

**AMENDMENT #2 TO LANDSCAPE ARCHITECTURAL DESIGN CONTRACT**  
**RVi No.144226**

This Amendment to the Agreement for Landscape Architectural Services (the "Amendment") is entered into effective as of the date of the last party's execution below by and between Williamson Co., Texas, ("County") and RVi ("LA").

**I. RECITALS**

- A. County and LA entered into that certain Agreement for Landscape Architectural Services for Phase V of the Brushy Creek Regional Trail Development dated as of March 30<sup>th</sup>, 2015 (the "Original Agreement") and desire to amend the Original Agreement.
- B. As contemplated and set out in the Original Agreement, County now desires to proceed with obtaining from LA the services referred to and defined as "Phase II Services" in the Original Agreement and; therefore, the County and LA have set out the scope, compensation and production schedule of the Phase II Services in this Amendment.
- C. Except as expressly modified by this Amendment, the terms and conditions of the Original Agreement and any prior supplemental agreements and/or amendments thereto shall remain unchanged and in full force and effect.

**II. PROJECT PARAMETERS**

- A. The parties agree that Article 1, Article 3, and Exhibit A of the Original Agreement, and Supplemental Agreement No.1 is hereby amended by adding the following Phase II Services: Construction Document Services, Regulatory Review, Bidding/Negotiations Services, Construction Phase Services, and Surveys & Studies Services for the Project. See attachment A for project limits.
- B. The project will consist of the construction of a 10' wide Shared Use Path segment of Brushy Creek Regional Trail approximately 1 mile (Exhibit A, Segment "A") in length that will parallel and cross Brushy Creek. One pedestrian bridge is to be constructed. (Approximately 250 linear ft. of an elevated precast concrete boardwalk application (Permatrak) will be required as well).

**III. CONSTRUCTION DOCUMENT PHASE**

Based on the approved Design Phase Services by the County, the LA shall prepare Construction Contract Documents including:

- A. Plan, section, elevation, and typical detail drawings, that set forth in reasonable detail the requirements for construction of the Project components, including depiction of their size, shape, dimensions, and locations; including construction plans required for TxDOT submittal.

1. Construction drawings include the following sheets:
    - a) Title Sheet -1
    - b) Index Sheet -1
    - c) Estimate and Quantity Sheets -4
    - d) Project Layout and Survey Control Sheets -2
    - e) General Notes Sheets -15
    - f) Typical Sections -1
    - g) Shared Use Path Plan and Profile Sheets (1:50 scale) -12
    - h) Miscellaneous Path Details -1
    - i) SW3P -6
    - j) Cross Section Sheets – 60
    - k) TxDOT Standard Details -28
  2. Drainage Design Services; Prepare construction plans for the proposed drainage improvements. This includes the following approximate number of sheets:
    - a) Overall Drainage Area Map – 3
    - b) Miscellaneous Plan Sheets -1
    - c) TxDOT Standard Details -8
    - d) HEC-RAS & HEC-HMS evaluation of the proposed river crossing
  3. Specifications that identify the materials, equipment, workmanship and quality standards (or performance criteria), for project components.
  4. Utility Coordination and Design including two coordination meetings and Utility Coordination Report.
  5. Coordinate information provided by the County's consultants.
- B. Initiate geotechnical testing and reporting required for bridges, boardwalk and structural retaining walls (if required).
- C. Review for compliance with all applicable state, federal and local regulations regarding historic structures; archeological or paleontological items of significance; preparation of any status reports required.
- D. Review for conformance with the Americans with Disabilities Act and Texas Accessibility Standards.
- E. Prepare 95% drawings and submittal for TxDOT Review. Coordinate with TxDOT reviewer on revisions necessary to satisfy requirements set forth by agency and CAMPO grant. Provide up to one review meeting with TxDOT.
- F. Prepare 100% drawings and estimate of probable costs, and meet with County staff to review.
- G. Prepare an opinion of probable cost of the construction based on the Construction Documents.

LA may include escalation factors and contingencies. Opinions of cost are based on the experience and judgement of consultants and are merely opinions. LA does not warrant that actual costs will not vary from those options because, among other things, LA has no control over market conditions.

