self-insured so we did not file an insurance claim. It is unknown if any individual victim of the burglaries filed claims with their insurance company.

3) *What is the status of how the key was obtained?*

Although there has been an arrest and the key recovered, the individual exercised their right to remain silent and did not explain how they obtained the key. The Austin Regional Intelligence Center and the Arson Unit of AFD investigated, but could not find any connection with a public safety entity.

QUESTION: What was the specific problem with the lock boxes? Who is liable for this problem? Why is the City absorbing the full cost? Is there a possibility of the manufacturer assuming some cost? Are these boxes at City buildings or private buildings as well? Why is the cost not absorbed by the building owners?

COUNCIL MEMBER ALTER'S OFFICE

### ANSWER:

1) *What was the specific problem with the lock boxes?*

The master key that opens all Knox boxes was compromised. Due to this, every Knox box within the City and Travis County could be opened by an unauthorized user. The only way to correct this is to change the lock cylinders out on each box.

2) *Who is liable for this problem?*

As the manager of the program, the Austin Fire Department is ultimately responsible for the security of the master keys. Master keys are also issued and maintained by Emergency Medical Services and each of the Travis County Emergency Service Districts.

3) *Why is the City absorbing the full cost?*

As the manager of the program, the City is assuming the cost because the master key was stolen from an approved master key holder.

4) *Is there a possibility of the manufacturer assuming some cost?*

No, the manufacturer will not assume any of the cost because they were not at fault now was there any deficiency with their product. The key was stolen by an individual.

*5) Are these boxes at City buildings or private buildings as well?*

These boxes are located at both City and private buildings.

*6) Why is the cost not absorbed by the building owners?*

The building owners were not responsible for the theft of the master key, so are not responsible for this cost. Similar events have occurred in Phoenix, Seattle, and Anchorage. In each of those events the City paid for the replacement of the lock cylinders. It's also important to note that the City has not changed these locks out in the 34 year history of the program.



## Recommendation for Action

**File #: 18-1357, Agenda Item #: 42.**

**2/15/2018**

### Agenda Item

**Agenda Item #42:** Authorize negotiation and execution of a contract with Community Technology Network, or the other qualified offeror to Request For Proposals JRH0104, to provide community technology access lab management services, for up to five years for a total contract amount not to exceed \$860,000.

### QUESTION:

Who currently holds the contract for this service? The backup indicates that the two entities that bid were Community Technology Network of the Bay Area and Austin Free Net. Staff are recommending Community Technology Network of the Bay Area. Could staff please provide additional information regarding what specific components of the proposals led to the higher score for Community Technology Network of the Bay Area? Does staff have any perspective on where this organization is based, and whether they have done any similar work in Austin previously?

COUNCIL MEMBER ALTER'S OFFICE

### ANSWER:

- 1) *Who currently holds the contract for this service?*

Austin Free-Net is the current provider for these services.

- 2) *Does staff have any perspective on where this organization is based, and whether they have done any similar work in Austin previously?*

The recommended contractor, Computer Technology Network (CTN) is currently located in San Francisco, California. CTN has been providing digital literacy services as its sole purpose since it started as a program of CompuMentor (now TechSoup Global) in 2001. CTN's program model was originally based on a regional collaboration of technology and community empowerment professionals. In its first five years, CTN worked closely with community technology practitioners to hold events, accumulate community feedback, and develop a series of best practice guides for bridging the digital divide. In 2007, a TechSoup committee concluded that there was an ongoing and deep need for CTN's work. In 2008, CTN received 501(c)3 status and became an independent nonprofit agency. Today, CTN is managed by a 10-member Board of Directors and six full-time and seven part-time staff members. According to CTN, they believe that access to the Internet is a human right, and that those without the skills to use a computer are at risk of social and economic disadvantage. With a move to Austin, Texas by its Executive Director, Kami Griffiths, CTN seeks to establish this vision and its corresponding mission to unite organizations and volunteers to transform lives through digital literacy.

- 3) *Could staff please provide additional information regarding what specific components of the proposals led to the higher score for Community Technology Network of the Bay Area?*

An evaluation team with expertise in this area evaluated the offers and scored the proposal submitted by Community Technology Network (CTN) higher on all criteria with the exception of local business presence. Evaluation criteria included: proposed solution, prior experience and personnel and cost.

