

**NOTICE IS HEREBY GIVEN THAT
THE CITY COUNCIL OF THE CITY OF LAKEWAY, TRAVIS COUNTY, TEXAS
WILL MEET IN SPECIAL SESSION
WEDNESDAY, NOVEMBER 7, 2018, 2:00 P.M.
LAKEWAY CITY HALL, 1102 LOHMANS CROSSING, LAKEWAY, TEXAS 78734**

AGENDA

1. Establish Quorum and Call to Order.
2. **Ordinance Amendment- Sec. 30.03.006** – City staff is requesting an amendment to Sec. 30.03.006, District R-6 (Single-Family Residential – Rural) of the Zoning Ordinance to clarify regulations for properties located in the FEMA Floodplain including but not limited to the height of buildings.
 - Staff report by Building & Development Services Director Charlotte Hodges.
 - Citizen participation.
 - Council discussion/action.
3. **Update on Request for Qualifications** for Facility Needs Assessment to include a facility condition assessment and the related budget.
 - Staff report by Assistant City Manager Julie Oakley.
 - Citizen participation.
 - Council discussion/action.
4. **Comprehensive Plan Committee Update** on Request for Proposals for Comprehensive Plan Consulting Services and the related budget.
 - Report by Assistant City Manager Julie Oakley.
 - Citizen participation.
 - Council discussion/action.
5. **Work Session** with Legend Communities to discuss future development between the Oaks and Lohmans Crossing.
 - Council discussion. No action will be taken.
6. Adjourn.

Signed this the ____ day of _____, 2018.

Sandra L. Cox, Mayor

All items are subject to action by the City Council, Pursuant to Ordinance No. 2001-10-29-1, Article VI.

The City Council may adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information).

Certification: I certify that the above notice of meeting was posted on the City of Lakeway Official Bulletin Board on the ____ day of _____ 2018 at ____ o'clock **a.m./p.m.** Council approved agendas and action minutes are available on line at <http://www.lakeway-tx.gov/>. The City of Lakeway Council meetings are available to all persons regardless of ability. If you require special assistance, please contact Jo Ann Touchstone, City Secretary, at 314-7516 at least 48 hours in advance of the meeting.

Jo Ann Touchstone, City Secretary

Item # 2

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Code Amendments: Chapter 30 “Zoning”**Background Information.**

The purpose of the proposed amendment is to clarify height regulations for property located in the floodplain. Recently annexed property at the northern end of Brooks Hollow Road is zoned R-6 and contains several properties located within the FEMA floodplain. Many lots have been developed and consist of nonconforming single family homes in regards to the City code height requirements that currently do not address development in the floodplain.

Undeveloped lots are now at a disadvantage given the height restrictions in R-6 designated zoning districts. According to Sec. 28.10.006 (b) all new construction and additions to and substantial improvement of any residential structure within the Lake Travis buffer zone shall have the lowest floor, including basement, and all utilities elevated above at least one foot above the base flood elevation. However this requirement would still include them not violating the 32’ height requirement in R-6 zoned districts.

In many similar cases, a variance request is made to the Board of Adjustment. However, a permit is required before a variance can be requested. There is an ongoing issue regarding a lot in the FEMA floodplain where the sale of the lot is being hindered by this height restriction and there is no active permit as of yet.

The city is seeking to amend Sec. 30.03.006 to address this issue and clarify height regulations in the FEMA Floodplain.

Staff Analysis

Sec. 30.03.006 (g) Maximum height. No part of any structure within this district, except for chimneys, attic ventilators and plumbing vent stacks, may exceed 32 feet in height above the highest natural grade under the slab. Exception: Structures built in the floodplain and not subject to the View Protection Corridor Overlay (VPCO) may have a maximum height not to exceed 33 feet in height above the FEMA base flood elevation. Maximum heights for additions constructed after the primary residence has been occupied shall be determined in the manner set forth in section 30.03.023(d).

ZAPCO will meet November 7, 2018, 9:15am to discuss this amendment and provide a recommendation to City Council.

Attachments

- References

Reference

Sec. 30.03.006 District R-6 (Single-Family Residential - Rural)

(a) Purpose. This district is intended to establish and preserve peaceful, attractive, and safe low-density residential neighborhoods of single-family detached dwelling units and to protect the integrity of such districts by prohibiting the mixture of residential and incompatible nonresidential uses. This district is intended to allow the continuation of a semi-rural lifestyle in a manner that is compatible with more restrictive zoning districts. (Ordinance 2011-09-19-02 adopted 9/19/11)

(b) Permitted uses.

