

Additional Service Agreement

Boerne Unified Development Code – Handbook

This Additional Service Agreement is issued to amend the scope of services for the creation of the Handbook that is intended to accompany the newly adopted Boerne Unified Development Code.

I. Client Information

Name: City of Boerne, Texas
Address: 402 E. Blanco
Boerne, TX 78006
Contact: Laura Haning

II. Consultant Information

Name: MOSAIC Planning and Development Services, Inc.
Address: 18756 Stone Oak Parkway, Suite 200
San Antonio, TX 78258
Contact: Carissa Cox

III. Additional Services

Additional Services shall be referenced and invoiced as *Task 10: Additional Services 3*, and are described in Exhibit A. They include:

- 10.1 Meetings and Project Coordination
- 10.2 Handbook, Per Original Project Scope

IV. Additional Compensation

The total approved budget for the tasks in this additional service authorization shall not exceed \$19,500.00. The cost of services by task is as follows:

Task 10.1: Meetings and Project Coordination	\$4,800.00
Task 10.2: Handbook, Per Original Project Scope	\$14,700.00
Total:	\$19,500.00

V. Effective Date

The terms of this Additional Service Agreement will be in effect beginning on the date of the execution of this agreement and shall remain in effect until September 30, 2021.

VI. Identification of Exhibits

Exhibit A Additional Services for the Boerne Unified Development Code

VII. Terms and Conditions

Except as amended herein, the terms and conditions of the original contract shall apply.

Any work that is authorized in writing by the Client, which is beyond the services of the original contract as amended, or the scope identified in this Additional Service Agreement, shall be billed at an hourly rate as follows:

Principal (Carissa Cox)	\$150.00
Senior Planner (Eli Pearson)	\$75.00

VIII. Authorization to Proceed

MOSAIC is hereby authorized to proceed with the work identified in this agreement, according to all terms and conditions.

MOSAIC Planning and Development Services, Inc.

Represented by:

A handwritten signature in blue ink, appearing to read "Carissa Cox", is written over a horizontal line.

Carissa Cox, AICP
President

Date:

06/17/2021

City of Boerne

Represented by: _____

Date: _____

Exhibit A

Scope of Services: UDC Handbook

Once the Unified Development Code takes effect, it will be important to provide the community with tools to understand the new regulations. A handbook was identified as a key component of this project when it was originally scoped in 2019. The Handbook will provide high level, descriptive information about development in Boerne. This will include answers to frequently asked questions, contact information, process graphics for platting and permitting, an overview of zoning in Boerne (base zoning and overlays, as well as the SUP process), and information about the new sign regulations. The unforeseen turn of events that have occurred since COVID in March of 2020 have led to several subsequent additional services, several timeline extensions, and redirection of projects funds to allow for virtual communications and extended public engagement, using up a significant portion of the original Handbook budget.

The work required to complete the handbook and to finalize the adoption and amendment process for the Unified Development Code is summarized in the tasks that follow.

10.1 Meetings and Project Coordination

There have been two Planning and Zoning Commission meetings in June that were beyond the scope and budget of the previous Additional Services Agreement. In addition to the costs incurred by these two meetings, regular coordination with City Staff will be necessary to ensure successful adoption of the UDC amendments and the zoning map, including technical advice on any outstanding challenges or issues. This task also includes general project management and oversight, as it relates to timeline and all project deliverables.

Cost for meetings and project coordination:

\$4,800.00

10.2 Handbook, Per Original Project Scope

Much of the original Handbook budget has been used to meet unforeseen project needs that have arisen after the project was initiated. These needs included the creation of the rules-based zoning map, the creation of the At-A-Glance sheets that were used for outreach and communication during the timeline extension, meetings with the P&Z subcommittee, which was appointed after the previous Additional Service Agreement was executed, and for the creation of the Visual Preference Survey that was used to gather input when in-person meetings were prohibited last summer due to COVID.

Creating the handbook as originally scoped would require continued work on content creation and layout, modification to existing illustrations, and coordination with City Staff. The handbook will be organized into sections that can function as standalone documents for future use by City Staff for communication with developers and with the public. The layout will be graphic in nature.

Cost for completion of the UDC Handbook:

\$14,700.00