- H. Present plans to Commissioners Court as necessary and appropriate and answer any relevant questions as necessary.

#### **IV. REGULATORY REVIEW**

As requested by the County, and upon approval and authorization to proceed, prepare documents for Brushy Creek Regional Trail, including drawings and calculations related to project components, reasonably required for review by applicable governmental authorities to comply with permitting requirements that are in effect on the date of this Amendment, including:

- A. NEPA Documentation - LA shall prepare (1) Categorical Exclusion (CE) checklist and Summary of Findings Report.
- B. Coordination with TxDOT Environmental Affairs Division (TxDOT ENV), Project Coordination Request (PCR) and non-archeological historic resources survey as required by TxDOT.
- C. City of Round Rock: Site Development Permit
  - 1. LA shall follow all required development permit processes within the City of Round Rock Development Services Office (DSO). LA shall provide all documents necessary to secure approvals and permitting. LA shall provide the following services:
    - a) Establish and attend required Pre-development meeting (1 meeting).
    - b) Prepare necessary plans and application(s) for proposed project improvements.
    - c) Review and address any comments required for approval and permitting (1 meeting).

\*All application and processing fees are the responsibility of the County or billed as reimbursable.

- D. Texas Department of Licensing and Regulations (TDLR): Texas Accessibility Standards (TAS) Compliance
  - 1. LA shall register the project with the TDLR, submit plans and address any comments as required for conditional plan approval to secure compliance with the Texas Accessibility Standards and American with Disabilities Act. TDLR inspection for compliance with TAS will be required upon completion of project construction.

\*All application and processing fees are the responsibility of the County or billed as reimbursable.

- E. Texas Commission on Environmental Quality (TCEQ): Water Pollution Abatement Plan (WPAP)

1. LA shall provide the following services:
  - a) Prepare a WPAP to reflect the proposed improvements for the park.
  - b) Review and incorporate Geological Assessment / Karst Survey within application.
  - c) Meet with TCEP to review application and address any comments required for approval/permitting.

\*All application and processing fees are the responsibility of the County or billed as reimbursables.

## **V. BIDDING AND CONTRACT PHASE**

- A. If requested, the LA, following the County's approval of the Construction Documents, will assist the County in obtaining bids and in awarding contracts for construction of the Brushy Creek Regional Trail.
- B. The Services that may be provided in this phase include:
  1. Assist County during the bidding process.
  2. Coordinate the schedule for bid advertising, pre-bid conference, and bid opening with County Purchasing Department.
  3. Attend pre-bid meeting and prepare addenda (as needed).
  4. Address contractor RFI's, prepare and issue addenda as required.
  5. Attend the bid opening, review/evaluate bids including alternated and formulate bid tabulation.
  6. Provide written recommendation to County staff.

## **VI. CONSTRUCTION ADMINISTRATION PHASE**

- A. LA shall, as part of the Basic Services, visit the site at County's request to observe particular portions of the work identified by the County and to answer questions from the County as to whether those identified portions are, in general being performed in accordance with the Construction Documents. LA may also visit the site periodically to determine whether the completed construction portions of the work is in general conformance with the aesthetic intent of the Construction Documents. The LA will not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the work. The total number of all such County-requested, and periodic, visits included in the basic services is twelve based on a 6 month construction schedule.
- B. Perform the following services as they relate to project components:
  1. Attend pre-construction conference;
  2. Respond to Requests for Information;
  3. Review and process shop drawings, product data and samples (submittals), limited to 2 reviews per submittal;
  4. Review 'as-build' drawings provided by contractor;
  5. Assist County in preparing work descriptions for Change Orders;
  6. Assist County in reviewing applications for payment from contractor;
  7. Assist County in preparing progress memoranda.

- C. Assist County in conducting a Final Observation of the Project to determine, in general, whether the items contained on the punch list have been completed or corrected and are in general conformance with the aesthetic intent of the Construction Documents.
- D. The Construction Observation Phase will terminate when final payment to the contractor is due, or in the absence of a final Certificate for Payment, sixty days after the Date of Substantial Completion of the Work, whichever occurs first.
- E. For the construction phase services budget indicated in this proposal, it is anticipated that construction will be ongoing over a 6-month period from the letting date. Should the schedule for construction exceed this time frame, we request an addition monthly allowance of \$7,500.00 to accomplish the above outlined Phase II Scope of Services during the remaining period of the project.