With CTN's permission, below are excerpts from the evaluation committee's comments regarding CTN's proposal.

### **Plan for Community Technology Access Lab Use and Management**

CTN has a strong structure in place, the proposal detailed the management of the labs and what staff is needed and to

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address site security measures for clients of the labs. Demonstrated knowledge about leveraging assets and obtaining sponsorships for program support.

### **Three to Five Strategies to Train Residents on credentialed digital literacy skills**

CTN will use Northstar to facilitate credentialing of skills, this assessment measures adult's digital literacy skills. These are online, self-guided modules. Included are basic computer digital literacy standards and modules in 10 main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Microsoft Word, Social Media, Microsoft Excel, Microsoft PowerPoint, and Information Literacy. CTN's Train the Trainer program will use clients and the client volunteer program as a successful model in the field. The proposal indicated a strong understanding of the program that went beyond what was required in data collection.

### **Methods to facilitate open source guidelines, processes and tools for the community**

CTN will educate developers, such as those involved with Open Austin or ATX Hack for Change, about becoming more responsive to the needs of low digital literacy Internet users, including: a) what it is like for someone with low digital literacy to interact with the Internet, so that developers take this into account when designing websites; and, b) how to address ways those with low literacy can better access/interact online, including seniors, in order to create more accessible websites that help promote interaction.

### **Reporting capability for target populations**

CTN will conduct quarterly assessment of community needs to refine programs along the way to meet needs of target populations. The proposal detailed the ability to track impact including robust intake, pre and post program data. The proposal indicated alignment to all self-sufficiency goals.

### **Marketing Plan to Bring Awareness of Services**

CTN's class schedules provide information about all available services, including drop-in times, one-on-one tutoring, one-time workshops, and ongoing classes. As mentioned above, CTN will communicate information about their services using on-line and in-person methods to get the word out. Community partners will also be invited to utilize the computer centers for their programming, knowing that CTN will cross-promote their events in its newsletter and calendars, expanding awareness to new audiences. In addition, CTN will have community members, Digital Ambassadors, who will assist with bringing awareness about programming by making presentations in the community and sharing information by word of mouth to their neighbors and others who can benefit from the services offered.

### **Leveraging Capacity with other agencies**

CTN's proposal offered new program ideas and proposed many new connections/partnerships, like bringing in the tech community. The proposal indicates the use of clients as ambassadors to go in home by helping people apply for existing services and addresses this special population of home-bound that we're trying to reach. The proposal identified community leaders through Digital Empowerment Community of Austin (DECA) to address client wraparound, the DECA community is a network of nonprofits, educational institutions, companies and other stakeholders working to bridge the digital divide in Austin, Texas.

### **Service Coordination with other agencies**

CTN's outreach plan is strong and necessary since they're newer to the Austin community. The proposal highlighted partnerships that will be needed to implement the program. The proposal indicated comprehensive research was conducted by CTN on partners, and identification of a strong partner network through the existing Digital Empowerment Community of Austin, as referenced above.

### **Plan for implementing a healthy service environment**

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CTN's proposal addresses this priority program by seeking to create places where people can easily walk, bike, play, and find nearby healthy food options and healthcare. CTN will also seek to connect clients to services through online resources such as Aunt Bertha (auntbertha.com) and 211.org to educate clients on health services available to them using the Internet.

**Prior Experience and Personnel**

CTN's proposal demonstrates a strong team with relevant experience, many with Austin knowledge and experience working on digital inclusion programming as well as success in San Francisco. The requirements of the RFP were addressed well and served a variety of target populations in different ways. The proposal identified staff with roots in the Austin community, the vision is new, and perspective is fresh of how to serve this community and needs. The proposal demonstrated the ability to deploy similar, successful programs and demonstrated ability to leverage support from private sector and staff in Austin with community/institutional knowledge- based on past experience. CTN staff knows the population and have demonstrated capacity to build programming in the Austin community including demonstrated use of metrics to track program outcomes.

**QUESTION**

Any Citizens Advisory commissions' review ? - where we can find out the basics (like Council would get for any continuing program re. merit & funding) we were looking for? What programs were included in this solicitation, any newly proposed ones? Any performance measures for previous solicitations or this new solicitation? Do you have specifics about any of programs or goals? References alluded to were universal access/digital divide ("Digital Empowerment"), culturally relevant, social services self-sufficiency, but no descriptions in the backup. (new ones ? re. specific population or locations ... ?)

