

**NOTICE IS HEREBY GIVEN THAT
THE CITY COUNCIL OF THE CITY OF LAKEWAY, TRAVIS COUNTY, TEXAS
WILL MEET IN SPECIAL SESSION ON
MONDAY, JULY 29, 2019, 6:00 P.M.
LAKEWAY CITY HALL, 1102 LOHMANS CROSSING, LAKEWAY, TEXAS 78734**

WORKSESSION

- 1. Establish Quorum and Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Compensation Study report.**
- 4. Approve a professional engineering services proposal from Huitt-Zollars to perform a transportation study for the City of Lakeway.**
 - Staff report by City Manager Steve Jones.
 - Citizen participation.
 - Council discussion/action.
- 5. Receive an Update on the Facility Needs Assessment project.**
 - Staff report by Assistant City Manager Julie Oakley.
 - Citizen participation.
 - Council discussion/action.
- 6. Resolution No. 2019-07-29-01 – A Resolution creating the Facility Steering Committee.**
 - Staff report by City Manager Steve Jones.
 - Citizen participation.
 - Council discussion/action.
- 7. Worksession: FY2020 Budget.**

CONSENT AGENDA: All items may be approved by one Council vote. Members of the Council may pull items from the consent agenda for discussion.

- 8. Approve Resolution: Resolution No. 2019-07-29-02 appointing a member to the Arts Committee.**

END CONSENT AGENDA

9. Adjourn.

Signed this the ____ day of July, 2019.

(for) Sandra L. Cox, Mayor (City Manager Steve Jones)

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 July 2019 at ____ o'clock __.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 # 4

[Return to Agenda](#)

Staff Report

Meeting date: July 29, 2019

Agenda item #4:

Approve a professional engineering services proposal from Huitt-Zollars to perform a transportation study.

Background and Discussion:

The city has committed \$5 million, subject to voter approval in May of 2020, to fund the city's portion of the RM 620 improvement project. In preparation for the election, it would be prudent to evaluate other possible transportation projects to determine if they warrant being included in a transportation program that could be delivered to the voters at the election.

To that end, Mayor Cox has requested a proposal from Huitt-Zollars to conduct an engineering study to determine the demand and cost-benefit of possible road projects.

Fiscal Impact:

The proposed cost of the study is \$127,950 plus the cost of traffic counts not to exceed \$25,000, for a not to exceed amount of \$152,950.

Requested Action:

Accept and approve the Huitt-Zollars proposal to perform a transportation study for Lakeway.

Supporting Documents:

Copy of proposal

Steve Jones
City Manager
City of Lakeway
1102 Lohmans Crossing Rd.
Lakeway, TX 78734

Reference: Transportation Bond Facilitation
 Lakeway, Texas

Subject: Proposal for Professional Engineering Services

Dear Mr. Jones:

The Consultant Team will carry out the following work program to facilitate the efforts of the City of Lakeway to develop a program of recommended short- and long-term multi-modal improvements to transportation infrastructure that will meet community economic, cultural, social and environmental goals and objectives. The program is designed to solicit and use input and support from City policy makers, staff, planning partners and stakeholders. The specific tasks to be performed in carrying out this work program include:

Task 1: Project Identification

The Consultant Team will work with the City leadership, staff and planning partners to identify an inventory of candidate projects for inclusion in the City's infrastructure investment program.

Task 1.1 Interviews with City leadership and staff – The first step in the process is the identification of projects through input with City leadership and staff. These interviews will help the team to understand the previously identified transportation challenges and the on-going initiatives that are a part of the City planning process. We anticipate that this task will be completed one week after notice-to-proceed (NTP).

1.2 Steering Committee – the Consultant Team will work with a Steering Committee appointed by the City to facilitate the process of identifying projects (roadway and pedestrian) for the transportation infrastructure investment program. Information about transportation challenges and potential solutions will be discussed with the Steering Committee to ensure that the conclusions of the Consultant Team are consistent with City goals and objectives. The Consultant Team will facilitate the meetings (4 anticipated) of the Steering Committee by:

1. Developing topics for the agenda for consideration by the committee chairman
2. Participating in all Steering Committee meetings
3. Presenting substantive content on the activities identified in this scope
4. Documenting the meetings with a meeting summary of the primary topics covered, action items, and meeting outcomes undertaken

Task 1 Deliverable:

- An inventory of candidate projects to be considered by the City for inclusion in its transportation infrastructure investment program