## VII. SURVEYS AND STUDIES

### A. Geotechnical Engineering Study

- 1. Geotechnical Engineering Study - The broad objectives the Geotechnical Engineering Study will be to determine soil conditions at the site and to develop information concerning foundation design and construction recommendations for a pre-engineered pedestrian bridge. In addition, it will provide pertinent design and construction recommendations for the proposed trail elements to be constructed along the alignment, which may include retaining walls, concrete boardwalk and trails.

- 2. Field Study

Based on requests from the County in determining the geotechnical needs of the project, the following number of borings and boring depths are proposed:

Consideration	No. of Borings	Depth of Borings (ft)
Pedestrian Bridges	4	25
Retaining Wall	3	15
Boardwalk	3	15

Samples will be taken using conventional split-spoon, Shelby-tube, and NX rock core sampling techniques. Borings will be located in the field utilizing a recreation grade hand-held GPS device and/or tape and right angle measurements from existing benchmarks. Our scope of service does not include surveying in the boring locations. Brush Clearing for equipment is included. The borings will be backfilled utilizing auger cuttings generated during drilling activities.

- 3. Laboratory Study

Upon completion of the subsurface exploration, a testing program will be designed to define the strength and classification characteristics of the subsurface soils. The testing program may include moisture content tests, Atterberg Limits (plasticity tests), unconfined compression test, and grain size analyses; however, the type and number of tests will be

based on the subsurface conditions encountered in the field.

4. Engineering Report

The results of the field and laboratory phases of the study will be reviewed by a staff of engineers and geologists. The results of review, together with the supporting field and laboratory data, will be presented in a single written, engineering report. Included therein will be recommendations concerning the design and construction of foundations for the pedestrian bridges, retaining walls, trail, and Permatrak Boardwalk. The Geotechnical Engineering Report will include the following information and recommendations, if applicable:

- a) A summary of the field and laboratory sampling and testing program
- b) Boring logs and laboratory testing results
- c) A review of general site conditions including descriptions of the site, the subsurface stratigraphy, groundwater conditions, and the presence and condition of fill materials, if encountered
- d) Foundation design considerations and recommendations, including:
  - i. Types of shallow and deep foundations
  - ii. Available bearing pressures
  - iii. Lateral load resistance design parameters
  - iv. Groundwater considerations
- e) Foundation construction considerations, including:
  - i. Site drainage
  - ii. Site preparation
  - iii. Select fill materials
  - iv. Foundation excavations
  - v. Excavation considerations
- f) Trail paving thickness recommendations and construction guidelines, if required
- g) The final report will be reproduced in 1 spirally-bound copy and a digital PDF file will also be provided.

B. Topographic Survey

- 1. Topographical survey of an additional 1000' at minimum 20' wide along the proposed alignment to where proposed alignment has deviated from preliminary surveyed alignment. Locate all visible utility features and overhead obstructions along route. Hardwood trees 4" or greater to be located and tagged using City standards. Survey cross sections at maximum 50' intervals and grade breaks.
- 2. Prepare survey control sheets for project limits.

**VIII. PRODUCTION SCHEDULE**

The production schedule for the Phase II Scope of Services is set out in Attachment B, which is attached hereto and incorporated herein for all purposes.

