

**From:** Jose Eduardo Perez <lalo.eperez@gmail.com>  
**Sent:** Monday, August 28, 2023 10:42 PM  
**To:** Rivera, Andrew <Andrew.Rivera@austintexas.gov>  
**Subject:** Telework Policy Document - Special Meeting Data August 29, 2023

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External Email - Exercise Caution

Hi Mr. Andrew Rivera,  
I became aware of the special meeting and the telework conversation just last week. This is with regards to the August 29, 2023 Special Session.

I put together a technical response to an issue the Planning Commission is handling.

I would like the attached report to be added to the formal public records, if possible.

I am sorry if this is late, it is a special session.

Many thanks,

J.E. Pérez E.I.T., C.F.M.

# TECHNICAL MEMORANDUM

“Telework Policy Data Inquiry – August 28, 2023 “

TO: The Honorable City of Austin Planning Commission  
FROM: Jose Eduardo Perez Gomez, E.I.T., C.F.M.  
SUBJ: Re: Planning Commission Information Required for Imagine Austin Comprehensive Plan 10 -Year Review and Telework Policy Briefing dated July 25, 2023

DATE: August 28, 2023

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In Response to:

“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.”

- As published in backup document #25, dated July 25, 2023, by 2023 Meetings: Planning Commission.

[https://www.austintexas.gov/cityclerk/boards\\_commissions/meetings/40\\_1.htm](https://www.austintexas.gov/cityclerk/boards_commissions/meetings/40_1.htm)

I have calculated an estimate of work trips undertaken by city staff that reflects the past and proposed work practices across a broad sample of city departments. These calculations are presented in Appendix A: Estimate of Additional Financial Burden by City Staff by Department.

In this document I also propose a methodology to estimate “... the current ongoing reduction in staff trips resulting from remote work arrangements.”

If the proposed terms are accepted,

an estimate of greenhouse gas emission offset ‘due to the use of Teams, Webex etc.’ may be produced.

## Executive Summary

The estimated number of commute trips taken by city staff EACH WEEK currently is 29,000.

The estimated number of commute trips that will be taken by city staff after the RTO Policy is 137,000.

If we assume that:

- A) the average commute trip is 12 miles (one-way)
- B) the average vehicle gas efficiency is 20 miles per gallon (mpg)
- C) the average price of gas is \$3.50/gallon

The calculated estimates of work trips taken by city staff would result in expenditures of **\$60,500 per week** and **\$287,500 per week** by City staff in the interim period and after the implementation of the Return-to-Office labor mandate, respectively.

### Sample Calculation

$$\begin{aligned}\text{Cost in dollars} &= \text{No. of trips per wk} * 12 \text{ miles per trip} * (1 \text{ gal}/20 \text{ miles}) * (\$3.50/\text{gal}) \\ &= \text{No. of trips per wk} * \$2.1 \text{ per trip} \\ &= 28,800 \text{ trips per wk} * \$2.10/\text{trip} = \$60,480 \text{ per wk}\end{aligned}$$

With regards to estimating 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, “ I propose that we use the following metric to help calculate the proposed analysis:

1 Virtual meeting between a city staff and 2 external resident-clients is equivalent to 1 commute trip by city staff.

The principal reason I propose the following units and the assoc. conversion is to introduce the concept to the Hon. Planning Commission and begin an informed dialogue about the effort of describing the economic utility of online meeting platforms such as WebEx, Microsoft Teams, Zoom, Discord, Signal, Slack, et cetera.

Furthermore, given the attention to this matter, I would encourage the City Council and associated City Leaders to view the economic benefits of telework and alternate work schedules in concert with the feedback from staff attempting to fulfill work requirements remotely. This would align the decision-making theory with contemporary equitable labor practices.

Next Steps to Calculate “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. “

I propose that we rely on staff self-reports to assess the number of meetings they are hosting now and number of meetings they can host once the Return-to-Office mandate is active.

With all due respect, only a portion of the analysis that the Hon. Planning Commission is requesting is possible to be delivered unless a decision is made on how many online staff meetings are equivalent to in-person trips. Once the decision is agreed, then the analysis may be performed.

Many Thanks.

Sincerely,

Jose Eduardo Perez Gomez, E.I.T., C.F.M.