COUNCIL MEMBER GARZA'S OFFICE

**ANSWER:**

See attached.

**QUESTION:**

1. What are the significant changes to the scope of work in this RFP as compared to the previous management contract?
2. What are some of the significant aspects of each proposal that led to the scoring shown in the evaluation matrix in the "Proposed Solution" scoring?
3. What was the size and general composition of the evaluation committee?
4. Regarding "Prior Experience and Personnel" in the matrix, one of the implicit goals of the community access lab management contract has historically been to help provide stability to the contracting organization so that it may deliver community technology benefits that address local needs above and beyond the contracted services. Was the scope and local presence of Austin Free Net considered in the evaluation, and how was it represented in the scoring? Please explain why Austin Free Net received a poor scoring in the "Prior Experience and Personnel" category when the local nonprofit has been delivering on the community technology contract for over 20 years?
5. Why is there no commission recommendation on the purchasing recommendation. Has there been a commission presentation on this item?

COUNCIL MEMBER POOL'S OFFICE

**ANSWER:**

Pending. .



## Council Question and Answer

Related To	Item #42	Meeting Date	February 15, 2018
Additional Answer Information			

### QUESTION:

Any Citizens Advisory commissions' review ? - where we can find out the basics (like Council would get for any continuing program re. merit & funding) we were looking for? What programs were included in this solicitation, any newly proposed ones? Any performance measures for previous solicitations or this new solicitation? Do you have specifics about any of programs or goals? References alluded to were universal access/digital divide ("Digital Empowerment"), culturally relevant, social services self-sufficiency, but no descriptions in the backup. (new ones ? re. specific population or locations ... ?)

COUNCIL MEMBER GARZA'S OFFICE

### ANSWER:

- 1) *Any Citizens Advisory commissions' review ? – where we can find out the basics (like Council would get for any continuing program re. merit & funding) we were looking for?*

The Community Technology & Telecommunications Commission is scheduled to consider a recommendation to Council on the awardee at its February 14, 2018 meeting.

The City's Digital Inclusion Strategic Plan, unanimously adopted by the Austin City Council on November 20, 2014, outlines key community assets that can be built upon to help overcome barriers and challenges that make it difficult for specific groups to fully engage in our digital society.

- 2) *What programs were included in this solicitation, any newly proposed ones?*

The material and substantial changes to the current scope of work included:

- Availability of City refurbished computers
- Reassignment of (2) City staff assigned to the incumbent contractor
- Alignment of Client Outcomes to Austin Public Health Self Sufficiency Outcomes
- Alignment to the City's Digital Inclusion Strategic Plan

- 3) *Any performance measures for previous solicitations or this new solicitation?*

This is the first time the service has been solicited since its inception in 1995. All previous contracts were sole source contracts with a different Scope of Work, however the following are the most recent performance measures reported on in the current contract:

## Outputs

821 total number of unduplicated clients served at City Community Technology Access Labs
102,949 Total Number of Hours on Austin Free-Net Computers
53,274 Total Number Lab Open Hours
4,874 Total Number of Hours Contributed by Austin Free-Net Volunteers

## Outcomes

82% of participants in digital inclusion programs who demonstrate understand and create skills
60% of participants in digital inclusion programs who obtain employment related training
48% of participants in digital inclusion programs who have been referred to service agencies

This new solicitation included the following performance measure requirements in section 0500, Scope of Work:

5.1 The Contractor shall include the following high-level outcomes in quarterly and annual proposal

- Percent of programs' participants that improved their basic digital skills
- Percent of programs' participants that demonstrate greater self-sufficiency
- Percent of programs' participants who indicate overall satisfaction of services provided
- Additional outcomes may also be proposed, if applicable.
- Marketing and outreach work performed

5.2 The Contractor shall include all of the following outputs in their proposal (as referenced in Section 0640, Program Performance Measures and Goals). Additional outputs may also be proposed.