- (1) One-family dwelling limited to no more than one (1) such building per lot occupied by no more than one (1) family;
- (2) Accessory structures incidental to the foregoing permitted uses;
- (3) Home occupation as set forth in [sections 30.05.002](#) through [30.05.005](#); and

(Ordinance 2015-12-21-02, ex. B, adopted 12/21/15)

- (4) The following uses are expressly allowed in this district:
 - (A) The hanging of laundry or camping equipment, or other like items to dry in the open.
 - (B) The unenclosed storage of one boat with trailer or one recreational vehicle or one utility-type trailer or one nonpassenger truck per lot.
 - (C) The raising of and harvesting of tree crops, row crops, or field crops.
 - (D) The keeping of farm animals for family food production, education or recreation; and
- (5) The following exemptions apply to structures in this district:
 - (A) The exterior finish of structures is exempt from the requirements and regulations of [section 24.02.245](#), "Exterior finishes."
 - (B) Residential structures are exempt from the requirements and regulations of [section 24.02.246](#), "Identification and address numbers."

(C) Residential construction in the R-6 district is exempt from the requirements and regulations of [section 24.02.250](#), “Garages, carports, and hangars,” pertaining to construction and/or enclosure of garages, hangars, and carports.

(D) Solid waste containers are exempt from the screening requirements and regulations of [section 24.02.251](#), “Solid waste container storage.”

(E) Fences, other than masonry walls, swimming pool enclosures, safety railings and guardrails, are exempt from the requirements and regulations of [section 24.02.443](#), “Fences.”

(F) Gazebos, playhouses, and playscapes are exempt from the requirements and regulations of [section 24.02.446](#), “Gazebos, playhouses, and playscapes.”

(Ordinance 2011-09-19-02 adopted 9/19/11)

(c) Special uses.

(1) Short-term rental use, subject to the city council's approval of a special use permit pursuant to [article 30.05](#).

(Ordinance 2015-12-21-02, ex. B, adopted 12/21/15)

(d) Minimum lot dimensions.

	<u>Organized Sewer</u>	<u>Private Sewerage Facility</u>
Minimum area:	15,000 sq. ft.	1 acre
Depth (min. ft.):	150	175
Width (min. ft.):	100	125

Lot coverage (max. percentage): See [section 28.10.007](#).

(e) Minimum building setbacks.

	<u>Organized Sewer</u>	<u>Private Sewerage Facility</u>
Street(s):	25	25
Side:	5 (golf course 25)	5 (golf course 25)
Rear:	5 (golf course 25)	5 (golf course 25)

(f) Minimum floor area. Each dwelling unit shall contain a minimum floor area of heated and air-conditioned space, exclusive of garages, porches or similar additions, of 1,000 square feet.

(Ordinance 2011-09-19-02 adopted 9/19/11)

(g) Maximum height. No part of any structure within this district, except for chimneys, attic ventilators and plumbing vent stacks, may exceed 32 feet in height above the highest natural grade under the slab. Maximum heights for additions constructed after the primary residence has been occupied shall be determined in the manner set forth in [section 30.03.023\(d\)](#). (Ordinance 2011-04-18-06, rev. 3 (ex. B (6)), adopted 4/18/11)

Sec. 28.10.006 Residential construction within the Lake Travis buffer zone

(a) General standards. All new construction and improvement of any existing structure within the Lake Travis buffer zone shall be performed so as to keep the structure reasonably safe from flooding, and in accordance with all applicable regulations as well as with the following standards:

(1) All improvements shall be designed or so modified so as to be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in the presence of floodwaters.

(2) All improvements shall be constructed by methods and practices so as to minimize flood damage.

(3) All improvements shall be constructed with materials and equipment resistant to flood damage.

(4) All electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(5) All water supply systems, including new and replacement water supply systems, shall be designed to prevent or eliminate infiltration of floodwaters into the system.

(6) All sanitary sewer systems, including new and replacement sanitary sewer systems, shall be designed to prevent or eliminate infiltration of floodwaters into the structure's systems and discharge of sewage into floodwaters.

(7) All on-site disposal systems, including but not limited to septic tank systems located on the site of the structure, shall be located so as to prevent impairment of the function of those systems in the presence of floodwaters and to prevent contamination of floodwaters from those systems during flooding.

