

**City Council Questions and Answers for
Thursday, November 20, 2014**

These questions and answers are related to the
Austin City Council meeting that will convene at 10:00 AM on
Thursday, November 20, 2014 at Austin City Hall
301 W. Second Street, Austin, TX



**Mayor Lee Leffingwell
Mayor Pro Tem Sheryl Cole
Council Member Chris Riley, Place 1
Council Member Mike Martinez, Place 2
Council Member Kathie Tovo, Place 3
Council Member Laura Morrison, Place 4
Council Member William Spelman, Place 5**

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

1. Agenda Item # 3 - Approve an ordinance amending City Code Chapter 4-14 relating to the requirements to register rental property.
 - a. QUESTION: Please provide statistical data on problem rental properties, found in the City AMANDA's system. COUNCIL MEMBER TOVO
 - b. ANSWER: See attachment
2. Agenda Items # 11 and # 12 - 11. Authorize negotiation and execution of concession lease agreements with Delaware North Companies Travel Hospitality Services, Inc. and its joint ventures to operate retail and food and beverage concessions at Austin-Bergstrom International Airport for a term not to exceed ten years from date of beneficial occupancy. 12. Authorize negotiation and execution of concession lease agreements with LS Travel Retail North America and its joint ventures to operate retail and food and beverage concessions at Austin-Bergstrom International Airport for a term not to exceed ten years from date of beneficial occupancy.
 - a. QUESTION: The backup notes for each item state that "The Airport will also be seeking higher financial and performance measures ... under the concession agreements." 1) Please explain the areas of increase contemplated by these statements. 2) Please provide an assessment of how these contracts would meet the goals of the City's Zero Waste Master Plan, and to what degree they may be lacking in that. 3) To what extent do the Delaware and LS Travel contracts fall under the criteria for compliance with the City living wage policy as required by Council resolution 020509-91 or any other policy? 4) What are the minimum and average wages of the service workers under the current contracts? 5) Is that expected to change under new contracts? 6) What would the impact be of requiring a minimum wage equal to the City's adopted living wage? 7) The backup notes the reasons for seeking authority to negotiate, but the agenda items seek authority to negotiate and execute a contract. Is there any reason that the authority for execution shouldn't be separate, later agenda items? COUNCIL MEMBER MORRISON
 - b. ANSWER: See attachment
 - c. QUESTION: If most of these contracts don't expire for a year or more, why are they coming forward now for extensions? COUNCIL MEMBER TOVO
 - d. ANSWER: The current contracts expire between 2015 – 2017. The

Department of Aviation would like to complete these agreements in an expedited fashion in order for the concessionaires to initiate renovations during the next three years. The immediate commencement of construction permits the airport and concessions to implement a phased approach which ensures continuous access to high quality food and services without inconvenience to our passengers. This phased approach provides a fresh new image within three years for the airport without negatively impacting the construction for the gate expansion. Delay in commencement of negotiations until 2017 will result in having the entire terminal under construction at the same time causing great disruption to the traveling public and marked decrease in revenues.

3. Agenda Item # 15 - Approve an ordinance amending City Code Chapter 2-11 relating to records management and records retention.
 - a. QUESTION: Please provide a redline version of the changes or outline what the specific changes are and the need for them. COUNCIL MEMBER SPELMAN
 - b. ANSWER: The number of changes being proposed made a redline impractical. Attached is a document that while is not an official redline version will show a comparison of the original ordinance and the proposed changes. The Clerk's Office is proposing a major rewrite of the ordinance in order to bring into alignment with the current records management program and industry best practices specially in the areas of electronic records. A few of the major highlights include: creating definitions for physical vs. digital records; the language to allow the Records Management Officer to develop a variety of guidelines designed to support the Records Management Program; including the Records Management Office on director-level governance or oversight committees to ensure records management practices are taken into consideration; adding additional compliance reporting requirements; expanding the Records management Committee; providing a method for Council Offices to designate the city clerk as records administrator for their offices; and for the city clerk to review plans to acquire or implement IT systems or services that create, store, manage or provide access to digital records.
4. Agenda Items # 25 and # 27 - 25) Authorize negotiation and execution of an amendment to the professional services agreement with NADAAA, INC, for additional design services for the Seaholm Substation Wall - Art in Public Places Project, in an amount not to exceed \$122,483.48, for a total contract amount not to exceed \$476,841.48. 27) Authorize the selection of an option for the construction of the Seaholm Substation Art Wall Subproject and authorize additional funding for the construction manager at risk contract with HENSEL PHELPS CONSTRUCTION COMPANY for one of the following Seaholm Substation Art Wall options: Option 1- authorize no additional funding for an unchanged Construction Cost Limitation of \$118,200,200; Option 2 - authorize an additional \$668,784 for a revised Construction Cost Limitation of \$118,868,984;

Option 3 - authorize an additional \$1,447,286 for a revised Construction Cost Limitation of \$119,647,486; or Option 4 - authorize an additional \$2,852,073 for a revised Construction Cost Limitation of \$121,052,273; and authorize negotiation and execution of a final guaranteed maximum price amendment for the New Central Library and related improvements contract.

- a. QUESTION: What is the estimated projected value available in the Seaholm TIF and is it a possible funding source for revisions to the Seaholm Substation Wall instead of using funds from Austin Energy? A July 18th, 2013 memo to council regarding the tax impact of a historic tax abatement that was not a part of the original MDA noted the 'steady increases in taxable value of the Seaholm District' since the TIF zone was established and that 'the TIF would remain substantially in the black, even with historic designation' and tax abatement.. An August 8th 2013 inquiry received the staff response that there was a \$2.8M positive NPV cash flow for the city even after the historic tax abatement. In September 2013, Seaholm Power LLC changed plans back to condominiums, effectively negating the affordable housing requirement in the MDA that would have been provided had it been rental apartments but also perhaps adding taxable value to the TIF. MAYOR PRO TEM COLE
 - b. ANSWER: The Council question accurately captures the City's prior analyses of Tax Increment Reinvestment Zone # 18 (TIF# 18) revenue and expense projections. We have not updated the analyses since June 2013 when the historic zoning impact was analyzed. At that time it showed that the City expects TIF# 18 to capture \$2.77 more in revenues during its 30-year life on a Net Present Value basis than is estimated to be needed to retire the debt on expenditures currently included in the TIF# 18 Project and Financing Plans. However, these positive cash flows would occur in the later years of the TIF. In order to utilize TIF# 18 revenues for any purpose other than those set out in its Project and Financing Plans, Council (as City Council and as the TIF# 18 Board) would have to amend the Project and Financing Plans, following public notice and other procedural requirements set out in State statutes. The sub-station is not in the boundaries of the TIF.
5. Agenda Item # 26 - Authorize negotiation and execution of an amendment to the professional services agreement with Opticos Design, Incorporated for planning services for CodeNEXT, the Comprehensive Land Development Code revision, and completion of the Airport Boulevard Form-Based Code Initiative, in the amount of \$591,247.20 for a total contract amount not to exceed \$2,591,247.20.
- a. QUESTION: 1) How much was Gateway Planning Group paid for the Airport Boulevard Form-Based Code project? 2) Had the Group received full payment when the contract was terminated in December 2013, or was there a savings equivalent to the extra \$500,000 that will now be incurred for Opticos to complete that work? COUNCIL MEMBER TOVO
 - b. ANSWER: 1) On October 14, 2010, Council approved an original contract not-to-exceed amount of \$453,000 for Gateway Planning Group. The initial

professional services agreement was executed at \$429,203. Amendments were made to increase the contract by \$23,795.82 for a total contract amount of \$452,998.82. Of this amount, Gateway Planning was paid \$363,981.10, leaving a savings of \$89,017.72 and a total project balance of \$96,242.20. Staff is asking Council to authorize negotiation on \$91,247.20 to assist in the completion of the Airport Blvd. Form-Based Code while leaving \$5,000 for miscellaneous project-related expenses such as printing and publishing of the final deliverable. 2) Gateway Planning Group had not received full payment of the \$452,998.82 at the time of termination but was paid for services rendered up to the point of termination. The contract savings amounted to \$89,017.72. Authorization to negotiate a contract for \$91,247.20 with Opticos will be applied to the completion of work for the Airport Blvd. Form-Based Code and to align it with the overall CodeNEXT LDC revision. This funding is separate from the request of \$500,000 which was approved as part of the 2014-2015 PDRD budget for CodeNEXT.

- c. QUESTION: Will this amendment, adding \$500,000 in additional funding for Phase II of CodeNEXT, provide the opportunity for inclusion of “integrating nature” and “green infrastructure” into the scope of the code rewrite services? The CodeTalk public discussion series provides the forum for education and discussion of the topics but it isn’t clear how integration of constructive ideas can meaningfully occur. Please provide clarification on how the ongoing process will integrate nature, green infrastructure and sustainability into the code rewrite process. COUNCIL MEMBER MORRISON
 - d. ANSWER: It has always been part of the CodeNEXT work program to incorporate green infrastructure and the other Imagine Austin Priority Programs into the revision of the Land Development Code. The additional funding requested will help support ongoing outreach efforts of CodeNEXT throughout the second phase of the project. The CodeNEXT team is working closely with the Watershed Protection Department, the Office of Sustainability, and other staff on the Priority Program teams to integrate environmental concerns, including amendments to the Watershed Protection Ordinance, landscape regulations, green infrastructure, and other sustainability efforts, into the drafting of the new code. The team will conduct a Code Talk in 2015 to engage the public in the discussion about best practices in environmental protection and green infrastructure, and we will be working directly with representatives of the American Society of Landscape Architects, environmental groups, and other stakeholders throughout the process. The Code Advisory Group will also be forming working groups to delve into critical issues in more detail. Stakeholders will be invited to participate in these sessions.
6. Agenda Item # 27 - Authorize the selection of an option for the construction of the Seaholm Substation Art Wall Subproject and authorize additional funding for the construction manager at risk contract with HENSEL PHELPS CONSTRUCTION COMPANY for one of the following Seaholm Substation Art Wall options: Option 1- authorize no additional funding for an unchanged

Construction Cost Limitation of \$118,200,200; Option 2 - authorize an additional \$668,784 for a revised Construction Cost Limitation of \$118,868,984; Option 3 - authorize an additional \$1,447,286 for a revised Construction Cost Limitation of \$119,647,486; or Option 4 - authorize an additional \$2,852,073 for a revised Construction Cost Limitation of \$121,052,273; and authorize negotiation and execution of a final guaranteed maximum price amendment for the New Central Library and related improvements contract.

a. QUESTION: Is there an artist rendering or some exhibit that helps demonstrate the different between the options? COUNCIL MEMBER SPELMAN

b. ANSWER: See attachment

7. Agenda Item # 28 - Authorize negotiation and execution of a one-year agreement with Austin Technology Council to support the City's technology sector by implementing the Austin Technology Partnership in an amount not to exceed \$298,000.

a. QUESTION: What are the performance benchmarks? COUNCIL MEMBER SPELMAN

b. ANSWER: See attachment

8. Agenda Item # 35 - Approve a resolution authorizing negotiation and execution of contracts for federal agency and legislative representation services for a total combined amount not to exceed \$270,000.

a. QUESTION: Which services will each firm provide? Please explain the different in amounts between the two firms. COUNCIL MEMBER SPELMAN

b. ANSWER: CapitalEdge is a small firm that only represents cities. The firm is very experienced in city matters and has represented Austin for more than twenty years. It is particularly effective with Department of Housing and Urban Development (HUD) and issues under that department's jurisdiction. HUD funds many programs which benefit Austin. CapitalEdge has helped us with the Onion Creek Funding project from our initial efforts on this project. The firm has demonstrated its ability to work effectively with both the Democrats and Republicans of Austin's congressional delegation. They also have a close working relationship with the National League of Cities and the U.S. Conference of Mayors. Holland and Knight is a large international law firm with a public law section of approximately fifty consultants, headed by Rich Gold, with whom Austin has contracted for approximately 7 years. With their large team of legislative consultants they have experts in all areas of Government and who have ties to Republicans and to Democrats. This allows them to establish close working relationships with senior administration officials in all federal departments and with members of congress, their staff,

and with committee staff of both the majority and minority parties. We rely on Holland and Knight to be able to set up meetings with Cabinet members and other leaders in federal agencies in addition to meetings with key Congressional Committee staff. The 114th Congress will need to address both surface transportation and the re-authorization of the Federal Aviation Administration because they will need new funding and both are critically important to Austin. Our airport is one of the fastest growing airports in the country and funding of aviation infrastructure will be one of our chief concerns. Surface transportation is even more critical to Austin, so funding to address traffic congestion will be a top priority. While the voters have rejected our urban rail proposal, we will need to focus on other efforts at transit and at relieving congestion on our roads. Holland and Knight is very well positioned to help us with our transportation needs. Both firms work on all our issues, but we rely on each one to help us where they are strongest. CapitalEdge with its concentration on urban issues and by only representing a few cities provides us with excellent customized service. Holland and Knight with its large number of experienced lobbyists with personal contacts and expertise that is particularly valuable for transportation funding and other complex issues requiring Austin to reach out to multiple federal agencies. Holland and Knight's higher fee reflects their much higher over-head and greater resources which Rich Gold and Lisa Barkovic call into action on Austin's behalf.