## **IX. ADDITIONAL SERVICES**

- A. All services requested by the County that are not listed in Phase II Scope of Services above are considered Additional Services. Additional Services are not included in the Basic Fee. Additional Services shall only be provided if previously authorized by the County and in accordance with the terms of the Original Agreement.
- B. Additional Services may include, but not be limited to, the following:
  - 1. Obtaining FIS and preparing floodplain permit for any structure encroach on floodplain.
  - 2. Retaining wall design from structural engineer for pedestrian bridge beyond bridge abutments.
  - 3. Structural engineering services not specifically outlined in Phase II Scope of Services.
  - 4. WPAP basin design.
  - 5. All required utility data including surface features and one call markings is included in survey. Additional SUE work not included.
  - 6. Detailed Flood Plain Analysis.
  - 7. FEMA Conditional Letter of Map Revision (CLOMR) and/or Letter of Map Revision (LOMR)
  - 8. Preparation or processing of any permits associated with the disturbance of Waters of the US in accordance with USACE 33 CFR and Section 404 of the Clean Water Act not described in the Basic Services
  - 9. Land Acquisition services
  - 10. Easement acquisition or vacation services
  - 11. Legal Lot Determinations
  - 12. Preparation of multi-use agreement(s) and exhibits
  - 13. Any services related to ROW acquisition
  - 14. Assistance or representation in litigation concerning the property of proposed project
  - 15. Preparation of Phased bid package(s) with reduced scope of items defined herein, including construction drawings and specifications
  - 16. Traffic Impact Analysis
  - 17. TxDOT roadway modifications
  - 18. Traffic Control Plans
  - 19. Construction Staking
  - 20. Conflict Resolution
  - 21. Preparation and processing of Waivers, Variances or Exceptions
  - 22. Services required after final acceptance of construction work
  - 23. Revisions to drawings previously approved by the County and regulatory entities due to changes in: Project scope, budget, schedule, unforeseen subsurface construction conditions or when such revisions are inconsistent with written approvals or instructions previously given; enactment or revision codes, laws, or regulations subsequent to the preparation of such documents.
  - 24. Preparation of presentation materials for marketing or purposes other than those described in the Phase II Scope of Services
  - 25. Public or other presentations beyond those described in the Phase II Scope of Services
  - 26. Provide consultation, drawings, reports and other work products related to permits, approvals and ordinances not described in the Phase II Scope of Services
  - 27. Preparation of record documents from contractor's construction record drawings

- 28. Providing services other than those outlined in the Phase II Scope of Services.
- 29. Traffic study, signal design and/or modifications.
- 30. Design, plans, and construction phase services for the relocation of utilities.

**X. COMPENSATION, HOURLY RATE SCHEDULE AND VENDOR REIMBURSEMENT POLICY**

- A. The parties agree that §11.1 (Compensation) of the Original Agreement, is hereby amended as follows:

1. For the LA's Phase I Services, the County shall compensate the LA the "not-to-exceed" amount of:

**Phase I Services Fees: \$50,000.00 (Previously Completed by LA and Paid by County)**

2. For the LA's Phase II Services set out in this Amendment, the County shall compensate the LA the "not-to-exceed" amount of:

**Phase II Services Fees: \$248,355.04**

- B. The hourly billing rates for Additional Services (if any), which are set forth under Exhibit B of the Original Agreement, shall be amended as follows:

Principal	\$175.00 - \$250.00
Project Director/Director of Planning/Landscape Architecture	\$125.00 - \$200.00
Project Manager	\$100.00 - \$175.00
Landscape Architect, Planner, Designer Production	\$80.00 - \$150.00
Production, Technical, Administrative/Clerical	\$70.00 - \$100

- C. The Williamson County Vendor Reimbursement Policy was amended following the execution of the Original Agreement. The amended version of the Williamson County Vendor Reimbursement Policy, which is attached hereto as Attachment C, shall replace and supplant the prior version of the policy that was set out under Exhibit D of the Original Agreement.





**XI. APPROVED AND ACCEPTED**

This Amendment to Agreement for Landscape Architectural Services is approved and accepted by the County and LA upon both parties signing and dating the Amendment, and returning a signed copy to the LA. The effective date of the Amendment shall be the last date entered below.