(8) Adequate drainage must be provided to reduce exposure to flood hazards, including adequate paths around structures on slopes to guide floodwaters around and away from proposed structures.

(9) Fully enclosed areas below the lowest floor that are used solely for parking, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered architect or professional engineer licensed in the state, or must meet or exceed the following minimum criterion: include a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding, with the top of all such openings no higher than one foot above grade or BFE, whichever is lower. Openings may be equipped with screens, louvers, valves, or other coverings or devices, provided that they permit the automatic entry and exit of floodwaters.

(10) No rise of BFE in the floodplain: No new construction, substantial improvements, or other development (including cut and/or fill) shall be permitted within the Lake Travis buffer zone unless:

(A) It is first demonstrated by engineering data submitted by the applicant's engineer in accordance with the various requirements and procedures set forth in this order that the cumulative effect of the proposed development will not increase the water surface elevation of the base flood:

- (i) On adjacent properties;
- (ii) At any point within the city; or
- (iii) Immediately adjacent to neighboring communities; and

(B) A conditional letter of map revision (CLOMR) has been approved by FEMA. A letter of map revision (LOMR) must also be obtained by the applicant upon completion of the proposed encroachment;

(11) Compensatory storage: Whenever any portion of a floodplain is authorized for use, the space occupied by the authorized fill or structure below the base flood elevation shall be compensated for and balanced by a hydraulically equivalent volume of excavation taken from below the base flood elevation. All such excavations shall be constructed to drain freely to the watercourse. Any general alteration or development of the floodplain using this method requires a FEMA approved letter of map change (LOMC).

(12) New development or substantial improvement in the 100-year floodplain may not increase erosive water velocity onsite or offsite, and

(13) New development or substantial improvement in the 100-year floodplain will require an LOMC for any development that alters the floodplain.

(b) Base flood elevation requirements in the Lake Travis buffer zone. All new construction and additions to and substantial improvement of any residential structure within the Lake Travis buffer zone shall have the lowest floor, including basement, and all utilities elevated above at least one foot above the base flood elevation.

(c) Nonconforming uses.

(1) A structure, or the use of a structure or premises, which was lawful before the adoption of this section, but which does not conform to the requirements set forth herein, may be continued subject to the follow conditions.

(A) No such use shall be expanded, changed, enlarged, or altered in a way which increases its nonconformity.

(B) No substantial improvement to the structure shall be made unless the structure is changed to conform to these regulations.

(C) If a nonconforming use is discontinued for a period of 90 days or more, any future use of the building or premises shall conform to these regulations.

(D) Any nonconforming use or structure which is destroyed by any means, including floods, or which has sustained substantial damage shall not be reconstructed except in conformance with the provisions of these regulations.

(2) The following procedures shall be used to determine whether a structure or use of a structure has sustained substantial damage pursuant to this section.

(A) The owner shall obtain an estimate of fair market value for the structure which has been damaged.

(B) The owner shall obtain an estimate for the cost of repairs to the damaged structure. Acceptable estimates can be obtained from the following sources:

(i) Itemized estimate (as to both materials and labor) made by licensed contractors or other professional estimators in the construction industry; and

(ii) For insured structures damaged by floods, the monetary damage estimated by the National Flood Insurance Program claims adjuster (structure only, not contents).

(C) The owner shall provide an estimate for the cost of repairs or improvements which have been made to the structure since March 28, 1995.

(D) The owner shall submit a completed application form along with the requested cost and appraised value figures to the city.

(3) Upon receipt of the information outlined in subsection (c)(2), the floodplain administrator shall verify the accuracy of the information and determine if the structure has been, or will be, substantially improved as a result of the repair work or other improvements which have been or need to be made. If the value of repairs or improvements does not constitute a substantial improvement as defined in this chapter and does not exceed 50% of the market value of the structure, then a permit will be issued by the floodplain administrator to begin the repairs. If the value of repairs or improvements exceeds 50% of the market value of the structure or constitutes a substantial improvement, then a permit will be denied unless the structure is to be reconstructed outside of the floodplain or constructed in accordance with the standards set forth in this chapter for new developments and substantial improvements.

