



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** December 20, 2023  
**PREPARED BY:** Pauline Gray, P.E  
**DEPARTMENT:** City Engineer

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an amendment to Statement of Work No. 18 for the 2022 CIP Update.

### BACKGROUND/SUMMARY:

This amendment is for additional engineering work required for the creation of a Roadway Impact Fee for the City of Manor. Work has been completed on the water and wastewater impact fees and the Council approved the fees in July 2023. After the water and wastewater impact fees were updated, the focus turned to creating a new Roadway Impact Fee for the City. This process has taken longer than expected with the Advisory Committee asking for additional revisions and information for the Roadway Impact fee, additional work is required.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** Yes – Payable with Impact Fees  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Exhibit A, Statement of Work No. 18A

### STAFF RECOMMENDATION:

The city staff recommends that the City Council approve and award Statement of Work #18A to George Butler Associates, Inc. for the 2022 CIP Update project in the amount of \$6,000.00.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**

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