- Total Number of Unduplicated Clients Served at City Community Technology Access & Digital Learning Labs
- Number of Referrals Made to Other Service Providers
- Number of City of Austin Self-Sufficiency Outcomes Enhanced through Services Trainings Offered
- Number of Devices Used
- Total Number of Clients Served
- Total Cost Per Client
- Total Number of Clients in Training Programs

With Community Technology Network's (CTN's) permission, below are Proposed Annual (1 year) Performance Measures and Goals from CTN's proposal.

## Outputs

1,339 number of Unduplicated Clients to be enrolled in digital literacy skills training at City Community Technology Access Labs
1,004 Number of Referrals to be Made to Other Service Providers
469 unduplicated clients who receive Northstar Certificate
600 unduplicated clients who sign up for more information via events

## Outcomes

85% of participants in digital inclusion programs that improved their basic digital skills
50% of programs' participants that demonstrate greater self-sufficiency
50% of programs' participants who demonstrated a need for Access via Reliable & Affordable Devices
50% of participants in digital inclusion programs that get connected at home, who want it and have a device

*4) Specifics about any of programs or goals? : references alluded to were universal access/digital divide (“Digital Empowerment”), culturally relevant, social services self-sufficiency, but no descriptions in the backup. (new ones ? re. specific population or locations ... ?)*

In reference to Community Technology Access Lab Management & Digital Literacy Skills Training Services:

- Reference Scope of Work for programs and goals including 4.1.3 to Develop a process to evaluate locations of new public access facilities and propose locations for a location to provide services to Southeast Austin.
- Reference Glossary of Terms including public access, Credentialed Digital Literacy Skills (DLS) Training, Leveraged Computer, Hardware and Network Availability, Open source, and Train the Trainer Model.
- Reference Digital Empowerment Community of Austin: Roadmap Report for access/digital divide (digital empowerment) background
- Reference Digital Inclusion Connection to Self-Sufficiency Goals and Life Continuum Categories, Digital Inclusion Strategic Plan Goals and Imagine Austin including Safety Net Infrastructure, Transition Out of Poverty, Problem Prevention, Universal Support Services and Enrichment for Adults and Families and Seniors & Persons with Disabilities.
- Reference City of Austin Facilities, Program Channels & Support for locations.



## Recommendation for Action

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**File #:** 18-1401, **Agenda Item #:** 43.

2/15/2018

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### **Agenda Item**

**Agenda Item #43:** Authorize an amendment to an existing contract with Sorenson Forensics, LLC, to provide continued services for the sexual assault backlog elimination program, for an increase in an amount of \$220,250 and to increase the term by six months, for a revised contract amount not to exceed \$1,450,250.

**QUESTION:** Please provide a status update on the progress toward full clearance of the backlog. Please provide timeline information for the current plan for backlog clearance.

COUNCIL MEMBER ALTER'S OFFICE

**ANSWER:**

- 1)** *Please provide a status update on the progress toward full clearance of the backlog.*  
There are 497 kits remaining in the backlog.
  
- 2)** *Please provide timeline information for the current plan for backlog clearance.*  
All of the remaining kits are planned to be submitted for testing by the end of May, with reports anticipated back at the end of September.



## Recommendation for Action

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**File #:** 18-1392, **Agenda Item #:** 48.

2/15/2018

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### **Agenda Item**

**Agenda Item #48:** Approve a resolution directing the City Manager to identify sites for the relocation of the Austin Municipal Court and Downtown Austin Community Court.

QUESTION: Please provide a comparison of potential costs for conducting municipal court operations at one, two and three geographically dispersed locations.

MAYOR ADLER'S OFFICE

### **ANSWER:**

Court operational cost comparisons for North South locations will be included when this item is presented to Council.



## Recommendation for Action

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**File #: 18-1373, Agenda Item #: 49.**

2/15/2018

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### **Agenda Item**

**Agenda Item #49:** Approve an ordinance establishing earned sick time for private employers, creating a civil penalty, and creating an offense.

**QUESTION:** Please explain the costs, workload, staffing necessary for the City (HRD and other necessary departments) to implement each piece of the proposed ordinance in the proposed timeframe and how this compares to benchmark cities. What other initiatives is HR working on and how might those be impacted by the workload associated with this ordinance? How much of the 2017 budget rider monies associated with this proposed ordinance are left at this point in time? What is the cost for the City to apply the components of the proposed ordinance to itself as a City and in what timeframe would that be feasible? What workers would become eligible, what are the fiscal needs for the City around making this available to those workers? What are the cost drivers associated with applying this to the City as an employer?