(Ordinance 2011-09-19-01 adopted 9/19/11)

CITY OF LAKEWAY, TEXAS

ORDINANCE NO. 2018-11-07-01

AN ORDINANCE OF THE CITY OF LAKEWAY, TEXAS, AMENDING THE CODE OF ORDINANCES, TITLE II: BUILDING AND DEVELOPMENT REGULATIONS; CHAPTER 30: ZONING; ARTICLE 30.03 ZONING USE REGULATIONS; SEC. 30.03.006: District R-6 (SINGLE-FAMILY RESIDENTIAL – RURAL); AND PROVIDING FOR SEVERABILITY, REPEALER, AND AN EFFECTIVE DATE.

WHEREAS, the City Council seeks to promote orderly and safe use of property within the City of Lakeway, Texas (“City”); and

WHEREAS, pursuant to Texas Local Government Code Chapter 211 the City has general authority to regulate the location and use of buildings, other structures and land for business, industrial, residential, or other purposes; and

WHEREAS, pursuant to Section 2.04 of the Charter of the City of Lakeway, the City has the authority to promote the public health, morals, and general welfare through the use of zoning and land use regulation.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Lakeway, Texas:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. AMENDMENT

Title II (Building and Development Regulations) Chapter 30 (Zoning); Article 30.03 (Zoning Use Regulations), Sec. 30.03.006 (District R-6 (Single-Family Residential – Rural)) of the City of Lakeway Code of Ordinances is hereby amended as follows:

“(g) Maximum height. No part of any structure within this district, except for chimneys, attic ventilators and plumbing vent stacks, may exceed 32 feet in height above the highest natural grade under the slab. Exception: Structures built in the floodplain and not subject to the View Protection Corridor Overlay (VPCO) may have a maximum height not to exceed 33 feet in height above the FEMA base flood elevation. Maximum heights for additions constructed after the primary residence has been occupied shall be determined in the manner set forth in section 30.03.023(d).”

3. SEVERABILITY

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be unconstitutional, such holding shall not affect the validity of the remaining portions of this Ordinance.

4. REPEALER

All Ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

5. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication as provided for by law.

6. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, and Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the 7th day of November, 2018, by the City Council of Lakeway, Texas.

CITY OF LAKEWAY:

By: _____
Sandra L. Cox, Mayor

ATTEST:

Jo Ann Touchstone, City Secretary

Item # 3

[Return to Agenda](#)

Staff Report

Meeting date: November 7, 2018

Agenda item: Update on Request for Qualifications for the Facility Needs Assessment to include a Facility Condition Assessment and the related budget.

Background: At the Regular City Council Meeting on September 17th, city council awarded the contract for the Facility Needs Assessment to Huitt-Zollars, Inc. and authorized the City Manager to sign an agreement upon successful negotiation of contract terms.

City staff was able to successfully negotiate contract terms within budget related to the Facility Needs Assessment according to the scope of work initially identified in the request for qualifications. However, there was discussion during the September 17th meeting regarding including a Facility Condition Assessment within the scope.

Staff asked Huitt-Zollars to provide the scope of work for the Facility Condition Assessment separate from the scope addressed in the request for qualifications. Both of the proposals are enclosed.

Greg Wine with Huitt-Zollars will be present for questions.

Fiscal Impact: The Facility Needs Assessment proposal totals \$49,600. The budget for this scope of work is included in the Capital Reserve Fund budget in the amount of \$50,000. If the city council chooses to include the Facility Condition Assessment, the total for this scope of work is \$24,600, and a budget amendment for this amount will need to be brought back to city council.

Enclosure(s): Proposal for Facility Needs Assessment, Proposal for Facility Condition Assessment

October 17, 2018

Darren Henson
Controller
City of Lakeway
1102 Lohmans Crossing Road
Lakeway, TX 78734

Reference: Facility Needs Assessment
Lakeway, Texas

Subject: Proposal for Professional Architectural and Engineering Services

Dear Mr. Henson:

Huitt-Zollars, Inc. (Huitt-Zollars) appreciates the opportunity to provide this proposal for professional architectural and engineering services to the City of Lakeway (City) for conducting a facility needs assessment of selected City Departments and Facilities in Lakeway, Texas (Project). Our proposal is based upon the following scope of services, compensation, and schedule and terms and conditions contained in the Agreement for Professional Services between the City of Lakeway and Huitt-Zollars, Inc.