**LA: RVE, INC. D/B/A RVi,  
A TEXAS CORPORATION (LA)**

**COUNTY: WILLIAMSON COUNTY, TEXAS**

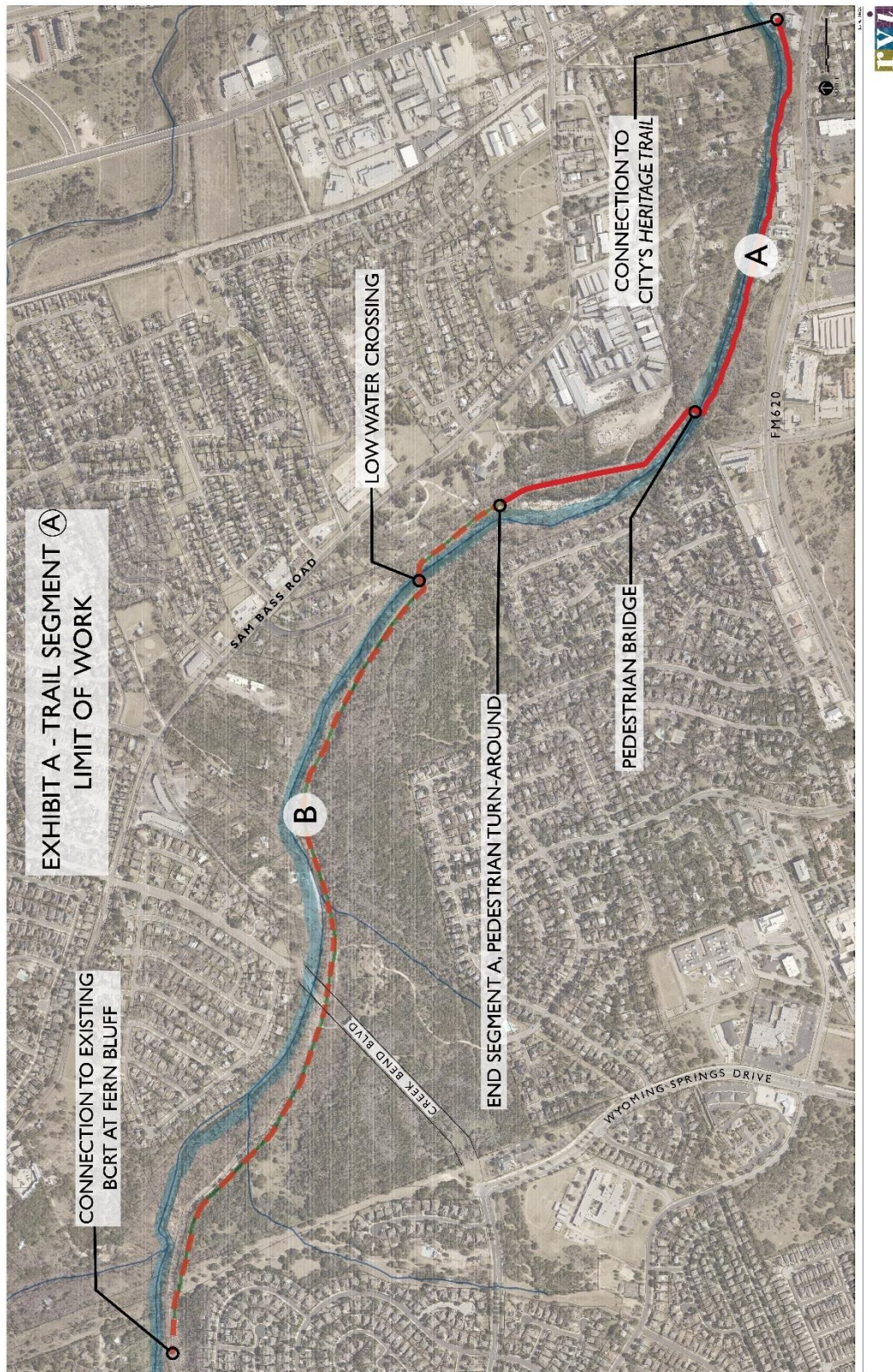
A handwritten signature in black ink that reads 'Barbara Austin'.

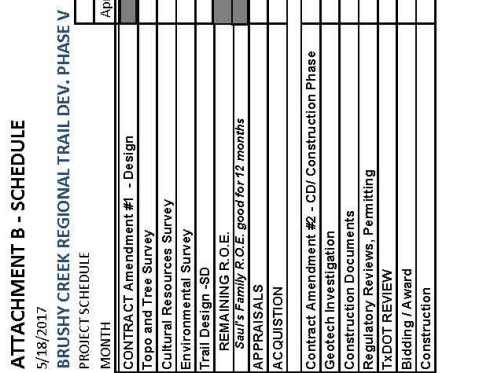
\_\_\_\_\_  
*Barbara Austin*  
*Principal | Director of Park Design*

\_\_\_\_\_  
*Dan A. Gattis*  
*Williamson County Judge*

5-18-2017  
Date

\_\_\_\_\_, 2017  
Date







## ATTACHMENT C

### **Williamson County Vendor Reimbursement Policy**

The purpose of this Williamson County Vendor Reimbursement Policy ("Policy") is to provide clear guidelines to vendors on Williamson County's expectations and requirements regarding allowable reimbursable expenditures and required backup. The Policy will also minimize conflicts related to invoice payments and define non-reimbursable items. This Policy is considered a guideline and is not a contract.