9. Agenda Item # 67 - Authorize award, negotiation, and execution of a 24-month requirements service contract with CLEARRESULT CONSULTING INC., or the other qualified Offeror to RFP No. OPJ0110, for the purpose of providing temporary contract labor in the areas of energy efficiency and green building services for Austin Energy, in an amount not to exceed \$1,000,000, with two 12-month extension options in an amount not to exceed \$500,000 per extension option, for a total contract amount not to exceed \$2,000,000.
 - a. QUESTION: Please provide details about the number of temporary staff anticipated to be hired through this contract, and approximately how many consecutive months they're anticipated to work on City projects equivalent to full time hours. COUNCIL MEMBER MARTINEZ
 - b. ANSWER: Austin Energy has seen unprecedented growth in Green Building and commercial developments. While we expect Austin to continue to grow we are not convinced that this level of growth is the "new normal." For example, 3.779 million square feet of commercial projects completed green building ratings in FY14, an 86% percent increase over FY13. Multifamily Green Building is seeing similar explosive growth. This, coupled with short term specialized support to assist in developing new customer energy efficiency programs will be covered under the scope of this contract, on an as needed basis only. Staff estimates that at any point, the total number of contractors will not exceed 4; with employment ranging from six to 12 months per individual, depending on the nature of the work performed. Contractors will have a background in specialized disciplines, including building system performance modeling and commissioning, engineering and

architecture. Utilizing contract staff will avoid the need to increase permanent staff to cover peak workload. Similarly, it will provide a bridge mechanism in transitioning existing AE staff from existing programs to redesigned/new programs without impacting customer services levels.

10. Agenda Item # 71 - Authorize award, negotiation, and execution of a 37-month contract with 33 social service agencies, or other qualified offerors to Request For Proposal No. EAD0116, for self sufficiency social services for the Austin/Travis County Health and Human Services Department in an amount not to exceed \$48,195,681 each and combined, with three 12-month extension options in an amount not to exceed \$16,065,227 each and combined for each extension option, for a total contract amount not to exceed \$96,391,362 each and combined.
 - a. QUESTION: 1) Please provide additional information on the social service funding by Travis County by focus area or organization, as available. 2) Please provide a copy of the matrix prior to the assumption of \$1M additional funds in FY 2016-17. MAYOR PRO TEM COLE
 - b. ANSWER: 1) Travis County funds by issue area to organizations, please see attachment titled: Travis County Investment Overview. 2) Please see attachment titled: Staff Recommended SS Allocations.
11. Agenda Item # 74 - Approve a resolution adopting recommendations for access to digital technology as set forth in the Digital Inclusion Strategic Plan.
 - a. QUESTION: The item says is was going to the ETT Committee this week, but that meeting has been canceled. Will this item be postponed until ETT review? COUNCIL MEMBER SPELMAN
 - b. ANSWER: It is staff's understanding that there are currently no other meetings scheduled for the Emerging Technology & Telecommunications Committee this year. Staff submitted a memorandum to Mayor and Council dated November 14, 2014 describing the process in developing the plan and the plan highlights. This item is posted for Council consideration at its November 20, 2014 Council meeting. Staff will be available to respond to Council questions.
12. Agenda Item # 92 - Approve an ordinance directing the City Manager to negotiate and execute a modification to the Amended and Restated Temporary License Agreement with Austin Pets Alive to extend the term and allow for improvements at the Lamar Beach Metro Park Site and waiving City Code Sections 14-11-42 and 14-11-43 for purposes of the modification. (Notes: SPONSOR: Council Member Mike Martinez CO 1: Council Member Laura Morrison CO 2: Council Member Chris Riley)
 - a. QUESTION: Section 8.1 of the covenants in the temporary license agreement with Austin Pets Alive (APA) requires that only animals sourced by Austin

Animal Shelter (AAS) or originating from a source located in Bastrop, Caldwell, Hays, Travis or Williamson Counties could be housed on premises. A June 12, 2014 council inquiry reported back that since February 2011, APA had taken in 1,280 animals from outside that five county area. What corrective action has been taken by APA or AAS since that time to address this issue?
MAYOR PRO TEM COLE


- b. ANSWER: APA has taken in 1,423 animals from outside the County since February 2011. ASO staff have requested APA refrain from this practice. No corrective action has been taken by APA.
13. AHFC Agenda Items # 2 and # 3 - 2) Authorize the negotiation and execution of an agreement between the Austin Housing Finance Corporation and the CESAR CHAVEZ FOUNDATION related to a proposal to acquire, rehabilitate, and preserve affordable rental housing at the Timbers Apartments at 1034 Clayton Lane. 3) Approve a resolution authorizing the formation of AHFC 1034 CLAYTON LANE NON-PROFIT CORPORATION, a Texas non-profit corporation and instrumentality of the Austin Housing Finance Corporation, approving its certificate of formation, articles of incorporation, and by-laws, and appointing its board of directors and president.
- a. QUESTION: After discussing this project with the Cesar Chavez Foundation, they suggested that this deal should properly be evaluated on a 15 year basis. Previous agenda Q&A had asked about 30 year returns. Please provide 1) the cumulative taxes forgone over 15 years by all taxing entities, 2) the cumulative cash flow /income projected to AHFC, and 3) how many additional units of affordable housing or how much deeper affordability for existing units will be provided during that time. 4) It was previously noted that this project was open to exploring the possibility of accepting PSH clients and the Foundation recently reached out to ECHO for this purpose. Please report if any firm commitments to provide PSH have been made at this time.
 - b. ANSWER: 1) An estimate of property taxes over 30 years was provided at \$3.2 million. For purposes of discussing this in the context of 15 years, a value of \$1.6 million (half of the 30 year estimate) will be used. The city portion is approximately \$323,200. 2) The 15 year cumulative project income to AHFC is \$427,000. 3) Currently 78 out of the 104 units are affordable at or below 60% of AMI. Of the 78 affordable units, 24 units are further restricted at or below 50% of AMI. These restrictions will continue. It is anticipated that the remaining 26 unrestricted units will become restricted to at or below 60% if this transaction moves forward. 4) A total of 5 units will be set aside for Permanent Supportive Housing.

END OF REPORT - ATTACHMENTS TO FOLLOW



The City of Austin is committed to compliance with the Americans with Disabilities Act.

Reasonable modifications and equal access to communications will be provided upon request.

 *For assistance please call (512) 974-2210 OR (512) 974-2445 TDD.*



City of Austin
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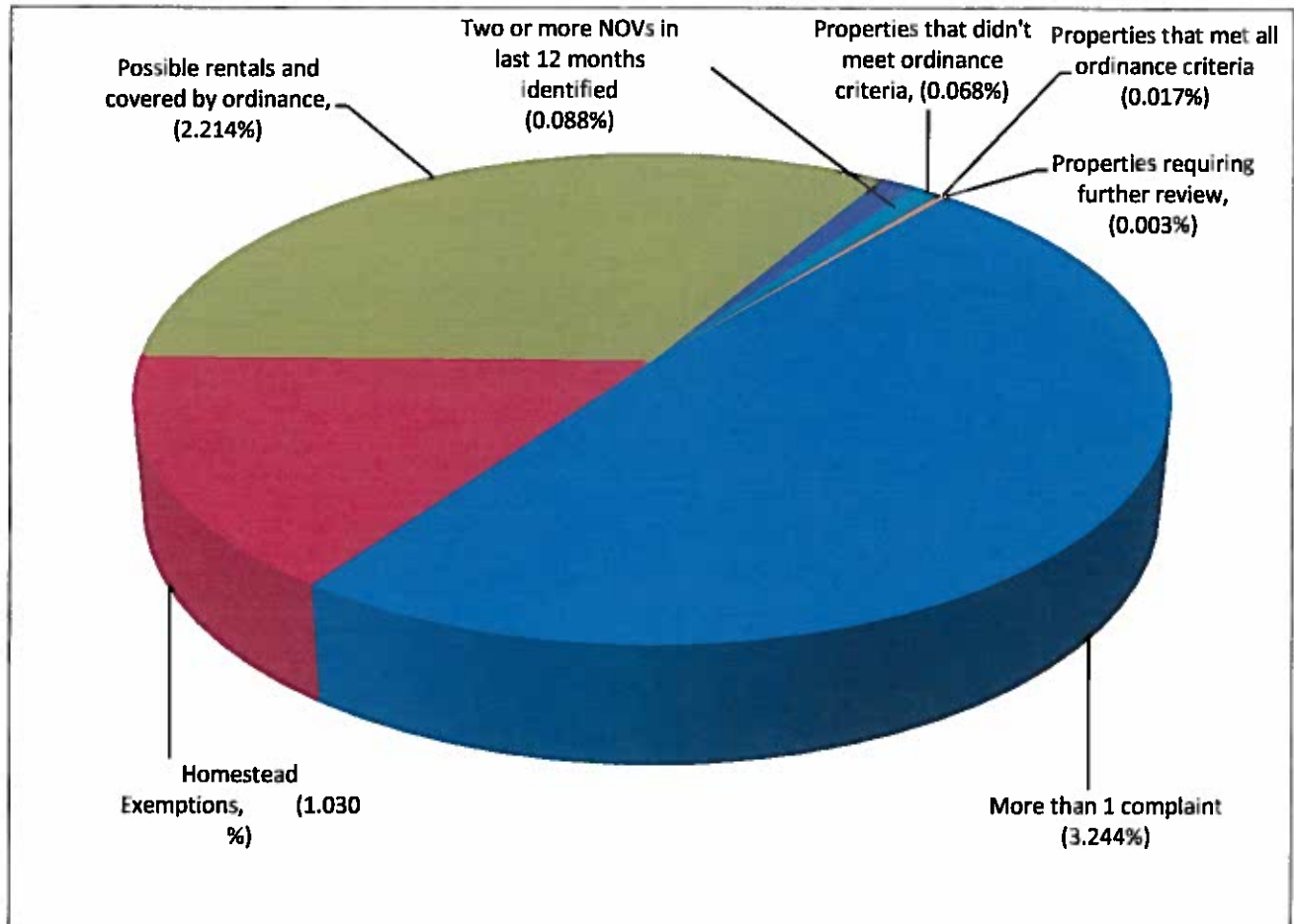
M E M O R A N D U M

DATE: November 19, 2014
To: Mayor and Council Members
From: Carl Smart, Director
SUBJECT: November 20th Council Question
RE: Statistical Data on Problem Rental Properties

Please review the attached document which provides statistical data on problem rental properties, found in the City AMANDA system. Please let me know if further information is needed.
Thank you.

173,497 Residential Properties In AMANDA

Analysis of Properties	Properties	%
Total Properties	173,497	100.000%
More than 1 complaint	5,629	3.244%
Homestead Exemptions	1,787	1.030%
Possible rentals and covered by ordinance	3,842	2.214%
Two or more NOV's in last 12 months identified	153	0.088%
Properties that didn't meet ordinance criteria	118	0.068%
Properties that met all ordinance criteria	29	0.017%
Properties requiring further review	6	0.003%





Council Question and Answer

Related To	Items # 11 and # 12	Meeting Date	November 20, 2014
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Additional Answer Information

QUESTION 1: The backup notes for each item state that "The Airport will also be seeking higher financial and performance measures ... under the concession agreements." Please explain the areas of increase contemplated by these statements. COUNCIL MEMBER MORRISON

ANSWER 1: The proposals for Delaware North Companies Travel Hospitality Services, Inc. (DNC) and LS Travel Retail North America (LS) provide that the existing Minimum Annual Guarantee will increase from \$6,464,616 to \$8,539,211. Percentage rents will also increase in many categories, such as 1% in food and alcohol purchases and 2% in travel accessories. In addition, history has shown that revenue increased dramatically with renovated stores. Two cases in point: Annie's Cafe increased from \$1.7 M to \$3.3 when it was renovated. Thundercloud Subs increased from \$200K to \$1.5M when it was transitioned from Celebration of Golf. The Department of Aviation (DOA) expects similar results with significant increased revenue from the renovations.

QUESTION 2: Please provide an assessment of how these contracts would meet the goals of the City's Zero Waste Master Plan, and to what degree they may be lacking in that. COUNCIL MEMBER MORRISON

ANSWER 2: The DNC and LS proposals will comply with the City's Universal Recycling Ordinance requirements and propose to exceed in the following areas:

- Participate fully in the ABIA pre consumer recycling program inclusive of waste composting separation of appropriate waste streams in all restaurants back of house areas
- Investigate the use of a common cup and napkin set across all food locations
- Commit to Styrofoam elimination by 2016 and beyond
- Donate excess cooked food to local food kitchens

QUESTION 3: To what extent do the Delaware and LS Travel contracts fall under the criteria for compliance with the City living wage policy as required by Council resolution 020509-91 or any other policy? COUNCIL MEMBER MORRISON

ANSWER 3: The current contracts do not include language requiring the concessions to comply with the living wage policy.

QUESTION 4: What are the minimum and average wages of the service workers under the current contracts? COUNCIL MEMBER MORRISON

ANSWER 4: Minimum and Average Wages are listed below:

DNC	Minimum	Average	# of Employees
Utility Worker	\$7.90	\$9.29	15

Food Prep	\$7.40	\$10.72	14
Store Keeper	\$8.40	\$9.17	19
Cook/Baker	\$8.65	\$10.96	36
Cashier	\$9.15	\$9.65	84
Theme Cook	\$10.15	\$10.68	9

LS Travel	Minimum	Average	# of Employees
Sales Associate	\$8.50	\$9.39	60
Sales Supervisor	\$12.20	\$14.16	6

QUESTION 5: Is that expected to change under new contracts? COUNCIL MEMBER MORRISON

ANSWER 5: Wages for DNC employees are expected to increase in accordance with their negotiated union contract. LS employee wages are also expected to increase.