COUNCIL MEMBER ALTER'S OFFICE

### **ANSWER:**

See attachment.



### Council Question and Answer

**Related To**

Item #49

**Meeting Date**

February 15, 2018

### Additional Answer Information

**QUESTION:** Please explain the costs, workload, staffing necessary for the City (HRD and other necessary departments) to implement each piece of the proposed ordinance in the proposed timeframe and how this compares to benchmark cities. What other initiatives is HR working on and how might those be impacted by the workload associated with this ordinance? How much of the 2017 budget rider monies associated with this proposed ordinance are left at this point in time? What is the cost for the City to apply the components of the proposed ordinance to itself as a City and in what timeframe would that be feasible? What workers would become eligible, what are the fiscal needs for the City around making this available to those workers? What are the cost drivers associated with applying this to the City as an employer?

COUNCIL MEMBER ALTER'S OFFICE

### ANSWER:

The following assumptions and estimates were prepared to be responsive in a short timeframe. Staffing estimates and other costs are based on assumptions and without complete vetting through the organization. We recommend a full budget analysis be completed.

### Staffing Costs to Implement Ordinance

Task	Estimated cost FY18	Estimated costs FY19
Office Space	\$40,000	\$80,000
Hire 3 – 6 staff	\$100,000	\$380,000
One-time costs (computers, tracking systems)	\$30,000	\$0
<b>Total</b>	<b>\$170,000</b>	<b>\$460,000</b>

### Estimated Ordinance Implementation Timeline

#### March 2018:

- Work with Economic Development Department to draft scope for consultant for RFP
- Begin recruitment for staff for enforcement (6 temporary employees – prioritizing Process Specialist for Rule drafting)

#### April 2018

- Hire Process Specialist; continue recruitment for other positions
- Begin drafting Administrative Rules

#### May 2018

- RFP released – 30-day advertisement

#### June 2018

- Publish Administrative Rules to receive public comment – 30-day advertisement

#### July 2018

- Receive and review RFP proposals

- Hire remaining staff for implementation

#### August 2018

- Council Award for Communication and Marketing Consultant (**Amount TBD**)
- Finalize Administrative Rules

#### September 2018

- Staffing and office set-up
- Establish contact information and collaborate with contractor in preparation for implementation

#### Ordinance Enforcement Components

Signage	In collaboration with the Contractor, the EE/FHO will establish the size, content, and location of signs required by the Ordinance in English and Spanish.
Education of Employers & Employees	In collaboration with the Contractor, the EE/FHO will need to develop the education and training for employers and employees
Adopt Rules	The EE/FHO will need to develop administrative rules to establish the guidelines necessary to receive and investigate complaints to assess violations
Voluntary compliance/ civil penalty	This will require EE/FHO staff to follow-up once compliance has been offered to verify the employer complied within 10 business days (City Business Days).
Receipt of Complaints	The EE/FHO will need to find or develop a tracking system for complaints.
Investigation of complaints	The EE/FHO will need to develop processes for assess a civil penalty.
Subpoena of records or testimony	The EE/FHO will need to: 1) Develop subpoena template and process for issuing subpoenas; 2) Develop procedures for receiving records; 3) Establish retention schedules for information received. The EE/FHO will need to work with the Law Department to establish procedures related to failure to comply with a subpoena and issuing a Class C misdemeanor offense.

How this compares to benchmark cities?

Entity	Implementation Duration	Year Implemented
Phoenix	16 months	2017
Seattle	12 months	2012
Minneapolis	12 months	2017
Chicago	12 months	2017
New York City	11 months	2014
State of California	10 months	2015
State of Oregon	7 months	2016
Philadelphia	3 months	2015

\*\*HRD benchmarked other Texas public employers, and of the 14 benchmarked cities, none provide paid sick leave (one provides paid vacation for temporary employees)\*\*

What other initiatives is HR working on and how might those be impacted by the workload associated with this ordinance?