Task 2: Develop Project Cost Estimates

The Consultant Team will conduct a stratified cost estimating procedure with projects receiving initial order of magnitude cost estimates and then, after the projects have been evaluated and prioritized in Task 4, more detailed and rigorous cost estimates will be performed on a limited subset of high priority projects being proposed for the bond program. The cost estimation procedure will be conducted in two steps:

Task 2.1 Professional Estimate of Probable Costs – The initial analysis of costs will be performed by developing a professional opinion of likely project costs based on a pre-defined set of typical sections and applying industry standard factors for construction cost per mile, average ROW cost by area type, Preliminary Engineering costs (as an industry standard % of construction), contingency etc; The project elements will be based on TxDOT standard project phase definitions. These conceptual costs will be used in the early stages of the project evaluation process to provide order of magnitude cost estimates for use in putting together and prioritizing packages of projects.

Task 2.2 Detailed Cost Estimates – Once a set of high priority projects has been identified, more detailed cost estimates will be performed. The components to be estimated will include engineering, right of way, external third-party costs (utilities), construction costs, environmental mitigation, construction administration, operations and maintenance (if needed), and contingencies. These components encompass a comprehensive estimate to enable the City to fully assess the program and make informed decisions in the program development process and to develop the financial strategy described in Task 6.

Task 2 Deliverables:

- Conceptual Cost estimates on the inventory of candidate projects as received from the City
- Detailed cost estimates for priority projects identified for inclusion in the 2020 bond program

Task 3: Solicit Public Input on Candidate Projects

The objective of Task 3 is to administer a public outreach / public participation program that disseminates information and obtain public input on the transportation infrastructure investment program being developed by the City. In support of the Public Participation process, the Consultant Team, in coordination with the City, will define a public involvement program to include establishing a project website, conducting stakeholder meetings, communicating information about local transportation issues. Following is a discussion of each of these elements.

3.1 Project webpage and other communication mechanisms – The main vehicle for public input will be a webpage on the City’s website where the public can 1) read about the candidate projects; 2) monitor and review the evaluation process; and 3) provide input to the evaluation and review process. Setting up a dedicated web page covering events, project milestones, maps, and other information about the facilitation project is recommended.

3.2 Open House Meeting – At a point in the study to be designated by the City, the Consultant Team will prepare for, schedule and conduct one (1) Open House event to provide information to the public about the Bond Program Facilitation Process and provide an opportunity for public comment on the Bond Program and feedback on the candidate projects. At the open house, the Consultant Team will provide clear and concise information about the issues identified, the analysis being carried out and the solutions

being proposed. The Consultant Team will also record, compile and report back to the City a compilation of community feedback and comments for consideration by the City in developing the Bond Program.

Task 3 Deliverables:

- A webpage for the City website to provide opportunity for continuous access and participation.
- One (1) Open House Event to provide information and solicit public feedback on the bond program.

Task 4: Evaluate Candidate Projects

The Consultant Team will develop a process to evaluate candidate projects in terms of their overall project scope, performance, cost effectiveness and relevance to community goals and objectives. These projects include:

- Serene Hills from Flintrock to Lakeway BLVD
- Flintrock from dead-end to Bee Creek (or Extension of Flintrock to Bee Creek Road)
- Main Street between 620 & Lohman’s
- Lohmans Spur from Lohmans to Main Street
- Medical Drive from Birrell to Lohmans
- Clubhouse to Clara Van connection
- Clara Van to Meadowlark connection
- Farris Drive from Gebron to Meadowlark
- O’Reilly & Pyramid between the two schools
- North to South running Shared Use Path
- Additional sidewalk gaps within the City

The evaluation process will be designed with a dynamic and flexible approach that can take into consideration the differences in evaluating long-term versus short-term improvements as well as evaluating system maintenance and preservation projects versus capacity improvements.

4.1 Develop Data Resources – The evaluation process will be based upon an agreed upon set of performance measures developed in consultation with the City, the public and other stakeholders. The criteria will be designed to determine how well a project meets community goals and addresses City policy objectives. To develop data and provide context for these criteria the Consultant Team will review previously compiled data and completed and on-going applicable studies in the study area as well as assemble background information on the history, content, processes and outcomes of previous transportation infrastructure investment initiatives in the City.