QUESTION 6: What would the impact be of requiring a minimum wage equal to the City's adopted living wage? COUNCIL MEMBER MORRISON

ANSWER 6: The impact is unknown pending completion of negotiations.

QUESTION 7: The backup notes the reasons for seeking authority to negotiate, but the agenda items seek authority to negotiate and execute a contract. Is there any reason that the authority for execution shouldn't be separate, later agenda items? COUNCIL MEMBER MORRISON

ANSWER 7: DOA is confident that the major points of the contract have been agreed to by both parties. DOA would like authorization to negotiate and execute in order to move forward with renovations described in question # 1.

§ 2-11-1 DEFINITIONS.

_____(A)_____ Except as provided in subsection (B), words and phrases in this chapter have the same meaning they have in the Local Government Records Act.

(B) In this chapter:

(1) CITY ARCHIVIST means the manager of the Austin History Center of the Austin Public Library acting under the direction and supervision of the director of the Library Department, or the equivalent position as may be established in the Library Department.

(2) COMMISSION means director and librarian of the Texas State Library and Archives Commission.

(3) DEPARTMENT means a City department, or the functional equivalent.

(4) DEPARTMENT DIRECTOR means the officer or employee who is in charge of a department.

(5) DIGITAL, when used in reference to a record, means the record is maintained in an electronic data format that requires an electronic device to create, store, access, retrieve, or read the record.

(6) EMPLOYEE means a person employed by the City.

(7) LOCAL GOVERNMENT RECORDS ACT means Title 6 (Records), Subtitle C (Records Provisions Applying to More Than One Type of Local Government), of the Texas Local Government Code, and includes the rules adopted by the commission under the Local Government Records Act.

_____(B)_____ In this chapter:

_____(1)_____ DEPARTMENT(8) OFFICIAL means the mayor, a department, city councilmember's office, office, division, program, commission, bureau, member of the city council, a municipal court judge (including a substitute judge), and a person appointed by the mayor or the city council to a City board, committee, task force, ad hoc committee, or other City body.

(9) PHYSICAL, when used in reference to a record, means that the record is maintained in a tangible form, such as paper, photographic film, analog tape, or a similar entity of the City medium.

_____(2)_____ DEPARTMENT DIRECTOR means the officer who by charter, ordinance, order, or administrative policy is in charge of a department.

Source: 1992 Code Section 2-7-1; Ord. 031204-9; Ord. 031211-11.

§ 2-11-2 RECORDS MANAGEMENT PROGRAM.

_____(10) RECORD means a local government record of the City, and includes a digital record and a physical record.

§ 2-11-2 PURPOSE; APPLICABILITY; COMPLIANCE.

(A) ~~_____~~ This chapter ~~establishes a~~ implements the Local Government Records Act.

(B) ~~This chapter, the~~ records management program ~~in compliance with Chapter 203 (Management and Preservation, and the records control schedules apply to all records in whatever form the records exist, including all digital records and all physical records.~~

(C) ~~This chapter is cumulative of Records), Subchapter B (All Other Local Government Offices), of the Texas the~~ Local Government ~~Code~~ Records Act.

~~_____ (B) _____ The records management officer (D) Each City official and City employee shall administer~~ comply with the records management program ~~adopted under this chapter. The records management program is cumulative of this chapter and the Local Government Records Act.~~

(E) A person does not comply with the records management program unless the person complies with this chapter and the Local Government Records Act.

§ 2-11-3 RECORDS MANAGEMENT OFFICER.

~~_____ (A) _____~~ The city clerk is the records management officer under Local Government Code, § 203.025 (Designation of Records Management Officer) for the City.

~~_____ (B) _____~~ The records management officer, and shall:

~~_____ (1) _____~~ develop, implement, and administer a City-wide records management program, ~~including a~~ that complies with the Local Government Records Act;

(2) coordinate, and to the extent practicable, standardize records management plan;

~~_____ (2) _____~~ coordinate records management operations ~~practices~~ among ~~City offices and~~ departments;

~~_____ (3) _____~~ cooperate with department directors to identify essential records and establish a disaster plan for each City office and department to quickly and with a minimum of disruption and expense re-establish operations in the event of a disaster;

~~_____ (3) _____~~ serve on each director-level technology governance or oversight committee established by a City department; and

~~(4) _____~~ develop procedures to ensure the permanent preservation of any historically valuable record of the City;

~~_____ (5) _____~~ prepare a, review, and approve each new and amended records control schedule for each City ~~office and department and define and identify essential and permanent records;~~

~~_____ (6) _____~~ review each records control schedule annually ~~department,~~ and make necessary ~~updates or changes;~~ to the schedules at intervals set by the records management program;

- ~~_____ (7) _____ provide records management advice and assistance to City offices and departments through a policies and procedures workbook and through consultation;~~
- ~~_____ (8) _____ timely take action, including microfilming, electronic storage, destruction, and transfer, as required by a records control schedule;~~
- ~~_____ (9) _____ ensure compliance with state regulation;~~
- ~~_____ (10) _____ maintain records on:~~
 - ~~_____ (a) _____ the volume of records destroyed, microfilmed, stored electronically, or transferred to the records center for storage; and~~
 - ~~_____ (b) _____ the estimated cost savings of each City department resulting from the disposal or disposition of records;~~
- ~~_____ (11) _____~~ (5) report annually to the council and the city manager on the implementation of the records management plan program in each City department;
- ~~_____ (12) _____ protect privacy and confidentiality, as permitted or required by law;~~
- ~~_____ (13) _____ appoint a city records manager;~~
- ~~_____ (14) _____ instruct records liaison officers and other employees in the policies and procedures of the records management program and an employee's duties in relation to the records management plan; and~~
- ~~_____ (15) _____~~ (6) report to the city manager noncompliance with the records management plan or state law program by a department director or City employee, or City contractor;
- (7) report to the council noncompliance with the records management program by a City official;
- (8) appoint a city records manager to implement this chapter, subject to the direction of the city clerk;
- (9) provide storage, retrieval, and destruction services of physical records no longer required to be kept in active office space and transferred to the records center;
- (10) provide support for City-wide document and imaging management systems and services designed to manage digital records;
- (11) establish a micrographics program for the preservation of permanent records not transferred to the Austin History Center;
- (12) provide consulting services and training to departments and employees on the implementation of the records management program, records and information technology requirements, and other subjects related to records and information management;

(13) assist department records administrators to identify essential records and establish a disaster recovery plan for records.

(B) Subject to the direction of the city clerk, the city records manager may perform a duty assigned by this chapter to the city clerk.

§ 2-11-4 RECORDS MANAGEMENT COMMITTEE.

~~———— (A) ———~~ (A) The members of the records management committee are:

(1) the city clerk;

(2) city manager;

(3) the city records manager;

(4) the city archivist;

(5) the city auditor;

(6) the city attorney;

(7) the director of the Human Resources Department;

(8) the director of the Communications and Technology Management Department;

(9) the comptroller;

(10) the purchasing officer;

(11) a departmental records administrator, appointed by the city manager, from an enterprise-fund department; and

(12) a departmental records administrator, appointed by the city manager, from a general-fund department appointed by the city manager.

(B) The city manager shall appoint a records management committee. The records management officer serves as the chairperson; clerk is the chair of the records management committee. The city records manager is the secretary of the records management committee.

~~———— (B) ———~~ (C) The records management committee shall consist of the following members:

~~———— (1) ———~~ the records management officer;

~~———— (2) ———~~ the city records manager;

~~———— (3) ———~~ the city archivist;

~~———— (4) ———~~ the city auditor;

- ~~_____ (5) _____ the city attorney;~~
- ~~_____ (6) _____ the director of the Human Resources Department;~~
- ~~_____ (7) _____ the director of the Information Systems Department;~~
- ~~_____ (8) _____ a representative from the City comptroller's office;~~
- ~~_____ (9) _____ a representative of the City purchasing department; and~~
- ~~_____ (10) _____ at least one departmental records liaison officer appointed under Section 2-11-8 (Records Liaison Officer).~~

~~_____ (C) _____ The records management committee shall:~~

~~_____ (1) _____ _assist the records management officer~~city clerk in the development, implementation, and management of the records management program;

~~_____ (2) _____ _to the extent practicable promote standard records management practices among departments;~~

~~(3) _annually_ review the performance of the program~~on a regular basis and propose;

~~(4) annually review City policies related to compliance with applicable law regarding the creation, storage, retention, destruction, disposition, security, or accessibility of City records;~~

~~(5) _adopt_ necessary changes and improvements;~~to City policies and to the records management program that are not inconsistent with this chapter;

~~_____ (3) _____ (6) _review and approve_ each records control schedule submitted by the~~city clerk;

~~(7) recommend to the council amendments to this chapter as required; and~~

~~(8) support and promote the~~records management ~~officer;~~program.

~~_____ (4) _____ review the effectiveness of this chapter, and if the committee determines that modifications are required, request that the city council amend this chapter; and~~

~~_____ (5) _____ actively support and promote the records management program.~~

~~_____ (D) _____ A member of the committee may designate a representative to serve in the member's place by filing a written designation with the records management officer. The city manager must approve a designee to the committee.~~

~~_____ (E) _____ The committee shall meet~~(D) The city clerk shall convene the committee at least ~~quarterly. Five~~twice each fiscal year. Six members of the committee ~~constitute~~are a quorum. An action of the committee requires a majority vote of the committee members present.

~~_____ (F) _____ The city records manager shall be the~~ (E) The records management committee secretary and shall be neither a non-voting member of the committee governing body nor a City board, and is not subject to Chapter 2-1 (City Boards).

§ 2-11-5 RECORDS MANAGEMENT ~~PLAN PROGRAM.~~

~~_____ (A) _____ The records management officer shall develop a records management plan.~~

~~_____ (B) _____ The records management officer. The city clerk shall submit the records management plan program to the city manager for approval. Each office and City department shall comply with the~~ The records management plan program approved by the city manager. is the City's records management program.

~~_____ (C) _____ The~~ (B) The records management program must:

(1) comply with the Local Government Records Act;

(2) to the extent practicable, standardize records management practices among City departments;

(3) in cooperation with the commission, establish guidelines for the implementation of records control schedules;

(4) establish training requirements for department records administrators and department records management plan must team members;

~~_____ (1) _____ reduce the cost and~~ (5) establish guidelines for City information technology systems and services to ensure that the systems and services create, store, manage, protect, preserve, dispose of, and provide access to records in compliance with the records management program;

(6) establish guidelines for the transfer of records when a function is transferred from one department to another department;

(7) establish guidelines for the destruction of records, including the information that must be maintained in a destruction log;

(8) establish procedures for the suspension of records destruction as allowed by Section 2-11-10 (Destruction or Disposition of Records);

(9) improve the efficiency of record-keeping;

~~_____ (2) _____ (10) enable the records management officer city clerk to perform the duties prescribed by Section 2- this chapter;~~

~~(11-3 (Records Management Officer);)~~ establish guidelines and eligibility criteria for transferring records to microfilm, or to an electronic or digital format, including guidelines for the disposition of records that have been transferred;

- ~~_____ (3) _____ establish eligibility criteria for microfilming or electronic storage of records;~~
- ~~_____ (4) _____ provide microfilming or electronic storage of records in compliance with state law and the rules of the Texas State Library and Archives Commission;~~
- ~~_____ (5) _____ (12) provide adequate protection of the essential records of the City, including a disaster recovery plan for records;~~
- ~~_____ (6) _____ preserve City records that are of historical value; and~~
- ~~_____ (7) _____ (13) regulate the operations and use of the records center serving as the depository of inactive records with continuing value to the City, except records that have been transferred to the Austin History Center for preservation as historical records-; and~~
- (14) establish guidelines to ensure the preservation of long-term or permanent physical and digital records of the city.

§ 2-11-6 DUTIES OF A COUNCIL OFFICE.

- (A) A council member shall maintain a record created or received by the council office in compliance with the records management program.
- (B) A council member may designate the city clerk as records administrator for the council member's office.
- (C) Unless the city clerk is the records administrator for a council office, the council member must perform the duties of the records administrator as if the council office were a department, or appoint an employee of the council office to assume those duties.

§ 2-11-7 DUTIES OF DEPARTMENT DIRECTORS.

- ~~_____ (A) _____ Each department director shall cooperate with the ~~records management officer~~city clerk to implement this chapter.~~
- ~~_____ (B) _____ Each department director shall:~~
 - ~~_____ (1) _____ document the services, programs, and duties that are the responsibilities of the director's department; and~~
 - ~~_____ (2) _____ maintain the department's records in accordance with the records management plan.~~
- ~~_____ (C) _____ Each department director shall appoint a senior level manager as the departmental records administrator to oversee the implementation of the records management plan within the department. The departmental records administrator shall have the authority to allocate resources to implement the plan within the department. A department head may serve as the departmental records administrator.~~

~~(D)~~ A department director may not refuse to comply with the requirements of this chapter based on a City ordinance or policy relating to a duty, recordkeeping requirement, or other responsibility of the departmental director.