- Previous Council Direction
  - Sick Leave pilot for COA Temporary Employees
- Compensation Philosophy with Contractor
  - Pay Equity Study
  - Classification/Market Studies (2) – HR & Law
- Policy and Procedure Revisions
  - Personnel Policies Chapter A&B
  - Secondary Employment
  - Third Party Investigation Review
- Potential Executive Recruitments

- 19 Positions
  - Assistant City Manager (2 positions)
  - Director, Austin Public Health
  - Director, Austin Resource Recovery
  - Police Monitor
  - Chief Animal Services Officer
  - Director, Economic Development
  - Fire Chief
  - Chief of Police
  - Executive Director, Aviation
  - Assistant Director, Code (3 positions)
  - Labor Relations Ombudsman
  - Deputy Chief Information Officer, CTM
  - AD, Parks and Recreation
  - Deputy Fleet Officer
  - VP, Power Production
  - AE, Chief of Staff
- FY19 Budget (Benefit and Compensation recommendations)
- Workforce Management
  - Develop new system standards and align policy
- Request for Proposals (RFP)
  - Medical; Excess Liability Insurance; Pre-Paid Legal; Alcohol and Drug Testing
- Daily functions such as Benefit processing; Criminal Background Checks; investigating/consulting on Discrimination, Retaliation, and Harassment; consulting/performing hiring processes; employment transactions.

How much of the 2017 budget rider monies associated with this proposed ordinance are left at this point in time?

- No dollars were allocated to the enforcement of the proposed earned sick time ordinance in the FY18 budget.
- It would take a budget amendment to reallocate funds for another purpose.
- Approximately \$258,000 was allocated to offset the cost for sick leave in a pilot program for City temporary employees in FY18.

What is the cost for the City to apply the components of the proposed ordinance to itself as a City and in what timeframe would that be feasible? What workers would become eligible, what are the fiscal needs for the City around making this available to those workers? What are the cost drivers associated with applying this to the City as an employer?

The following assumptions and estimates were prepared to be responsive in a short timeframe. Staffing estimates and other costs are based on assumptions and without complete vetting through the organization. We recommend a full budget analysis be completed.

HRD surveyed the departments with the highest utilization of temporary employees. Temporaries working over 80 hours in a calendar year would be eligible for this benefit. Based on a preliminary analysis using 2017 temporary data, the cost to the City would range from \$350,000 to \$1.4 million.

Usage of accrued sick leave	Amount
100%	\$1.4 Million
75%	\$1.1 Million
50%	\$700,000
25%	\$350,000

**Timeframe:**

In order to implement this, ongoing funds would need to be allocated to the personnel budgets. Additionally, work rules would need to be created and systems would need to be modified to capture the data requested in the Ordinance. Currently the City does not track any leave balances once someone has left the City.



## Recommendation for Action

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**File #:** 18-1382, **Agenda Item #:** 51/82.

2/15/2018

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### **Agenda Item**

**Agenda Item #51/#82:** Approve a resolution directing the City Manager to analyze City resources and develop next step strategies to enhance stability, preservation, and creation of creative arts cultural spaces throughout the city.

**QUESTION:** Would the author of the item be amenable to a longer time for staff to report back? Say, in 90 business days versus 25 business days?

COUNCIL MEMBER HOUSTON'S OFFICE

### **ANSWER:**

Staff will return on the posted return date with much of the directed information, with the balance coming back at a later date as outlined by staff.



## Recommendation for Action

**File #: 18-1391, Agenda Item #: 53.**

**2/15/2018**

### Agenda Item

**Agenda Item #53:** Approve an ordinance establishing specialized functions, certifications, assignments and additional pay for the sworn police personnel employed in the City of Austin Police Department; and repealing Ordinance No. 980212-K in part.

### QUESTION:

What is the cost in FY 17-18 associated with approving this item as proposed? Please provide a cost breakdown for each type of specialty pay specified in the ordinance.

COUNCIL MEMBER CASAR'S OFFICE

### ANSWER:

The cost of reinstating the Police specialty pays through May 24, 2018 is \$2.2 million. This amount is available in the FY 2017-18 Austin Police Department Operating Budget so a budget amendment is not required. The estimated fiscal impact for the remainder of this fiscal year is \$4.8 million.

<u>Category</u>	<u>7 Pay Periods - May 24, 2018</u>
Education/Certification Pay	\$936,000
Shift Differential Pay	\$775,000
Court Time Pay	\$165,000
Mental Health Pay	\$87,000
Bilingual Pay	\$103,000
FICA/Medicare	\$158,000
Total	\$2,224,000.