## Appendix A: Estimate of Additional Financial Burden by City Staff by Department

	<u>Interim TLC</u>	<u>Formal TLC</u>
Total Commutes by City Staff per week =	28,800	136,890
Total Costs in gas per week =	\$ 60,480	\$ 287,469
$\text{= trips} \cdot 12 \text{ miles per trip} \cdot (1 \text{ gal}/20 \text{ miles}) \cdot (\$3.50/\text{gal}) = \text{trips} \cdot \$2.1 \text{ per trip}$		

### Sample Calculation

Trips per department per week = (5 days per wk - [days allowed to telecommute per wk]) \* 2 trips per day \* n employees/day by department  
(5 commute days per wk - 2 commute days per wk) \* 2 commute trips per day \* 650 employees =  
3900 employee trips per wk

Table 1 - Vehicle trips by Department under TLC Policy

Name	Total Employees	Max TLC rate by policy (days per week)		Max Number of Vehicle Trips per week		Date of Implementation		
		Interim	Formal	Interim	Formal	Emergency Policy Start	Interim Policy Start	TLC Policy Start
		5 per wk	n per week			Mar-20	Jun-20	1/1/2024
1 Austin Convention Center Dept	650	2	2	3900	3900	Mar-20	Jun-20	1/1/2024
2 Austin Energy Dept	2000	5	2	0	12000	Mar-20	Jun-20	1/1/2024
3 Austin Fire Dept	1550	5	2	0	9300	Mar-20	Jun-20	1/1/2024
4 Austin Public Library Dept	600	5	2	0	3600	Mar-20	Jun-20	1/1/2024
5 Animal Services Dept	200	5	2	0	1200	Mar-20	Jun-20	1/1/2024
6 Austin Public Health	2500	4	2	5000	15000	Mar-20	Jun-20	1/1/2024
7 Austin Resource Recovery	700	4	2	1400	4200	Mar-20	Jun-20	1/1/2024
8 Austin Code Dept	150	5	2	0	900	Mar-20	Jun-20	1/1/2024
9 Austin Transportation Dept	500	3	2	2000	3000	Mar-20	Jun-20	1/1/2024
10 Austin Municipal Court	200	5	2	0	1200	Mar-20	Jun-20	1/1/2024
11 Aviation Dept	600	5	2	0	3600	Mar-20	Jun-20	1/1/2024
12 Austin Water Dept	4550	5	2	0	27300	Mar-20	Jun-20	1/1/2024
13 Building Services Dept	250	5	2	0	1500	Mar-20	Jun-20	1/1/2024
14 Communication and Public Information Office	75	3	2	300	450	Mar-20	Jun-20	1/1/2024
15 Downtown Austin Community Court								
16 Development Services Dept	600	3	2	2400	3600	Mar-20	Jun-20	1/1/2024
17 Economic Development Dept	100	3	2	400	600	Mar-20	Jun-20	1/1/2024
18 Emergency Medical Services Dept	700	3.5	2	2100	4200	Mar-20	Jun-20	1/1/2024
19 Fleet Mobility Services Dept	300	5	2	0	1800	Mar-20	Jun-20	1/1/2024
20 Financial Services Dept	400	5	2	0	2400	Mar-20	Jun-20	1/1/2024
21 Housing and Planning Dept	150	5	2	0	900	Mar-20	Jun-20	1/1/2024
22 Human Resources Dept	200	4	2	400	1200	Mar-20	Jun-20	1/1/2024
23 IGRO (Intergovernmental Relations Office)								
24 Law Dept								
25 Office of City Clerk								
26 Office of Civil Rights								
27 Office of Police Oversight								
28 Office of Sustainability								
29 Office of the City Auditor								
30 Parks and Recreation Dept	4000	4	2	8000	24000	Mar-20	Jun-20	1/1/2024
31 Austin Police Dept	2500							
32 Public Works Dept	1000	4	2	2000	6000	Mar-20	Jun-20	1/1/2024
33 Small, Minority-owned Business Dept	40	5	2	0	240	Mar-20	Jun-20	1/1/2024
34 Communications Technology Management Dept	350	5	2	0	2100	Mar-20	Jun-20	1/1/2024
35 Watershed Protection Dept	450	4	2	900	2700	Mar-20	Jun-20	1/1/2024
Sum	24865			28,800	136,890			