Project Understanding

It is our understanding the City would like for Huitt-Zollars to conduct a needs assessment involving selected City Departments and facilities. The six (6) City Departments shall include the Administration, Building & Development Services, Finance, Municipal Court, Parks & Recreation and Solid Waste Billing. Plus, the four (4) facilities to be assessed for possible renovation/additions are the City Hall, the Activity Center, the Justice Center and the Public Works Facility.

SCOPE OF SERVICES:

1.0 Basic Services:

1.1 Needs Assessment Phase

Evaluate and determine the best course of action for maximizing space utilization and improving operational efficiencies for the six (6) City Departments and four (4) facilities.

- A. Prepare a needs assessment questionnaire and review responses by selected City staff.
- B. Conduct interviews with selected City staff to review questionnaire responses and to obtain additional information that will impact the recommendations. The purpose of the interviews is to:
 - 1) Discuss departmental and staffing adjacency diagrams
 - 2) Review relationships and required adjacencies between functional areas
 - 3) Identify and evaluate opportunities to improve operational efficiency with focus on workflow, supervision, safety and public access if required.
 - 4) Review the 20-year projected needs of the City
 - 5) Review requirements for offices, meeting/conference rooms, storage, and other facility functions
 - 6) Review administrative activities and requirements
 - 7) Review existing operational philosophy and policies, procedures, and techniques
 - 8) Review IT requirements
 - 9) Review current and projected staffing plans

October 17, 2018

Darren Henson
Controller
City of Lakeway
1102 Lohmans Crossing Road
Lakeway, TX 78734

Reference: Facility Condition Assessment
Lakeway, Texas

Subject: Proposal for Professional Architectural and Engineering Services

Dear Mr. Henson:

Huitt-Zollars, Inc. (Huitt-Zollars) appreciates the opportunity to provide this proposal for professional architectural and engineering services to the City of Lakeway (City) for conducting a facility condition assessment of selected City Facilities in Lakeway, Texas (Project). Our proposal is based upon the following scope of services, compensation, and schedule and terms and conditions contained in the Agreement for Professional Services between the City of Lakeway and Huitt-Zollars, Inc.

Project Understanding

It is our understanding the City would like for Huitt-Zollars to conduct a comprehensive facility condition assessment of the City Hall, the Activity Center, the Justice Center and the Public Works Facility, approximately 40,000 GSF.

SCOPE OF SERVICES:

1.0 Basic Services:

1.1 Facility Condition Assessment

Evaluate the four (4) facilities and provide recommendations on maintenance and/or replacement of deficient building systems.

- A. Accompanied by City O&M personnel, Huitt-Zollars shall conduct a visual inspection of the Facilities listed above to:
- 1) Verify information provided in As-Built documentation
 - 2) Identify existing deficiencies
 - 3) Identify occupancy/space utilization and parking capacity
 - 4) Compile data from As-Built, O&M and site inspections.
 - 5) Compile deficiencies and determine the appropriate corrective action and estimate costs to implement the corrective action for each deficiency.
 - 6) Prioritize deficiencies using defined categories and priorities for repair.
 - 7) Prepare Deficiency Reports
 - 8) Prepare the Cost Model, Life Cycle Analysis and Facility Condition Index for the facility
 - 9) Develop Maintenance Funding Scenarios for each facility for the next 10 years
 - 10) Present to the City for review

B. The Facility Condition Assessment Report shall include:

- 1) Executive Summary of each building's condition
- 2) Action Plan for each facility identifying:
 - i. Deficiency Reports
 - ii. Cost Model, Life Cycle Analysis and Facility Condition Index for the facility
 - iii. Maintenance Funding Scenarios for next 10 years

2.0 Additional Services:

2.1 Because the effort required for some items of work varies considerably from project to project, and because some items of work are sometimes provided separately by the City, these items of work are not included in the basic services fees and are charged separately. Additional Services, mutually agreed upon and authorized separately by the City in writing, shall be completed on a "Time and Materials" basis in accordance with the attached Hourly Rate Sheet. Such additional services may include:

- 2.1.1 Surveying
- 2.1.2 Geotechnical, Environmental and/or Hazardous Material Investigations
- 2.1.3 Any other service not otherwise included in the Basic Services

3.0 City Provided Services:

- 3.1 City shall provide Engineer with the following:
 - 3.1.1 Access to Project Sites
 - 3.1.2 Existing Drawings and Reports

COMPENSATION:

Our estimated budget for the Basic Services is \$24,600.00 (Lump Sum).

