



## MEMORANDUM

TO: Mayor and Council Members

FROM: Rey Arellano, Assistant City Manager

DATE: January 25, 2017

SUBJECT: Update Regarding Activities to Address APD DNA Lab Audit Recommendations

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The purpose of this memo is to provide an update on subject activities. In my memo of December 9, 2016 of the same subject, I had projected being able to present for Council consideration an agreement for expert consultant services to address the recommendations of the Texas Forensic Science Commission's (TFSC) *Final Audit Report for Austin Police Department Forensic Services Division DNA Section* as well as an interlocal agreement with Travis county at your January 26, 2017 meeting. As will be described below, I now project being able to bring the two items to Council at your March 23, 2017 meeting.

Since the beginning of January, a working group began meeting weekly to ensure progress was being made and to keep stakeholders informed. Participants in the working group include representatives from the following agencies:

- City of Austin
  - City Manager's Office
  - Law Department
  - Police Department
- Texas Forensic Science Commission (TFSC)
- Capital Area Private Defender Service
- Austin Criminal Defense Attorneys Association
- Travis County
  - County Judge
  - County Attorney
  - District Attorney
  - Sheriff's Office
  - Courts

Following is an update on engaging consultant assistance and developing the interlocal agreement with Travis County.

**DNA lab consultants.** Although we have the ability to go directly to individual consultants/firms with professional services agreements, we are finding it challenging to identify consultants who have the expertise and availability to do the work. In addition, the working group has determined it would be more efficient to solicit proposals for consultants to form a team and include both the "look back" and "look forward" scopes of work. Under this scenario of

advertising proposals more broadly, we are using the formal request for proposal (RFP) process. The projected timeline is:

February 6	Issue the RFP; advertise for 2 weeks
February 20	Proposals due
Week of February 27	Evaluation Team meets
Week of March 6	Selection of best proposal and preparation of the agreement
March 23	Consultant agreement and interlocal agreement with Travis County presented for Council consideration

**Interlocal agreement with Travis County.** This document describes the City/County partnership in order to address (a) the TFSC audit report recommendations (the consultant work described earlier); and (b) the need for additional legal resources to conduct “materiality reviews” as a result of the audit report findings. Travis County is leading the effort with stakeholders to determine the best approach to address the materiality review. In order to bring the interlocal agreement forward, both items (a) and (b) need to be completed, which should be done for the Council’s March 23, 2017 meeting.

For more information, please contact me at (512) 974-2222 or [Rey.Arellano@Austintexas.gov](mailto:Rey.Arellano@Austintexas.gov).

cc: Elaine Hart, Interim City Manager  
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