~~§ 2-11-7 DUTIES OF A DEPARTMENTAL RECORDS ADMINISTRATOR.~~

~~A departmental records administrator~~ (B) Each department director shall:

~~(1) incorporate document the services, programs, and duties that are the responsibilities of the records liaison officer set out in Section 2-11-8 (Records Liaison Officer) into the records liaison officer's annual performance plan; director's department; and~~

~~(2) ensure the maintenance of maintain the department's records and carry out the preservation, microfilming, electronic storage, destruction, and other disposition of the department's records according to in accordance with the records management plan, this chapter, and state law; program;~~

~~(3) ensure that the records liaison officer has adequate time and resources available to fulfill the records liaison officer's records management responsibilities;~~

~~(4) develop a departmental records management plan or (3) include records and information management requirements in departmental policy or procedure; department policies and procedures; and~~

~~(5) submit a departmental (4) ensure that the department's records inventory to the administrator and records management officer in accordance with criteria established under this chapter;~~

~~(6) cooperate with the team have sufficient time and resources to implement the records management officer to program.~~

(C) Each department director shall appoint a senior level manager as the department's records administrator to oversee the implementation of the records management program in the department, and shall allocate resources to implement the program in the department. A department director may serve as the department's records administrator. Each department director shall notify the city clerk in writing of the appointment of the department's records administrator.

(D) Each department director whose department has more than one division or more than one physical location shall ensure that each division and location has an employee responsible for the implementation of the records management program in that division or location. The department director shall notify the city clerk in writing of the appointment of each responsible employee under this subsection.

(E) A department director is responsible for compliance with this chapter for records created by a City board, commission, task force, or similar entity for which the department provides support.

(F) A department director, official, or the official or employee in charge of an inter-departmental working group or committee, must consult the city clerk or the city records manager before recommending or implementing a change to records management or information technology that is reasonably likely to affect:

(1) compliance with the records management program; or

(2) the City's processes or capabilities relating to the creation, storage, retention, destruction, disposition, security, or accessibility of records.

§ 2-11-8 DUTIES OF A DEPARTMENT RECORDS ADMINISTRATOR.

(A) Each department's records administrator shall:

(1) cooperate with the city clerk to implement the records management program in the department;

(2) distribute information about the records management program to department employees;

(3) ensure that the creation, storage, retention, destruction, disposition, security, and accessibility of the department's records are in compliance with the department's records management program.

(4) implement the department records control schedule to ensure that records are retained for the approved retention period;

(5) transfer a physical record that is no longer required for the conduct of department business to the records center;

(6) identify essential records of the department and establish, ~~implement, and maintain~~ a records disaster recovery plan;

~~_____~~ ~~(7) _____ annually_~~ review the ~~departmental~~department records control schedule at intervals set by the city clerk to determine if the schedule reflects current ~~departmental~~department practices and complies with the records management program;

~~_____~~ ~~(8) _____ ensure that electronic records of continuing value to the City are migrated forward as~~ review each new information technology ~~changes;~~

~~_____~~ ~~(9) _____ ensure that requests for funding for new systems system or system enhancements include requirements for back-up, re-copying, disaster recovery, security, public access, audit trails, enhancement to ensure that the new system or system enhancement addresses and recordkeeping requirements established under complies with the records management plan, this chapter, and state law~~program;

~~_____~~ ~~(10) _____ ensure that records can be accessed in the form or medium in which the records are kept;~~

~~_____ (11) _____~~ (9) assist the ~~records management officer~~city clerk in producing an annual report to the city manager on the implementation of the records management program in ~~each~~the department; ~~and~~

~~_____ (12) _____~~ (10) notify the ~~records management officer~~city clerk within 24 hours of the discovery of any loss, theft, or damage to a department record.

§ 2-11-~~8~~9 THE DEPARTMENT RECORDS LIAISON OFFICER~~MANAGEMENT TEAM~~.

~~_____ (A) _____~~ Each departmental~~department~~ shall have a records management team consisting of:

(1) the department's records administrator ~~shall designate in writing a~~, who is the chair of the team;

(2) the city clerk's staff ~~member of the department assigned~~ to serve as a records liaison officer to implement the records management plan ~~within~~work with the department. ~~In the event of the resignation, retirement, dismissal,; and~~

(3) for a department that has more than one division or ~~removal of physical location:~~

~~(a person)~~ at least one employee, designated as a records liaison officer, ~~by~~ the departmental records administrator shall promptly designate another person to serve as the records liaison officer.

~~_____ (B) _____~~ The records liaison officer ~~shall be~~director, who is responsible for ~~the daily implementation of the~~ records management plan ~~within the department.~~

~~_____ (C) _____~~ A records liaison officer shall:

~~_____ (1) _____~~ be familiar with all the records created and maintained by in a division in the department; ~~and~~

~~_____ (2) _____~~ have access to all records maintained (b) at least one employee, designated by the department;

~~_____ (3) _____~~ cooperate with thedirector, who is responsible for records management ~~officer to coordinate and implement the records management plan in the department and coordinate and verify the accuracy, content, and completeness of the records inventory;~~in a location of the department.

~~_____ (4) _____~~ disseminate information to department staff about the (B) The records management team shall:

(1) meet at intervals set by the records management program;

~~_____ (5) _____~~ (2) invite to each meeting the city clerk's staff assigned to work with the department;

(3) review the department's ~~recordkeeping~~ department records control schedules and records management practices ~~for compliance~~ at intervals set by the city clerk to determine if the schedules and

practices comply with the records management plan~~program, and implement corrective action for program compliance;~~

(4) complete reports required by the city clerk; ~~and consult with~~

(5) complete training required by the records management officer to identify practices that require improvement to increase efficiency or implement corrective action for plan compliance;~~program.~~

~~_____ (6) _____ report noncompliance with the records management plan to the departmental records administrator in writing; and~~

~~_____ (7) _____ correct any incomplete or inaccurate departmental records inventory and submit the corrected inventory to the records management officer.~~

~~_____ (D) _____ With the approval of the departmental records administrator, the records liaison officer may appoint staff members within the department as records contacts. The records liaison officer may assign responsibilities for daily records management within the department to a records contact, including preparation of material for storage and retrieving records from storage.~~

§ 2-11-~~910~~ RECORDS CONTROL SCHEDULES.

~~_____ (A) _____~~ The records management officer~~city clerk~~, in cooperation with ~~the~~each department director, shall prepare a records control schedule for each department ~~—listing all records—~~that lists each record created or received by the department ~~and,~~ the retention period for each type of record ~~-, and~~ any other information needed to implement the records management program.

~~_____ (B) _____~~ A_ The length of a retention period, or a change in the length of a retention period, shall be ~~as long as~~ determined ~~necessary~~ by the city clerk after consultation with the records management committee ~~, in compliance with the records retention schedules issued by the Texas State Library and Archives Commission.~~

~~_____ (C) _____~~ Before its adoption a records control schedule must be:

~~_____ (1) _____~~ approved by the affected department director and. After considering any comments made by the records management committee ~~; and~~ the city clerk shall adopt each control schedule and each change to a control schedule.

~~_____ (2) _____~~ submitted to and accepted for filing by the director and librarian of the Texas State Library as provided by state law.

~~_____ (D) _____~~ (C) The records management officer~~city clerk~~ shall submit ~~the department's~~a records control ~~schedules to the director and librarian of the Texas State Library.~~

~~_____ (E) _____~~ schedule that requires commission review to the commission. If the ~~director and librarian of the Texas State Library~~commission does not accept a schedule for filing, the ~~records management officer~~city clerk shall amend the schedule to make it acceptable for filing.

~~_____ (F) _____ The departmental records administrator and the records liaison officer for each department shall implement the records control schedule for the department.~~

(D) The city clerk shall maintain an official set of control schedules for the City. The control schedules maintained by the city clerk are the City's official control schedules, with which every department must comply.

§ 2-11-~~10~~11 DESTRUCTION OR DISPOSITION OF RECORDS.

~~_____ (A) _____~~ When the retention period for a ~~departmental~~ record has expired, the ~~departmental~~ records administrator shall approve the destruction of the record unless:

~~_____ (1) _____~~ a request for the record under Chapter 552 (Public Information Act) of the ~~Texas~~ Government Code is pending;

~~_____ (2) _____~~ the city attorney determines that the subject matter of the record is ~~pertinent~~related to pending or anticipated litigation, ~~an or to an ongoing legal matter;~~

(3) the subject matter of the records is related to an ongoing audit, or an ongoing review by a governmental regulatory agency;

~~_____ (3) _____ the records management officer has approved a written request from~~(4) a department director or records ~~liaison officer~~administrator requests the city clerk in writing, and states the reason, that the record be permitted to be retained for an additional period;~~or, and the request is approved in writing by the city clerk;~~

~~_____ (4) _____ the departmental records administrator,~~(5) the city archivist,~~and the records management officer agree~~ determines that the record ~~has continuing~~ is of historical value ~~to the City.~~

~~_____ (B) _____~~ A request under Subsection (A)~~(3)~~ must clearly state the reason for the continued retention.

~~_____ (C) _____~~ The records ~~liaison officer for administrator of~~ each department shall ~~retain~~record the destruction of records carried out under this chapter or another law and maintain a destruction log ~~that includes the following information about records that have been destroyed:~~

~~_____ (1) _____~~ the series title;

~~_____ (2) _____~~ the records series number;

~~_____ (3) _____~~ the inclusive dates of the records;

~~_____ (4) _____~~ the quantity of records destroyed;

~~_____ (5) _____~~ the date the records were destroyed;

~~_____ (6) _____~~ the name of the person who authorized the destruction; and

~~_____ (7) _____ the method of destruction.~~

~~_____ (D) _____ The records management officer~~ (C) The city clerk may destroy a record that is obsolete or that is not identified on a records control schedule if:

~~_____ (1) _____~~ the destruction of the record has been approved by the records management committee; and

~~_____ (2) _____ the director or librarian of the Texas State Library and Archives Commission~~ (2) the commission has approved a request for authorization to destroy the ~~records~~ record.

~~_____ (E) _____~~ (D) A record approved for destruction under this chapter and state law may be destroyed by:

~~_____ (1) _____~~ the ~~departmental~~ records administrator of the department that has custody of the record; or

~~_____ (2) _____~~ the city clerk.

(E) Before an official or employee may destroy the original or source document of a record that has been transferred to microfilm or to an electronic or digital format, the employee or official must obtain written authorization from the city clerk.

~~§ 2) _____ the records management officer.~~

~~§ 2-11-11-12~~ 11-12 RECORDS CENTER.

~~_____ (A) _____~~ The ~~records management officer~~ city clerk shall ~~establish~~ maintain a records center ~~that provides:~~

~~_____ (B) _____ The records center shall provide:~~

~~_____ (1) _____~~ cost effective storage of records no longer required to be kept in active office space;

~~_____ (2) _____~~ an information retrieval service ~~and microfilming or electronic storage program~~ for the benefit of City offices; and

~~_____ (3) _____~~ a method for destruction of a record in storage whose retention period has expired.

~~_____ (C) _____~~ (B) If a department record is no longer required in the conduct of current business the departmental records administrator shall promptly transfer the record to the records center, or if the retention period has expired, destroy the record ~~in accordance with a records control schedule as provided by this chapter.~~

~~§ 2-11-12 DESTRUCTION OF ORIGINAL RECORDS THAT HAVE BEEN MICROFILMED OR STORED ELECTRONICALLY.~~

~~——(A)—— The records management committee may authorize the destruction of the original of a record that has been microfilmed or stored electronically unless the destruction is otherwise prohibited by law.~~

~~——(B)—— Before a record is destroyed under this section, the records management officer shall notify the director and librarian of the Texas State Library. The records management officer shall transfer the record to the director and librarian of the Texas State Library if requested to do so by the director and librarian.~~

§ 2-11-13 ELECTRONIC STORAGE MANAGEMENT OF CITY DIGITAL RECORDS.

~~——(A) The creation, maintenance, preservation, electronic document imaging, and storage of the electronic records of the City a digital record, including the conversion of a physical record to a digital record, must comply with the records management program.~~

~~(B) The city clerk shall review a department or inter-departmental plan, this chapter, state law, and the administrative rules of the Texas State Library and Archives Commission. to acquire or implement an information technology system or service that creates, stores, manages, protects, preserves, destroys, or provides access to digital records. If the system or service is inconsistent with the records management program the city clerk shall report the inconsistency to the appropriate director and the city manager.~~

§ 2-11-14 RECORDS WITH HISTORICAL VALUE.

~~——(A)—— A departmental A records administrator, the city archivist, and the records management officer city clerk may agree to transfer to the Austin History Center the custody of a City record that has continuing historical value to the City-Austin History Center. If a City record is transferred to the custody of the Austin History Center, ownership of the record remains with the City.~~

~~——(B)—— The Austin History Center shall have custody is the custodian of all City records a record belonging to a defunct discontinued department that does not have a named successor.~~

~~(C) The director of the Library Department shall establish guidelines for the preservation of records that are of historic value.~~

§ 2-11-15 RIGHT TO RETURN OWNERSHIP OF CITY RECORDS.

~~——(A) A record is the sole property of the City. An official or employee has no personal property right to a record.~~

~~(B) An official or employee may not:~~

(1) destroy, remove, or use a record except in the course of the official's or the employee's official duties;

(2) sell, loan, give away, destroy, or otherwise alienate a record from the City's custody except in compliance with this chapter or state or federal law.

(C) The City may demand and receive from a person a City record in the person's possession ~~that was created or received by the City~~, if the removal of the record was not authorized by law.

