



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

EXHIBIT A

Statement of Work (SOW) No. 18

TO MASTER SERVICES AGREEMENT

Statement of Work No. 18 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: 2022 Community Impact Fee (CIF) Program Update. Review current program status and new growth needs with advisory committee. Perform growth projections, land use assumptions, and conduct public hearing/meetings. Develop impact fee capital improvements project list for water, wastewater and roadway facilities, prepare cost estimates with fee-eligible portions, recommend new fee structure and conduct public hearing/meetings. Furnish support documentation and mapping for City files and provide implementation guidelines.

SCOPE OF SERVICES:

TASK 1: REVIEW ADVISORY COMMITTEE MAKEUP AND ACTIVITIES

Reconstitute Advisory Committee (AC) from 2021 and revise committee member selection as necessary. Review last meeting to initiate the 2022 update.

SUBTASK 1: Contract Maintenance.

SUBTASK 2: Kickoff Meeting. Initial meeting to review AC roles and responsibilities, current program status and set schedule for CIF update.

TASK 2: EVALUATE LAND USE ASSUMPTIONS (LUA) WITH ASSISTANCE FROM AC

SUBTASK 1: Generate Updated LUA Map. The ENGINEER will update the CITY's existing LUA map with AC input for 2022 to reflect anticipated changes in development projects and timelines.

SUBTASK 2: Review LUA Map with AC. AC will provide comments to ENGINEER on the updated LUA map.

SUBTASK 3: Revise LUA Map from AC Comments. ENGINEER will incorporate discussed AC changes in LUA map before presentation to City Council.

SUBTASK 4: Present LUA Map to City Council. ENGINEER will attend City Council meeting to present revised LUA map.

TASK 3: GENERATE POPULATION PROJECTIONS AND CAPITAL IMPROVEMENT PROGRAM (CIP) NEEDS

SUBTASK 1: Generate Population Projections and CIP Needs. ENGINEER will work with City Staff and AC to develop expected population growth projections based upon the updated LUA map, and available comprehensive plan data.

TASK 4: GENERATE CIP WITH REVIEW AND COMMENT FROM AC

SUBTASK 1: Generate CIP and Review with AC. ENGINEER will revise the CIP elements accordingly to meet the utility and roadway facility service requirements as determined via the updated LUA's and population projections.

SUBTASK 2: Review CIP with AC. ENGINEER will incorporate discussed AC changes in the CIP before presentation to City Council.

SUBTASK 3: CIP Revision. Revise CIP from AC Comments ENGINEER will attend City Council meeting to present revised CIP.

TASK 5: PRESENT LUA'S AND CIP TO COUNCIL; DISCUSS CIF CALCULATION

SUBTASK 1: Present CIP to Council and Discuss CIF Calculation. Engineer to present CIP elements and budget, and discuss methodologies for CIF calculation and assessment. Information will include survey of local area CIFs for selected municipalities to compare against current, maximum and proposed CIFs.

TASK 6: RECOMMEND COMMUNITY IMPACT FEE

SUBTASK 1: Update Ordinance. ENGINEER will revise CIF Ordinance to reflect changes to CIF costs, and maximum assessable CIF.

SUBTASK 2: Recommend CIF. ENGINEER will provide updated CIF Ordinance, including CIF amounts as recommended by the AC to the City Council for consideration.

ADDITIONAL SERVICES:

Services specifically excluded under this Agreement include:

1. Additional meetings and site visits not specifically listed.
2. Any other service not specifically listed.

COMPENSATION:

TASK 1 FEE:	\$4,300
TASK 2 FEE:	\$22,500
TASK 3 FEE:	\$3,400
TASK 4 FEE:	\$27,600
TASK 5 FEE:	\$2,200
TASK 6 FEE:	\$3,100

Grand Total (Tasks 1-6): \$63,100

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____

Frank T. Phelon
By: _____

Date: _____

Date: 8/30/2022