

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

Meeting Date: April 19, 2023

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action regarding an update to the K. Friese and Associates billing rates for City Engineering Services

**Description:**

When the City of Rollingwood Contracted with K. Friese and Associates, a corresponding fee schedule was approved. KFA has submitted a new list of categories and rates, which have been updated for 2023 to reflect their current pay scales.

Hourly Rate Increases Proposed by Name/Title:

Title	Name	Old Hourly Rate	New Hourly Rate	% Increase
Senior Project Manager	Abe Salinas III	\$ 220	\$ 285	30%
Project Manager	Tyson Hasz	\$ 185	\$ 265	43%
Project Engineer	Greg Blackburn	\$ 180	\$ 185	3%
Design Engineer	Aldo Hernandez	\$ 145	\$ 150	3%
Engineer in Training	Phil Williams	\$ 110	\$ 125	14%
GIS Analyst	Matthew Stotts	\$ 125	\$ 130	4%
Senior Planner	Brandon Melland, Terri Gaston	\$ 170	\$ 180	6%
Administration/ Accounting	Javier Aguilar	\$ 90	\$ 105	17%
Engineering Technician	Anna Ballard, Suzanne Wissel	\$ 110	\$ 110	0%
	Average	\$ 148	\$ 171	13%

Based on these new rates, staff estimates that our General Engineering costs will increase approximately 30% due to the rate increase for the city's project manager as well as support staff.

The average billing for a full drainage review for a project from April 2022-March 2023 was \$1,561. Drainage reviews are generally conducted by Tyson Hasz and a design engineer or

engineering technician. Assuming Tyson does 50% of the work, staff estimates this average to go up approximately \$500 per project.

The average billing for a full zoning review for a project from April 2022-March 2023 was \$1,122. Zoning reviews are conducted by a senior planner, whose rates are proposed to increase 6%. Assuming senior planners continue to do this work, staff estimates this average to go up approximately \$70 per project.

Drainage and Zoning Reviews are paid for in the application fees for projects. With the proposed increase in these review rates, staff would recommend to undergo a building fee study to ensure that the application fees we are charging are adequate to cover the cost of reviews.

Increases in other areas (GIS, Water, Wastewater, General Drainage) will vary based on hours required and use.

**Action Requested:**

To take action on an update to the K. Friese and Associates billing rates for City Engineering Services

**Fiscal Impacts:**

Increase in City Engineering costs as detailed above

**Attachments:**

- 2022 vs. 2023 Category Rates by Person