4.2 Measure Travel Demand – To understand and analyze the impacts of traffic from all sources, the Consultant Team will use the existing, available model runs and deficiency analyses previously performed with the CAMPO travel demand model (TDM) as part of the regional transportation planning process to identify both the current and anticipated future travel demand within the City of Lakeway as well as the impacts of trips to and from other parts of the region.

4.3 Develop Traffic Models – Using the information obtained from the CAMPO TDM the Consultant Team will develop a **City of Lakeway Traffic Demand Model** to identify and analyze the location and severity of anticipated problems likely to occur given current growth trends. Traffic counts and turning movement counts will be obtained for the candidate projects and used in the model. The traffic model will then be used to test the effectiveness of proposed solutions provided by the candidate projects to evaluate their

effectiveness in addressing the identified needs. Performance measures will then be developed to assess the effectiveness of each proposed project's ability to improve expected substandard performance.

4.4 Project Evaluation – The Consultant Team will assist the City in considering the relevance and importance of each of the performance measure and the evaluation criteria. Selection and weighting of the final set of performance measures and criteria will be decided by the City. Using the performance measures and weighting criteria designated by the City, the Consultant Team will develop a set of spreadsheet-based tools that apply the measures of effectiveness and project priorities identified by the City. The criteria may be either quantitative (based on measurable system performance and transportation impact criteria) or qualitative (based on policy imperatives such as safety, economic development or quality of life). The process is designed to provide for structured, performance-based input to decision makers on each candidate project that could not only be applied to develop an initial inventory of proposed projects, but to also evaluate and prioritize projects as the program of projects is adjusted or revised.

The Consultant Team will also assess factors such as project cost, state of readiness and community acceptance to help optimize the use of available resources, mitigate demonstrable risks, and respect the wider policy and community background that promotes and preserves stakeholder buy-in.

Task 4 Deliverable:

- A Comprehensive set of transportation system Data Resources for use in project evaluation and prioritization
- A traffic analysis model for use in analyzing and evaluating project alternatives
- A project evaluation and prioritization matrix based on criteria selected by the City for use in project selection

Task 5: Master Project Development and Implementation Schedule

The Consultant Team, in consultation with the City, will develop a master project development and implementation schedule that identifies the timeline and milestones for each project development and implementation activity. The schedule will identify critical path tasks and assess the risk of delay associated with execution of each milestone or project phase.

The schedule will be provided as a timeline in graphic format using a GANTT chart or other industry standard representation. These schedule representations will be provided to the City in hard copy and electronic format and will be web enabled for access over the Internet. Project phasing will be based on standard industry phasing elements.

Task 5 Deliverable:

- A master project development and implementation schedule that identifies the timeline and milestones for each project development and implementation activity

Task 6: Final Report

When the selection, analysis and prioritization of transportation projects has been completed and the program has been approved by City leadership, the Consultant Team will develop a Transportation Infrastructure Investment Program Report documenting the assumptions, methodology and outcomes of the study that will serve as a resource for implementation of the transportation infrastructure investment program. The report will be designed to:

1. Provide City leadership, staff and the public a transparent and comprehensive resource to fully understand how the projects were selected and how the program helps the City meet community goals and objectives.
2. Serve as the basis for future development of a full Transportation Master Plan to provide the multimodal transportation system framework within which the infrastructure investment program will be implemented.

Task 6 Deliverables:

- Draft Transportation Infrastructure Investment Program Report
- Final Transportation Infrastructure Investment Program Report based on City review and feedback
- Executive Summary /Infographic Brochure to accompany the Final Report

Additional Services:

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 Client, 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 Client in writing, shall be completed on a “Time and Materials” basis in accordance with the attached Rate Sheet. Such additional services may include:

- Survey services
- Plans development for construction
- Any other service not otherwise included in the Basic Services

Client Provided Services:

In order to maintain the Project scope and fee, Client shall provide HZ with the following:

- Steering Committee members and location for meetings
- Existing Drawings, Reports and Studies

COMPENSATION:

Our estimated budget for the Basic Services is \$127,950.00 (Lump Sum) and billed on a percent complete basis per task below.

Task 1.1	-	\$3,852.00
Task 1.2	-	\$7,108.00
Task 2.1	-	\$8,776.00
Task 2.2	-	\$11,198.00
Task 3.1	-	\$7,016.00
Task 3.2	-	\$17,638.00
Task 4.1	-	\$11,834.00
Task 4.2	-	\$9,240.00
Task 4.3	-	\$16,128.00
Task 4.4	-	\$11,698.00
Task 5	-	\$9,426.00
Task 6	-	\$14,036.00

Traffic and turning movement counts will be paid on an as needed basis for each corridor, but will not exceed \$25,000.00.