This Policy may be altered, deleted or amended, at any time and without prior notice to vendors, by action of the Williamson County Commissioners Court. Unenforceable provisions of this Policy, as imposed by applicable law, regulations, or judicial decisions, shall be deemed to be deleted. Any revisions to this Policy will be distributed to all current vendors doing business with the County.

#### **1. Invoices and Affidavits**

- 1.1 Invoices must adequately describe the goods or services provided to County and include all required backup (i.e. reimbursable expenses, mileage log, timesheets, receipts detailing expenses incurred etc.) that is in a form acceptable to the Williamson County Auditor. Invoices that do not adequately describe the goods or services provided to County or contain backup that is satisfactory to the Williamson County Auditor will be returned to vendor for revisions and the provision above relating to invoice errors resolved in favor of the County shall control as to the required actions of vendor and when such invoice must be paid by the County.
- 1.2 In the event an invoice includes charges based upon hourly billing rates for services or any other rates based upon the amount of time worked by an individual or individuals in performing services, whether the charges are being billed directly to the County or whether they are the basis of invoices from subcontractors for which the vendor seeks reimbursement from the County, the charges shall be accompanied by an affidavit signed by an officer or principal of the vendor certifying that the work was performed, it was authorized by the County and that all information contained in the invoice that is being submitted is true and correct.
- 1.3 Upon County's request, vendor must submit all bills paid affidavits wherein vendor must swear and affirm that vendor has paid each of its subcontractors, laborers, suppliers and material in full for all labor and materials provided to vendor for or in connection with services and work performed for County and, further, vendor must swear and affirm that vendor is not aware of any unpaid bills, claims, demands, or causes of action by any of its

subcontractors, laborers, suppliers, or material for or in connection with the furnishing of labor or materials, or both, for services and work performed for County.

## **2. Travel Reimbursement**

- 2.1 The County will only cover costs associated with travel on vendors outside a 50 mile radius from Williamson County, Texas.
- 2.2 The County will only cover costs associated with travel as documented work for County. If a vendor is also doing business for another client, the travel costs must be split in proportion to the amount of work actually performed for County and the other client. The only allowable travel expense will be for the specific days worked for Williamson County.
- 2.3 No advance payments will be made to vendor for travel expenditures. The travel expenditure may only be reimbursed after the expenditure/trip has already occurred and vendor has provided the Williamson County Auditor with all necessary and required backup.
- 2.4 Vendors must submit all travel reimbursement requests on each employee in full. Specifically, a travel reimbursement request must include all related travel reimbursement expenses relating to a particular trip for which vendor seeks reimbursement. Partial travel reimbursement requests will not be accepted (i.e. vendor should not submit hotel and mileage one month then the next month submit rental car and airfare). If the travel reimbursement appears incomplete, the invoice will be sent back to the vendor to be submitted when all information is ready to submit in full.
- 2.5 Reimbursement for transportation costs will be at the most reasonable means of transportation (i.e.: airline costs will be reimbursed for coach rate, rental car costs will only be reimbursed if rental car travel was most reasonable means of travel as compared to travel by air).
- 2.6 The County will not be responsible for, nor will the County reimburse additional charges due to personal preference or personal convenience of individual traveling.
- 2.7 The County will not reimburse airfare costs if airfare costs were higher than costs of mileage reimbursement.
- 2.8 Additional expenses associated with travel that is extended to save costs (i.e. Saturday night stay) may be reimbursed if costs of airfare would be less than the cost of additional expenses (lodging, meals, car rental, mileage) if the trip had not been extended. Documentation satisfactory to the Williamson County Auditor will be required to justify expenditure.
- 2.9 County will only reimburse travel expense to necessary personnel of the vendor (i.e. no spouse, friends or family members).
- 2.10 Except as otherwise set forth herein, a vendor must provide a paid receipt for all expenses. If a receipt cannot be obtained, a written sworn statement of the expense from the vendor may be substituted for the receipt.
- 2.11 Sales tax for meals and hotel stays are the only sales taxes that will be reimbursed. Sales tax on goods purchased will not be reimbursed. A sales tax exemption form is available from the Williamson County Auditor's Office upon request.
- 2.12 The County will not pay for any late charges on reimbursable items. It is the responsibility of the vendor to pay the invoice first and seek reimbursement from the County.