(D) A City official or employee shall, at the expiration of the official's or employee's term, appointment, or employment, deliver to the City all records in the official's or employee's possession.

(E) A record received or created by a City contractor in fulfillment of the contract, except a record specifically relating only to the contractor's internal administration, is the property of the City. The contractor may not dispose of or destroy a record that is City property, and shall:

(1) maintain the record with in compliance with this chapter; and

(2) deliver the record, in all requested formats and media, along with all finding aids and metadata, to the City at no cost:

(a) when requested by a director or an authorized City employee; and

(b) when the contract is completed or terminated.

Seaholm Substation Screen Wall

Option 1 – Improvements to East side only. All other sides keep existing chain link fence.



East side – Wood vertical posts

South side – Existing chain link fence remains



North side – Existing chain link fence remains

West side – Reinstall removed chain link fence

Seaholm Substation Screen Wall

Option 2 – Improvements to East and South sides. North and West keep existing chain link fence.



East side – Wood vertical posts



South side – Concrete posts (canopy shown not part of this option)



North side – Existing chain link fence remains



West side – Reinstall removed chain link fence

Seaholm Substation Screen Wall

Option 3 — Improvements to East, South and North sides. West side keeps existing chain link fence.



East side — Wood A/B wood posts (see detail in Option 4)

South side — Concrete posts (canopy not in this option)



North side — Conc. posts (canopy / bench not included)

West side — Reinstall removed chain link fence

Seaholm Substation Screen Wall

Option 4 - Improvements to all four sides

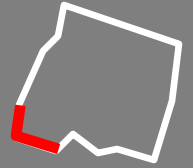


2nd Street (South) Perspective

Concrete pre-cast posts. Perforated metal gate. Canopy over bench included.

Seaholm Substation Screen Wall Option 4

July 2013



October 2014



Corner of West Avenue and 2nd Street

Perforated metal panels wall along West Avenue, with above grade concrete bases (no excavation allowed). Grade beam bench along south wall is included in options 2, 3 and 4 (structural). Canopy over bench along 2nd St. is only included in option 4.

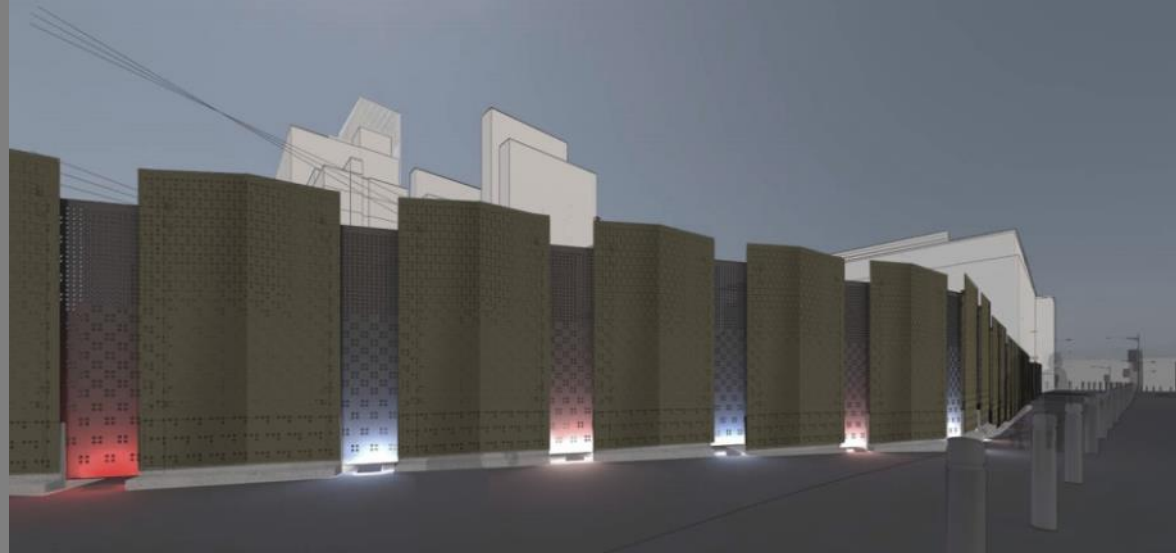
Seaholm Substation Screen Wall Option 4



Underground investigation results showed that utilities and electrical ductbanks are very close to the surface. No excavation is possible.

Solution: Concrete bases over the ground with Perforated metal panels on top.

Lighting is included in this option. The Downtown Commission specifically called for West Avenue to be “lit and lively”.

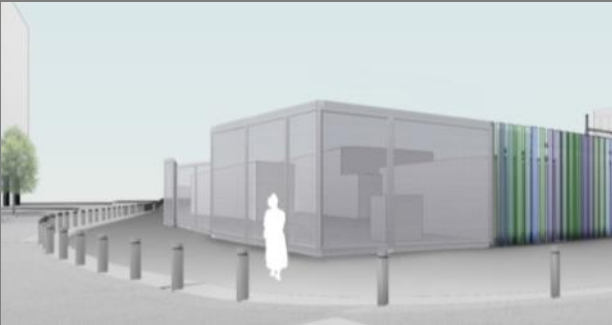


West Perspective (West Ave)

Seaholm Substation Screen Wall Option 4



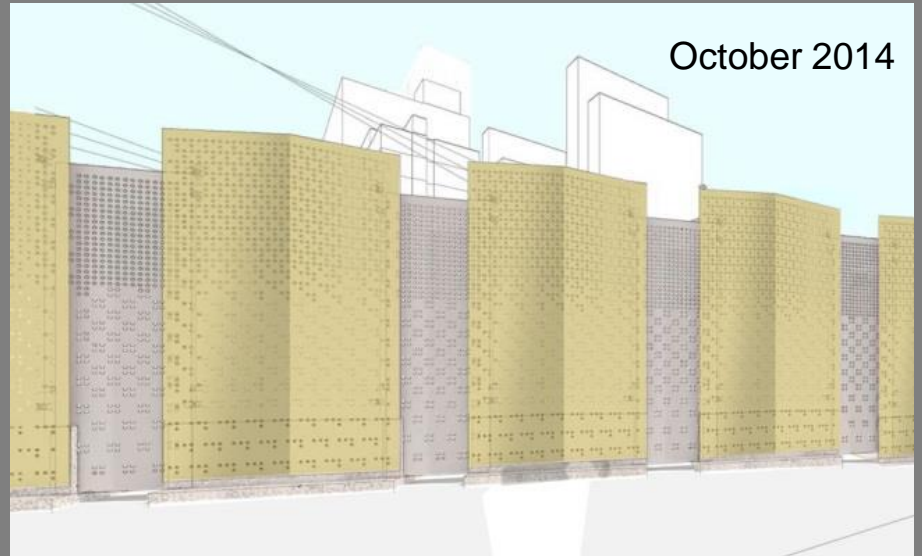
July 2013
Mimi-mesh fence



Perforated metal Panels



October 2014



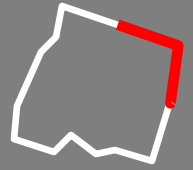
West Perspective (West Ave)

Seaholm Substation Screen Wall Option 4



Northwest Corner (3rd Street and West Ave)
Pre-cast concrete posts along North side. Canopy and bench are included.

Seaholm Substation Screen Wall Option 4



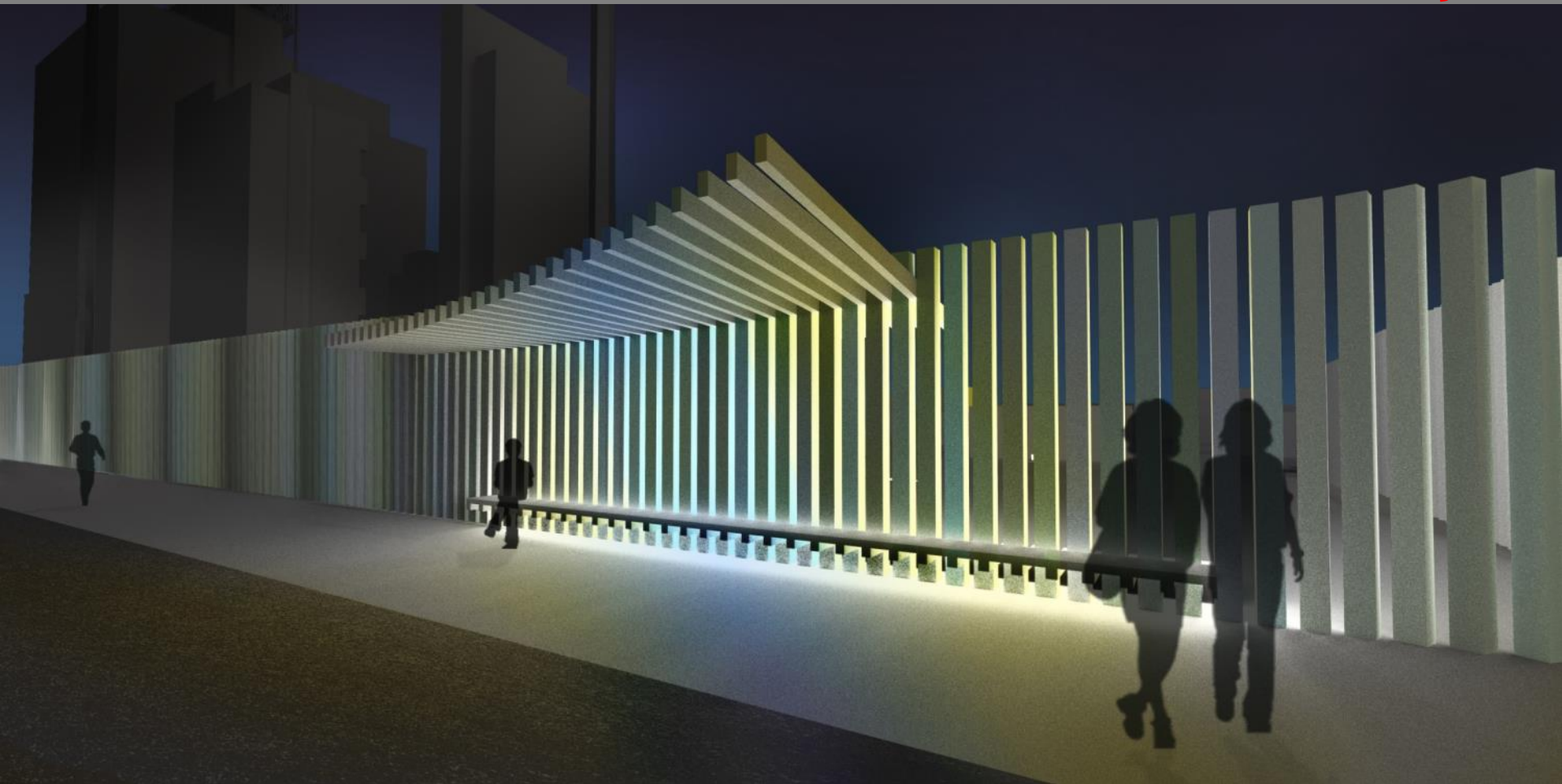
Northeast Corner (3rd Street and Shoal Creek)
Wood posts on a pattern of alternated vertical and canted posts (A/B)

Seaholm Substation Screen Wall Option 4



Southeast Corner (Shoal Creek and 2nd Street)
Wood posts meet pre-cast concrete panels.

Seaholm Substation Screen Wall Option 4



North and South walls lighting included at the bench/canopy



Council Question and Answer

Related To	Item #28	Meeting Date	November 20, 2014
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Additional Answer Information

QUESTION: What are the performance benchmarks? COUNCIL MEMBER SPELMAN

ANSWER:

While the contract for the Austin Technology Partnership (ATP) is still to be developed, EDD anticipates certain performance benchmarks that will allow for our staff to obtain and measure activities in the following areas:

- **Leveraging City Contribution** – As requested during the budget deliberation for this item, the City of Austin will require that ATC leverage City support by securing additional funding for the ATP from other cities and economic development entities within the greater Austin region.
- **Program Deliverables** – Other performance measures include program deliverables (nine reports or data products that will influence decisions and execution of priority activities determined by the ATP), as well as the development of 12 tech talent events, four later stage capital events, eight life sciences events, and three market development events. Detailed information regarding each of these deliverables is included in the proposal that was provided by ATC, on behalf of the ATP (attached).
- **Recognition of City Contribution** – In ATP private sector education efforts ATP shall recognize the City of Austin at the highest sponsor-level category assigned to the value of this contract and include the Economic Development Department in events, Board level discussions and committees charged with creating and executing the deliverables.
- **Reporting** – ATC, on behalf of ATP, will provide monthly reporting to EDD that includes benchmarks for leveraging City contributions, samples and valuations of the recognition of City contributions, and evidence of activities for program deliverables that are outlined in the proposal (attached below).

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

About This Document

The proposed Austin Technology Partnership (ATP) structure outlined below is the result of a collaborative effort between the Austin Technology Council (ATC) and the City Manager's office as directed by City Council on February 27, 2014. Since that time, ATC, ATC Board members, the City's Economic Development Department (EDD), and community stakeholders have met frequently to develop the following proposed structure and performance objectives. ATC and EDD recognize the ATP's public-private partnership as a unique differential for Central Texas and as an unmet regional priority.