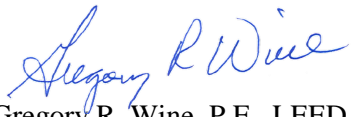
SCHEDULE:

We anticipate the project duration to be one (1) month.

AUTHORIZATION:

Should this proposal meet with your approval, please sign and return to our office by mail or email at gwine@huitt-zollars.com. We will schedule the above services as soon as we receive your authorization. If you have any questions, please call.

Respectfully submitted,
Huitt-Zollars, Inc.


Gregory R. Wine, P.E., LEED AP
Senior Vice President

Enclosure

**Accepted and Approved for
City of Lakeway**

(Signature)

(Name)

(Title)

(Date)

HUITT-ZOLLARS

2018 HOURLY RATE SHEET

Engineering/Architecture

Principal-In-Charge	\$ 245.00
Design Principal	\$ 210.00
Sr. Project Manager	\$ 210.00
QA Manager	\$ 190.00
Project Manager	\$ 185.00
Sr. Civil Engineer	\$ 180.00
Sr. Structural Engineer	\$ 190.00
Sr. Mechanical Engineer	\$ 180.00
Sr. Electrical Engineer	\$ 185.00
Civil Engineer	\$ 175.00
Structural Engineer	\$ 170.00
Mechanical Engineer	\$ 150.00
Electrical Engineer	\$ 160.00
Plumbing Engineer	\$ 150.00
Engineer Intern	\$ 120.00
Sr. Architect	\$ 185.00
Architect	\$ 150.00
Architect Intern 1	\$ 90.00
Architect Intern 2	\$ 110.00
Architect Intern 3	\$ 140.00
Sr. Landscape Architect	\$ 165.00
Landscape Architect	\$ 130.00
Landscape Architect Intern	\$ 95.00
Sr. Planner	\$ 205.00
Planner	\$ 120.00
Planner Intern	\$ 80.00
Sr. Designer	\$ 150.00
Designer	\$ 125.00
Sr. CADD Technician	\$ 130.00
CADD Technician	\$ 90.00

Interior Design

Sr. Interior Designer	\$ 110.00
Interior Designer	\$ 95.00
Interior Designer Intern	\$ 75.00

Survey

Survey Manager	\$ 160.00
Sr. Project Surveyor	\$ 150.00
Project Surveyor	\$ 125.00
Surveyor Intern	\$ 120.00
Survey Technician	\$ 105.00

Survey Crews

1-Person Survey Crew	\$ 95.00
2-Person Survey Crew	\$ 140.00
3-Person Survey Crew	\$ 170.00

Construction

Construction Manager	\$ 175.00
Resident Engineer	\$ 165.00
Sr. Project Representative	\$ 125.00
Resident Project Representative	\$ 95.00

Administrative

Sr. Project Support	\$ 95.00
Project Support	\$ 70.00

Reimbursable Expenses

Consultants	Cost + 10%
Other Direct Costs	Cost + 10%
Mileage	IRS Standard Business Mileage Rate

- 10) Identify best use and maximize useable space
- 11) Identify functional areas to be located at the existing facilities
- 12) Identify space requirements for administrative operations functions in the project including:
 - a. Requirements for offices, staff and crew areas along with quantity size, and type of spaces
 - b. Requirements for storage (documents - permanent and temporary, supplies, equipment, etc.)
- 13) Identify parking requirements for City vehicles, employees, visitors, and delivery vehicles

C. Huitt-Zollars shall develop a space plan for each facility to include:

- 1) Identify space requirements for administrative, field and operations functions.
- 2) Requirements for offices, staff and crew areas, training rooms, locker rooms, conference rooms, storage, break room, etc.
- 3) Quantity, size, and type of spaces.
- 4) Building and Site Circulation.
- 5) Identify parking requirements for City vehicles/equipment, employee, visitor, and delivery vehicles.

1.2 Needs Assessment Report

Huitt-Zollars shall develop a Needs Assessment Report with specific recommendations for each facility to include:

- A. Needs Assessment and Space Plans
- B. Utilization analysis comparing existing use to future needs
- C. Recommendations for renovation, repurposing, addition and/or new building construction, including schematics.
- D. Probable construction costs for implementation of recommendations, including inflationary factors.
- E. Submit Draft Needs Assessment Report for City review and comment
- F. Incorporate City comments and submit final Report.
- G. Present Needs Assessment Report to City Management and Council as required.

