




MEMORANDUM

TO: Planning Commission

FROM: Veronica Briseño, Assistant City Manager 

DATE: August 21, 2023

SUBJECT: **Response to Planning Commission Request for Information Required for Imagine Austin Comprehensive Plan 10 -Year Review and Telework Policy Briefing**

I am in receipt of the Planning Commission's request for information and invitation to attend the Special Called Meeting on August 29, 2023.

The goals included in the Comprehensive Plan are community-wide goals. I appreciate the work the Commission is doing related to the Comprehensive Plan; however, the requested information is not available specific to City employees.

As an organization, we support sustainable communities. Teleworking is one of many tools to reach these goals. To develop and implement the City's Telework Policy, I am working with staff to compile the data we have identified as important for our review, analysis, and implementation purposes. As we develop our policy, we will also be considering salient City plans and goals to ensure a productive and customer-service focused workforce that meets the needs of Austin residents.

Thank you for the invitation to attend the August 29, 2023, Special Called Meeting. We will not be in attendance.

cc: Jesús Garza, Interim City Manager
Lauren Middleton-Pratt, Planning Director



MEMORANDUM

To: Jesús Garza, Interim City Manager
Veronica Briseño, Assistant City Manager
Lauren Middleton-Pratt, Planning Department Director

From: Joi Harden, AICP, Zoning Officer, Executive Liaison to the City of Austin
Planning Commission

Date: July 26, 2023

Subject: Planning Commission Information Required for Imagine Austin Comprehensive Plan 10 -Year Review and Telework Policy Briefing

Transmittal on behalf of the Planning Commission

Pursuant to the provisions set forth in the Austin City Charter Article X. § 4 (7), requiring the city manager to produce information relative to its work, by affirmative action the Planning Commission, hereby submits the following.

In relation to the Planning Commission's assessment of the Imagine Austin Comprehensive Plan 10-year review, provide the following information by written response:

Data on avoided vehicle trips by City of Austin staff during the pandemic, as well as the current ongoing reduction in staff trips resulting from remote work arrangements. Data on reduced vehicle trips due to the use of Teams, Webex etc., meetings. This data should also reflect the period before the partial implementation of the current telework policy. Include data illustrating the rise or decrease in greenhouse gas emissions associated with these changes. Data regarding reduction in City of Austin buildings utility use and teleworking analysis to determine office occupancies focused on City of Austin large office buildings. Provide any and all Imagine Austin Plan adopted policies and goals referencing telework.

Please provide information and data by August 22, 2023, in consideration of the Imagine Austin Comprehensive Plan 10-year review.

Moreover, the Planning Commission has arranged a special called meeting on August 29, 2023, please prepare, and schedule a comprehensive briefing on the proposed telework policy, including metrics being utilized to inform the assessment and current status and timeline of the assessment of the proposed policy. The emphasis of this presentation should also demonstrate how the proposed policy aligns with the objectives prescribed in the Council adopted Austin Climate Plan and the Austin Strategic Mobility Plan, including

action item related to Government employer traffic demand strategies. Additionally, the presentation should outline how the proposed telework policy differs in comparison to the Travis County telework policy.

xc: Chair Shaw, Vice-Chair Hempel and Members of the Planning Commission