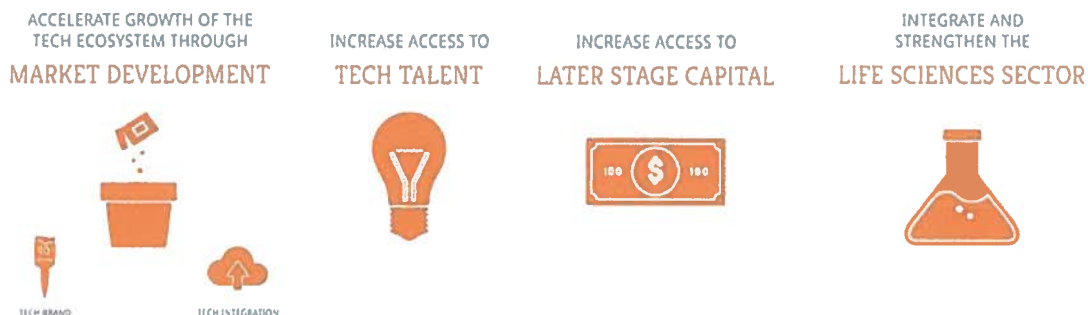
ATP Objectives

Execute a data-informed public-private partnership to

- Better understand and represent our market.
- Establish and support shared stakeholder priorities.
- Enhance Austin's position as an engaged innovation community and preferred tech destination.
- Sustain and enhance the benefits the innovation economy brings to all members of the Austin community.

ATP Priorities

In early 2014, following a yearlong, comprehensive strategic planning process, ATC introduced a roadmap of priorities to sustain growth and establish Austin as a preferred technology market. The ATP is structured to benchmark, develop, and execute stakeholder support of these priorities.



ATP Participants

Year 1

- Austin Technology Council
- City of Austin

Years 2-5

- Austin Technology Council
- City of Austin
- Additional regional municipalities and economic development agencies

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

ATP Roles

ATC will

- Convene stakeholders
- Develop and manage stakeholder interest
- Coordinate stakeholder activity
- Execute program components
- Report and promote component results and findings
- Collaborate and present next steps

City of Austin will

- Participate as senior stakeholder
- Identify and help recruit regional stakeholders for substantive and financial inclusion
- Support long range community and regional inclusion and impact

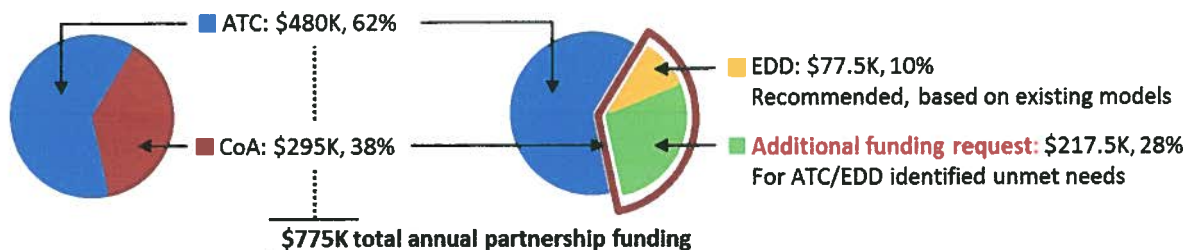
Industry will

- Participate as senior stakeholder
- Strengthen and validate partnership
- Utilize and report on improved channels

Current ATC Structure and Activities

4 FTEs	<ul style="list-style-type: none">• Industry access• Industry intelligence• Access to member discounts• Introductions and insight• Leadership and impact• Market visibility
60 Board or Advisory Council Members	
250 member companies	

ATP Annual Funding Breakdown



Expanded Scope of Work

The ATP scope of work replaces the existing City of Austin contract with ATC. Existing City funding for ATC is reallocated to the ATP scope of work and integrated in this proposal.

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

ACCELERATE GROWTH OF THE
TECH ECOSYSTEM THROUGH
MARKET DEVELOPMENT



Expanded Scope of Work – Market Development

Annual partnership funding: 275K

Support	
1 FTE -Project Coordinator	<ul style="list-style-type: none"> • Data Management • Community Development • Administration
Partners	
<ul style="list-style-type: none"> • City of Austin • ATC Member Companies 	<ul style="list-style-type: none"> • Civic Analytics • Stakeholder groups as advised by the City of Austin
Objectives	
<ol style="list-style-type: none"> 1. Showcase the Austin tech community to global, national, state, regional, and local stakeholders 2. Integrate and coordinate segregate components of the Austin tech ecosystem 3. Foster a cohesive understanding of the Austin market and its shared priorities 	
Deliverables (Year 1)	
<ol style="list-style-type: none"> 1. 1 regional Economic Impact Study focusing on critical points of integration <ol style="list-style-type: none"> a) 1 public Economic Impact Summit introducing data and analysis b) 1 public stakeholder roundtable on analysis and next steps c) 2 closed sessions with ATC Board of Directors, EDD, stakeholders, and others TBD to identify shared priorities and develop next steps 2. Develop and execute initiatives to connect tech companies to existing and emerging community activities, including <ol style="list-style-type: none"> a) STEM education initiatives b) Technical/alternative degree development c) the Dell Medical School d) the Innovation Zone e) Digital divide initiatives 3. Lead a regional development component of the Austin Technology Partnership with the City of Austin and other regional municipalities and economic development agencies to develop and support a consolidated tech blueprint for tech economic and workforce development. EDD will support efforts to increase other municipalities' and economic development agencies' substantive and funding participation. <p>Target partnerships to include:</p> <ul style="list-style-type: none"> • Cedar Park Economic Development Corporation • City of Georgetown Economic Development Department • City of Kyle • City of Leander • Elgin Economic Development Corporation • Greater San Marcos Partnership 	

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

<ul style="list-style-type: none">• Pflugerville Community Development Corporation• Lockhart Economic Development Corporation• Round Rock Chamber of Commerce and Economic Development Partnership• Taylor Economic Development Corporation
Community Development (ongoing)
<ol style="list-style-type: none">1. Integrate ATP as an integral piece of Austin's tech ecosystem to senior external stakeholders.2. Internal. Via meetings, media, and strategic partnerships, develop corporate, executive and employee involvement in developing Austin's tech ecosystem.3. External. Via in and out of market communications and events promote Austin's tech ecosystem with local, regional, state, national, global, and media stakeholders.
Outcomes
<ul style="list-style-type: none">• Increase economic impact of tech sector (GDP) by 2018• Increase tech jobs by X% by 2018 (determined by baseline in Year 1)
<ol style="list-style-type: none">1. Year 1<ol style="list-style-type: none">a. Update ATC economic impact study to establish 2015 baseline and SMART goalsb. Increased stakeholder engagement2. Year 2<ol style="list-style-type: none">a. Increase economic impact of tech sector (GDP) by X% (determined by baseline in Year 1)b. Increase tech jobs by X% (determined by baseline in Year 1)3. Year 3<ol style="list-style-type: none">a. Increase economic impact of tech sector (GDP) by X% (determined by baseline in Year 1)b. Increase tech jobs by X% (determined by baseline in Year 1)

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

INCREASE ACCESS TO
TECH TALENT



Expanded Scope of Work – Tech Talent

Annual partnership funding: 250K

Support	
1 FTE -Project Coordinator	<ul style="list-style-type: none"> • Data Management • Community Development • Administration
Partners	
<ul style="list-style-type: none"> • City of Austin • Civic Analytics 	<ul style="list-style-type: none"> • ATC Member Companies • Stakeholder Groups as advised by the City of Austin
Objectives	
<ol style="list-style-type: none"> 1. Increase community awareness regarding Austin's STEM education challenges and opportunities 2. Create a more holistic understanding of existing Austin resources related to immediate, short-range and long-term STEM workforce development programs 3. Integrate tech to more effectively support economic development efforts and support investment decisions that better the entire community 4. Create a common vocabulary and definitions for public, private and non-profit entities focused on STEM and technical workforce development issues 	
Deliverables (Year 1)	
STEM (mid/long term—talent produced in >36 mos.) <ol style="list-style-type: none"> 1. 1 regional STEM landscape analysis <ol style="list-style-type: none"> a. 1 written analysis and integration of existing data products as identified b. 1 public Talent Summit introducing data and analysis c. 1 public stakeholder roundtable on analysis and next steps d. 2 closed sessions with ATC Talent Advisory Council. EDD, STEM stakeholders, and others TBD to identify shared priorities and develop next steps e. 2 ATC member events showcasing STEM stakeholders and promoting analysis and next steps f. 1 STEM stakeholder/ATC member public fundraising event g. 1 ATC Board, EDD presentation to City Council 2. Engage ATC members to speak to school students about technology careers, with a goal of speaking to at least 300 school students per year. 	
Technical/alternative degrees (near/mid-term—talent produced in 6-36 mos.) <ol style="list-style-type: none"> 1. 1 regional technical/alternative degree landscape analysis <ol style="list-style-type: none"> a. 1 written analysis and integration of existing data products as identified b. 1 public stakeholder roundtable discussing data and next steps c. 2 closed sessions with ATC Talent Advisory Council. EDD, stakeholders, and others TBD to identify shared priorities and develop next steps d. 2 ATC member events showcasing stakeholders and promoting analysis and next steps e. 1 ATC Board, EDD presentation to ETT Subcommittee 	
Community Development (ongoing)	
<ol style="list-style-type: none"> 1. Internal. Via meetings, media, and strategic partnerships, develop corporate, executive and 	

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

<p>employee involvement in developing Austin's tech education and recruiting infrastructure.</p> <p>2. External. Via in and out of market communications and events promote regional tech talent infrastructure, initiatives and challenges with local, regional, state, national, global, and media stakeholders.</p>
<p>Outcomes</p> <ul style="list-style-type: none">• Increase availability of local workers for regional tech companies• Decrease % of local companies reporting difficulty finding qualified workers from X% to Y% by 2018 (determined by baseline in Year 1)
<p>1. Year 1</p> <ul style="list-style-type: none">a. Establish baseline and create SMART goals<ul style="list-style-type: none">i. Including anticipated improvements wages, income, jobs, demographics as a result of these activitiesb. Increased stakeholder engagement <p>2. Year 2</p> <ul style="list-style-type: none">a. Increase % of job openings at local tech companies filled by local residents from X% to Y% (determined by baseline in Year 1)b. Related wages, income, jobs, demographics (determined by baseline in Year 1) <p>3. Year 3</p> <ul style="list-style-type: none">a. Increase % of job openings at local tech companies filled by local residents from X% to Y% (determined by baseline in Year 1)b. Related wages, income, jobs, demographics (determined by baseline in Year 1)

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

INCREASE ACCESS TO
LATER STAGE CAPITAL

Expanded Scope of Work – Later Stage Capital
Annual partnership funding: 90K



Support	
.5 FTE -Project Coordinator	<ul style="list-style-type: none"> • Data Management • Community Development • Administration
Partners	
<ul style="list-style-type: none"> • City of Austin • Civic Analytics 	<ul style="list-style-type: none"> • ATC Member Companies and Funding Partners • Stakeholder Groups as advised by the City of Austin
Objectives	
<ol style="list-style-type: none"> 1. Create a more holistic understanding of the impediment to growth caused by lack of access to later stage capital. 2. Integrate tech to more effectively support economic development efforts and support investment decisions that better the entire community 3. Create a common vocabulary and definitions for public, private and non-profit entities focused on capital issues 	
Deliverables (Year 1)	
<ol style="list-style-type: none"> 1. 1 regional capital landscape analysis <ol style="list-style-type: none"> a) 1 written analysis and integration of existing data products as identified b) 1 public Capital Summit introducing data and analysis c) 1 public stakeholder roundtable on analysis and next steps d) 2 closed sessions with ATC Capital Advisory Council. EDD, STEM stakeholders, and others TBD to identify shared priorities and develop next steps e) 1 ATC Board, EDD presentation to City Council 	
Community Development (ongoing)	
<ol style="list-style-type: none"> 1. Internal. Via meetings, media, and strategic partnerships, develop corporate, executive and employee involvement in developing Austin's capital requirements. 2. External. Via in and out of market communications and events promote Austin's capital requirements with local, regional, state, national, global, and media stakeholders. 	
Outcomes	
<ul style="list-style-type: none"> • Increase availability of later stage funding for high growth companies • Decrease % of local companies reporting difficulty finding later stage funding from X% to Y% by 2018 (determined by baseline in Year 1) 	
<ol style="list-style-type: none"> 1. Year 1 <ol style="list-style-type: none"> a. Establish baseline and create SMART goals <ol style="list-style-type: none"> i. Including anticipated improvements in later stage funding to regional high growth companies as a result of these activities b. Increased stakeholder engagement 2. Year 2 <ol style="list-style-type: none"> a. Increase amount of later stage funding for regional high growth companies by X% (determined by baseline in Year 1) 	

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

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| <ul style="list-style-type: none">b. Related tax, job creation, wages, income increases <ul style="list-style-type: none">3. Year 3<ul style="list-style-type: none">a. Increase amount of later stage funding for regional high growth companies by X%
(determined by baseline in Year 1)b. Related tax, job creation, wages, income increases |
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AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