2.0 Additional Services:

2.1 Because the effort required for some items of work varies considerably from project to project, and because some items of work are sometimes provided separately by the City, these items of work are not included in the basic services fees and are charged separately. Additional Services, mutually agreed upon and authorized separately by the City in writing, shall be completed on a “Time and Materials” basis in accordance with the attached Hourly Rate Sheet. Such additional services may include:

- 2.1.1 Surveying
- 2.1.2 Geotechnical, Environmental and/or Hazardous Material Investigations
- 2.1.3 Any other service not otherwise included in the Basic Services

3.0 City Provided Services:

- 3.1 City shall provide Engineer with the following:
 - 3.1.1 Access to Project Sites
 - 3.1.2 Existing Drawings and Reports

COMPENSATION:

Our estimated budget for the Basic Services is \$49,600.00 (Lump Sum).

SCHEDULE:

We anticipate the project duration to be three (3) months.

AUTHORIZATION:

Should this proposal meet with your approval, please sign and return to our office by mail or email at gwine@huitt-zollars.com. We will schedule the above services as soon as we receive your authorization. If you have any questions, please call.

Respectfully submitted,
Huitt-Zollars, Inc.



Gregory R. Wine, P.E., LEED AP
Senior Vice President

Enclosure

**Accepted and Approved for
City of Lakeway**

(Signature)

(Name)

(Title)

(Date)

HUITT-ZOLLARS

2018 HOURLY RATE SHEET

Engineering/Architecture

Principal-In-Charge	\$ 245.00
Design Principal	\$ 210.00
Sr. Project Manager	\$ 210.00
QA Manager	\$ 190.00
Project Manager	\$ 185.00
Sr. Civil Engineer	\$ 180.00
Sr. Structural Engineer	\$ 190.00
Sr. Mechanical Engineer	\$ 180.00
Sr. Electrical Engineer	\$ 185.00
Civil Engineer	\$ 175.00
Structural Engineer	\$ 170.00
Mechanical Engineer	\$ 150.00
Electrical Engineer	\$ 160.00
Plumbing Engineer	\$ 150.00
Engineer Intern	\$ 120.00
Sr. Architect	\$ 185.00
Architect	\$ 150.00
Architect Intern 1	\$ 90.00
Architect Intern 2	\$ 110.00
Architect Intern 3	\$ 140.00
Sr. Landscape Architect	\$ 165.00
Landscape Architect	\$ 130.00
Landscape Architect Intern	\$ 95.00
Sr. Planner	\$ 205.00
Planner	\$ 120.00
Planner Intern	\$ 80.00
Sr. Designer	\$ 150.00
Designer	\$ 125.00
Sr. CADD Technician	\$ 130.00
CADD Technician	\$ 90.00

Interior Design

Sr. Interior Designer	\$ 110.00
Interior Designer	\$ 95.00
Interior Designer Intern	\$ 75.00

Survey

Survey Manager	\$ 160.00
Sr. Project Surveyor	\$ 150.00
Project Surveyor	\$ 125.00
Surveyor Intern	\$ 120.00
Survey Technician	\$ 105.00

Survey Crews

1-Person Survey Crew	\$ 95.00
2-Person Survey Crew	\$ 140.00
3-Person Survey Crew	\$ 170.00

Construction

Construction Manager	\$ 175.00
Resident Engineer	\$ 165.00
Sr. Project Representative	\$ 125.00
Resident Project Representative	\$ 95.00

Administrative

Sr. Project Support	\$ 95.00
Project Support	\$ 70.00

Reimbursable Expenses

Consultants	Cost + 10%
Other Direct Costs	Cost + 10%
Mileage	IRS Standard Business Mileage Rate

Item # 4

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Julie Oakley, CPA
Assistant City Manager

Staff Report

Meeting date: November 7, 2018

Agenda item: Comprehensive Plan Steering Committee Update on Request for Proposals for Comprehensive Plan Consulting Services and related budget.

Background: On Tuesday, November 6th the Comprehensive Plan Steering Committee will conduct interviews with potential consultants.

Larry Harlan, the chair of the committee, will be in attendance to update city council on the consultant hiring process and the committee's work to date.

Fiscal Impact: The proposals received from consultants are higher than the budgeted amount of \$25,000. This is due in part to the scope of services changing not only to include an update to the current plan, but to also include an actionable strategic plan and financial plan. The chair will review fiscal information with city council and likely request additional funding.

Enclosure(s): None