## **3. Meals**

- 3.1 Meal reimbursements are limited to a maximum of \$50.00 per day on overnight travel. On day travel (travel that does not require an overnight stay), meal reimbursements are limited to a maximum of \$20.00 per day. The travel must be outside the Williamson County, Texas line by a 50 mile radius.
- 3.2 Receipts are required on meal reimbursement amounts up to the maximum per day amount stated for overnight or day travel. If receipts are not presented, the vendor can request per diem (per diem limits refer to 3.2). However, a vendor cannot combine per diem and meal receipts. Only one method shall be allowed.
- 3.3 Meals are reimbursable only for vendors who do not have the necessary personnel located within a 50 mile radius of Williamson County, Texas that are capable of carrying the vendor's obligations to County. Meals will not be reimbursed to vendors who are located within a 50 mile radius of Williamson County, Texas.
- 3.4 County will not reimburse for alcoholic beverages.
- 3.5 Tips are reimbursable but must be reasonable to limitation of meal allowance
- 3.6 No meals purchased for entertainment purposes will be allowed.
- 3.7 Meal reimbursement must be substantiated with a hotel receipt.

#### **4. Lodging**

- 4.1 Hotel accommodations require an itemized hotel folio as a receipt. The lodging receipt should include name of the motel/hotel, number of occupant(s), goods or services for each individual charge (room rental, food, tax, etc.) and the name of the occupant(s). Credit card receipts or any other form of receipt are not acceptable.
- 4.2 Vendors will be reimbursed for a single room rate charge plus any applicable tax. If a single room is not available, the vendor must provide documentation to prove that a single room was not available in order to justify the expense over and above the single room rate. A vendor may also be required to provide additional documentation if a particular room rate appears to be excessive.
- 4.3 Personal telephone charges, whether local or long distance, will not be reimbursed.

#### **5. Airfare**

- 5.1 The County will only reimburse up to a coach price fare for air travel.
- 5.2 The County will exclude any additional charges due to personal preference or personal convenience of the individual traveling (i.e. early bird check in, seat preference charges, airline upgrades, etc. will not be an allowable reimbursement)
- 5.3 Air travel expenses must be supported with receipt copy of an airline ticket or an itinerary with actual ticket price paid. If tickets are purchased through a website, vendor must submit a copy of the webpage showing the ticket price if no paper ticket was issued.
- 5.4 Cancellation and/or change flight fees may be reimbursed by the County but vendor must provide the Williamson County Auditor with documentation in writing from a County department head providing authorization for the change.
- 5.5 The County will not reimburse vendor for tickets purchased with frequent flyer miles.

## **6. Car Rental**

- 6.1 Vendors that must travel may rent a car at their destination when it is less expensive than other transportation such as taxis, airport shuttles or public transportation such as buses or subways.
- 6.2 Cars rented must be economy or mid-size. Luxury vehicle rentals will not be reimbursed. Any rental costs over and above the cost of a mid-size rental will be adjusted.
- 6.3 Vendors will be reimbursed for rental cars if the rental car cost would have been less than the mileage reimbursement cost (based on the distance from vendor's point of origin to Williamson County, Texas) had the vendor driven vendor's car.
- 6.4 Vendors must return a car rental with appropriate fuel levels as required by rental agreement to avoid the car rental company from adding fuel charges.
- 6.5 Rental agreement and credit card receipt must be provided to County as back up for the request for reimbursement.
- 6.6 Insurance purchased when renting vehicle may also be reimbursed.
- 6.7 Car Rental optional extras such as GPS, roadside assistance, and administrative fees on Tolls will not be reimbursed.