INTEGRATE AND
STRENGTHEN THE
LIFE SCIENCES SECTOR

Expanded Scope of Work – Life Sciences Sector

Annual partnership funding: 160K



Support	
1 FTE -Project Coordinator	<ul style="list-style-type: none"> • Data Management • Community Development • Administration
Partners	
<ul style="list-style-type: none"> • City of Austin • Civic Analytics • UT Medical School 	<ul style="list-style-type: none"> • ATC Member Companies and LifeSci Partners • Stakeholder Groups as advised by the City of Austin • Central Health
Objectives	
<ol style="list-style-type: none"> 1. Create a greater understanding of the importance of Austin's burgeoning life sciences community-- especially as it relates to the opportunity for Austin to grow, local, non-degreed employment. 2. Ensure the integration of the tech sector in the build of the Dell Medical School and the Innovation Zone to optimize the City's investment and to foster optimal economic development success. 3. Create a common vocabulary and definitions for public, private and non-profit entities focused on growing and supporting the life sciences sector. 	
Deliverables (Year 1)	
<ol style="list-style-type: none"> 1. 1 regional Life Sciences landscape analysis <ol style="list-style-type: none"> a) 1 written analysis and integration of existing data products as identified b) 1 public Life Sciences Summit introducing data and analysis c) 1 public stakeholder roundtable on analysis and next steps d) 2 closed sessions with ATC Life Sciences Council, EDD, STEM stakeholders, and others TBD to identify shared priorities and develop next steps e) 2 ATC member events showcasing Medical School stakeholders and promoting analysis and next steps f) 2 stakeholder roundtables exploring life sciences research and development capabilities of the Medical School g) 1 ATC Board, EDD presentation to City Council 	
Community Development (ongoing)	
<ol style="list-style-type: none"> 1. Internal. Via meetings, media, and strategic partnerships, develop corporate, executive and employee involvement in developing Austin's Life Sciences sector. 2. External. Via in and out of market communications and events promote Austin's Life Sciences sector with local, regional, state, national, global, and media stakeholders. 	
Outcomes (determined by baseline in Year 1)	
<ul style="list-style-type: none"> • Increase life sciences contribution (value added) to Austin's GDP by X% by 2018 • Increase jobs in the life sciences sector by X% 	
1. Year 1	

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| <ul style="list-style-type: none"><ul style="list-style-type: none">a. Review existing studies and data (as available) to finalize baseline and create SMART goalsb. Increased stakeholder engagement2. Year 2<ul style="list-style-type: none">a. Increase life sciences contribution (value added) to Austin's GDP by X% (determined by baseline in Year 1)b. Increase jobs in the life sciences sector by X% (determined by baseline in Year 1)3. Year 3<ul style="list-style-type: none">a. Increase life sciences contribution (value added) to Austin's GDP by X% (determined by baseline in Year 1)b. Increase jobs in the life sciences sector by X% (determined by baseline in Year 1) |
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AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

ADDENDUM

Background/Context

The tech sector, for years a critical component to our regional economy, has only recently galvanized and solidified their vision for Austin's future—and their role within it. Over the last 36 months, ATC has been successful in increasing member engagement from 30 companies to more than 250 and solidified the support of 1,200 C-level executives—the highest concentration of executive level engagement of any tech council in the country. The regional tech community has also, for the first time in its history, completed a strategic plan that defined the industry's top four priorities:

- Increasing access to technical talent
- Increasing access to later stage capital
- Integrating and strengthening the life sciences sector
- Accelerating growth of the ecosystem via market research and development, accurate brand representation and stronger community integration

ATC's level of executive engagement speaks to Austin's unique attributes—its transparent, supportive environment and focus on preserving what matters most—our lifestyle. It also speaks to the industry's increasing urgency to engage on data-informed economic development decisions that impact their companies, their communities and their way of life.

Tech wants to become significantly more involved in supporting Austin's overall community goals—not just in supporting their own.

Contrary to reputation, executives and technologists consistently express their desire to give back to the community and get more involved. Because of the unique demands of their businesses, however, engaging this group requires a very specific approach. Most travel 50% of the time or more and to global markets, requiring significant amounts of their time. Technology executives are also typically under significant pressure from investors to provide aggressive and specific returns on investment in as short a timeframe as possible. Engaging this group is unlike engaging any other traditional business leader. But it does not mean they are not interested in becoming more involved. Quite the contrary. The very lifestyle that we all enjoy is exactly the reason most make extra sacrifices to start and grow their companies here.

The tech community's timing couldn't be better. Austin has never before enjoyed such prosperity (with tech responsible directly and indirectly for 39% of the regional economy, valued at \$21.5B annually). We have also enjoyed unparalleled global visibility and perhaps most importantly, an opportunity to preserve what we've built and ensure our market surges ahead of other markets competing for the same position. ATC regularly fields visits and calls from major and minor markets in the U.S. (and Europe) from economic development leaders who ask, "what is Austin's secret to success?" We also are regularly reminded of the desirability of what we've taken for granted for so long—tech's presence, their contribution to our economy and their interest in investing and giving back to the community they love living in.

Time is of the essence, however.

AUSTIN TECHNOLOGY PARTNERSHIP PROPOSAL

Developed by Austin Technology Council and the City of Austin Economic Development Department

Vision

ATC's vision is to leverage the organization's access to the tech community, tech's engagement and commitment to making Austin the best it can be, and its sense of urgency to give back, to create a first-of-its kind public-private partnership that will allow our market to accomplish the following overall objectives:

Increase access to locally-grown talent.

Tech's recent accelerated growth—with a significant volume of new companies relocating or opening additional offices here in Austin (GM, Visa, Dropbox, Athenahealth, to name just a few) has added to tech's sense of urgency to more effectively grow local. Organic job growth from existing companies is also impacting tech's challenge and its commitment to become part of the effort. More than 9,000 new jobs will be created between now and 2017 and tech can't fill existing openings, let alone think about how to fill the future onslaught. Tech has also been very, very clear: hiring from outside the market is expensive, time consuming and never ideal. At this stage, however, it's mandatory as there are simply not enough local, properly-trained individuals. The City's, and tech's, single largest opportunity to make a difference is to forge a new, mutually productive path – integrating tech job projections with existing and developing STEM education efforts, technical training programs, and methods for engaging under-served markets.

Leverage ATC's access to tech to more deeply understand our market.

Because access to tech has not been possible until very recently, there are several common misconceptions and underlying assumptions that are impeding our city's accurate representation and therefore, its service. Not having an accurate or deep understanding of this demographic also impedes our city's ability to properly prepare the next generation workforce, among other challenges. Tech regularly complains that the broader community does not understand who they are, what they bring to the table as the market has been dependent on brand images, data and assumptions created more than 20 years ago. The "Silicon Hills" moniker is but one example. Less than 10% of our city's tech industry is composed of silicon-based or semi-conductor companies. Collecting more data and conducting more research and development will ultimately provide a more effective and more efficient pathway to accelerating and supporting growth.

Support the City's initiatives in growing a successful life sciences ecosystem.

With Austin's new research hospital and a nascent but thriving life sciences scene, coupled with our deep roots in the chip and software industries, Austin stands better prepared for optimal success in health/medical technology growth more than any other market in the country. However, supporting the build-out of not one but two nascent but critical assets (200+ life sciences establishments plus the new medical school) will require a concerted effort on the part of both public and private entities to ensure success.

Exhibit: High Tech Firms and Employment in the Austin-Round Rock-San Marcos MSA

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2005-2013 Difference	2005-2013 % Change
Number of High Tech Firms											
High Tech Manufacturing	296	296	304	305	310	302	308	307	295	(1)	-0.3%
High Tech Nonmanufacturing	3,037	3,167	3,551	3,638	3,693	3,817	3,983	4,203	4,405	1,368	45.0%
Total High Tech	3,333	3,463	3,855	3,943	4,003	4,119	4,291	4,510	4,699	1,366	41.0%
Total, All Industries	30,320	31,621	34,360	34,299	34,813	35,474	36,730	38,339	39,801	9,481	31.3%
High Tech as a % of Total	11.0%	11.0%	11.2%	11.5%	11.5%	11.6%	11.7%	11.8%	11.8%		
High Tech Employment											
High Tech Manufacturing	34,265	35,123	35,290	34,109	27,683	27,306	28,730	29,722	29,661	(4,604)	-13.4%
High Tech Nonmanufacturing	63,401	66,018	70,322	70,535	66,735	69,136	75,072	80,242	84,767	21,366	33.7%
Total High Tech	97,667	101,140	105,612	104,643	94,418	96,442	103,802	109,963	114,428	16,761	17.2%
Total, All Industries	686,656	714,308	750,696	764,399	743,584	754,767	782,417	812,603	845,260	158,604	23.1%
High Tech as a % of Total	14.2%	14.2%	14.1%	13.7%	12.7%	12.8%	13.3%	13.5%	13.5%		

High Tech in this report is comprised of the following sectors:

<u>High Tech Manufacturing</u>	<u>High Tech Nonmanufacturing</u>
Pharmaceutical & Medicine Manufacturing	<i>High Tech Trade</i>
Semiconductor Machinery Manufacturing	Business to Business Electronic Markets
Commercial & Service Industry Machinery	Computer and Supply Merchant Wholesalers
Computer and Electronic Product Mfg	Electronic Shopping
Other Electrical Equipment & Components	Electronic Auctions
Aerospace Product & Parts Manufacturing	<i>High Tech Information & Other IT</i>
Medical Equipment and Supplies Mfg	Software Publishers
	Motion Picture & Sound Recording Ind
	Internet Publishing and Broadcasting
	Telecommunications
	Data Processing, Hosting and Related Services
	Internet Publishing, Broadcast & Web Portals
	Computer Systems Design and Rel Services
	Computer Training
	<i>Engineering, R&D, Labs/Testing</i>
	Architectural and Engineering Services
	Environmental Consulting Services
	Scientific Research and Development Svc
	Medical and Diagnostic Laboratories

Source: Texas Workforce Commission, Quarterly Census of Employment & Wages, www.tracer2.com.

Exhibit

List of regional cities and economic development agencies invested in the Opportunity Austin Partnership as of 2013:

- Cedar Park Economic Development Corporation
- City of Georgetown Economic Development Department
- City of Kyle
- City of Leander
- Elgin Economic Development Corporation
- Greater San Marcos Partnership
- Pflugerville Community Development Corporation
- Lockhart Economic Development Corporation
- Round Rock Chamber of Commerce and Economic Development Partnership
- Taylor Economic Development Corporation

Source: 2013 Opportunity Austin Annual Report

FY 2015 Zero-Based Budget Target
158 Health and Human Services and Veterans Service

Agency Name	Program Name	Amount	Issue Area <i>(primary)</i>	Issue Area <i>(secondary)</i>
African American Youth Harvest Foundation	African American Youth Resource Center and Conferences	\$ 282,000	Child and Youth Development	
AIDS Services of Austin	Food Bank, Non-Medical Case Management, Mpowerment	\$ 391,437	Public Health	Food and Transportation (for the Food Bank program only)
American YouthWorks	Travis County Metro Parks Project	\$ 83,300	Workforce Development	
American YouthWorks	Workforce Development	\$ 207,765	Workforce Development	
Any Baby Can of Austin, Inc.	Early Childhood Intervention Services	\$ 51,170	Child and Youth Development	
Any Baby Can of Austin, Inc.	CARE and Candlelighters	\$ 9,538	Supportive Services for Community Living	
Any Baby Can of Austin, Inc.	Professional Early Childhood Services	\$ 154,000	Child and Youth Development	
Ascend Center for Learning (formerly Austin Academy)	Workplace Competency	\$ 43,609	Workforce Development	
Austin Area Urban League	Essential Office Skills Training	\$ 45,774	Workforce Development	
Austin Child Guidance Center	Children's Outpatient Mental Health & Evaluation Services	\$ 101,343	Behavioral Health	
Austin Child Guidance Center	Infant and Early Childhood Mental Health Project	\$ 58,000	Child and Youth Development	
Austin Children's Shelter	Emergency Shelter Program	\$ 49,203	Safety Intervention Services	Housing Continuum

Austin Communtiy College District	Teacher and Director TRAC	\$ 52,000	Child and Youth Development	
Austin Independent School District	Adult Education and English Language Learners Program	\$ 108,150	Workforce Development	Child and Youth Development
Austin Independent School District	Travis County Collaborative Afterschool Program	\$ 544,800	Child and Youth Development	
Austin Independent School District	Family Resource Center	\$ 100,000	Behavioral Health	
Austin Independent School District	Austin/Travis County Mentoring Advisory Council	\$ 15,000	Planning and Evaluation	
Austin Tenants' Council	Telephone Counseling & Mediation Program	\$ 24,848	Housing Continuum	
Austin Travis County Integral Care	Main Mental Health Interlocal (9 programs)	\$ 1,453,014	Behavioral Health	Child and Youth Development
Austin Travis Intergal Care ATCIC	Substance Abuse Managed Services Organization	\$ 781,799	Behavioral Health	
Austin Travis Intergal Care ATCIC	Substance Abuse Treatment Managed Services Organization	\$ 100,000	Behavioral Health	
Austin Travis Intergal Care ATCIC	Systems of Care MSO	\$ 675,000	Behavioral Health	
Austin/Travis County Health and Human Services Department	Public Health Interlocal (12 programs)	\$ 3,368,475	Public Health	Food and Transportation
AVANCE	Parent-Child Education Program	\$ 95,000	Child and Youth Development	
Big Brothers Big Sisters of Central Texas, Inc.	Mentoring	\$ 62,257	Child and Youth Development	
Blackland Community Development Corporation	Blackland Transitional Housing	\$ 9,301	Housing Continuum	