SCHEDULE:

We anticipate the project duration for each phase of the project to be as follows:

Figure 1: Schedule

Task Name	Duration	Start	Finish
Bond Facilitation Schedule	133 days	8/1/2019	2/3/2020
Notice to Proceed (NTP)		8/1/2019	8/1/2019
Steering Committee Meetings	70 days	9/5/2019	12/12/2019
Task 1: Project Identification	45 days	8/1/2019	10/2/2019
Task 2: Develop Project Cost Estimates	45 days	9/12/2019	11/13/2019
Task 3: Solicit Public Input on Candidate Projects	52 days	9/5/2019	11/15/2019
Task 4: Evaluate Candidate Projects	52 days	9/5/2019	11/15/2019
Task 5: Master Project Development and Implementation Schedule	20 days	11/4/2019	11/29/2019
Task 6: Transportation Infrastructure Investment Program Report	36 days	12/16/2019	2/3/2020

AUTHORIZATION:

Should this proposal meet with your approval, please sign and return to our office by mail or email at beverett@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.

Brian Everett, P. E.
Vice President

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

**Accepted and Approved for
City of Lakeway**

(Signature)

(Name)

(Title)

(Date)

DRAFT

Item # 6

[Return to Agenda](#)

**CITY OF LAKEWAY
RESOLUTION NO. 2019-07-29-01**

**A RESOLUTION OF THE CITY OF LAKEWAY, TEXAS
APPROVING THE CREATION OF THE
FACILITY NEEDS STEERING COMMITTEE**

WHEREAS, the City of Lakeway desires to undertake a process to study its existing and future need for facilities to safely and effectively meet the present and future service requirements of the public; and

WHEREAS, guidance, community outreach, and public involvement will be an important part of that process; and

WHEREAS, the City Council desires to create a Facility Needs Steering Committee to assist it in the study and evaluation of the city's facility needs and developing recommendations for strategies, plans, and objectives to address and accommodate such needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAKEWAY, TEXAS, THAT:

1. A Facility Needs Steering Committee is hereby created.
2. The Facility Needs Steering Committee shall:
 - a) Study and evaluate the future facility needs of the city.
 - b) Recommend strategies, plans, and objectives to address identified concerns.
 - c) Advise the City Council on matters related to future facilities.
3. The Facility Needs Steering Committee shall consist of seven members, who shall be residents of the City of Lakeway. All members shall be appointed by resolution of the City Council.
4. The Facility Steering Committee shall dissolve upon making a final report of its work and recommendations to the City Council.
5. The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.

6. All provisions of any Resolution of the City of Lakeway in conflict with the provisions of this Resolution are hereby repealed. All other provisions of any Resolution of the City of Lakeway not in conflict with this Resolution shall remain in full force and effect.
7. This resolution shall become effective from and after its passage.
8. The meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED & APPROVED this, the _____ day of _____, 2019, by the City Council of Lakeway, Texas.

CITY OF LAKEWAY:

By: _____
Sandra L. Cox, Mayor

ATTEST:

Jo Ann Touchstone, City Secretary

Item # 9

[Return to Agenda](#)

Resolution No. 2019-07-29-02

**A RESOLUTION OF THE CITY OF LAKEWAY, TEXAS
APPOINTING A MEMBER TO THE
ARTS COMMITTEE**

WHEREAS, Section 7.07 of the Lakeway City Charter provides the Council shall have authority to establish, by ordinance or resolution, such committees as it may deem necessary for the conduct of City business and management of municipal affairs; and

WHEREAS, Resolution Number 99-12-20-4 established the City of Lakeway Arts Committee; and

WHEREAS, the City Council desires to fill a vacancy currently existing on the Arts Committee; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEWAY, TEXAS:

That the below named person is hereby affirmed and appointed as a member of the Arts Committee for a term of office that shall run concurrently with the term of the mayor, and shall continue until a successor is appointed, unless otherwise determined by the City Council:

Victoria Dawson

All provisions of any Resolution of the City of Lakeway in conflict with the provisions of this Resolution are hereby repealed. All provisions of any Resolution of the City of Lakeway not in conflict with this Resolution shall remain in full force and effect.

PASSED AND APPROVED this 29th day of July, 2019.

Sandra L. Cox, Mayor

Jo Ann Touchstone, City Secretary