## **7. Personal Car Usage**

- 7.1 Personal vehicle usage will be reimbursed in an amount equal to the standard mileage rate allowed by the IRS.
- 7.2 Per code of Federal Regulations, Title 26, Subtitle A, Chapter 1, Subchapter B, Part IX, Section 274(d), all expense reimbursement requests must include the following:
  - 7.2.1.1 Date
  - 7.2.1.2 Destination
  - 7.2.1.3 Purpose
  - 7.2.1.4 Name of traveler(s)
  - 7.2.1.5 Correspondence that verifies business purpose of the expense
- 7.3 The mileage for a personal vehicle must document the date, location of travel to/from, number of miles traveled and purpose of trip.
- 7.4 Mileage will be reimbursed on the basis of the most commonly used route.
- 7.5 Reimbursement for mileage shall not exceed the cost of a round trip coach airfare.
- 7.6 Reimbursement for mileage shall be prohibited between place of residence and usual place of work.
- 7.7 Mileage should be calculated from employee's regular place of work or their residence, whichever is the shorter distance when traveling to a meeting or traveling to Williamson County, Texas for vendors who are located outside of Williamson County, Texas by at least a 50 mile radius.
- 7.8 When more than one person travels in same vehicle, only one person may claim mileage reimbursement.
- 7.9 Tolls, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement (administrative fees on Tolls will not be reimbursed).
- 7.10 Parking fees, if reasonable are reimbursable for meetings and hotel stays. For vendors who contract with a third party for visitor parking at vendor's place of business, Williamson

County will not reimburse a vendor based on a percentage of its contracted visitor parking fees. Rather, Williamson County will reimburse Vendor for visitor parking on an individual basis for each time a visitor uses Vendor's visitor parking. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement.

- 7.11 Operating and maintenance expenses as well as other personal expenses, such as parking tickets, traffic violations, and car repairs and collision damage are not reimbursable.

## **8. Other Expenses**

- 8.1 Taxi fare, bus tickets, conference registrations, parking, etc. must have a proper original receipt.

## **9. Repayment of Nonreimbursable Expense.**

Vendors must, upon demand, immediately repay County for all inappropriately reimbursed expenses whenever an audit or subsequent review of any expense reimbursement documentation finds that such expense was reimbursed contrary to these guidelines and this Policy. Williamson County reserves the right to retain any amounts that are due or that become due to a vendor in order to collect any inappropriately reimbursed expenses that a vendor was paid.

## **10. Non-Reimbursable Expenses**

In addition to the non-reimbursable items set forth above in this Policy, the following is a non-exhaustive list of expenses that will not be reimbursed by Williamson County:

- 10.1 Alcoholic beverages/tobacco products
- 10.2 Personal phone calls
- 10.3 Laundry service
- 10.4 Valet service (excludes hotel valet)
- 10.5 Movie rentals
- 10.6 Damage to personal items
- 10.7 Flowers/plants
- 10.8 Greeting cards
- 10.9 Fines and/or penalties
- 10.10 Entertainment, personal clothing, personal sundries and services
- 10.11 Transportation/mileage to places of entertainment or similar personal activities
- 10.12 Upgrades to airfare, hotel and/or car rental
- 10.13 Airport parking above the most affordable rate available
- 10.14 Excessive weight baggage fees or cost associated with more than two airline bags
- 10.15 Auto repairs
- 10.16 Babysitter fees, kennel costs, pet or house-sitting fees
- 10.17 Saunas, massages or exercise facilities
- 10.18 Credit card delinquency fees or service fees
- 10.19 Doctor bills, prescription and other medical services
- 10.20 Hand tools
- 10.21 Safety Equipment (hard hats, safety vests, etc.)
- 10.22 Office Supplies





- 10.23 Lifetime memberships to any association
- 10.24 Donations to other entities
- 10.25 Any items that could be construed as campaigning
- 10.26 Community outreach items exceeding \$2 per item
- 10.27 Technology Fees
- 10.28 Sales tax on goods purchased
- 10.29 Any other expenses which Williamson County deems, in its sole discretion, to be inappropriate or unnecessary expenditures.