BookSpring	Reading is Fundamental (RIF) Elementary School Program	\$ 13,126	Child and Youth Development	
Boys and Girls Club	GREAT Futures Initiative	\$ 150,000	Child and Youth Development	
Capital Area Counseling	Low Cost, No Session Limit, Outpatient Counseling	\$ 17,174	Behavioral Health	
Capital Area Food Bank of Texas, Inc.	Food Bank & Transportation	\$ 57,766	Food and Transportation	
Capital Area Food Bank of Texas, Inc.	Mobile Food Pantry	\$ 19,312	Food and Transportation	
Capital Area Rural Transportation System (CARTS)	Transportation/Rural Transit	\$ 130,755	Food and Transportation	
Capital Area Rural Transportation System (CARTS)	Transportation/JARC	\$ 75,000	Food and Transportation	
Capital IDEA	Long-Term Training	\$ 875,000	Workforce Development	
Caritas of Austin	Community Kitchen	\$ 127,980	Food and Transportation	
Caritas of Austin	Best Single Source Plus (BSS+)	\$ 262,500	Housing Continuum	
CASA of Travis County	Child Advocacy	\$ 85,000	Safety Intervention Services	
Catholic Charities of Central Texas	Immigration Legal Services	\$ 10,305	Safety Intervention Services	
Child Inc.	Early Education and Care	\$ 208,780	Child and Youth Development	
Childrens Optimal Health	Pflugerville ISD Obesity Project; Additional Access to COH Geo-Spatial Mapping & Analytics	\$ 35,000	Planning and Evaluation	
City of Austin	Summer Youth Employment Interlocal	\$ 217,554	Child and Youth Development	
City of Austin Animal Services Department	Animal Services	\$ 1,494,263	Public Health	
Communities In Schools	ASPIRE	\$ 98,000	Child and Youth Development	

Communities In Schools of Central Texas	Youth and Family Assessment Center (YFAC) - Care Coordination	\$ 394,949	Behavioral Health	
Communities In Schools of Central Texas	Dropout Prevention	\$ 100,000	Child and Youth Development	
Community Advancement Network	CAN	\$ 68,096	Planning and Evaluation	
Community Partnership for the Homeless (d.b.a. Green Doors)	Supportive Housing Progr	\$ 32,978	Housing Continuum	
Community Partnership for the Homeless (d.b.a. Green Doors)	Veterans' Transitional Rental Assistance Program	\$ 38,934	Housing Continuum	
Easter Seals of Central Texas	Developmental and Clinical Solutions	\$ 111,494	Supportive Services for Community Living	Child and Youth Development
Easter Seals of Central Texas	Early Childhood Intervention	\$ 11,747	Child and Youth Development	
Easter Seals of Central Texas	Employment Solutions	\$ 64,500	Supportive Services for Community Living	
Ending Community Homelessness Coalition, Inc.	ECHO	\$ 50,000	Planning and Evaluation	
Family Eldercare Inc.	Money Management and In-Home Care Services	\$ 127,435	Supportive Services for Community Living	
Family Holistic RFS		\$ 1,000,000		
Foundation for the Homeless, Inc.	Interfaith Hospitality Network	\$ 13,310	Housing Continuum	
Goodwill Industries of Central Texas	Ready to Work Plus	\$ 137,439	Workforce Development	
Helping the Aging, Needy, and Disabled, Inc.	Homemaker Services/Personal Attendant	\$ 22,849	Supportive Services for Community Living	
Literacy Coalition (One Time funding from State Comptroller)	Literacy Illuminates	\$ 53,061	Workforce Development	
Meals on Wheels and More, Inc.	Meals on Wheels	\$ 167,376	Supportive Services for Community Living	Food and Transportation
Meals on Wheels and More, Inc.	Congregate Meals	\$ 143,059	Supportive Services for Community Living	Food and Transportation

Out Youth, Inc.	Youth Development	\$ 12,880	Behavioral Health	
Pflugerville ISD	After the Bell	\$ 92,212	Child and Youth Development	
Planned Parenthood of Austin Family Planning, Inc.	Teen Pregnancy Prevention Program	\$ 29,601	Public Health	Child and Youth Development
Prairie View	County Demonstration Work	\$ 10,000	Education (needs to be updated)	
River City Youth Foundation	Dove Springs Youth Services	\$ 45,083	Child and Youth Development	
Seedling Foundation	Promise Mentor Program - Del Valle Expansion	\$ 50,000	Child and Youth Development	
Skillpoint Alliance	STEM/Youth College & Career and Adult Workforce	\$ 493,580	Workforce Development	
Sustainable Food Center	Grow Local	\$ 19,321	Food and Transportation	
Texas Agrilife Extension Services for Salary Contribution	County Demonstration Work	\$ 128,020	Education (needs to be updated)	
Texas Agrilife Extension Services for Wildlife and Damage Management	Wildlife Damange Control	\$ 52,682	Public Health	
Texas RioGrande Legal Aid, Inc.	Legal Assistance Program	\$ 173,675	Housing Continuum	
The Arc of The Capital Area	Case Management and Advocacy Services	\$ 97,656	Supportive Services for Community Living	
The Arc of The Capital Area	Guardianship Case Management Services	\$ 15,000	Supportive Services for Community Living	
The Salvation Army	Pathways and Partnerships	\$ 98,319	Housing Continuum	
The Wright House Wellness Center, Inc.	Case Management	\$ 75,700	Public Health	
Travis County Domestic Violence and Sexual Assault Survival Center (d.b.a. SafePlace)	Domestic Violence and Sexual Assault Services	\$ 184,964	Safety Intervention Services	Housing Continuum
Travis County Emergency Services District (ESD) 4	Travis County ESD 4 Fire and EMT Academy	\$ 96,000	Workforce Development	
UT Austin Ray Marshal Center for the Study of Human Resources	Evaluation Services	\$ 78,400	Planning and Evaluation	

Vaughn House, Inc.	Community Rehabilitation	\$ 47,229	Supportive Services for Community Living	
Workers Assistance Program, Inc.	Youth Advocacy, Creating Lasting Family Connections	\$ 43,503	Behavioral Health	
Workforce Solutions Capital Area Workforce Board	Child Care Local Match	\$ 223,741	Child and Youth Development	
Workforce Solutions Capital Area Workforce Board	Continuity of Child Care System Services	\$ 235,758	Child and Youth Development	
Workforce Solutions Capital Area Workforce Board	Rapid Employment Model	\$ 400,157	Workforce Development	
Workforce Solutions Capital Area Workforce Board	Quality Child Care Collaborative (QC3)	\$ 193,000	Child and Youth Development	
Young Women's Christian Association (YWCA) of Greater Austin	YW Counseling & Referral Center	\$ 90,596	Behavioral Health	
Youth and Family Alliance (d.b.a. LifeWorks)	ABE and ESL	\$ 33,249	Workforce Development	
Youth and Family Alliance (d.b.a. LifeWorks)	Counseling	\$ 94,585	Behavioral Health	Safety Intervention Services
Youth and Family Alliance (d.b.a. LifeWorks)	Housing	\$ 140,107	Housing	Safety Intervention Services
Youth and Family Alliance (d.b.a. LifeWorks)	Youth Development	\$ 72,561	Child and Youth Development	

HHSD Staff Recommended Funding

Applicant	Program Name	Evaluation Score	Total Requested	Current HHSD Funding	Staff Recommended Funding
Youth & Family Alliance (Lifeworks)	Collective Impact Continuum	118	\$992,464	\$736,000	\$992,464
Meals on Wheels and More	Meals on Wheels	115	\$434,283	\$394,803	\$434,283
Any Baby Can	Ready Families Collaborative (C-11)	115	\$1,666,579	N/A	\$1,666,579
Austin Child Guidance Center	Underserved Families Mental Health Program	115	\$293,941	\$162,538	\$293,941
Casa Marianella	Emergency Shelter	114	\$187,940	\$90,400	\$187,940
Communities in Schools	Case Management & Pebble Project	113	\$697,390	\$338,021	\$697,390
Travis County Domestic ... (SafePlace)	Expect Respect	113	\$235,600	N/A	\$235,600
Theatre Action Project (Creative Action)	Del Valle Collaborative Afterschool Program (C-3)	113	\$805,652	\$23,863	\$805,652
Family Eldercare	Living Well Collaborative (C-6)	113	\$245,126	N/A	\$245,126
Travis County Domestic ... (SafePlace)	Victim Services	111	\$780,000	\$670,016	\$780,000
Family Eldercare	Counseling Services	111	\$78,550	*	\$78,550
Caritas of Austin	BSS+ (C-12)	111	\$3,360,907	\$3,055,370	\$3,360,907
Austin Recovery	Self Sufficiency Continuum Services	110	\$652,975	N/A	\$652,975
Caritas of Austin	Mental and Behavioral Health Services	110	\$310,505	\$194,963	\$310,505
The ARC of the Capital Area	Family & Juvenile Transition Services	110	\$61,242	N/A	\$61,242
Family Eldercare	Money Management	109	\$100,000	*	\$100,000
Foundation Communities	Afterschool Summer Youth Program	109	\$200,000	N/A	\$200,000
Capital Area Food Bank	Food Bank Services	109	\$324,353	N/A	\$324,353
Foundation Communities	Tax Prep & Financial Programs	109	\$150,000	\$112,500	\$150,000
VinCare Services of Austin	Saint Louise House	108	\$130,000	N/A	\$130,000
Helping the Aging, Needy and Disabled (HAND)	Charitable Care/Sliding Scale	107	\$127,298	\$36,646	\$127,298
Samaritan Center	Whole Body Mental Health Services	106	\$135,900	N/A	\$135,900
Foundation for the Homeless	Family Rehousing Initiative	106	\$339,980	N/A	\$339,980
Austin Children's Shelter	Wrap Around Residential Program	106	\$126,000	N/A	\$126,000
Planned Parenthood	Sisters Saving Sisters Program	105	\$55,000	\$47,473	\$55,000
Family Eldercare	Medication Management	105	\$78,000	*	\$78,000
Workforce Solutions	Workforce and Education Readiness Continuum (C-13)	105	\$4,216,353	\$2,949,399	\$1,245,542

N/A = No current City HHSD funding

C-# = Collaborative and number of partners in the collaborative

* = Family Eldercare submitted 3 applications requesting \$256,550. Currently HHSD funds Family Eldercare under 1 contract for \$168,00

Cash Flow Note Repayments

Project Name: The Timbers
City/County Austin, Travis, TX

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Total
Income																
Net Cash Flow After Dt. Serv.	\$ 121,125	\$ 128,894	\$ 136,697	\$ 144,532	\$ 152,396	\$ 160,285	\$ 168,196	\$ 176,126	\$ 184,069	\$ 192,023	\$ 199,983	\$ 207,945	\$ 215,904	\$ 223,855	\$ 231,793	\$ 2,643,824
Asset Mgt Fee Syndicator***	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255	\$11,593	\$11,941	\$12,299	\$12,668	\$13,048	\$13,439	\$13,842	\$14,258	\$14,685	\$15,126	\$185,989
Asset Mgt Fee Chavez***	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$6,524	\$6,720	\$6,921	\$7,129	\$7,343	\$7,563	\$92,995
Deferred Dev Fee Payment	\$ 69,787	\$ 74,776	\$ 79,775	\$ 84,782	\$ 89,795	\$ 94,811	\$ 99,827	\$ 104,840	\$ 109,847	\$ 132,335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 940,573
Remaining Deferred Dev Fee	870,786	796,010	716,235	631,454	541,659	446,848	347,022	242,182	132,335	-	-	-	-	-	-	
Chavez Cash Note Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remaining Chavez Cash Note	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Remaining Cash for Waterfall	\$ 36,337	\$ 38,668	\$ 41,009	\$ 43,360	\$ 45,719	\$ 48,086	\$ 50,459	\$ 52,838	\$ 55,221	\$ 40,117	\$ 179,825	\$ 187,182	\$ 194,518	\$ 201,827	\$ 209,104	\$ 1,424,268
Chavez Cash Flow Split	\$ 21,802	\$ 23,201	\$ 24,605	\$ 26,016	\$ 27,431	\$ 28,851	\$ 30,275	\$ 31,703	\$ 33,132	\$ 24,070	\$ 107,895	\$ 112,309	\$ 116,711	\$ 121,096	\$ 125,462	\$ 854,561
AHFC Cash Flow Split	\$ 10,901	\$ 11,600	\$ 12,303	\$ 13,008	\$ 13,716	\$ 14,426	\$ 15,138	\$ 15,851	\$ 16,566	\$ 12,035	\$ 53,947	\$ 56,155	\$ 58,355	\$ 60,548	\$ 62,731	\$ 427,280
LP Cash Flow Split	\$ 3,634	\$ 3,867	\$ 4,101	\$ 4,336	\$ 4,572	\$ 4,809	\$ 5,046	\$ 5,284	\$ 5,522	\$ 4,012	\$ 17,982	\$ 18,718	\$ 19,452	\$ 20,183	\$ 20,910	\$ 142,427

***Inflation Growth Factor 3.00%

Cash Flow to Deferred Dev fee 70%

Percentage of Cash Flow Split		
Chavez Cash Flow Split		60%
AHFC Cash Flow Split		30%
LP Cash Flow Split		10%

Projected Property Taxes Over 15 Years	\$ 1,600,000
Cash Flow to AHFC Over 15 Years	\$ 427,280
Net Total Subsidy from Tax Abatement	\$ 1,172,720